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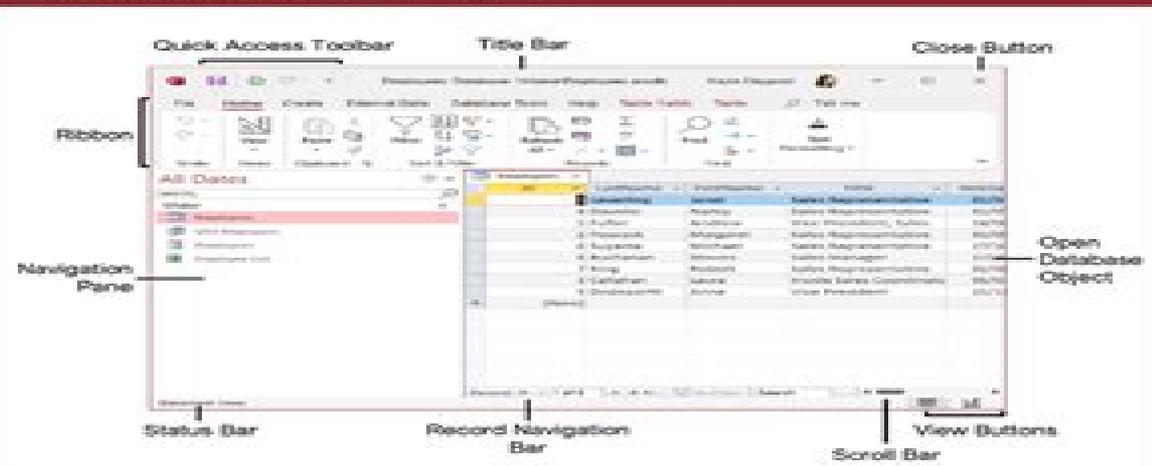
Access Quick Reference Basic Skills

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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.....	T, ↓
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.

Vba Access Cheat Sheet

Michael Alexander



Vba Access Cheat Sheet:

Access 2007 VBA Programming For Dummies Joseph C. Stockman, Alan Simpson, 2011-02-08 If you've been using Access for a while you're probably aware of its power and potential and itching to take advantage of both Access 2007 VBA Programming For Dummies takes you beyond forms and reports and shows you how to use VBA to create killer Access databases and applications This gentle introduction to VBA programming covers everything you need to get started including Basic programming skills and concepts Explanations of modules procedures objects and arguments Access unique programming activities including SQL and recordsets How to use the Visual Basic editor Creating dialog boxes lists drop down menus and functions Integrating with other Office applications Ready to use VBA code examples to type in or copy and paste from the Web Completely revised to reflect all changes found in Microsoft Access 2007 Access 2007 VBA Programming For Dummies gives you access to Access like you've never had it before *Microsoft 365 Excel VBA Programming For Dummies* Dick Kusleika, 2025-02-11 Your step by step guide to doing more with Microsoft Excel Fully updated for the latest version of Office 365 Excel VBA Programming For Dummies will take your Excel knowledge to the next level With a little background in Visual Basic for Applications VBA programming you can go well beyond basic spreadsheets and functions Learn the coding basics and syntax you need to write simple or complex macros that can automate your routine Excel tasks Become an Excel power user by automating data management user forms pivot tables and beyond When you use VBA to perform Excel operations you can reduce errors save time and integrate with other Microsoft applications This handy guide also teaches you how to control the security settings for your macros and save macros to use across files and apps Plus you'll get updated coverage of Copilot AI integration Your spreadsheets are about to get much more powerful Get started with VBA coding to create macros and automate tasks in Excel Follow step by step instructions to write and execute your first scripts Learn about the advanced functions available with the VBA language Perform tasks faster and integrate Excel with other Microsoft apps This Dummies guide is right up your alley if you're an Excel user looking to learn some next level features Students and professionals alike will reap the benefits of automation thanks to Excel VBA Programming For Dummies

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Programming For Dummies is also a fantastic resource for intermediate and advanced Excel users looking for a heads up on the latest features and newest functionality of this simple yet powerful scripting language

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Office applications Windows SharePoint Services and SQL Server Of course this book wouldn't be complete without discussing security issues and the Developer Extensions

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The British National Bibliography Arthur James Wells,2002 **American Book Publishing Record** ,2007

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