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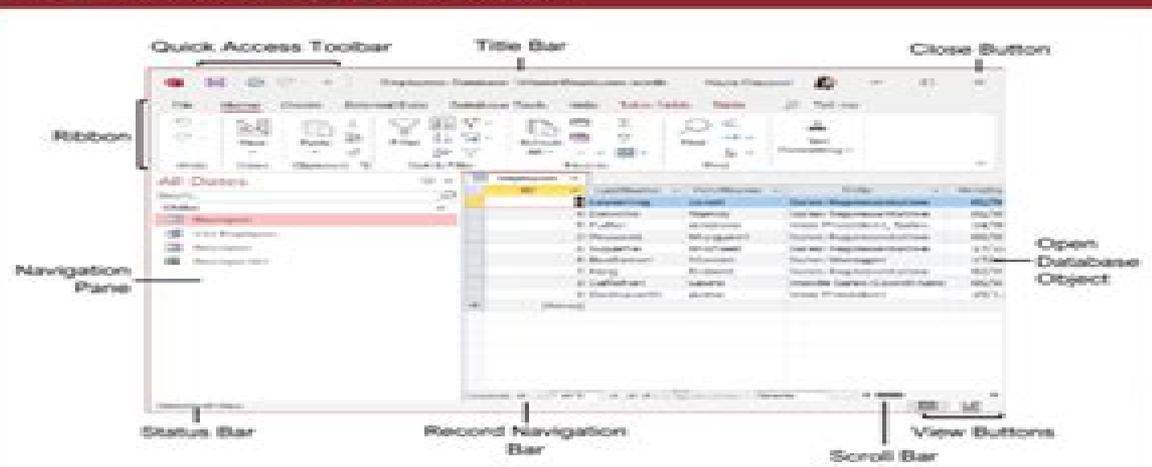
# Access Quick Reference

## 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

# Microsoft Access Quick Reference Guide

**J Rink**



## **Microsoft Access Quick Reference Guide:**

Microsoft Access Quick Reference Guide ,1985

## **Microsoft Access 2003 Introduction Quick Reference Guide**

Beezix, Inc Staff,2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Access 2003 at the introductory level The following topics are covered Definitions of Access Objects Adding and Deleting Records Undoing Changes Navigating through Records Editing Fields and Records Searching for a Record Creating Tables Sorting Tables Optimizing Data Collection Using Masks Creating a Query Working with a Form Creating Forms with a Wizard Creating Reports Printing a Report Grouping Database Objects Compacting Database Files Customizing Access and Backing Up a Database Also includes a list of Movement Shortcuts and Data Field Types This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

## **Microsoft Access 2016 Introduction Quick**

**Reference Guide - Windows Version** Beezix Software Solutions,2016-05-23 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 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 Working with Database Files Defining Access Objects Creating a Table Entering Editing Table Data Adding a Record Editing Fields and Records Undoing Changes Deleting Records Sorting Searching Table Data Quickly Sorting a Table Searching for a Record Table Design Primary Keys and Links Using Design View to Modify a Table Creating Modifying a Query Query Grid Criteria Examples Creating Forms with a Wizard Creating and Modifying Forms Manually Creating Reports with a Wizard Creating and Modifying Reports Manually Printing a Report Backing Up and Compacting Database Files Customizing Access Also includes lists of Movement and Data Entry Shortcuts and Smart Database Design Tips

## Microsoft Access 2003

Intermediate Quick Reference Guide Beezix, Inc Staff,2004-03 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Access 2003 at an intermediate level The following topics are covered Enhancing Table Design Setting and Removing a Primary Key Setting Table Relationships Deleting Relationships Hiding a Table Setting a Single Field Index Setting Multiple Field Indices Validating Data and Creating Expressions with Functions Queries Creating Complex Select Queries Creating Parameter Queries Creating Queries Using Multiple Tables Creating Statistical Queries Creating Update Queries Customizing Forms Creating Forms Subforms Using Subdatasheets Inserting Expanding Collapsing Removing Smart Tags Merging Data with a Word Document Importing Data into Access Export Data to Excel Creating a Report Manually and Viewing Object Dependencies This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

## **Microsoft Access 2016 Introductory Quick Reference Guide**

**Laminated Cheat Sheet Training Guide** TeachUcomp Inc.,2017-10-23 Designed with the busy professional in mind this 2 page laminated quick reference guide provides step by step instructions in Access 2016 When you need an answer fast you

will find it right at your fingertips with this Microsoft Access 2016 Quick Reference Guide Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials [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 **Microsoft Access 2021 and 365 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)** TeachUcomp,2022-02-21 Designed with the busy professional in mind this 2 page quick reference guide provides step by step instructions in Access 2021 and 365 When you need an answer fast you will find it right at your fingertips with this Microsoft Access 2021 and 365 Quick Reference Guide Clear and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials *Access 2013 on Demand* Steve Johnson,2013 Need answers quickly Access 2013 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Inside the Book Create desktop databases or web apps for traditional and online users to gather organize and share data Use professional templates to help you create desktop databases or web apps Create web apps on SharePoint Team Services to collaborate and share information Use tools for building a database or web app that makes information easier to find and use Import data from other programs HTML XML files and other databases Use forms filters queries and reports to capture and analyze data Organize information and add impact with themes pictures tables and charts Add hyperlinks and web pages to forms and reports to use content on the Internet Use macros and Visual Basic for Applications VBA to automate and add functionality to databases Prepare for the Microsoft Office Specialist MOS exam Numbered Steps guide you through each task See Also points you to related information in the book Did You Know alerts you to tips and techniques Illustrations with matching steps Tasks are presented on one or two pages Register your book at [queondemand.com](http://queondemand.com) to gain access to Workshops and related files Keyboard shortcuts Visit the author site [perspection.com](http://perspection.com) *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.

**Reporting Suite Quick Start Guide for MicroStrategy 9.2.1m** MicroStrategy Product Manuals, MicroStrategy, 2011-12-20

*Microsoft Access 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff, 2010-06-26

Laminated quick reference guide 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: Working with Database Files, Defining Access Objects, Adding a Record, Editing Fields and Records, Undoing Changes, Deleting Records, The Datasheet Window, Quickly Sorting a Table, Searching for a Record, Creating a Table, Primary Keys and Links, Using Design View to Create or Modify a Table, Creating/Modifying a Query, Creating Reports with a Wizard, Creating and Modifying Reports Manually, Printing a Report, Creating Forms with a Wizard, Creating and Modifying Forms Manually, Working with Forms, Backing Up and Compacting Database Files, Customizing Access. Also includes a list of Movement and Data Entry Shortcuts, Smart Database Design Tips and Query Grid Criteria. Examples. This guide is one of two available titles for Access 2010: Access 2010 Introduction and Access 2010 Intermediate.

Microsoft Access 2019 Introductory Quick Reference Guide TeachUcomp Inc., 2019-05-09

Designed with the busy professional in mind, this 2-page laminated quick reference guide provides step-by-step instructions in Access 2019. When you need an answer fast, you will find it right at your fingertips with this Microsoft Access 2019 Quick Reference Guide. Durable and easy to use, quick reference cards are perfect for individuals, businesses, and as supplemental training materials.

**Microsoft Access 97 Nevada Learning Series Inc, 1997**

*Mobile Suite Quick Start Guide for MicroStrategy 9.3* MicroStrategy Product Manuals, MicroStrategy, 2012-09-30

MS-DOS 6.2 Quick Reference Sally Neuman, 1993

This reference aims to answer command questions concerning DOS 6.0 or 6.2 and so enable users to complete any DOS command more quickly.

LINQ For Dummies John Paul Mueller, 2009-02-25

If you've asked yourself, "Why can't I develop database and XML queries in a language I already know?" then Language Integrated Query or LINQ is for you. LINQ For Dummies introduces you to LINQ and the .NET Framework technologies so you can use LINQ to query any object, any 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 *Consumer Perceptions of Global Branding and Iconization* Gail

Ferreira,2008-11-14 Global usage of the World Wide Web continues to increase exponentially yet many corporate Web sites are misperceived by non English speaking audiences Diverse communities of global consumers purchase products on the World Wide Web based on a positive image of the product as reflected in the Web site content which includes text images and icons However corporate leaders may not have an awareness of the common elements present in successful global Web sites as comprehended by different cultures This qualitative phenomenological data analysis used a Web based survey to explore the perceptions and feelings of a purposive sample of participants regarding the content of global World Wide Web sites Each participant in the study spoke English or a combination of English and Spanish and explored their perceptions and feelings regarding global Web sites The following five themes emerged from the research results regarding consumer perceptions of global Web sites a product b information c people d simplicity e and brands Information gleaned by this study regarding consumer behavior can be incorporated into a comprehensive global marketing campaign that can be used by leaders to expand business internationally **SQL Queries for Mere Mortals uCertify Labs Access Code Card, Fourth**

**Edition** John L. Viescas,2018-01-31 The 1 Easy Common Sense Guide to SQL Queries Updated with More Advanced Techniques and Solutions Foreword by Keith W Hare Vice Chair USA SQL Standards Committee SQL Queries for Mere Mortals has earned worldwide praise as the clearest simplest tutorial on writing effective queries with the latest SQL standards and database applications Now author John L Viescas has updated this hands on classic with even more advanced and valuable techniques Step by step Viescas guides you through creating reliable queries for virtually any current SQL based database He demystifies all aspects of SQL query writing from simple data selection and filtering to joining multiple tables and modifying sets of data Building on the basics Viescas shows how to solve challenging real world problems including applying multiple complex conditions on one table performing sophisticated logical evaluations and using unlinked tables to think outside the box In two brand new chapters you learn how to perform complex calculations on groups for

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