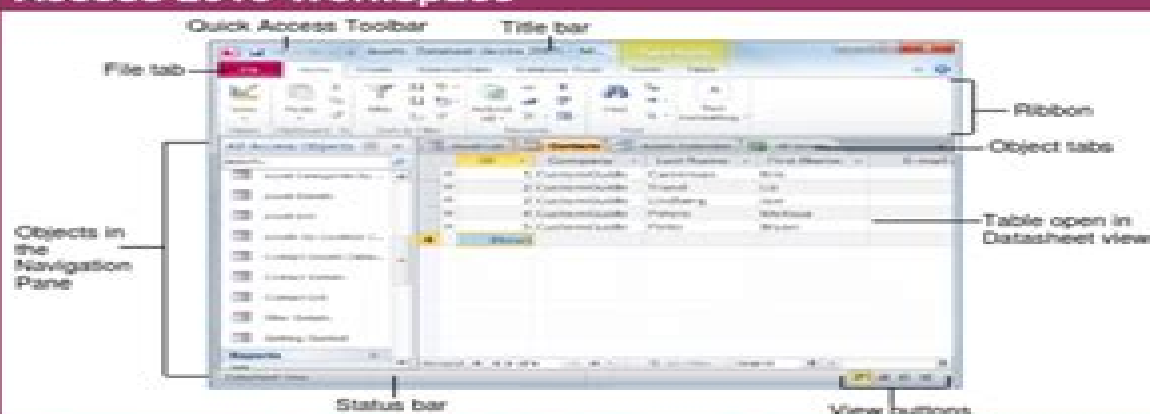


Access 2010

Cheat Sheet

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.

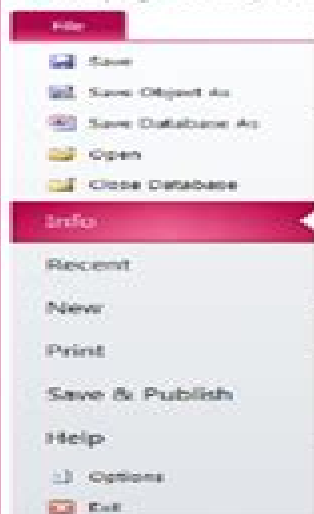
Macros automate common tasks and can be run by clicking a button or pressing a shortcut key.

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 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 + B
Italics	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

Microsoft Access 2010 Cheat Sheet

Logical Operations



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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 2010 For Dummies** Laurie A. Ulrich,Ken Cook,2010-05-10 A friendly step by step guide to the Microsoft Office database application Access may be the least understood and most challenging application in the Microsoft Office suite This guide is designed to help anyone who lacks experience in creating and managing a database learn to use Access 2010 quickly and easily In the classic For Dummies tradition the book provides an education in Access the interface and the architecture of a database It explains the process of building a database linking information sharing data generating reports and much more As the Microsoft Office database application Access may be the least understood and most challenging part of the Office suite Access 2010 For Dummies walks newcomers through building and using their first database Covers linking information in a database setting relationships modeling data and building tables Explores how to extract data from Access and get specific answers create forms and export data in reports A section for more experienced users looks at analyzing errors and creating an interface Fully updated for the newest version Access 2010 For Dummies gets new Access users up to speed and helps veterans get the most from the Office database application **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

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Microsoft Access 2010 VBA Programming Inside Out Andrew Couch,2011-07-15 You re beyond the basics so dive right in and customize automate and extend Access using Visual Basic for Applications VBA This supremely organized reference is packed with hundreds of time saving solutions troubleshooting tips and workarounds It s all muscle and no fluff Discover how the experts use VBA to exploit the power of Access and challenge yourself to new levels of mastery Enhance your application with VBA built in functions and SQL code Use the Access Object Model to work with data in forms and reports Manipulate data using SQL queries and recordsets with Data Access Objects DAO Create classes for handling form and control events Connect your Access database to different sources of data Effectively plan how to upsize an existing Access database to Microsoft SQL Server Dynamically update Microsoft Excel spreadsheets from the database Migrate your Access database directly to the cloud using SQL Azure

Microsoft® Office Access® 2010 Logical Operations,2012-08-07

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you up to speed so you can get down to work with all the new features of Word 2010 Bestselling and quintessential For Dummies author Dan Gookin employs his usual fun and friendly candor while walking you through the spectrum of new features of Word 2010 Completely in tune with the needs of the beginning Word user Gookin shows you how to use Word quickly and efficiently so that you can spend more time working on your projects and less time trying to figure out how to make Word perform the tasks you need it to do This newest edition of Word For Dummies explains how to navigate the user interface and take advantages of file formats and skips the unnecessary jargon Unparalleled author Dan Gookin applies his beloved For Dummies writing style to introduce you to all the features and functions of Word 2010 Escorts you through the capabilities of Word 2010 without weighing you down with unnecessary technical jargon Deciphers the user interface and shows you how to take advantage of the file formats The word on the street is that Word 2010 For Dummies is a must read

Access 2010 24-Hour Trainer Geoffrey L. Griffith, Truitt L. Bradly, 2011-06-21 This book and video package is the perfect introduction to Access 2010 Microsoft Access is the most popular database system in the world and this practical guide will soon have you building Access applications using the Access 2010 This book is designed for beginner to

intermediate level Access users and covers the basics of building and working with the major features of the program Over 60 lessons are included to discuss these features and provide step by step examples showing you exactly how each feature can be implemented in a real world Access database application The accompanying DVD provides clear easy to follow videos of the authors demonstrating each of the examples discussed in the book as well as extra commentary so that no reader is left behind Provides examples of building Access database applications from scratch or from existing database templates Discusses how to use Access 2010 and the major components it provides such as the Navigation Pane Ribbon and the many database object designers Teaches the basics of building and working with each of the major Access database object types tables queries forms reports macros and VBA code modules Introduces exciting new Access 2010 features such as the new macro designer the new Ribbon designer and even how to customize the Access Backstage Teaches the basics of writing VBA code and provides specific examples about how and when to use it Each lesson includes a step by step written example and DVD video showing exactly how to accomplish the tasks discussed in the lesson Even if you have no experience with Access 2010 this guide will have you building robust Access applications with the best of them If you want to get quickly up to speed on Access 2010 Access 2010 24 Hour Trainer is the perfect place to start Note As part of the print version of this title video lessons are included on DVD For e book versions video lessons can be accessed at wrox.com using a link provided in the interior of the e book

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Coventry, Phill Duffy, 2012-06-15 Put your organization's data to work with Business Connectivity Services in SharePoint 2010 and build valuable business solutions Led by a team of SharePoint experts you'll learn how to integrate data from several systems such as sales accounting and inventory and then search display combine and modify the information using code and no code SharePoint solutions This hands on guide is ideal for SharePoint project managers business analysts architects and administrators Create a central hub for your business data with SharePoint 2010 Access data from applications and databases using Business Connectivity Services Create external lists in SharePoint to display your business data Build dashboards to present charts and key performance indicators Use business information offline with Microsoft Office applications Create custom SharePoint applications to insert modify and delete business data Populate SharePoint user profiles with information from several sources Build Business Connectivity Service solutions in SharePoint Online

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