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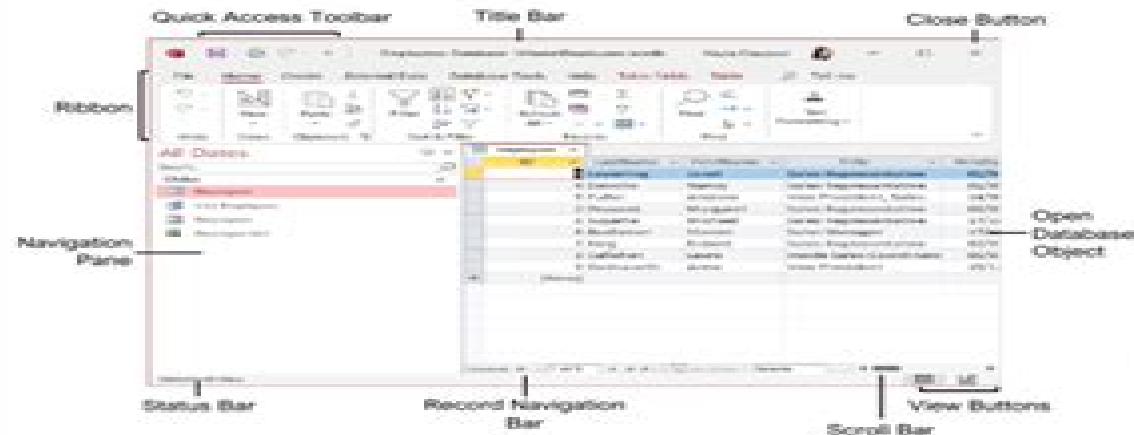
Access Quick Reference

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

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.

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 97 Quick Reference Rick Winter, 1997 This complete Access 97 command reference provides you with key information on the most important Access 97 features With a comprehensive index and an exhaustive command reference you ll have all the essential information you need to master Access 97 at your fingertips

[Access 2002 For Dummies Quick Reference](#) Alison Barrows, 2001-06-15 Access 2002 For Dummies Quick Reference covers the essentials a beginning user needs to start building and working with database information including building a database working with tables using queries creating reports building forms and printing databases This edition has been updated to include the new features of Access including changes to the interface

MicroStrategy Quick Start Guide Fernando Carlos Rivero Esqueda, 2018-09-28 Build reporting applications and dashboards using the different MicroStrategy objects Key Features Learn the fundamentals of MicroStrategy Use MicroStrategy to get actionable insights from your business data Create visualizations and build intuitive dashboards and reports

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A Quick Reference for the rest of us

Access 2000 for Windows For Dummies Quick Reference Alison Barrows,1999-05-21

Microsoft Access 2016 Introduction Quick Reference Guide - Windows

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RDA: Resource Description and Access:

2013 Revision J. S. C. Joint Steering Committee,2013 This e book contains the 2013 Revision of RDA Resource Description and Access and includes the July 2013 Update This e book offers links within the RDA text and the capability of running rudimentary searches of RDA but please note that this e book does not have the full range of content or functionality provided by the subscription product RDA Toolkit Included A full accumulation of RDA the revision contains a full set of all current RDA instructions It replaces the previous version of RDA Print as opposed to being an update packet to that version RDA has gone through many changes since it was first published in 2010 Cataloging practice described by RDA has not changed dramatically due to the changes above but nearly every page in RDA Print was impacted by the changes with the result that an RDA Print update packet would require nearly as many pages as the full revision The most current RDA the revision contains all changes to RDA up to and including the 2013 RDA Update approved by the JSC Annually the JSC considers proposals to update enhance and maintain RDA as a current cataloging standard These updates can and often do change the cataloging process as described by RDA The JSC also periodically issues changes to RDA to fix errors and to clarify meaning These changes do not typically change cataloging practice as described by RDA Reworded RDA the revision includes the reworded version of RDA instructions To improve readability and comprehension of complex instructions RDA has been edited and reworded since its original release The rewording was carried out by the JSC RDA Copy Editor and reviewed by the U S RDA Test Coordinating Committee

RDA: Resource Description and Access: 2013 Revision Joint Steering Committee (JSC),American Library Association (ALA),Canadian Library Association (CLA),Chartered Institute of Library and Information Professionals (CILIP, UK),Deutsche Nationalbibliothek,Library of Congress (US),2013-10-28 This e book contains the 2013 Revision of RDA Resource Description and Access and includes the July 2013 Update This e book

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