



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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