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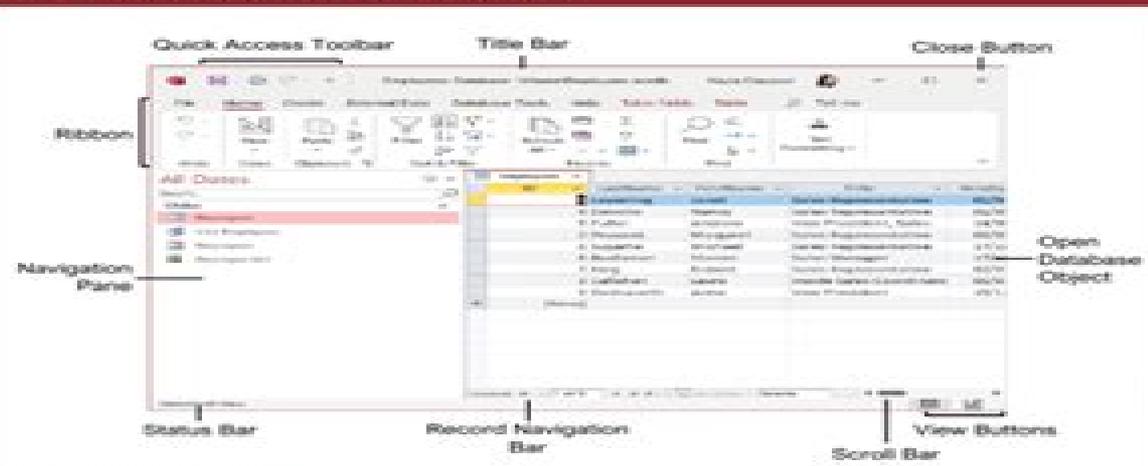
Access Quick Reference

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

Ms Access Reference Developer Guide

John Angermeyer, Kevin Jaeger



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Table of Contents Ms Access Reference Developer Guide

1. Understanding the eBook Ms Access Reference Developer Guide
 - The Rise of Digital Reading Ms Access Reference Developer Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Ms Access Reference Developer 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 Ms Access Reference Developer Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Access Reference Developer Guide
 - Personalized Recommendations
 - Ms Access Reference Developer Guide User Reviews and Ratings
 - Ms Access Reference Developer Guide and Bestseller Lists
5. Accessing Ms Access Reference Developer Guide Free and Paid eBooks

- Ms Access Reference Developer Guide Public Domain eBooks
 - Ms Access Reference Developer Guide eBook Subscription Services
 - Ms Access Reference Developer Guide Budget-Friendly Options
6. Navigating Ms Access Reference Developer Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Ms Access Reference Developer Guide Compatibility with Devices
 - Ms Access Reference Developer Guide Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Ms Access Reference Developer Guide
 - Highlighting and Note-Taking Ms Access Reference Developer Guide
 - Interactive Elements Ms Access Reference Developer Guide
 8. Staying Engaged with Ms Access Reference Developer Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Ms Access Reference Developer Guide
 9. Balancing eBooks and Physical Books Ms Access Reference Developer Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Ms Access Reference Developer Guide
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Ms Access Reference Developer Guide
 - Setting Reading Goals Ms Access Reference Developer Guide
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Ms Access Reference Developer Guide
 - Fact-Checking eBook Content of Ms Access Reference Developer 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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