



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 How To Guide

**Zhe Xu**



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