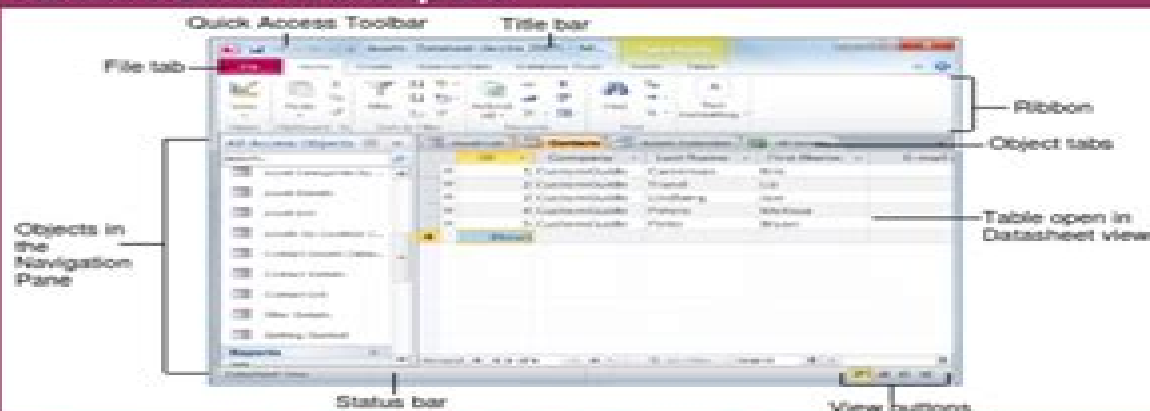


# Access 2010

## Cheat Sheet

### Access 2010 Workspace



### Keyboard Shortcuts

#### General

Open a Database	Ctrl + O
Close a Database	Ctrl + W
Print Current View	Ctrl + P
Delete	Delete
Undo	Ctrl + Z
Help	F1
Delete Record	Ctrl + -
Cancel Changes	Esc
Insert Date	Ctrl + ;
Insert Time	Shift + Ctrl + :
Insert Value from Same Field in Previous Record	Ctrl + ' (Apostrophe)
Check Spelling	F7
Switch Applications	Alt + Tab

### Database Objects

### The Fundamentals

**Tables** store related data in rows (records) and columns (fields).

**Queries** view, filter, calculate, change, sort, and examine the data stored in tables.

**Forms** are custom screens that provide an easy way to enter and view data in a table.

**Reports** present data from a table or query in a printed format.

**Macros** automate common tasks and can be run by clicking a button or pressing a shortcut key.

**Modules** are groups of procedures written in Visual Basic and used to automate tasks.

- **To Open an Object:** Double-click the object in the Navigation Pane.
- **To Create a New Object:** Click the Create tab on the Ribbon and click a button for the object or wizard you want to use.
- **To Delete an Object:** Select the object and press Delete. Click Yes.

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- **To Create a Blank Database:** Click the File tab and select **New**. Click the **Blank Database** button and click **Create**.
- **To Create a Database from a Template:** Click the File tab and select **New**. Select the template category you wish to use, select the template, and click **Create**.
- **To Open an Existing Database:** Click the File tab and select **Open**.
- **To Repair/Compress a Database:** Click the File tab and select **Info**. Click the **Compact & Repair Database** button.
- **To Import Data from Another Source:** Click the **External Data** tab on the Ribbon and click the appropriate button in the Import and Link group.
- **To Export Data to Another Source:** Click the **External Data** tab on the Ribbon and click the appropriate button in the Export group.
- **To Save a Database:** Click the File tab and select **Save**.
- **To Close a Database:** Click the **Close** button, or press **Ctrl + W**.

#### Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A

#### Design View

Properties	Alt + Enter
Open object in Design View	Ctrl + Enter
Save Object	Ctrl + S

#### Formatting Text

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U

#### Navigation

Next Field	Tab
Previous Field	Shift + Tab
Next Screen	Page Down
Previous Screen	Page Up
First Record	Ctrl + ↑
Last Record	Ctrl + ↓
Toggle Navigation Pane	F11

# Microsoft Access 2010 Cheat Sheet

**Beezix**



## **Microsoft Access 2010 Cheat Sheet:**

*Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, 2013-02-22 Laminated quick reference guide showing step by step instructions and shortcuts for how to use intermediate features of Microsoft Office Access 2013 The following topics are covered Table Design Preventing Data Entry Errors Find and Sort More Quickly With Indexing Joining Tables to Create Relationships Deleting a Table Join Preventing Orphaned Data with Referential Integrity Query Design Dynamic Criteria with Parameter Queries Examples of Complex Expressions Performing Calculations Summarizing Selected Data Form Design Adding Form Controls Modifying Form Controls Sorting Records Setting Tab Order Report Design Summarizing by Group Printing Options Page Breaks Columns Publish to Word Merging Data with a Word Document

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*Access 2010 For Dummies* Laurie A. Ulrich, Ken Cook, 2010-05-10 A friendly step by step guide to the Microsoft Office database application Access may be the least understood and most challenging application in the Microsoft Office suite This guide is designed to help anyone who lacks experience in creating and managing a database learn to use Access 2010 quickly and easily In the classic For Dummies tradition the book provides an education in Access the interface and the architecture of a database It explains the process of building a database linking information sharing data generating reports and much more As the Microsoft Office database application Access may be the least understood and most challenging part of the Office suite Access 2010 For Dummies walks newcomers through building and using their first database Covers linking information in a database setting relationships modeling data and building tables Explores how to extract data from Access and get specific answers create forms and export data in reports A section for more experienced users looks at analyzing errors and creating an interface Fully updated for the newest version Access 2010 For Dummies gets new Access users up to speed and helps veterans get the most from the Office database application

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other enterprise data sources Offers plenty of techniques tips and tricks to help you get the most out of Access This all in one guide contains everything you need to start power using Access 2010      *Problem-Solving Cases in Microsoft Access and Excel* Joseph A. Brady, Ellen F. Monk, 2007-06 Apply Excel and Access effectively and efficiently to solve real world business problems in this fifth edition of Problem Solving Cases in Microsoft Access and Excel With six individual tutorials that build a practical knowledge of Microsoft Office 2007 Excel and Access capabilities this book sets the groundwork for applying these spreadsheet and database skills to actual scenarios These scenarios take the form of eleven all new case studies which introduce problems that are likely to face today s business professionals and allow readers to apply the information gleaned from the tutorials to solve them With updates that include an all new sixth tutorial that covers data analysis techniques and a 30 day trial of Microsoft Office 2007 software this book affords readers the most up to date practical education in the most commonly used software programs      LSC (EDMC ONLINE HIGHER EDUCATION) : VSXML Ebook Essentials of Nursing Informatics, 5th Edition Virginia Saba, Kathleen A. McCormick, 2011-06-10 The classic text on how nurses can use technology to improve patient care and every aspect of their job performance education and career Written by leaders in nursing informatics this comprehensive up to date text explores the ever growing role technology plays in the field of nursing Offering theoretical background to help you understand how informatics serves many aspects of the profession Essential of Nursing Informatics also gives you practical help in unlocking computing s benefits both now and into the future Numerous case studies and examples add real world relevance to the material An internationally recognized contributor team provides information and insights not found in any other text on essential topics such as the application of computers to nursing administration education and research electronic medical records EMRs and personal health records PHRs coding and government clinical and private sector system requirements Completely revised and updated with the latest information on specialized softwares and contributions the fifth edition of Essentials of Nursing Informatics covers Computer systems Information theory Current issues in informatics Continuum of care information technology systems Educational applications Research applications International perspectives including Europe Canada Pacific Rim Asia South America and South Africa The future of informatics      **Hot Mix Asphalt Reference Manual 2009-2010** ,2009      **Microsoft Access 2003 Basic Cheat Sheet** Chris Le Roy, 2006-01-01      *Microsoft Access 2010 Plain & Simple* Curtis Frye, 2010-06-15 Get the guide that makes learning Microsoft Access 2010 plain and simple This full color no nonsense book shows you the quickest ways to build a database and sort information using easy to follow steps and concise straightforward language You ll learn how out of the box templates and reusable components make Access 2010 a fast and simple database solution Here s WHAT you ll learn Design and build your own database quickly Use Access forms to collect information with ease Create and modify tables to organize your data Store files such as documents and images Exchange data with other databases and documents Bring your data alive with colorful reports Here s HOW you ll learn it Jump in whenever you need answers Easy to follow STEPS and

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