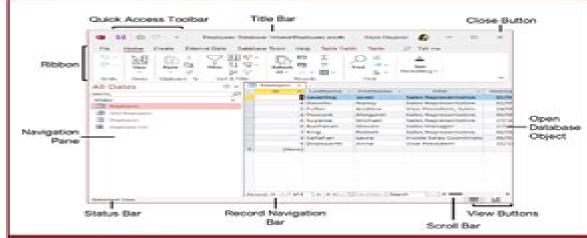




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The Access Program Screen



Access Basics

Open, a Database, Click the File tab and select Open, or press Ctrl + O.

Same a Decadence, Click the Save Ell button on the Cluck 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 chapter.

Open a Database Object. Double-click an object in the Navigation Pane.

Mooth a Database Check in Design View Click the View IX button list amove and select Design View.

Switch Object Tabs: If you have multiple objects open, click the tab for the object you want to deplay.

Renome 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.

Detecte a Detectance Ordert. 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 is button in the upper-right corner of the window.

Close a Database. Click the File tab and select Close.

Database Objects

- Tables stone a database's data in rows (records) and columns (fields).
 - Queries ask a question of data stored in
- 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.

Keyboard Shortcuts

Create a new database	Ctrl + N
Open a database	Ctrl + O
Close a database	CM + W
Close Access	Alt + F4
Print-ournent view	Ctrl + P
Help	F1
Delete record	Ctrl + -
Cancel changes	Esc
Insert date	Ctrl + :
Insert time	Shift - Ctrl
	+3
Insert value from same	
field in previous position	Ctrd + *
Spell check	FT
Students annihilations	Add a Today

Navigation

table rows	
Move between query or table columns.	
Next field	Tab
Prervious field	Shift - Tab
Next screen	Page Down
Previous screen	Page Up
First record	Ctrl + T
Last record	_ curt + 4
Go to a specific record	F5
Toggle Navigation Pane	F11

Editing

Cut	Ctri	*	X.	
Copy.	Ctrif	٠	0	
Paste	CHI	+	W	
Undo	Ctrit	*	Z.	
Redo	CIVIL		W.	
Find	Ctriff	٠	pr.	
Replace	Ctrl		HI.	

Design View

Autoria Printhaga nacis	THE PERSON
Open object in Design	
166W	Ctrl + Enter
Save object	Ctrl + S
Switch to Form view	F5

date in Windows

Microsoft Access Chaeat Sheet

Michael Seilmaier

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Table of Contents Microsoft Access Chaeat Sheet

- 1. Understanding the eBook Microsoft Access Chaeat Sheet
 - The Rise of Digital Reading Microsoft Access Chaeat Sheet
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Microsoft Access Chaeat Sheet
 - Exploring Different Genres
 - $\circ\,$ 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 Chaeat Sheet
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Microsoft Access Chaeat Sheet
 - Personalized Recommendations
 - Microsoft Access Chaeat Sheet User Reviews and Ratings
 - Microsoft Access Chaeat Sheet and Bestseller Lists
- 5. Accessing Microsoft Access Chaeat Sheet Free and Paid eBooks
 - Microsoft Access Chaeat Sheet Public Domain eBooks
 - Microsoft Access Chaeat Sheet eBook Subscription Services
 - Microsoft Access Chaeat Sheet Budget-Friendly Options
- 6. Navigating Microsoft Access Chaeat Sheet eBook Formats
 - o ePub, PDF, MOBI, and More
 - Microsoft Access Chaeat Sheet Compatibility with Devices
 - Microsoft Access Chaeat Sheet Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - o Adjustable Fonts and Text Sizes of Microsoft Access Chaeat Sheet
 - Highlighting and Note-Taking Microsoft Access Chaeat Sheet
 - Interactive Elements Microsoft Access Chaeat Sheet
- 8. Staying Engaged with Microsoft Access Chaeat Sheet

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Access Chaeat Sheet
- 9. Balancing eBooks and Physical Books Microsoft Access Chaeat Sheet
 - Benefits of a Digital Library
 - o Creating a Diverse Reading Collection Microsoft Access Chaeat Sheet
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access Chaeat Sheet
 - $\circ\,$ Setting Reading Goals Microsoft Access Chaeat Sheet
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access Chaeat Sheet
 - Fact-Checking eBook Content of Microsoft Access Chaeat Sheet
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - o Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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