



Microsoft®

# Access Quick Reference

## Basic Skills

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### The Access Program Screen



### 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         |

### 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.

#### 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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**Steve Johnson, Perspection Inc.**

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