Microsoft® Access 2010
Cheat Sheet

Access 2010 Workspace

Quick Access Toolbar · Title bar · File tab · Ribbon · Object tabs · Objects in the Navigation Pane · Table open in Datasheet view · Status bar · View buttons
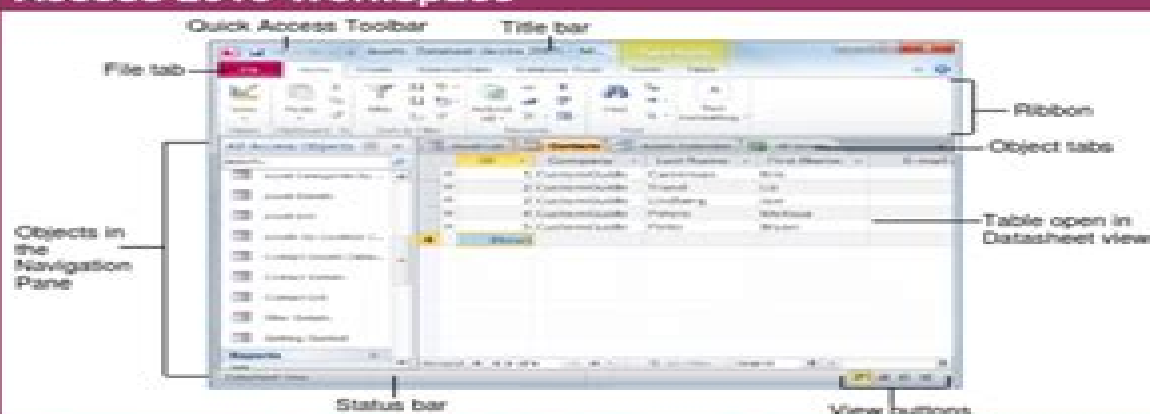
Keyboard Shortcuts

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

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

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

File · Save · Save Object As · Save Database As · Open · Close Database · Info · Recent · New · Print · Save & Publish · Help · Options · Exit

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.

- Access 2010 introduces Web databases. Unlike other databases, Web databases can be published to a SharePoint site and opened without Access.

- **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**.

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JS Bruner

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 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc Staff,2010-06-26 Laminated quick reference guide 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 Working with Database Files Defining Access Objects Adding a Record Editing Fields and Records Undoing Changes Deleting Records The Datasheet Window Quickly Sorting a Table Searching for a Record Creating a Table Primary Keys and Links Using Design View to Create or Modify a Table Creating Modifying a Query Creating Reports with a Wizard Creating and Modifying Reports Manually Printing a Report Creating Forms with a Wizard Creating and Modifying Forms Manually Working with Forms Backing Up and Compacting Database Files Customizing Access Also includes a list of Movement and Data Entry Shortcuts Smart Database Design Tips and Query Grid Criteria Examples This guide is one of two available titles for Access

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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 **Microsoft SharePoint 2010 Business Connectivity Services** Brett Lonsdale,Penelope Coventry,Phill Duffy,2012-06-15 Put your organization s data to work with Business Connectivity Services in SharePoint 2010 and build valuable business solutions Led by a team of SharePoint experts you ll learn how to integrate data from several systems such as sales accounting and inventory and then search display combine and modify the information using code and no code SharePoint solutions This hands on guide is ideal for SharePoint project managers business analysts architects and administrators Create a central hub for your business data with SharePoint 2010 Access data from applications and databases using Business Connectivity Services Create external lists in SharePoint to display your business data Build dashboards to present charts and key performance indicators Use business information offline with Microsoft Office applications Create custom SharePoint applications to insert modify and delete business data Populate SharePoint user profiles with information from several sources Build Business Connectivity Service solutions in SharePoint Online *C# 2010 All-in-One For Dummies* Bill Sempf,Charles Sphar,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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