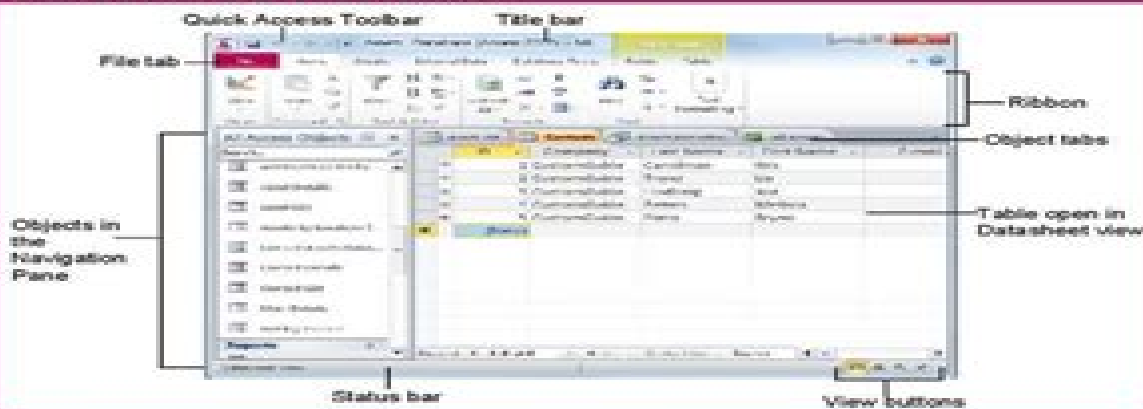


Access 2010

Quick Reference Card

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

- 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 Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- To 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> +
Italic	<Ctrl> + <I>
Underline	<Ctrl> + <U>

Navigation

Next Field	<Tab>
Previous Field	<Shift> + <Tab>
Next Screen	<Page Down>
Previous Screen	<Page Up>
First Record	<Ctrl> + <↑>
Last Record	<Ctrl> + <↓>
Toggle Navigation Pane	<F11>

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A red circular graphic with a gradient, appearing as a partial circle or a thick curved line, located to the right of the 'Microsoft Official Academic Course' text.

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SharePoint 2010 User's Guide Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product **MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams** John Pierce,Geoff Evelyn,2011 Presents a guide to preparing for certification exams for four Microsoft Office programs which includes overviews step by step instructions and practice projects for each program MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Joan Lambert,Joyce Cox,2011 This all in one guide is designed to help readers practice and prepare for the four core Microsoft Office Specialist MOS exams Use the book s easy to follow procedures and illustrations to review the essential skills measured by the MOS exams **MCTS Self-paced Training Kit (exam 70-662)** Orin Thomas,Ian McLean,2011 This two in one training kit delivers in depth preparation plus practice for the required exam for the new MCTS Microsoft Exchange Server 2010 configuring certification Ace exam prep and build real world job skills with lessons labs and practice tests Exam 77-884 Microsoft Outlook 2010 with Microsoft Office 2010 Evaluation Software Microsoft Official Academic Course,2011-10-25 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Outlook 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and

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