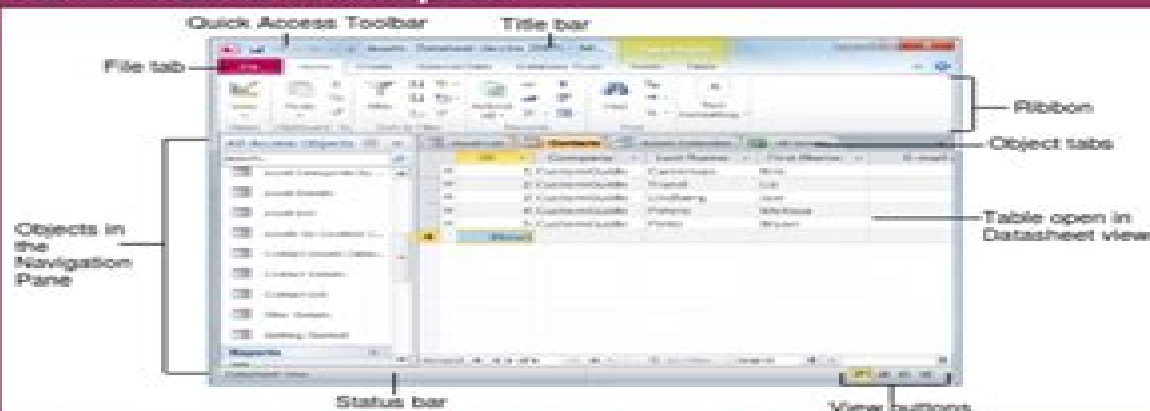


Access 2010

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

The Fundamentals

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.

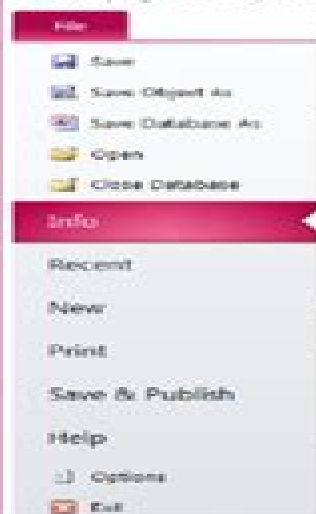
Reports present data from a table or query in a printed format.

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 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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Beezix, Inc Staff

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Ulrich, Ken Cook, 2010-05-10 A friendly step by step guide to the Microsoft Office database application Access may be the least understood and most challenging application in the Microsoft Office suite This guide is designed to help anyone who lacks experience in creating and managing a database learn to use Access 2010 quickly and easily In the classic For Dummies tradition the book provides an education in Access the interface and the architecture of a database It explains the process of building a database linking information sharing data generating reports and much more As the Microsoft Office database application Access may be the least understood and most challenging part of the Office suite Access 2010 For Dummies walks newcomers through building and using their first database Covers linking information in a database setting relationships modeling data and building tables Explores how to extract data from Access and get specific answers create forms and export data in reports A section for more experienced users looks at analyzing errors and creating an interface Fully updated for the newest version Access 2010 For Dummies gets new Access users up to speed and helps veterans get the most from the Office database application **Access 2010 Programmer's Reference** Teresa Hennig, Rob

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