

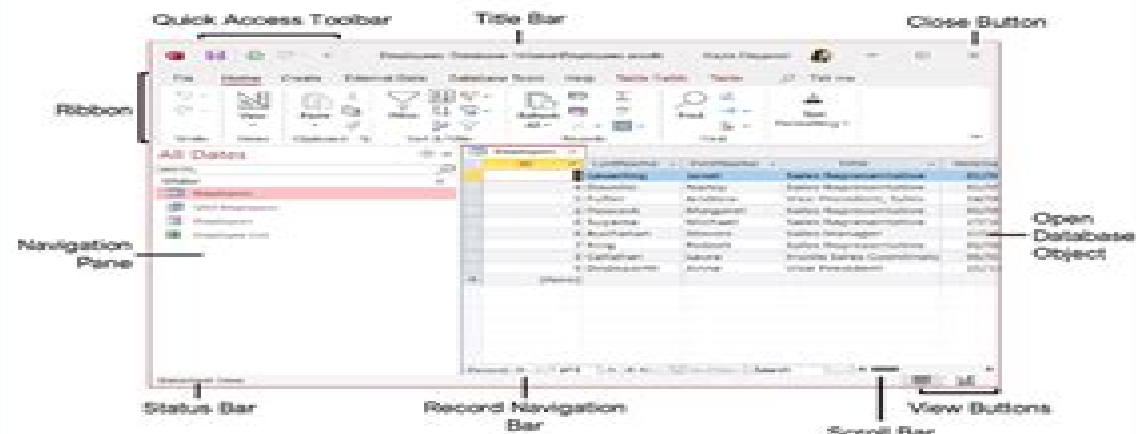


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# Access Quick Reference Basic Skills

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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** 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.....	↑, ↓
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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# Microsoft Access Chaeat Sheet

**Peter Weverka**



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web reflection offers you the opportunity to consider how your personal experiences and observations shape your thinking and your acceptance of new ideas professors often ask students to write reading reflections they do this to encourage you to explore your own ideas about a text to express your opinion rather than summarize the opinions of others

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web the essay is your opportunity to describe your research strategy process and what you learned from it and the essay will be the primary tool that the committee uses to make its selection your essay should be 500 to 750 words use the reflective essay to communicate specifics about your improved understanding and use of

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web to give you a clear idea of structuring a reflective essay template we broke down the essential steps below primarily the organization of a reflective essay is very similar to other types of papers however our custom writers got more specific with the reflective essay outline to ease your writing process

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web a self reflection essay is a type of essay that makes you express the experiences you have gone through in life based on a topic you have chosen to write about it is a personal type of essay that you write about it makes you reflect on your life and journey to who you are today the struggles the fears the triumphs and the actions you have

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web may 26 2023 self reflection involves being present with yourself and intentionally focusing your attention inward to examine your thoughts feelings actions and motivations says angeleena francis lmhc executive director for amfm healthcare

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web because of this developing a strategy for your reflective essay is a fantastic way to kick off the writing process how to create a reflective essay outline the first part of an essay known as the introduction is generally composed of three parts

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web jul 7 2019 the most important part of writing your reflective essay is the reflective process think about the personal experience you want to write about focus on what happened how this experience made you feel and how it affected your life explore your memories and emotions for this part of the process

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frozen lumpy mud the pollening hello pollen my old friend you ve come to clog my

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web fall season september october november these are some of the most pleasant months in new york city the air is crisp and clear and the sun shines often pack light slacks and long sleeve tops you will also want to pack a warm sweater or coat for the evenings especially for november as the evenings can dip below freezing

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web nov 14 2020 however the weather can vary drastically by season so knowing what to expect and what to pack can go a long way in making sure you enjoy your vacation to new york any time of year while the best and mildest temperatures occur in september october may and june vacations during the snowy winter or blistering summer provide

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web climate and plant and animal life the average temperature in january is about 31 f 0 c and in june about 72 f 22 c but recorded temperature extremes range from 15 to 106 f 26 to 41 c because of new york s moderate climate the harbour rarely freezes the annual precipitation is 44 inches 1 120 mm

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web dec 8 2022 an edition of the seasons of new york 2012 the seasons of new york by charles j ziga 0 ratings 0 want to read 0 currently reading 0 have read new york is one of the most ever changing and photogenic places in the world

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web in response to the evolving covid 19 situation and the new measures announced by new york city mayor bill de Blasio on march 15 2020 four seasons hotel new york will temporarily close the garden restaurant ty bar l raphael beauty spa and the fitness center at 8 pm on march 16 2020

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