



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** 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.



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# Microsoft Access Quick Reference Guide

**KJ Lindholm-Leary**



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## **Table of Contents Microsoft Access Quick Reference Guide**

1. Understanding the eBook Microsoft Access Quick Reference Guide
  - The Rise of Digital Reading Microsoft Access Quick Reference Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access Quick Reference Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Access Quick Reference Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access Quick Reference Guide
  - Personalized Recommendations
  - Microsoft Access Quick Reference Guide User Reviews and Ratings

- Microsoft Access Quick Reference Guide and Bestseller Lists
- 5. Accessing Microsoft Access Quick Reference Guide Free and Paid eBooks
  - Microsoft Access Quick Reference Guide Public Domain eBooks
  - Microsoft Access Quick Reference Guide eBook Subscription Services
  - Microsoft Access Quick Reference Guide Budget-Friendly Options
- 6. Navigating Microsoft Access Quick Reference Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Access Quick Reference Guide Compatibility with Devices
  - Microsoft Access Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Access Quick Reference Guide
  - Highlighting and Note-Taking Microsoft Access Quick Reference Guide
  - Interactive Elements Microsoft Access Quick Reference Guide
- 8. Staying Engaged with Microsoft Access Quick Reference Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Access Quick Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Access Quick Reference Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Access Quick Reference Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access Quick Reference Guide
  - Setting Reading Goals Microsoft Access Quick Reference Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access Quick Reference Guide
  - Fact-Checking eBook Content of Microsoft Access Quick Reference Guide
  - Distinguishing Credible Sources



13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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