



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 2user Guide

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Microsoft Access 2user Guide:

Unveiling the Power of Verbal Artistry: An Emotional Sojourn through **Microsoft Access 2user Guide**

In a global inundated with monitors and the cacophony of immediate connection, the profound power and psychological resonance of verbal artistry often diminish into obscurity, eclipsed by the regular assault of noise and distractions. However, nestled within the musical pages of **Microsoft Access 2user Guide**, a interesting perform of fictional beauty that pulses with raw feelings, lies an remarkable trip waiting to be embarked upon. Written with a virtuoso wordsmith, this mesmerizing opus manuals visitors on an emotional odyssey, softly revealing the latent possible and profound affect stuck within the complex web of language. Within the heart-wrenching expanse of this evocative evaluation, we can embark upon an introspective exploration of the book is central styles, dissect their charming writing style, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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