Microsoft®

Access Quick Reference
Basic Skills

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**

Microsoft Access Quick Access Computer Reference Charts

Yi-Tong Ma

Microsoft Access Quick Access Computer Reference Charts:

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