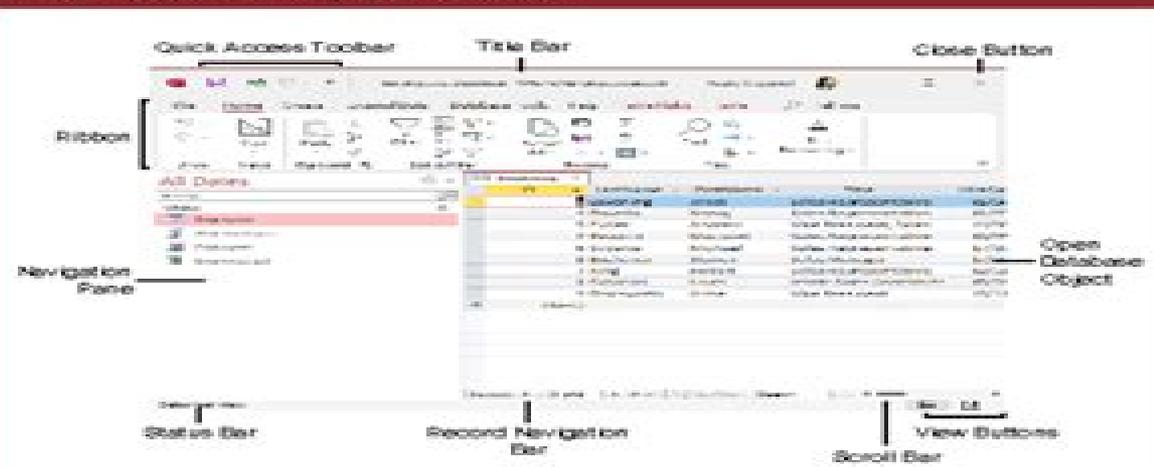




Microsoft®

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 Guide

Richard Rost



Microsoft Access Guide:

Microsoft Access Fundamentals Rudy LeCorps, 2001 The material in this book covers everything needed to become proficient in Access In writing this guide we have been very careful to make this tutorial a generic one not based on any particular version of the application The information contained in this book covers the essence of Microsoft Access That is the topics taught are valid for all versions of the application We believe that it is in the interest of our readers to learn Access and the topics that make up the fundamentals of the application as a database software Version specific features can always be learnt while using that particular version of the application After reading this guide the reader can expect to become proficient in Access and to be in a position to create basic to advanced databases that can be used for all kinds of purposes from inventory management to sales tracking and employee productivity *Microsoft Access* Robert Coding, 2021-04-17 55 % discount for bookstores Now At 22 99 instead of 35 63 Your customers will never stop reading this guide Microsoft Access is Database Management System DBMS is the production of Microsoft which is used to combine the relational Microsoft Access Jet Database Engine with the graphical user Interfac4 and other software development tools Microsoft Access unlike SQL Oracle databases stores the data in its own format in accordance with the Access Jet Database Engine Via Microsoft Access you can easily import data from Excel spreadsheets Word documents Microsoft Access can easily work with popular and heavy databases like oracle and SQL DB2 You can link the data and can import the data stored in other applications and their databases Microsoft Access can understand other formats of data including database file structures For the analysts who faces ever increasing pool of data Microsoft is very beneficial for them Microsoft is a major hit with larger and wider datasets because it has no predetermined row limitations Microsoft Access manages data effectively in the different data tables Moreover Microsoft Access comes with the tools that helps a lot in building your own distribute applications Today world have more data than ever and data is just increasing and the demand for complex data analysis is more So the surge of data need more power tools to get way from spread sheets mechanism Microsoft Access is a powerful tool for managing the data and managed data is very important in order to depict future endeavors Hence learning Microsoft only help in designing better data for your organizations Buy it Now and let your customers get addicted to this amazing book *Microsoft Access Guide to Success* Kevin Pitch, Unlock the Potential of Microsoft Access Like Never Before Ever felt daunted by the vast functionalities of Microsoft Access Perhaps you re seeking an advanced guide that effortlessly transitions you from the basics to true mastery Dive deep into the intricacies of database management with this comprehensive guide which I ve meticulously designed to ensure you never feel lost thanks to step by step instructions at every juncture Embark on a Data Management Odyssey CORE FOUNDATIONS Grasp the essence of Microsoft Access from its interface and basic terminologies to what makes an exceptional database all detailed step by step TABLE TACTICS Learn strategies and insights in designing creating and optimizing database tables with clear instructions ensuring your success POWER TOOLS truly

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ICDL Access Conor Jordan,2021

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Lightning Guide to Databases with Microsoft Access and SQL Arturo Azcorra,2021-08-27

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Microsoft Access 97 Exam Guide Joseph W. Habraken, Joe Habraken, 1997-12-31

Exercises and review questions give readers step by step coverage of the topics included on the MOUS exams

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Table of Contents Microsoft Access Guide

1. Understanding the eBook Microsoft Access Guide
 - The Rise of Digital Reading Microsoft Access Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Access Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access Guide
 - Personalized Recommendations
 - Microsoft Access Guide User Reviews and Ratings
 - Microsoft Access Guide and Bestseller Lists
5. Accessing Microsoft Access Guide Free and Paid eBooks
 - Microsoft Access Guide Public Domain eBooks
 - Microsoft Access Guide eBook Subscription Services
 - Microsoft Access Guide Budget-Friendly Options
6. Navigating Microsoft Access Guide eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Access Guide Compatibility with Devices
- Microsoft Access Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Access Guide
 - Highlighting and Note-Taking Microsoft Access Guide
 - Interactive Elements Microsoft Access Guide
- 8. Staying Engaged with Microsoft Access Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Access Guide
- 9. Balancing eBooks and Physical Books Microsoft Access Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Access Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access Guide
 - Setting Reading Goals Microsoft Access Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access Guide
 - Fact-Checking eBook Content of Microsoft Access Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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