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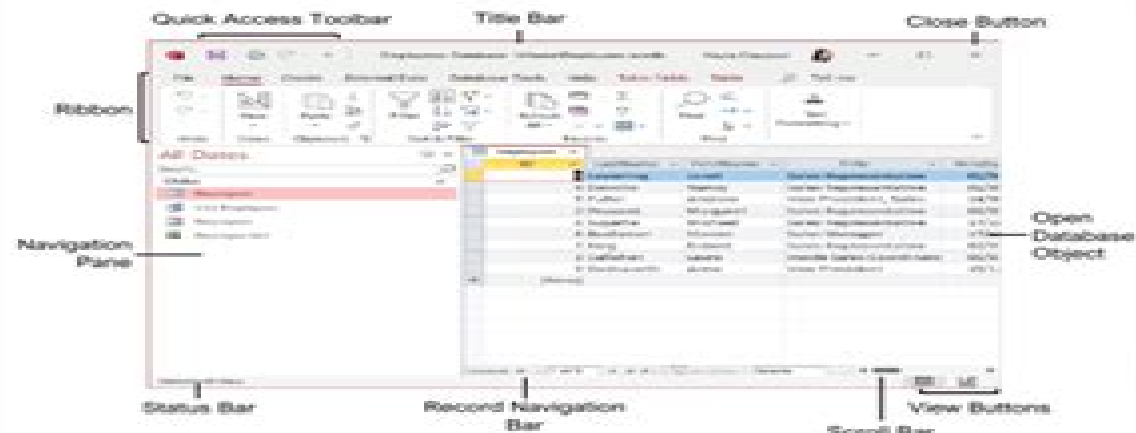
Access Quick Reference

Basic Skills

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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



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Ms Access 2015 Quick Reference Guide

AW Rasmussen



Ms Access 2015 Quick Reference Guide:

This book delves into Ms Access 2015 Quick Reference Guide. Ms Access 2015 Quick Reference Guide is a vital topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Ms Access 2015 Quick Reference Guide, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

- Chapter 1: Introduction to Ms Access 2015 Quick Reference Guide
- Chapter 2: Essential Elements of Ms Access 2015 Quick Reference Guide
- Chapter 3: Ms Access 2015 Quick Reference Guide in Everyday Life
- Chapter 4: Ms Access 2015 Quick Reference Guide in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of Ms Access 2015 Quick Reference Guide. This chapter will explore what Ms Access 2015 Quick Reference Guide is, why Ms Access 2015 Quick Reference Guide is vital, and how to effectively learn about Ms Access 2015 Quick Reference Guide.
3. In chapter 2, the author will delve into the foundational concepts of Ms Access 2015 Quick Reference Guide. This chapter will elucidate the essential principles that need to be understood to grasp Ms Access 2015 Quick Reference Guide in its entirety.
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5. In chapter 4, the author will scrutinize the relevance of Ms Access 2015 Quick Reference Guide in specific contexts. This chapter will explore how Ms Access 2015 Quick Reference Guide is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Ms Access 2015 Quick Reference Guide. The final chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Ms Access 2015 Quick Reference Guide.

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