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# Access Quick Reference Basic Skills

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## The Access Program Screen



## 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.

## 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.....	T, ↓
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



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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
  - 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
  - ePub, PDF, MOBI, and More
  - Microsoft Access Chaeat Sheet Compatibility with Devices
  - Microsoft Access Chaeat Sheet Enhanced eBook Features
7. Enhancing Your Reading Experience
  - 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
  - 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
  - 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

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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