



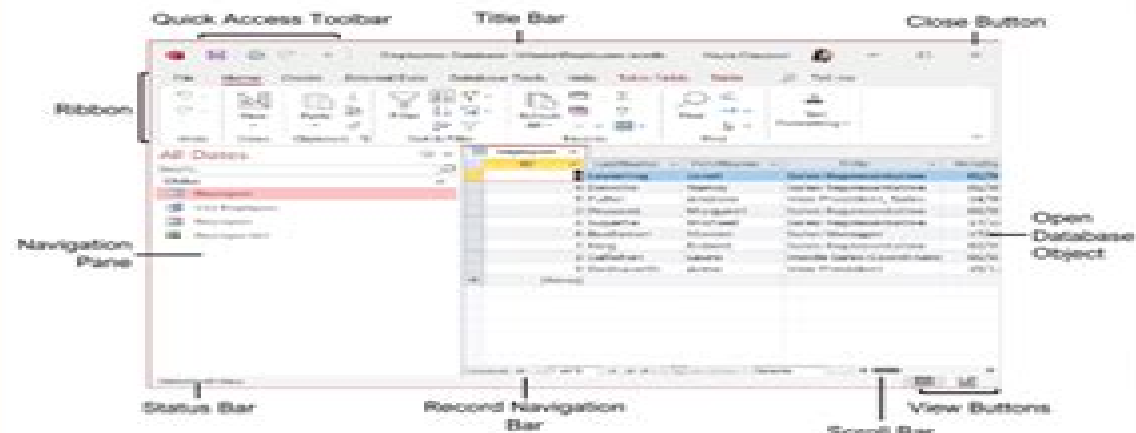
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# Access Quick Reference Basic Skills

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## The Access Program Screen



## Keyboard Shortcuts

### General

Create a new database	Ctrl + N
Open a database	Ctrl + O
Close a database	Ctrl + W
Close Access	Alt + F4
Print current view	Ctrl + P
Help	F1
Delete record	Ctrl + -
Cancel changes	Esc
Insert date	Ctrl + ;
Insert time	Shift + Ctrl + ;
Insert value from same field in previous position	Ctrl + `
Spell check	F7
Switch applications	Alt + Tab

### Navigation

Move between query or table rows	↑, ↓
Move between query or table columns	←, →
Next field	Tab
Previous field	Shift + Tab
Next screen	Page Down
Previous screen	Page Up
First record	Ctrl + ↑
Last record	Ctrl + ↓
Go to a specific record	F5
Toggle Navigation Pane	F11

### Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H

### Design View

View properties	Alt + Enter
Open object in Design view	Ctrl + Enter
Save object	Ctrl + S
Switch to Form view	F5

## Access Basics

**Open a Database:** Click the **File** tab and select **Open**, or press **Ctrl + O**.

**Save a Database:** Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

**Use the Navigation Pane:** Click the **All Access Objects** button at the top of the Navigation Pane and select the type of object(s) you want to display.

**Open a Database Object:** Double-click an object in the Navigation Pane.

**Modify a Database Object in Design View:** Click the **View** button list arrow and select **Design View**.

**Switch Object Tabs:** If you have multiple objects open, click the tab for the object you want to display.

**Rename a Database Object:** In the Navigation Pane, right-click the object you want to rename and select **Rename**. Type a new name, and press **Enter**.

**Delete a Database Object:** Select the object you want to delete in the Navigation Pane, press the **Delete** key, and click **Yes**.

**Get Help:** Press **F1** to open the Help pane. Type your question in the Search field and press **Enter**.

**Close a Database Object:** Click the object's **Close** button in the upper-right corner of the window.

**Close a Database:** Click the **File** tab and select **Close**.

## Database Objects



**Tables** store a database's data in rows (records) and columns (fields).



**Queries** ask a question of data stored in a table.



**Forms** are custom screens that provide an easy way to enter and view data in a table or query.



**Reports** present data from a table or query in a printed format.



**Macros** automate several tasks into a single command.



**Modules** automate commands using Visual Basic. Modules are similar to macros, but are more complex.



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web in order to balance a chemical equation the quantities of each type of element and polyatomic ion that are present in the reactants and the products of the reaction must be determined because polyatomic ions contain multiple atoms and generally react as indivisible units any polyatomic ion that is present in both a reactant and a product in

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web a balanced chemical equation often may be derived from a qualitative description of some chemical reaction by a fairly simple approach known as balancing by inspection consider as an example the decomposition of water to yield molecular hydrogen and oxygen

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web feb 19 2022 in a balanced chemical equation both the numbers of each type of atom and the total charge are the same on both sides equations ref 3 1 1 and ref 3 1 2 are balanced chemical equations what is different on each side of the equation is how the atoms are arranged to make molecules or ions

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web mar 14 2023 the ultimate goal for balancing chemical equations is to make both sides of the reaction the reactants and the products equal in the number of atoms per element this stems from the universal law of the conservation of mass which states that matter can neither be created nor destroyed

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web balancing equations the chemical equation described in section 4 1 is balanced meaning that equal numbers of atoms for each element involved in the reaction are represented on the reactant and product sides this is a requirement the equation must satisfy to be consistent with the law of conservation of matter

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web because of the law of conservation of mass balancing chemical equations gives a more accurate representation on what s happening in a reaction the accuracy of the ratios of moles is important in calculating the theoretical yield and how much stuff is reacting mass wise stoichiometry

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example consider the reaction between calcium oxide  $\text{CaO}$  and  $\text{H}_2\text{O}$  to form aqueous calcium hydroxide  $\text{Ca(OH)}_2$  is it possible to balance the equation if you incorrectly identify the product as  $\text{CaOH}$  and if so what is the equation

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web balance a chemical equation when given the unbalanced equation explain the role of the law of conservation of mass in a chemical reaction even though chemical compounds are broken up and new compounds are formed during a chemical reaction atoms in the reactants do not disappear nor do new atoms appear to form the products

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web dec 2 2020 a balanced chemical equation tells you the amounts of reactants and products needed to satisfy the law of conservation of mass basically this means there are the same numbers of each type of atoms on the left side of the equation as there are on the right side of the equation

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