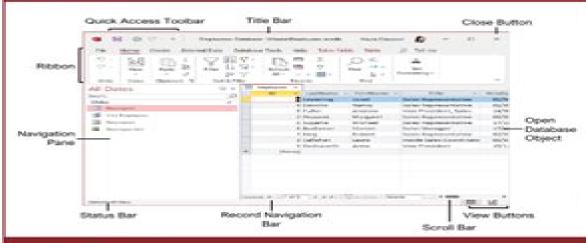




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The Access Program Screen



Access Basics

Open, or press Ctrl + O.

the Guick Access Toolbar, or press Ctrl • \$. Choose a location where you want to save the file. Give the file a name, then click Save.

Objects IN button at the top of the Navigation.

Pane and select the type of object(s) you want to deplay.

Com a Database Cheese Double-click an object in the Navigation Pane.

Click the View III button list arrow and select Design View.

If you have multiple objects open, click the tab for the object you want to deplay.

In the Navigation Pane, right-click the object you want to rename and select **Rename**. Type a new name, and press **Enter**.

Select the object you want to delete in the Navigation Pane, press the Detete key, and click Yes. Press F1 to open the Help pane. Type your question in the Search field and press Enter.

Close × button in the upper-right corner of the window.

Close. 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 ourrent view	Ctrl - P
Help	F1
Dielete record	Ctrl
Cancel changes	Esc
Insport date	Ctrl + c
Insert time	Shift - Ctrl
Insert value from same	
field in previous position	Ctrl - 1
Spell check	

Alt - Tab

Marie Committee

Navigation

Switch applications...

Move between query or

table rows	17.4
Move between query or	
table columns	
Next field	Taib
Previous field	Shift - Tab
Next screen	Page Down
Previous screen	Page Up
First record.	Ctrl + T
Last record	Cort + 4
Go to a specific record	F5
Toggle Navigation Pane	F11

Editing:

Cvt	Ctrl • X
Copy	Ctrl + C
Paste	Ctrl - V
Windle :	Ctrl + Z
Redo	Ctrl + Y
Find	Otrl + F
Rieplace	Ctrl - H

Design View

	Aut - Children
Open object in Design view	Ctrl + Enter
Save object	Otri - S
Switch to Form view.	F5

<u>Microsoft Access Quick Access Computer Reference</u> <u>Charts</u>

Yi-Tong Ma

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