



Microsoft®

# Access Quick Reference Basic Skills

## 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** **FI** 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** **X** 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
Invert data.....	Ctrl + ;
Invert time.....	Shift + Ctrl + ;
Invert value from same field in previous position.....	Ctrl + `
Spell check.....	F7
Switch application.....	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

# Microsoft Access 20user Guide

**Michael J. Palmer**



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web jun 8 2023 mergers and acquisitions m a is the consolidation of companies or assets through various financial transactions in a merger two or more companies merge their operations and become one entity on the other hand in an acquisition one company acquires another company and the acquired company becomes a

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web mergers and acquisitions m a are business transactions in which the ownership of companies business organizations or their operating units are transferred to or consolidated with another company or business organization as an aspect of strategic management m a can allow enterprises to grow or downsize and change the nature of

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web apr 26 2020 mergers and acquisitions m a refer to transactions involving two companies that combine in some form m a transactions can be divided by type horizontal vertical conglomerate or by form statutory subsidiary consolidation valuation is a significant part of m a and is a major point of discussion between the acquirer and the

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web merger and acquisition m a are transactions in which two companies combine a merger is the combining of two similar companies to form a single entity and acquisition is the acquisition of one company by another

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web in particular we will learn to value and price m a deals and how to choose the optimal financing mix for an m a deal the course focuses on all the major types of m a deals including strategic m a private equity leveraged buyouts lbo and restructuring deals such spinoffs and asset transfers

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web through this 6 course specialization in mergers and acquisitions you will gain a well rounded knowledge of key concepts that form the foundations of a successful m a deal the courses in this specialization focus on types of m a deals and complex organizational structures topics covered include understand complex organizational structures

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web mergers and acquisitions m a are common reasons for seeking a business valuation in 2019 there were 49 849 mergers and acquisitions globally with 15 776 in north america alone merger and acquisition valuation methods rely on the same three basic valuation approaches covered in this article but there are some differences in an m a

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web m a stands for mergers acquisitions in english it is usually called business transactions or business acquisitions m a means that a company is bought or merged with another company often the whole company is involved in the transaction but it can also be a spin off of part of the business

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web apr 16 2020 the business case should explain how the acquiring company plans to add value to the target or targets within a given m a theme for instance the capital and operating expenditures needed beyond the acquisition price to integrate and scale the asset or assets

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web the introduction includes two main readings which together cover the institutional and financial aspects of the typical m a transaction finance reading the mergers and acquisitions process describes the m a landscape and explains the process including fundamentals of valuation deal strategy and financial and strategic objectives in m a