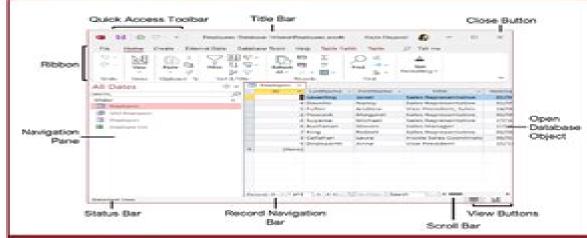




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# The Access Program Screen



### Access Basics

Open, a Database, Click the File tab and select Open, or press Ctrl + O.

Same a Decadence, Click the Save Ell button on the Cluck 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 chapter.

Open a Database Object. Double-click an object in the Navigation Pane.

Mooth a Database Check in Design View Click the View IX button list amove and select Design View.

Switch Object Tabs: If you have multiple objects open, click the tab for the object you want to deplay.

Renome 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.

Detecte a Detectance 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 & Dutton in the upper-right corner of the window.

Close a Database. Click the File tab and select Close.

### Database Objects

- Tables stone a database's data in rows (records) and columns (fields).
  - Queries ask a question of data stored in
- 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

Create a new database	Ctrl + N
Open a database	Ctrl + O
Close a database	CM + W
Close Access	Alt + F4
Print-ournent view	Ctrl + P
Help	F1
Delete record	Ctrl + -
Cancel changes	Esc
Insert date	Ctrl + :
Insert time	Shift - Ctrl
	+3
Insert value from same	
field in previous position	Ctrd + *
Spell check	FT
Students annihilations	Add a Today

#### **Navigation**

table rows	
Move between query or table columns.	
Next field	Tab
Prervious field	Shift - Tab
Next screen	Page Down
Previous screen	Page Up
First record	Ctrl + T
Last record	_ curt + 4
Go to a specific record	F5
Toggle Navigation Pane	F11

#### Editing

Cut	Ctri	*	X.	
Copy.	Ctrif	٠	0	
Paste	CHI	+	W	
Undo	Ctrit	*	Z.	
Redo	CIVIL		W.	
Find	Ctriff	٠	pr.	
Replace	Ctrl		HI.	

# Design View

Autoria Printhaga nacis	THE PERSON
Open object in Design	
166W	Ctrl + Enter
Save object	Ctrl + S
Switch to Form view	F5

date of Windows

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