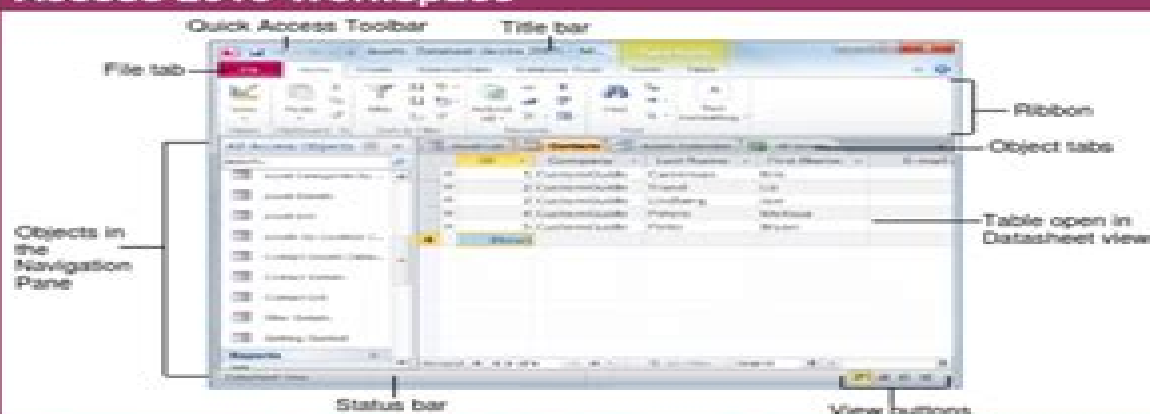


# Access 2010

## 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

**Laurie A. Ulrich, Ken Cook**



## **Microsoft Access 2010 Cheat Sheet:**

*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 In Depth* Roger Jennings, 2010-12-28 Access 2010 In Depth is the beyond the basics beneath the surface guide for everyone who wants to streamline their work with Access 2010 and get more done in less time Legendary Access expert Roger Jennings provides specific tested proven solutions to the problems Access database users and developers run into every day challenges other books ignore or oversimplify Jennings thoroughly covers all facets of working with Access 2010 and adds new chapters on integration and collaboration with Microsoft SharePoint and emulating Table Triggers with Access Data Macros New coverage also includes customizable Ribbon and Themes the revamped Macro Designer Quick Start Fields IntelliSense support in Expression Builder Application Parts and Navigation Forms conditional formatting and data bars in reports and new web database publishing techniques As with all In Depth books Access 2010 In Depth presents comprehensive coverage breakthrough techniques exclusive shortcuts quick access to information troubleshooting help for tough problems and real world examples with nothing glossed over or

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*Microsoft Access 2010 Inside Out* Jeff Conrad, John L. Viescas, 2010-08-15 You're beyond the basics so dive right in and really put your database skills to work This supremely organized reference is packed with hundreds of timesaving solutions troubleshooting tips and workarounds It's all muscle and no fluff Discover how the experts tackle Access 2010 and challenge yourself to new levels of mastery Master essential data management and design techniques Import and link to data from spreadsheets databases text files and other sources Use action queries to quickly insert update or delete entire sets of data Create custom forms to capture and display data Design reports to calculate summarize and highlight critical data and learn advanced techniques Automate your application with macros and Visual Basic for Applications VBA Use Access Services to extend your database application to the Web Try out the sample client and web database applications in both 32 bit and 64 bit versions A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD The sample client and web database applications are provided in both 32 bit and 64 bit versions Note that while we provide as much of the media content as we are able via free download we are sometimes limited by licensing restrictions For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook

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**Access 2010 Programmer's Reference** Teresa Hennig,Rob Cooper,Geoffrey L. Griffith,Jerry Dennison,2010-10-28 A comprehensive guide to programming for Access 2010 and 2007 Millions of people use the Access database applications and hundreds of thousands of developers work with Access daily Access 2010 brings better integration with SQL Server and enhanced XML support this Wrox guide shows developers how to take advantage of these and other improvements With in depth coverage of VBA macros and other programming methods for building Access applications this book also provides real world code examples to demonstrate each topic Access 2010 Programmer s Referenceis a comprehensive guide to the best of breed techniques for programming Access applications Coverage Includes Introduction to Microsoft Access 2010 New Features Upgrading and Converting to Access 2010 Macros in Access 2010 Using the VBA Editor VBA Basics Using VBA in Access Creating Classes in VBA Extending VBA with APIs Working with the Windows Registry Using DAO to Access Data Using ADO to Access Data Using SQL with VBA Using VBA to Enhance Forms Enhancing Reports with VBA Customizing the Ribbon Customizing the Office Backstage Working with Office 2010 Working with SharePoint Working with NET Building Client Server Applications with Access The Access 2010 Templates Access Runtime Deployment Database Security Access 2010 Security Features      **MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint**

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**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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**C# 2010 All-in-One For Dummies** Bill Sempf, Charles Spahr, Stephen R. Davis, 2010-04-26 A logical straightforward approach to learning the C# language C# is a complicated programming language for building .NET connected software for Microsoft Windows the Web and a wide range of devices The friendly All in One For Dummies format is a perfect way to present it Each minibook is a self contained package of necessary information making it easy to find what you're looking for Upgrades in C# 2010 include the ability to build Windows 7 applications and compatibility with Python and Ruby C# is a somewhat complex programming language for building .NET connected software for Microsoft Windows the Web and other devices Beginning C#

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**(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix Software Services,Beezix, Inc Staff,2007-08-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Access 2007 The following topics are covered Setting and Removing a Primary Key Setting Table Query Relationships Deleting Relationships Hiding a Table Setting a Single Field Index Setting Multiple Field Indexes Validating Data Creating Expressions with Functions Creating Complex Select Queries Creating Parameter Queries Creating Queries Using Multiple Tables Creating Statistical Queries Creating Update Queries Creating a Report Manually Customizing Forms Forms and



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## **Table of Contents Microsoft Access 2010 Cheat Sheet**

1. Understanding the eBook Microsoft Access 2010 Cheat Sheet
  - The Rise of Digital Reading Microsoft Access 2010 Cheat Sheet
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access 2010 Cheat Sheet
  - 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 2010 Cheat Sheet
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access 2010 Cheat Sheet
  - Personalized Recommendations
  - Microsoft Access 2010 Cheat Sheet User Reviews and Ratings
  - Microsoft Access 2010 Cheat Sheet and Bestseller Lists
5. Accessing Microsoft Access 2010 Cheat Sheet Free and Paid eBooks
  - Microsoft Access 2010 Cheat Sheet Public Domain eBooks
  - Microsoft Access 2010 Cheat Sheet eBook Subscription Services
  - Microsoft Access 2010 Cheat Sheet Budget-Friendly Options

6. Navigating Microsoft Access 2010 Cheat Sheet eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Access 2010 Cheat Sheet Compatibility with Devices
  - Microsoft Access 2010 Cheat Sheet Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Access 2010 Cheat Sheet
  - Highlighting and Note-Taking Microsoft Access 2010 Cheat Sheet
  - Interactive Elements Microsoft Access 2010 Cheat Sheet
8. Staying Engaged with Microsoft Access 2010 Cheat Sheet
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Access 2010 Cheat Sheet
9. Balancing eBooks and Physical Books Microsoft Access 2010 Cheat Sheet
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Access 2010 Cheat Sheet
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Access 2010 Cheat Sheet
  - Setting Reading Goals Microsoft Access 2010 Cheat Sheet
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Access 2010 Cheat Sheet
  - Fact-Checking eBook Content of Microsoft Access 2010 Cheat Sheet
  - 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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