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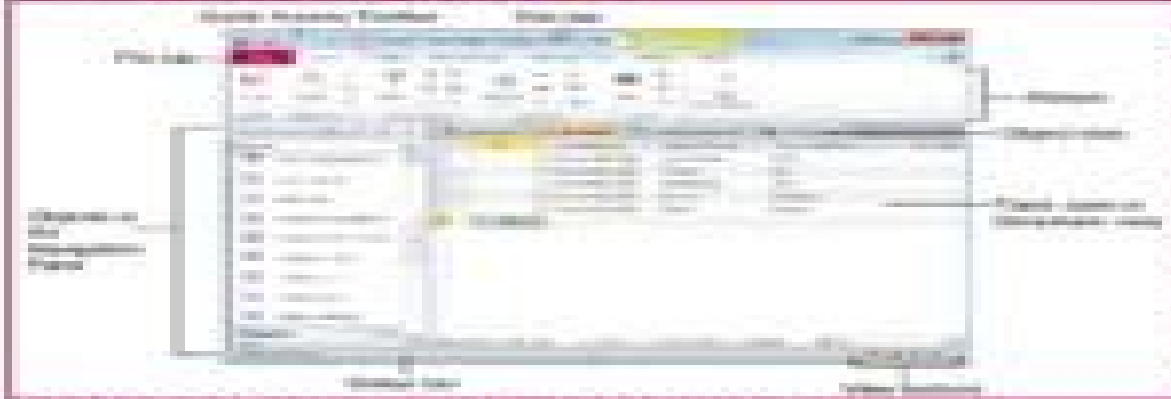
Access 2010 Workspace



Keyboard Shortcuts

Command

[illegible]	Ctrl + O
[illegible]	Ctrl + S
[illegible]	Ctrl + P
[illegible]	Ctrl + F
[illegible]	Ctrl + Z
[illegible]	F1
[illegible]	Ctrl + ;
[illegible]	Esc
[illegible]	Ctrl + '
[illegible]	Shift + Ctrl + ;
[illegible]	Ctrl + -
[illegible]	F7
[illegible]	Alt + Tab

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A

Datasheet View

Navigate	Arrow keys
Open Subdatasheet	Ctrl + Enter
Select Object	Ctrl + Spacebar

Formatting Text

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U

Navigation

Next Field	Tab
Previous Field	Shift + Tab
Next Number	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** select data from tables, change data, and summarize the data contained in tables.
- **Forms** are customized screens that provide a user-friendly way to enter and view data in a table.
- **Reports** present data clearly in order to share it with others.
- **Macros** automate common tasks and can be run by choosing a button on a form or pressing a shortcut key.
- **Modules** are a group of declarations and procedures written in Visual Basic and stored as a unit 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 then choose a button for the type of object to create.
- To Delete an Object: Select the object and press Delete. Click Yes.

The Fundamentals

- The File tab opens Backstage view, which contains commands for working with a program's files, such as Open, Save, Close, Print, and more.
- To Open or Switch Between Objects: Click the object's tab in the Navigation Pane.
- To Close an Object: Click the Close button on the object's tab.
- To Create a Database: Click the File tab and select New.
- To Open an Existing Database: Click the File tab and select Open.
- To Create a Database from a Template: Click the File tab and select New. Select the template category you want to use, select a template, and click Create.
- To Open an Existing Database: Click the File tab and select Open.
- To Password-Encrypt a Database: Open the database for exclusive use. Click the File tab and select Info. Click the Encrypt with Password button.
- To Import Data from Another Source: Click the External Data tab on the Ribbon and click the appropriate button in the Import 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 File tab and select Close.

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Rachel Sandford

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