



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** **AO** 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** **VI** 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 20user Guide

A Gutmann



Microsoft Access 20user Guide:

Skillbuilders Microsoft 2000 Stephen Doyle,2000 Provides easy to follow step by step guidance through the most commonly used software packages Includes staged instructions on how to design implement and document IT systems Provides examples hints ideas and sample documentation to complement the production of project work Actively encourages problem solving using application software Contains valuable worked examples of IT exercises and incorporates use of the Internet

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Planning and Control Using Microsoft® Office Project and PMBOK® Guide Fourth Edition Paul E. Harris,2010 This book is principally a Microsoft Project book aimed at Project Management Professionals who understand the PMBOK r Guide Fourth Edition processes and wish to learn how to use Microsoft Office Project to plan and control their projects in a PMBOK r Guide environment and discover how to gain the most from the softw

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