



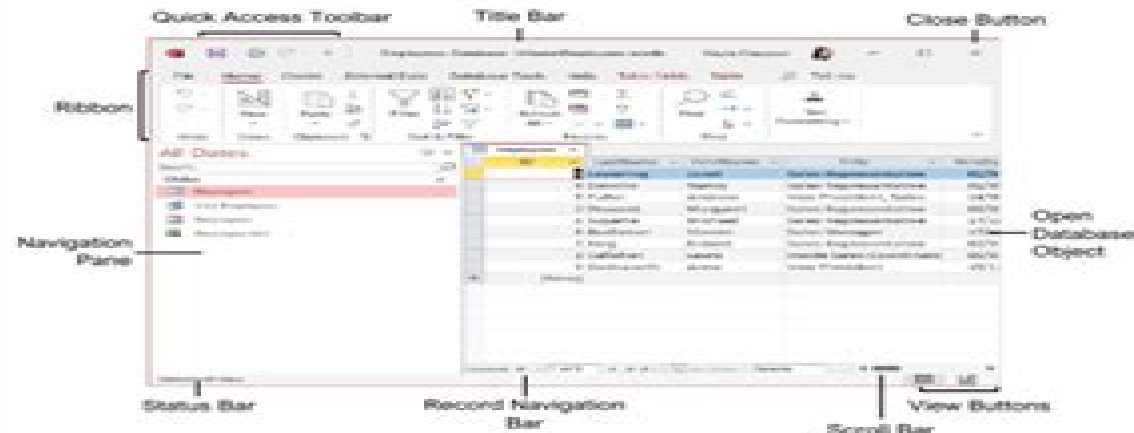
Microsoft®

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



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data set any kind of XML and SQL Server no questions asked This plain English guide gives you a thorough overview of LINQ from understanding the tasks it performs to making LINQ work with both Visual Basic and Visual Studio 2005 It explains the four LINQ providers in the .NET Framework the easiest ways to go about accessing data and how to write more efficient applications with less code using LINQ There s also clear guidance on combining third party providers with LINQ to create even more powerful apps With this single comprehensive guide you ll discover how to Use one query language with all Microsoft languages Examine .NET language extensions and work with extension methods partial methods lambda expressions and query expressions LINQ to DataSet operators SQL server operations XML API or Active Directory Deal with databases download and install the Northwind database generate Northwind entity classes and create the Northwind XML mapping file Create the partial class example the partial method example and the database modification example Use objects with LINQ Query databases in Visual Basic and C As an added bonus you can visit the companion Web site for LINQ examples in C and Visual Basic With LINQ For Dummies you ll link up with LINQ in no time and see how you can query almost anything Note CD ROM DVD and other supplementary materials are not included as part of eBook file **InfoWorld**,1986-03-31 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **Access 2003** Adrienne Tommy,2004 **Access 2007 VBA Programming For Dummies** Joseph C. Stockman,Alan Simpson,2011-02-08 If you ve been using Access for a while you re probably aware of its power and potential and itching to take advantage of both Access 2007 VBA Programming For Dummies takes you beyond forms and reports and shows you how to use VBA to create killer Access databases and applications This gentle introduction to VBA programming covers everything you need to get started including Basic programming skills and concepts Explanations of modules procedures objects and arguments Access unique programming activities including SQL and recordsets How to use the Visual Basic editor Creating dialog boxes lists drop down menus and functions Integrating with other Office applications Ready to use VBA code examples to type in or copy and paste from the Web Completely revised to reflect all changes found in Microsoft Access 2007 Access 2007 VBA Programming For Dummies gives you access to Access like you ve never had it before

Unveiling the Magic of Words: A Review of "**Microsoft Access Quick Reference Guide**"

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