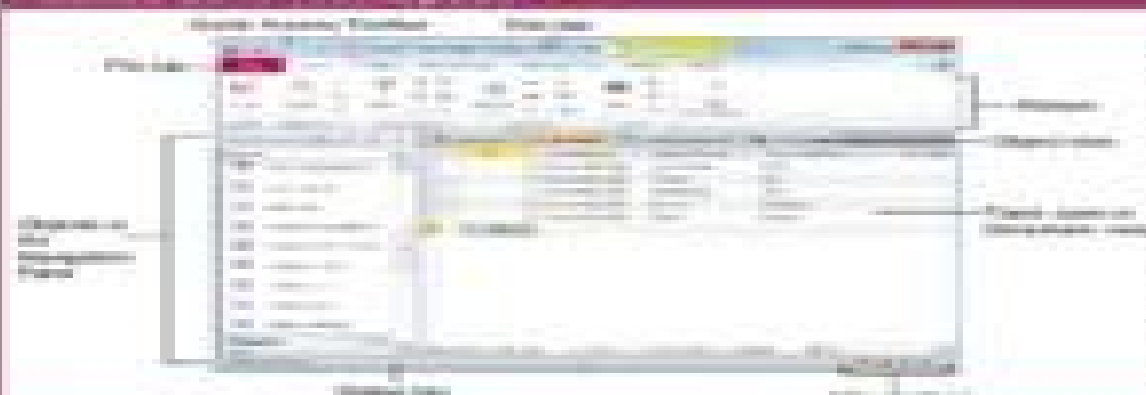


Access 2010

Quick Reference Card

Access 2010 Workspace



Playbook Shortcuts

General

Open a Database	Ctrl + O
Save Database	Ctrl + S
Print Database	Ctrl + P
Close	Ctrl + W
Help	F1
Undo Recent	Ctrl + Z
Forward/Backward	Tab
Reset Date	Ctrl + ;
Reset Time	Shift + Ctrl + ;
Reset Value From	Ctrl + ;
Reset Field in	Shift + Tab
Object Sorting	F7
Custom Navigation	Alt + Tab

Database Objects

- Tables** store information in rows (records) and columns (fields).
- Queries** allow data to be retrieved, changed, sorted, and combined in new ways.
- Forms** are used to enter data into a table and view data in a table.
- Reports** present data in a format that is easy to read.
- Macros** automate tasks that are repetitive and can be performed without user input.
- Modules** are groups of instructions that can be used to perform tasks.
- To Open an Object:** Click the object in the Navigation Pane.
- To Create a New Object:** Click the Create tab on the Ribbon and click the object type in the ribbon group.
- To Delete an Object:** Select the object in the ribbon group. Click the Delete button.

The Fundamentals

- The Ribbon** is the main area for working with data. It contains tabs for different types of objects (Tables, Queries, Forms, Reports, Macros, Modules).
- The Navigation Pane** is on the left side of the workspace. It shows a tree view of the database objects.
- The Database Window** is the main area for working with data. It shows the data in the selected object.
- The Ribbon** is the main area for working with data. It contains tabs for different types of objects (Tables, Queries, Forms, Reports, Macros, Modules).
- The Navigation Pane** is on the left side of the workspace. It shows a tree view of the database objects.
- The Database Window** is the main area for working with data. It shows the data in the selected object.
- To Open an Object:** Click the object in the Navigation Pane.
- To Create a New Object:** Click the Create tab on the Ribbon and click the object type in the ribbon group.
- To Delete an Object:** Select the object in the ribbon group. Click the Delete button.
- To Export Data to Another Format:** Click the External Data tab on the Ribbon and click the export type in the ribbon group.
- To Save a Database:** Click the File tab on the Ribbon and click the Save button.
- To Close a Database:** Click the File tab on the Ribbon and click the Close button.

Working

Copy	Ctrl + C
Paste	Ctrl + V
Print	Ctrl + P
Close	Ctrl + W
Undo	Ctrl + Z

Design View

Properties	Alt + Enter
Open Object in Design View	Ctrl + D
Save Object	Ctrl + S

Formatting Tools

Font	Ctrl + B
Align	Ctrl + L
Color	Ctrl + C

Navigation Tools

Next Field	Tab
Previous Field	Shift + Tab
Next Record	Page Down
Previous Record	Page Up
First Record	Ctrl + ;
Last Record	Ctrl + ;
Toggle Navigation Pane	F10

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VM Jensen



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