



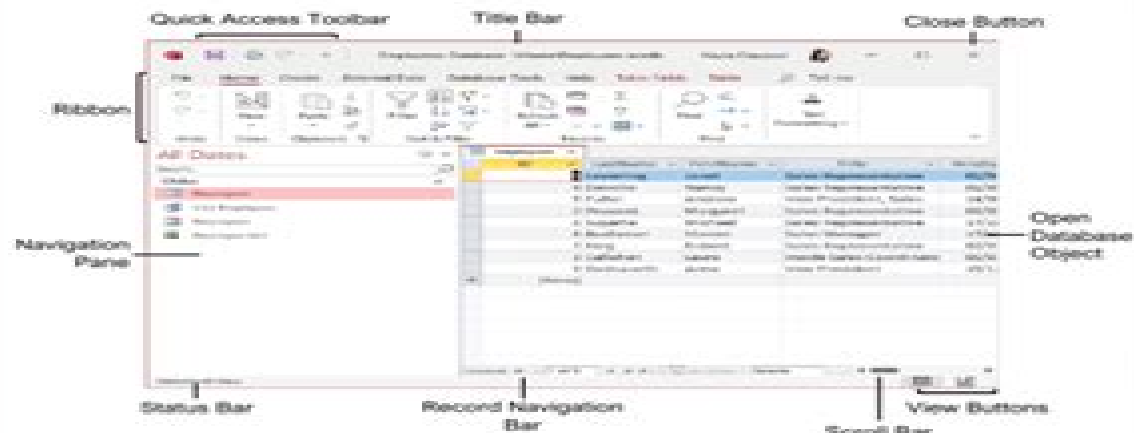
Microsoft®

# 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         |

### 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           |

## 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.



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**G Orfield**



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### **Table of Contents Microsoft Access Reference Guide**

1. Understanding the eBook Microsoft Access Reference Guide
  - The Rise of Digital Reading Microsoft Access Reference Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access 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 Microsoft Access Reference Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access Reference Guide
  - Personalized Recommendations
  - Microsoft Access Reference Guide User Reviews and Ratings
  - Microsoft Access Reference Guide and Bestseller Lists

5. Accessing Microsoft Access Reference Guide Free and Paid eBooks
  - Microsoft Access Reference Guide Public Domain eBooks
  - Microsoft Access Reference Guide eBook Subscription Services
  - Microsoft Access Reference Guide Budget-Friendly Options
6. Navigating Microsoft Access Reference Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Access Reference Guide Compatibility with Devices
  - Microsoft Access Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Access Reference Guide
  - Highlighting and Note-Taking Microsoft Access Reference Guide
  - Interactive Elements Microsoft Access Reference Guide
8. Staying Engaged with Microsoft Access Reference Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Access Reference Guide
9. Balancing eBooks and Physical Books Microsoft Access Reference Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Access Reference Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Access Reference Guide
  - Setting Reading Goals Microsoft Access Reference Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Access Reference Guide
  - Fact-Checking eBook Content of Microsoft Access 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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[presenting and accepting awards lyman macinnis](#) - Jan 30 2023

web feb 13 2010 here is an example of an appropriate speech of acceptance i sincerely thank the financial times for nominating me and the press club for honoring me with this national business writing award believe me ladies and gentlemen

it is a very proud recipient who is standing here before you

**award and acceptance speeches public speaking lumen** - Apr 01 2023

web in an award speech a speaker or emcee introduces an award and the winner the introduction is meant to build excitement and often the winner is not known until just before the award is to be presented introduce yourself

**award acceptance speech 9 examples format sample** - Feb 28 2023

web 1 opener this part of your speech is basically your introduction this will be your formal opening the ice breaker or the attention grabber for your speech the main purpose of this part is to show your excitement your shock and happiness to be given the award this will also serve as your formal acknowledgement to the people present during

*welcome speech for award ceremony school academic* - Feb 16 2022

web welcome speech for academic awards ceremony a very good morning to our school committee members honourable judges staff parents and dear students i feel really honoured in sharing with you the achievements of our brilliant young students this is an occasion of joy for all of us as we have come together for celebrating this auspicious day

**award speech and the winner is advanced public speaking** - Sep 06 2023

web the more details about why the person deserves this award the better include identification narration and magnification practice your handshake and how to hand the award to the recipient tell them what the award is tell them why they deserve the award give them the award wish them well

celebration of student academic excellence university at buffalo - Nov 27 2022

web apr 30 2020 celebration of student academic excellence delivered april 30 2020 on behalf of our entire university at buffalo community congratulations to you our undergraduate and graduate student honorees on your academic achievements it is wonderful to see all that you have accomplished in pursuing your life s goals

**welcome speech for award ceremony for students and a** - Sep 25 2022

web apr 4 2023 these speeches will be useful for the students of schools and colleges teachers and the hosts who deliver a welcome speech for award ceremony in their educational institutes a long welcome speech for award ceremony is helpful to students of classes 7 8 9 10 11 and 12

**an award ceremony speech that captures all hearts in the** - Jul 24 2022

web good evening to everyone it is a big pleasure to share this night with all of you here the teacher of the year awards ceremony is a traditional event that takes place annually in our school thanks to the benevolent support from the parental club the awards over the last 20 years are found widely recognized and warmly saluted by winners

award ceremony speech 11 examples format sample - Aug 05 2023

web an award ceremony is almost always associated with a speech like any other event that may happen whether formal or

informal it would always be associated with making speeches award ceremony speech 11 award ceremony speech examples 1  
award ceremony speech template 2 award ceremony presentation speech 11 award

**welcome speech for award ceremony school academic** - Oct 27 2022

web welcome speech for academic awards ceremony ampere very good morning go our secondary committee members  
honourable judges staff parents and loved students i feel really honoured in shared with to the achievements by our brilliant  
young our this is einer occasion for joy for all of us as we has come together for celebrating this auspicious

head of school s academic award ceremony speech - May 02 2023

web jun 2 2016 may 28 2016 head of school robert w hill iii good afternoon and a special welcome to parents families guests  
and to all of our students gathered to celebrate the academic accomplishments that are at the heart of all we do

*example speech for young academic awards ceremony the* - Oct 07 2023

web oct 14 2020 speech for academic awards ceremony this yearly award ceremony is among my most treasured occasions  
of the school year as it provides us with an opportunity to reflect on the preceding year address the whole community and  
share the achievements of the students with their parents