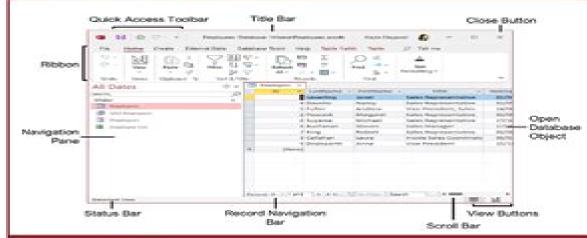




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The Access Program Screen



Access Basics

Open, a Database, Click the File tab and select Open, or press Ctrl + O.

Same a Decadence, Click the Save Ell button on the Cluck 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 chapter.

Open a Database Object. Double-click an object in the Navigation Pane.

Mooth a Database Check in Design View Click the View IX button list amove and select Design View.

Switch Object Tabs: If you have multiple objects open, click the tab for the object you want to deplay.

Renome 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.

Detecte a Detectance 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 is button in the upper-right corner of the window.

Close a Database. Click the File tab and select Close.

Database Objects

- Tables stone a database's data in rows (records) and columns (fields).
 - Queries ask a question of data stored in
- 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.

Keyboard Shortcuts

| Create a new database | Ctrl + N |
|----------------------------|--------------|
| Open a database | Ctrl + O |
| Close a database | Ctrl + W |
| Close Access | Alt + F4 |
| Print-ournent view | Ctrl + P |
| Help | F1 |
| Delete record | Ctrl + - |
| Cancel changes | Esc |
| Insert date | Ctrl + ; |
| Insert time | Shift + Ctrl |
| | *3 |
| Insert value from same | |
| field in previous position | Ctrl + * |
| Spell check | FT |
| Students annihilations | Add a Today |

Navigation

| table rows | |
|---|-------------|
| Move between query or table columns. | |
| Next field | Tab |
| Prervious field | Shift - Tab |
| Next screen | Page Down |
| Previous screen | Page Up |
| First record | Ctrl + T |
| Last record | _ cut + 4 |
| Go to a specific record | _ F5 |
| Toggle Navigation Pane | F11 |
| | |

Editing

| Cut | Ctri | * | X. |
|---------|-------|---|-----|
| Copy. | Ctrif | ٠ | 0 |
| Paste | CER | + | W |
| Undo | Ctri | * | æ. |
| Redo | CIVI | * | W. |
| Find | Ctri | * | pr. |
| Replace | Ctrl | | 80 |
| | | | |

Design View

| Autoria Printhaga nacis | THE PERSON |
|-------------------------|--------------|
| Open object in Design | |
| 166W | Ctrl + Enter |
| Save object | Ctrl + S |
| Switch to Form view | F5 |

date of Windows

Microsoft Access 2010 Cheat Sheet

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Microsoft Access 2010 Cheat Sheet:

Access 2010 For Dummies Laurie A. 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 quide 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 **Microsoft Access 2010 Intermediate** Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, 2013-02-22 Laminated guick reference guide showing step by step instructions and shortcuts for how to use intermediate features of Microsoft Office Access 2013 The following topics are covered Table Design Preventing Data Entry Errors Find and Sort More Quickly With Indexing Joining Tables to Create Relationships Deleting a Table Join Preventing Orphaned Data with Referential Integrity Query Design Dynamic Criteria with Parameter Queries Examples of Complex Expressions Performing Calculations Summarizing Selected Data Form Design Adding Form Controls Modifying Form Controls Sorting Records Setting Tab Order Report Design Summarizing by Group Printing Options Page Breaks Columns Publish to Word Merging Data with a Word Document Office 2010 For Dummies Wallace Wang, 2010-04-07 The latest edition of one of the bestselling Microsoft Office books of all time Spend less time figuring out Word Excel PowerPoint Outlook and Access and more time working on actual projects with this new edition of Office 2010 For Dummies Filled with straightforward friendly instruction this book gets you thoroughly up to speed and it actually makes doing Office work fun First learn all the basics then how to add more bells and whistles including how to spice up your Word documents edit Excel spreadsheets and create formulas add sound to your PowerPoint presentation and much more Helps you harness the power of Microsoft Office 2010 and all of its new functionality the book covers Word Excel PowerPoint Outlook and Access Explains and instructs in the straightforward friendly For Dummies style that makes instruction more accessible and skill building easier Covers typing and formatting text in Word and spicing up your documents Shows you how to navigate and edit an Excel spreadsheet create formulas and chart and analyze Excel data Demonstrates how to create a PowerPoint presentation and add color sound and pictures Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting

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Facebook Advertising For Dummies Paul Dunay, Richard Krueger, Joel Elad, 2010-10-26 Profitable ideas and techniques for advertising on Facebook Tap into the explosive growth of social media and reach your customers with effective Facebook advertising campaigns and savvy insights into how to use this social media phenomenon effectively It s all here and more in this detailed easy to follow guide from two award winning marketers You ll learn what makes a good Facebook ad how to apply the latest strategies and tactics for effective pay per click and cost per impression advertising how to test your ad results and much more Explores Facebook advertising inside and out there are now more than 400 million active Facebook users and over 1 6 million active Pages on Facebook Works as an all around hands on guide for both experienced and new Facebook advertisers Walks you through planning and creating an advertising campaign Explains writing effective ad copy how to use landing pages and how to test and optimize your ads Shows you how to use Facebook Insights to understand your results and how to create reports that analyze data Put your company's best face forward with the sound advertising tips and techniques in Facebook Advertising For Dummies Canon EOS Rebel T2i / 550D For **Dummies** Julie Adair King, Dan Burkholder, 2010-06-08 The straightforward guide to the new Canon EOS Rebel T2i 550D Popular tech blog Gizmodo com called the Canon EOS Rebel T2i 550D an incredible camera everything a first DSLR should be With 1080p digital video capability and an 18 megapixel sensor that improves low light shooting all for under 900 the accolades are well earned And for less than 30 you can learn how to maximize your digital photography experience Packed

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