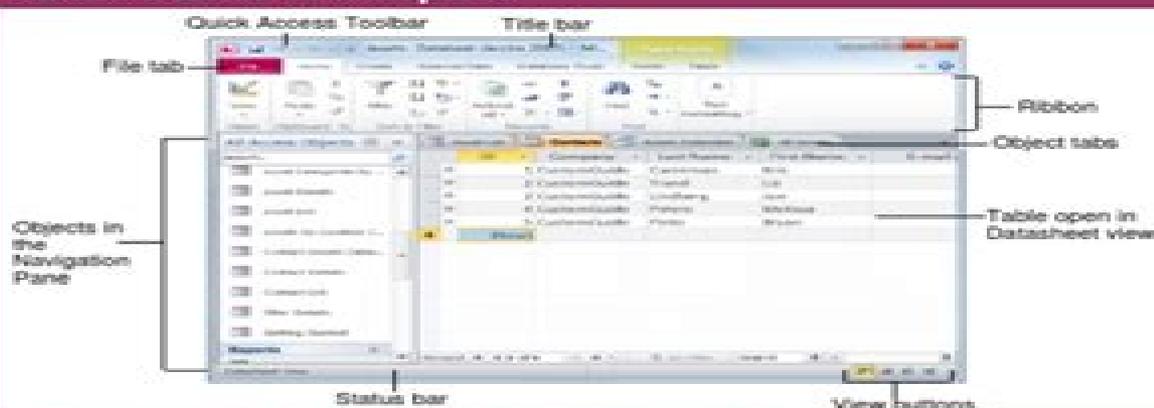


Access 2010 Workspace



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 views contain commands for working with a program's files, such as **Open**, **Save**, **Close**, **New**, and **Print**.
-
- The screenshot shows the File tab menu with the following options: Save, Save Object As, Save Database As, Open, Close Database, Recent, New, Print, Save & Publish, Help, Options, and Exit.
- Access 2010** introduces Web databases. Unlike other databases, Web databases can be published to a SharePoint site and opened without Access.
 - 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 + Home
Last Record	Ctrl + End
Toggle Navigation Pane	F11

Microsoft Access 2010 Cheat Sheet

Beezix, Inc Staff



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