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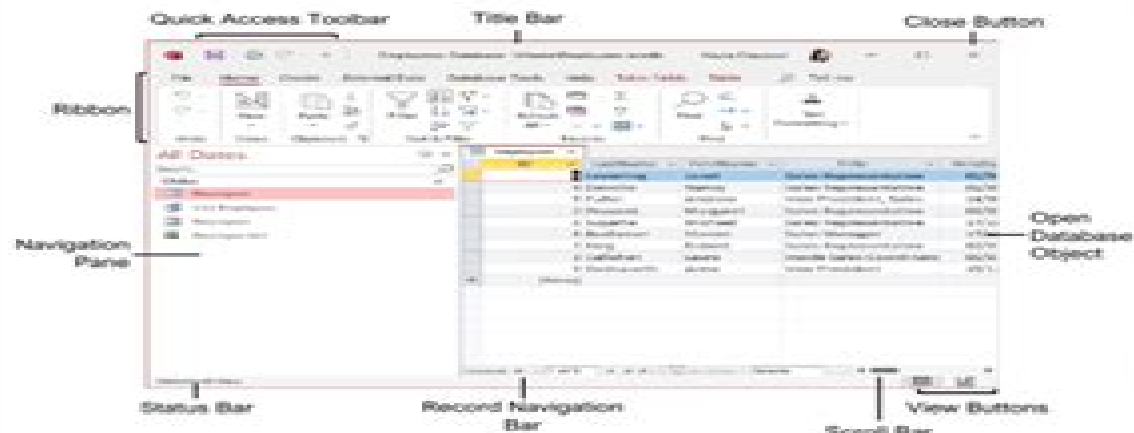
# Access Quick Reference

## 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

# Microsoft Access Reference Guide

**Beezix Software Solutions**



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Records Sorting Searching Table Data Quickly Sorting a Table Searching for a Record Table Design Primary Keys and Links Using Design View to Modify a Table Creating Modifying a Query Query Grid Criteria Examples Creating Forms with a Wizard Creating and Modifying Forms Manually Creating Reports with a Wizard Creating and Modifying Reports Manually Printing a Report Backing Up and Compacting Database Files Customizing Access Also includes lists of Movement and Data Entry Shortcuts and Smart Database Design Tips      **Microsoft Access 2021 and 365 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)** TeachUcomp,2022-02-21 Designed with the busy professional in mind this 2 page quick reference guide provides step by step instructions in Access 2021 and 365 When you need an answer fast you will find it right at your fingertips with this Microsoft Access 2021 and 365 Quick Reference Guide Clear and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials      **Microsoft Access 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc Staff,2010-06-26 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Access 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Working with Database Files Defining Access Objects Adding a Record Editing Fields and Records Undoing Changes Deleting Records The Datasheet Window Quickly Sorting a Table Searching for a Record Creating a Table Primary Keys and Links Using Design View to Create or Modify a Table Creating Modifying a Query Creating Reports with a Wizard Creating and Modifying Reports Manually Printing a Report Creating Forms with a Wizard Creating and Modifying Forms Manually Working with Forms Backing Up and Compacting Database Files Customizing Access Also includes a list of Movement and Data Entry Shortcuts Smart Database Design Tips and Query Grid Criteria Examples This guide is one of two available titles for Access 2010 Access 2010 Introduction and Access 2010 Intermediate      *Microsoft Access 2000 in Layman's Terms* Katie Layman,2000-12-26      *Microsoft Access 2003 Intermediate Quick Reference Guide* Beezix, Inc Staff,2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Access 2003 at an intermediate level The following topics are covered Enhancing Table Design Setting and Removing a Primary Key Setting Table Relationships Deleting Relationships Hiding a Table Setting a Single Field Index Setting Multiple Field Indices Validating Data and Creating Expressions with Functions Queries Creating Complex Select Queries Creating Parameter Queries Creating Queries Using Multiple Tables Creating Statistical Queries Creating Update Queries Customizing Forms Creating Forms Subforms Using Subdatasheets Inserting Expanding Collapsing Removing Smart Tags Merging Data with a Word Document Importing Data into Access Export Data to Excel Creating a Report Manually and Viewing Object Dependencies This guide is suitable as a training handout or simply an easy to use reference guide for any type of user      Microsoft Access 2003 Introduction Quick Reference Guide Beezix, Inc Staff,2004-03 Laminated quick reference guide

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