



Microsoft®

Access Quick Reference Basic Skills

The Access Program Screen



Access Basics

Open a Database: Click the **File** tab and select **Open**, or press **Ctrl + O**.

Save a Database: Click the **Save** **FI** 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** **X** 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.

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
Invert data.....	Ctrl + ;
Invert time.....	Shift + Ctrl + ;
Invert value from same field in previous position.....	Ctrl + `
Spell check.....	F7
Switch application.....	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

Microsoft Access Cheeat Sheet

CheatSheets HQ



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Microsoft Access 2021 Basic Cheat Sheet CheatSheets HQ,2026 New to Microsoft Access This Microsoft Access 2021 Basic Cheat Sheet is your essential 2 page laminated reference for building editing and managing simple databases Ideal for beginners students and new database users this quick reference guide walks you through creating tables navigating objects modifying fields and entering records with ease Whether you re setting up your first Access project or learning how to filter and search records this cheat sheet puts key commands concepts and shortcuts at your fingertips Key Features Clear Database Fundamentals Learn how to create tables enter data and define fields Navigation Pane Object Basics Understand how to manage forms queries reports and tables Edit and Search Records Step by step instructions for editing finding filtering and sorting data Field Properties Design View Access settings for adjusting field types primary keys and validations Essential Keyboard Shortcuts Includes time saving hotkeys for form control editing and navigation Perfect for classroom use Access training or workplace reference this cheat sheet helps users confidently work within Microsoft Access s database environment *Microsoft Access 2000 MOUS Cheat Sheet* Joseph W. Habraken,Doug Klippert,2000 Each chapter is designed to introduce explain and teach skills necessary to pass the certification exam for Access 2000 MOUS including interactive labs that require readers to implement skills in a hands on setting Margin notes also serve as quick reminders Complementary Web site available **Microsoft Access 2016 Intermediate Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Lami** Beezix Software Solutions,2016-06-12 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Access 2016 Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Microsoft Access 2016 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Topics include 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 User Input Criteria 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 **Microsoft Access 2016 Programming By Example** Julitta Korol,2016-08-25 No detailed description available for Microsoft Access 2016 Programming By Example **Microsoft Access 2016 Introductory Quick Reference Guide Laminated Cheat Sheet Training Guide** TeachUcomp Inc.,2017-10-23 Designed with the busy professional in mind this 2 page laminated quick reference guide provides step by step instructions in Access 2016 When you need an answer fast you will find it right at your fingertips with this Microsoft Access 2016 Quick Reference Guide Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials *Microsoft Access Data*

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Guide Dwayne Natwick, Shannon Kuehn, 2022-03-10 This certification guide focuses on identity solutions and strategies that will help you prepare for Microsoft Identity and Access Administrator certification while enabling you to implement what you've learned in real world scenarios

Key Features Design implement and operate identity and access management systems using Azure AD Provide secure authentication and authorization access to enterprise applications Implement access and authentication for cloud only and hybrid infrastructures

Book Description Cloud technologies have made identity and access the new control plane for securing data Without proper planning and discipline in deploying monitoring and managing identity and access for users administrators and guests you may be compromising your infrastructure and data This book is a preparation guide that covers all the objectives of the SC 300 exam while teaching you about the identity and access services that are available from Microsoft and preparing you for real world challenges The book starts with an overview of the SC 300 exam and helps you understand identity and access management As you progress to the implementation of IAM solutions you'll learn to deploy secure identity and access within Microsoft 365 and Azure Active Directory The book will take you from legacy on premises identity solutions to modern and password less authentication solutions that provide high level security for identity and access You'll focus on implementing access and authentication for cloud only and hybrid infrastructures as well as understand how to protect them using the principles of zero trust The book also features mock tests toward the end to help you prepare effectively for the exam By the end of this book you'll have learned how to plan deploy and manage identity and access solutions for Microsoft and hybrid infrastructures

What you will learn Understand core exam objectives to pass the SC 300 exam Implement an identity management solution with MS Azure AD Manage identity with multi factor authentication MFA conditional access and identity protection Design implement and monitor the integration of enterprise apps for Single Sign On SSO Add apps to your identity and access solution with app registration Design and implement identity governance for your identity solution

Who this book is for This book is for cloud security engineers Microsoft 365 administrators Microsoft 365 users Microsoft 365 identity administrators and anyone who wants to learn identity and access management and gain SC 300 certification You should have a basic understanding of the fundamental services within Microsoft 365 and Azure Active Directory before getting started with this Microsoft book

Sams Teach Yourself Microsoft Access 2002 Programming in 24 Hours Paul Kimmel, 2001 Sams Teach Yourself Access 2002 Programming in 24 Hours will considerably improve the quality of the database applications that the reader can create with Microsoft Access Concise tutorials that quickly bring the reader up to speed will be the goal of each chapter Having completed this book the readers will be able to understand any sample VBA code that they see and will possess the skills to attack all of the most common Access programming tasks Topics covered in the book will include Using data aware controls Creating data aware web pages Creating views to organize data Building reusable code modules Programming reports Communicating results with graphing Automating contact and task management with Outlook Access programming for Internet Explorer

Sams Teach

Yourself MS Access 2002 in 21 Days Paul Cassel,Craig Eddy,Jon Price,2002 This book is a hands on tutorial for Access users who want to learn Access by working through solid examples It will show the reader how to use Access and how to develop solid databases from start to finish The focus of the book will be Access databases on the desktop but will have two chapters on implementing Access in a networked or client server environment Key topics include understanding relational databases and the Access 2002 architecture designing building and maintaining full feature robust database applications implementing Data Access Pages working with Visual Basic for Applications and the Visual Basic Editor and publishing Access content to the WWW or a company s intranet PCs Cheat Sheet Shelley O'Hara,Galen Grimes,1999 Que s Cheat Sheet Series offers the busy beginning PC user just the right amount of information to get started with his her PC Each chapter has a Basic Survival section that teaches the essentials of that chapter The author then has highlighted important content for the reader in a different color to stand out Finally the author gives the reader additional notes tips and shortcuts in the handwritten margin notes All combine to give the new PC user a quick easy way to navigate and use his her PC

Microsoft Access 2003 Basic Cheat Sheet Chris Le Roy,2006-01-01 *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 2007 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix Software Services,Beezix, Inc Staff,2007-08-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Access 2007 The following topics are covered Setting and Removing a Primary Key Setting Table Query Relationships

Deleting Relationships Hiding a Table Setting a Single Field Index Setting Multiple Field Indexes Validating Data Creating Expressions with Functions Creating Complex Select Queries Creating Parameter Queries Creating Queries Using Multiple Tables Creating Statistical Queries Creating Update Queries Creating a Report Manually Customizing Forms Forms and Subforms Creating a Subform in an Existing Form Creating a New Form with a Subform Using Subdatasheets Inserting Expanding Collapsing Removing Merging Data with a Word Document Importing Data into Access Export Data from Access Saving Import Export Steps 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 This guide is one of two available titles for Access 2010 Access 2010 Introduction and Access 2010 Intermediate

Access for Windows 95 for Dummies John Kaufeld,1995 A plain English reference that helps the user to grasp the Access basics and develop a database quickly This book covers creating tables creating forms and more The easy to understand guide includes information on new features including support for Visual Basic applications enhanced performance a query by forms capability and an integrated security wizard

Microsoft Access 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2007-08-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Access 2007 The following topics are covered Working with Database Files Definitions of Access Objects Navigating Tabbed Documents Adding a Record Editing Fields and Records Undoing Changes The Datasheet Window Deleting Records and Searching for a Record Creating a Table Suggestions Creating a Table Using Design View to Create or Modify a Table Sorting Tables Optimizing Data Collection Using Masks Creating a Query Creating Forms with a Wizard Working with a Form Creating Reports with a Wizard Printing a Report Grouping Database Objects Renaming or Deleting Groups Compacting Database Files Customizing Access and Backing Up a Database Also includes a list of Movement Shortcuts and Data Field Types This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of two available titles for Access 2007 Access 2007 Introduction and Access 2007 Intermediate

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