



Microsoft®

# Access Quick Reference

## Basic Skills

### The Access Program Screen



### Access Basics

**Create 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 Maximize button (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 easier 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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### Keyboard Shortcuts

#### General

Create a new database.....	<b>Ctrl + N</b>
Open a database.....	<b>Ctrl + O</b>
Close a database.....	<b>Ctrl + W</b>
Close Access.....	<b>Alt + F4</b>
Print current view.....	<b>Ctrl + P</b>
Help.....	<b>F1</b>
Delete record.....	<b>Ctrl + .</b>
Cancel changes.....	<b>Esc</b>
Insert date.....	<b>Ctrl + ;</b>
Insert time.....	<b>Shift + Ctrl + ;</b>
Insert value (one same field in previous position).....	<b>Ctrl + .</b>
Spell check.....	<b>F7</b>
Switch applications.....	<b>Alt + Tab</b>

#### Navigation

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

#### Editing

Cut.....	<b>Ctrl + X</b>
Copy.....	<b>Ctrl + C</b>
Paste.....	<b>Ctrl + V</b>
Undo.....	<b>Ctrl + Z</b>
Redo.....	<b>Ctrl + Y</b>
Find.....	<b>Ctrl + F</b>
Replace.....	<b>Ctrl + H</b>

#### Design View

View properties.....	<b>Alt + Enter</b>
Open object in Design View.....	<b>Ctrl + Enter</b>
Save object.....	<b>Ctrl + S</b>
Switch to Form view.....	<b>F5</b>



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**Access 2002 - Complete** Timothy J. O'Leary, Linda I. O'Leary, Kathryn M. Lee, 2003-02. A guide to Access 2002. The text presents hands-on instructions with full screen captures that illustrate the results of each step performed. A running case is featured in each tutorial highlighting the real world applications of the software and leading students from problem to solution.

*Planning and Scheduling Using Microsoft Office Project 2007* Paul E. Harris, 2007. This book is a straightforward practical guide on how to use Microsoft Project 2000 up to an intermediate level in a single project environment. It is aimed at any industry including building, construction, oil and gas, software development, government, and defense.

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