



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.....	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 (one 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



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Microsoft Access Guide

Joseph W. Habraken

Microsoft Access Guide:

Microsoft Access Fundamentals Rudy LeCorps, 2001 The material in this book covers everything needed to become proficient in Access. In writing this guide we have been very careful to make this tutorial a generic one not based on any particular version of the application. The information contained in this book covers the essence of Microsoft Access. That is the topics taught are valid for all versions of the application. We believe that it is in the interest of our readers to learn Access and the topics that make up the fundamentals of the application as a database software. Version specific features can always be learnt while using that particular version of the application. After reading this guide the reader can expect to become proficient in Access and to be in a position to create basic to advanced databases that can be used for all kinds of purposes from inventory management to sales tracking and employee productivity.

Microsoft Access Guide to Success Kevin Pitch, Unlock the Potential of Microsoft Access Like Never Before. Ever felt daunted by the vast functionalities of Microsoft Access? Perhaps you're seeking an advanced guide that effortlessly transitions you from the basics to true mastery. Dive deep into the intricacies of database management with this comprehensive guide which I've meticulously designed to ensure you never feel lost thanks to step by step instructions at every juncture. Embark on a Data Management Odyssey.

CORE FOUNDATIONS
Grasp the essence of Microsoft Access from its interface and basic terminologies to what makes an exceptional database. All detailed step by step **TABLE TACTICS**. Learn strategies and insights in designing, creating, and optimizing database tables with clear instructions ensuring your success.

POWER TOOLS truly master it. Whether you're a beginner or a seasoned professional, this guide is your beacon to the full potential of Microsoft Access. Elevate your database prowess. Dive into a world where data management is not just efficient but also innovative and impressively user centric.

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