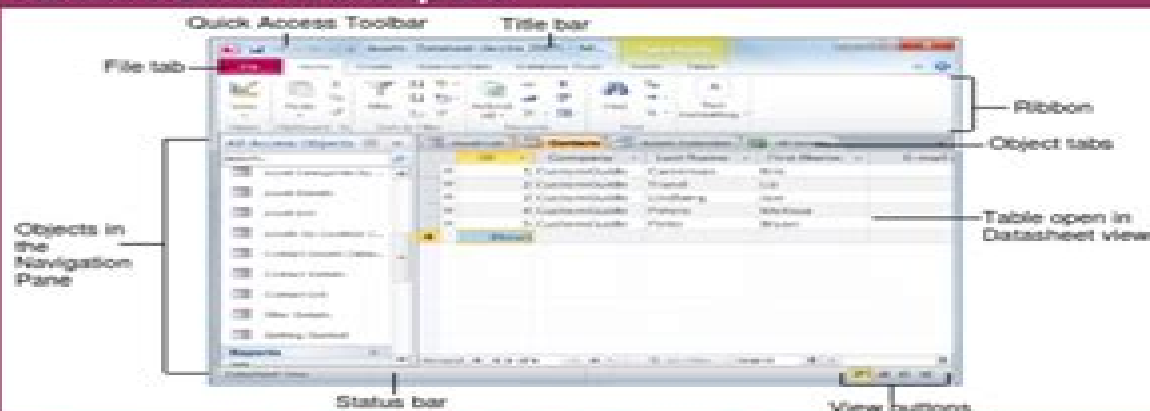


Access 2010

Cheat Sheet

Access 2010 Workspace



Keyboard Shortcuts

General

| | |
|---|-----------------------|
| Open a Database | Ctrl + O |
| Close a Database | Ctrl + W |
| Print Current View | Ctrl + P |
| Delete | Delete |
| Undo | Ctrl + Z |
| Help | F1 |
| Delete Record | Ctrl + - |
| Cancel Changes | Esc |
| Insert Date | Ctrl + ; |
| Insert Time | Shift + Ctrl + : |
| Insert Value from Same Field in Previous Record | Ctrl + ' (Apostrophe) |
| Check Spelling | F7 |
| Switch Applications | Alt + Tab |

Database Objects

Tables store related data in rows (records) and columns (fields).

Queries view, filter, calculate, change, sort, and examine the data stored in tables.

Forms are custom screens that provide an easy way to enter and view data in a table.

Reports present data from a table or query in a printed format.

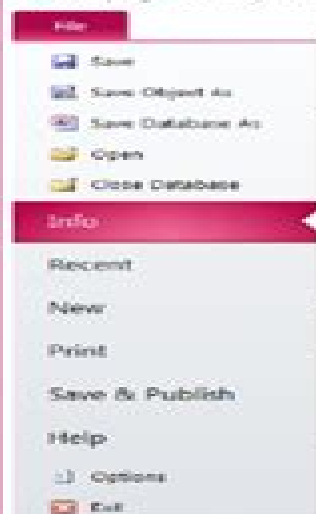
Macros automate common tasks and can be run by clicking a button or pressing a shortcut key.

Modules are groups of procedures written in Visual Basic and used to automate tasks.

- **To Open an Object:** Double-click the object in the Navigation Pane.
- **To Create a New Object:** Click the Create tab on the Ribbon and click a button for the object or wizard you want to use.
- **To Delete an Object:** Select the object and press Delete. Click Yes.

The Fundamentals

- The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- **To Create a Blank Database:** Click the File tab and select New. Click the Blank Database button and click Create.
- **To Create a Database from a Template:** Click the File tab and select New. Select the template category you wish to use, select the template, and click Create.
- **To Open an Existing Database:** Click the File tab and select Open.
- **To Repair/Compress a Database:** Click the File tab and select Info. Click the Compact & Repair Database button.
- **To Import Data from Another Source:** Click the External Data tab on the Ribbon and click the appropriate button in the Import and Link group.
- **To Export Data to Another Source:** Click the External Data tab on the Ribbon and click the appropriate button in the Export group.
- **To Save a Database:** Click the File tab and select Save.
- **To Close a Database:** Click the Close button, or press Ctrl + W.

Editing

| | |
|------------|----------|
| Cut | Ctrl + X |
| Copy | Ctrl + C |
| Paste | Ctrl + V |
| Find | Ctrl + F |
| Replace | Ctrl + H |
| Select All | Ctrl + A |

Design View

| | |
|----------------------------|--------------|
| Properties | Alt + Enter |
| Open object in Design View | Ctrl + Enter |
| Save Object | Ctrl + S |

Formatting Text

| | |
|-----------|----------|
| Bold | Ctrl + B |
| Italics | Ctrl + I |
| Underline | Ctrl + U |

Navigation

| | |
|------------------------|-------------|
| Next Field | Tab |
| Previous Field | Shift + Tab |
| Next Screen | Page Down |
| Previous Screen | Page Up |
| First Record | Ctrl + ↑ |
| Last Record | Ctrl + ↓ |
| Toggle Navigation Pane | F11 |

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