



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

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

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** 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.

Microsoft Access Chaeat Sheet

J Dewey



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Microsoft Access 2000 MOUS Cheat Sheet Joseph W. Habraken,Doug Klippert,2000 Each chapter is designed to introduce explain and teach skills necessary to pass the certification exam for Access 2000 MOUS including interactive labs that require readers to implement skills in a hands on setting Margin notes also serve as quick reminders Complementary Web site available **Microsoft Access 2016 Programming By Example** Julitta Korol,2016-08-25 No detailed description available for Microsoft Access 2016 Programming By Example **Microsoft Access 2016 Intermediate Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Lami** Beezix Software Solutions,2016-06-12 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Access 2016 Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Microsoft Access 2016 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user Topics include Table Design Preventing Data Entry Errors Find and Sort More Quickly With Indexing Joining Tables to Create Relationships Deleting a Table Join Preventing Orphaned Data with Referential Integrity Query Design Dynamic Criteria with Parameter Queries Examples of User Input Criteria Performing Calculations Summarizing Selected Data Form Design Adding Form Controls Modifying Form Controls Sorting Records Setting Tab Order Report Design Summarizing by Group Printing Options Page Breaks Columns Publish to Word Merging Data with a Word Document **Microsoft Office 2000 Cheat Sheet** Jennifer Fulton,1999 You don t have to put your waders on to sift through mounds of text with this simple straightforward approach to Office 2000 Perfect for users who don t have much time but want to update skills **Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc Staff,2010-10-30 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Access 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Table Design Preventing Data Entry Errors Find and Sort More Quickly With Indexing Joining Tables to Create Relationships Deleting a Table Join Preventing Orphaned Data with Referential Integrity Query Design Performing Calculations Summarizing Selected Data Form Design Adding Form Controls Sorting Removing Automatic Labels Modifying Automatic Labels Modifying Form Controls Report Design Summarizing by Group Printing Options Table Relationships Complex Expressions Examples Form Control This guide is one of two available titles for Access 2010 Access 2010 Introduction and Access 2010 Intermediate *Access 2013 All-in-One For Dummies* Alison Barrows,Joseph C. Stockman,Allen G. Taylor,2013-04-08 Get started with the new Access 2013 with this impressive all in one reference Microsoft Access allows you to store organize view analyze and share data the new release enables you to build even more powerful custom database solutions that integrate with the web and enterprise data sources This compilation of nine indispensable minibooks is exactly what you need to get up to speed on

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