

Access 2016

Quick Reference Card

Working with Databases and Objects

Getting Started Window

- **To Create a Database:** Click a template category in the list and click the template you want to use. Click **Create**. Or, click the **Blank desktop database** button.
- **To Open an Existing Database:** Click the **Open** tab and click a database in the **Recent** list or click **Browse** and browse for it.



Access 2016 Screen



Database Objects

- **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.
- **Page** objects have been replaced by Windows SharePoint Services. Pages in old databases can still be viewed—but not edited—in Internet Explorer.
- **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 on the **Objects** bar.
- **To Modify an Object:** Open the object or click its tab in the window, click the **Format** tab on the Ribbon, click the **View** button in the Views group and select **Design View** or **Layout View**.
- **To Delete an Object:** Select the object and press **Delete**. Click **Yes**.
- **To Rename an Object:** Right-click the object, select **Rename** from the contextual menu, enter the new name, and press **Enter**.
- **To Repair/Compress a Database:** Click the **Database Tools** tab and select **Compact and Repair Database**.
- **To Import Data:** Click the **External Data** tab on the Ribbon and click the type of file you want to import from in the Import group. Follow the onscreen instructions.
- **To Export Data:** Click the **External Data** tab on the Ribbon and click the type of file you want to export to in the Export group. Follow the onscreen instructions.

Keystroke 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

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

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



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Table of Contents Microsoft Access 2user Guide

1. Understanding the eBook Microsoft Access 2user Guide
 - The Rise of Digital Reading Microsoft Access 2user Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access 2user Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Access 2user Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access 2user Guide
 - Personalized Recommendations
 - Microsoft Access 2user Guide User Reviews and Ratings
 - Microsoft Access 2user Guide and Bestseller Lists
5. Accessing Microsoft Access 2user Guide Free and Paid eBooks
 - Microsoft Access 2user Guide Public Domain eBooks
 - Microsoft Access 2user Guide eBook Subscription Services

- Microsoft Access 2user Guide Budget-Friendly Options
- 6. Navigating Microsoft Access 2user Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Access 2user Guide Compatibility with Devices
 - Microsoft Access 2user Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Access 2user Guide
 - Highlighting and Note-Taking Microsoft Access 2user Guide
 - Interactive Elements Microsoft Access 2user Guide
- 8. Staying Engaged with Microsoft Access 2user Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Access 2user Guide
- 9. Balancing eBooks and Physical Books Microsoft Access 2user Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Access 2user Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access 2user Guide
 - Setting Reading Goals Microsoft Access 2user Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access 2user Guide
 - Fact-Checking eBook Content of Microsoft Access 2user Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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