

Access 2016

Quick Reference Card

Working with Databases and Objects

Getting Started Window

- **To Create a Database:** Click a template category in the list and click the template you want to use. Click **Create**. Or, click the **Blank desktop database** button.
- **To Open an Existing Database:** Click the **Open** tab and click a database in the **Recent** list or click **Browse** and browse for it.



Access 2016 Screen



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.
- **Page** objects have been replaced by Windows SharePoint Services. Pages in old databases can still be viewed—but not edited—in Internet Explorer.
- **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 on the **Objects** bar.
- **To Modify an Object:** Open the object or click its tab in the window, click the **Format** tab on the Ribbon, click the **View** button in the Views group and select **Design View** or **Layout View**.
- **To Delete an Object:** Select the object and press **Delete**. Click **Yes**.
- **To Rename an Object:** Right-click the object, select **Rename** from the contextual menu, enter the new name, and press **Enter**.
- **To Repair/Compress a Database:** Click the **Database Tools** tab and select **Compact and Repair Database**.
- **To Import Data:** Click the **External Data** tab on the Ribbon and click the type of file you want to import from in the Import group. Follow the onscreen instructions.
- **To Export Data:** Click the **External Data** tab on the Ribbon and click the type of file you want to export to in the Export group. Follow the onscreen instructions.

Keystroke 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

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

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



Ms Access 2003 Quick Reference Guide

Carol Ann Rinzler



Ms Access 2003 Quick Reference Guide:

Microsoft Office Access 2007 Inside Out Jeff Conrad, John L. Viescas, 2007-04-11 You're beyond the basics so dive right in and really put your database skills to work This supremely organized reference is packed with hundreds of timesaving solutions troubleshooting tips and workarounds It's all muscle and no fluff Discover how the experts tackle Access 2007 and challenge yourself to new levels of mastery Create tables that support your database design strategy Import and link to data from spreadsheets text files databases and other ODBC data sources Build simple to complex queries to manipulate data Learn advanced techniques for building and customizing user interface forms Design attractive reports to calculate and analyze large sets of data Automate your application with Microsoft Visual Basic R for Applications Customize the Office Fluent Ribbon Explore using XML and Windows R SharePoint R Services to create Web based applications CD includes Fully searchable eBook plus bonus chapters Sample database applications including query form and report examples Articles from the experts designing databases understanding SQL exporting data and more Links to demos blogs and user communities References for finding Access 2003 commands in Access 2007 Windows Vista R Product Guide eReference and other eBooks For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook

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fills and 3D effects Add photos soundtracks and DVD video Deliver your presentation with punch **Nutrition For Dummies** Carol Ann Rinzler,2006-06-12 You've been hearing it since you were a little kid You are what you eat But unlike most of the adages you've long since debunked this wise saying is true Good nutrition is the key to achieving and maintaining a healthy weight and lifelong good health no matter how you slice it This edition of Nutrition for Dummies has been updated with the latest revisions of the Dietary Guidelines for Americans new recommended daily allowances for all the nutrients a healthy body needs plus the real low down on all the conflicting opinions about vitamins and minerals protein fats and carbs You'll discover how to Interpret nutrition labels Prepare delicious healthy meals Keep nutrients in food even after cooking Eat smart when eating out Evaluate dietary supplements Nutrition for Dummies Fourth Edition is a one size fits all guide to nutrition for anyone who may have fallen asleep in health class wants to brush up on what they already know or is looking to keep up to speed on all the latest guidelines and research It shows you how to manage your diet so you can get the most bang nutrients for your buck calories and gives you the skinny on how to put together a healthy shopping list how to prepare foods that are good for the body and the soul and ten easy ways you can cut calories An apple a day may not necessarily keep the doctor away but with the simple guidance of Nutrition for Dummies you can live happily and healthily ever after *Java For Dummies* Barry A. Burd,2011-03-03 Start building powerful programs with Java 6 fast Get an overview of Java 6 and begin building your own programs Even if you're new to Java programming or to programming in general you can get up and running on this wildly popular language in a hurry This book makes it easy From how to install and run Java to understanding classes and objects and juggling values with arrays and collections you will get up to speed on the new features of Java 6 in no time Discover how to Use object oriented programming Work with the changes in Java 6 and JDK 6 Save time by reusing code Mix Java and Javascript with the new scripting tools Troubleshoot code problems and fix bugs All on the bonus CD ROM Custom build of JCreator and all the code files used in the book Bonus chapters not included in the book Trial version of Jindent WinOne and NetCaptor freeware System Requirements For details and complete system requirements see the CD ROM appendix Note CD ROM DVD and other supplementary materials are not included as part of eBook file *Design Patterns For Dummies* Steve Holzner,2006-07-28 There's a pattern here and here's how to use it Find out how the 23 leading design patterns can save you time and trouble Ever feel as if you've solved this programming problem before You or someone probably did and that's why there's a design pattern to help this time around This book shows you how and when to use the famous patterns developed by the Gang of Four plus some new ones all designed to make your programming life easier Discover how to Simplify the programming process with design patterns Make the most of the Decorator Factory and Adapter patterns Identify which pattern applies Reduce the amount of code needed for a task Create your own patterns *Buying a Computer For Dummies* Dan Gookin,2005-10-27 Bestselling author Dan Gookin has updated his classic guide to cover CD burner DVD combo drives processor upgrades flat panel displays new modem and networking options new

peripherals laptops and more Worldwide shipments of new computers now top 100 million units annually and forecasters have predicted double digit increases in PC shipments for 2003 2004 Using the author's unique five step approach to smart computer shopping readers analyze their needs and match them to the perfect PC at the best price Gookin who wrote the first ever For Dummies book DOS For Dummies is renowned for his

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Exchange-Traded Funds For Dummies Russell Wild, 2011-03-01 It seems like every week Wall Street comes up with some new exotic investment idea that puts your money at risk Thankfully exchange traded funds ETFs are less volatile than individual stocks cheaper than most mutual funds and subject to minimal taxation But how do you use this wonderful product to diversify your investments in today's fast growing and ever changing market Exchange Traded Funds For Dummies shows you in plain English how to weigh your options and pick the exchange traded fund that's right for you It tells you everything you need to know about building a lean mean portfolio and optimizing your profits This hands on guide will give you the power to use ETFs to Create the stock equity side of your portfolio Handle risk control diversification and modern portfolio theory Manage small large sector and international investments Add bonds REITs and other ETFs Invest smartly in precious metals Work non ETFs into your investment mix Revamp your portfolio to fit life changes Fund your retirement years In addition this book covers commonly asked questions about ETFs and mistakes that many investors even the experienced ones make It provides forecasts of the future for ETFs and personal spending and also provides a complete list of ETFs and Web resources to assist your investment With Exchange Traded Funds For Dummies you'll soon discover what makes ETFs the hottest investment on the market

Nanotechnology For Dummies Richard D. Booker, Earl Boysen, 2005-07-15 This title demystifies the topic for investors business executives and anyone interested in how molecule sized machines and processes can transform our lives Along with dispelling common myths it covers nanotechnology's origins how it will affect various industries and the limitations it can overcome This handy book also presents numerous applications such as scratch proof glass corrosion resistant paints stain free clothing glare reducing eyeglass coatings drug delivery systems medical diagnostic tools burn and wound dressings sugar cube sized computers mini portable power generators even longer lasting tennis balls and more Nanotechnology is the science of matter at the scale of one billionth of a meter or 1/75 000th the size of a human hair Written in the accessible humorous For Dummies style this

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Jon Hall,Paul G. Sery,2005-02-17 Fedora Core X is the latest release of the leading Linux distribution which boasts approximately 70 percent of the Linux market in the United States and serves as a low cost alternative to more expensive operating systems Written in the trademark friendly humorous easy to understand For Dummies style this updated edition shows Linux newbies how to install and use Fedora Core Includes new coverage of the SELinux infrastructure an important new security feature Linux and GNOME applications how to fine tune the GNOME desktop and the new GStreamer multimedia tool Companion DVD includes the full Fedora Core X distribution all the tools and source code on the multi CD version [Jane Austen For Dummies](#) Joan Elizabeth Klingel Ray,2006-07-31 Explains Austen s methods motivations and

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Muir, 2006-07-31 These projects are fun to build and fun to use. Make lights dance to music, play with radio remote control or build your own metal detector. Who says the Science Fair has to end? If you love building gadgets this book belongs on your radar. Here are complete directions for building ten cool creations that involve light, sound or vibrations: a weird microphone, remote control gizmos, talking toys and more, with full parts and tools lists, safety guidelines and wiring schematics. Check out ten cool electronics projects including Chapter 8 Surfing the Radio Waves: how to make your own radio; Chapter 9 Scary Pumpkins: crazy Halloween decorations that have sound, light and movement; Chapter 12 Hitting Paydirt with an Electronic Metal Detector: a project that can pay for itself. Discover how to handle electronic components safely. Read a circuit diagram. Troubleshoot circuits with a multimeter. Build light activated gadgets. Set up a motion detector. Transform electromagnetic waves into sound. Companion Web site: Go to www.dummies.com/go/electronicsprojectsfd. Explore new projects with other electronics hobbyists. Find additional information and project opportunities. AD / HD For Dummies Jeff Strong, Carol MacHendrie, 2004-10-29 Sound advice for parents whose kids have trouble concentrating. According to the National Institutes of Health, an estimated five to ten percent of children suffer from Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD). This book provides answers for parents of children who may have either condition, as well as for adult sufferers. Written in a friendly, easy-to-understand style, it helps people recognize and understand ADD and ADHD symptoms and offers an authoritative, balanced overview of both drug and non-drug therapies.

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Table of Contents Ms Access 2003 Quick Reference Guide

1. Understanding the eBook Ms Access 2003 Quick Reference Guide
 - The Rise of Digital Reading Ms Access 2003 Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Ms Access 2003 Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Ms Access 2003 Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Access 2003 Quick Reference Guide
 - Personalized Recommendations
 - Ms Access 2003 Quick Reference Guide User Reviews and Ratings
 - Ms Access 2003 Quick Reference Guide and Bestseller Lists
5. Accessing Ms Access 2003 Quick Reference Guide Free and Paid eBooks
 - Ms Access 2003 Quick Reference Guide Public Domain eBooks
 - Ms Access 2003 Quick Reference Guide eBook Subscription Services
 - Ms Access 2003 Quick Reference Guide Budget-Friendly Options
6. Navigating Ms Access 2003 Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Ms Access 2003 Quick Reference Guide Compatibility with Devices
 - Ms Access 2003 Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Ms Access 2003 Quick Reference Guide
 - Highlighting and Note-Taking Ms Access 2003 Quick Reference Guide
 - Interactive Elements Ms Access 2003 Quick Reference Guide

8. Staying Engaged with Ms Access 2003 Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Ms Access 2003 Quick Reference Guide
9. Balancing eBooks and Physical Books Ms Access 2003 Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Ms Access 2003 Quick Reference Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Ms Access 2003 Quick Reference Guide
 - Setting Reading Goals Ms Access 2003 Quick Reference Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Ms Access 2003 Quick Reference Guide
 - Fact-Checking eBook Content of Ms Access 2003 Quick Reference Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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