

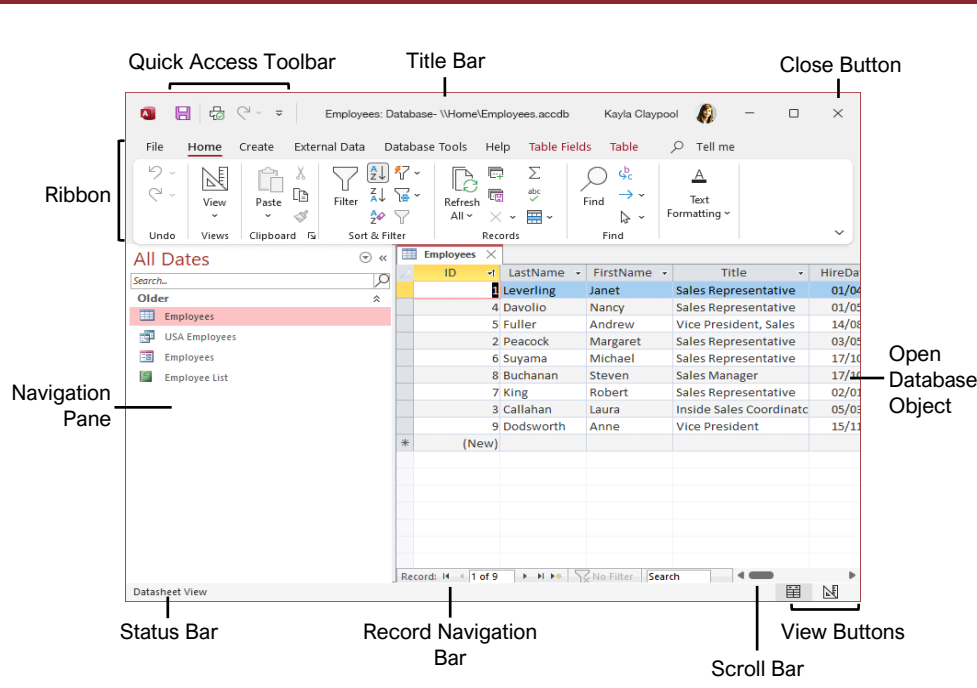


Microsoft®

# Access Quick Reference

## Basic Skills

### 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**

## Databases

### [Determine the Purpose of a Database:](#)

Planning a database is an important step in the creation process. Consider:

- Fields you need
- Tables you need
- The primary key
- Relationships between fields

[Create a Database from a Template:](#) Click the **File** tab and select **New**. Type a word/phrase that describes the database you want to create in the Search for online templates field and click **Search**. Select the template you want to use, name the new database, and click **Create**.

[Create a New Blank Database:](#) Click the **File** tab, select **New**, and click the **Blank database** button. Type a name for the new database, and click **Create**.

[Add a Record:](#) In Datasheet view, click the **New Record** button on the record navigation bar. Or, begin adding data in the blank bottom row of the table.

Record selector

	8 Buchanan	Steven
	9 Dodsworth	Anne
*	(New)	

Start adding a new record here

[Select a Record:](#) Click the **record selector** (gray box to the left of the record) for the record you want to select.

[Edit a Record:](#) Click the field you want to edit and make the necessary change. Press **Enter** to commit the change.

[Delete a Record:](#) Click the **record selector** next to the record you want to delete, click the **Delete** button on the ribbon, and click **Yes**.

[Select Multiple Records:](#) Click the **record selector** for the first record you want to select and drag to the last record you want to select.

[Select a Field:](#) Click the field (column) header for the field you want to select.

[Copy and Paste:](#) Select the data you want to copy, click the **Copy** button on the Home tab, then click where you want to paste the data, and click the **Paste** button.

[Check Spelling:](#) Click the **Home** tab and click the **Spelling** button, or press **F7**.

[Print Preview a Database Object:](#) Display the object you want to preview. Click the **File** tab, select **Print**, and click **Print Preview**.

[Print a Database Object:](#) Display the object you want to print. Click the **File** tab, select **Print**, and click **Print**.

## Work with Data

[Find Data:](#) Select the column header or click in any cell in the field you want to search, and click the **Find** button on the Home tab. Type the text you want to find in the Find What field, and click the **Find Next** button.

[Replace Data:](#) Select the column header or click in any cell in the field where you want to replace text, and click the **Replace** button on the Home tab. Enter the word you want to find in the Find What field, then enter the text that will replace it in the Replace With field. Click **Replace** or **Replace All**.

[Sort Records:](#) Click anywhere in the column you want to sort and click either the **Ascending** or **Descending** button on the Home tab of the ribbon.

[Remove a Sort:](#) Click the **Remove Sort** button on the Home tab.

[Apply a Filter:](#) Click anywhere in the column you want to filter and click the **Filter** button on the Home tab. Uncheck the boxes for any data you want to hide and click **OK**.

[Filter by Selection:](#) Click in the column you want to filter, click the **Selection** button on the Home tab, and select an option from the menu.

[Filter by Form:](#) Click the **Advanced Filter Options** button on the Home tab and select **Filter by Form**. Click the empty cell below the field you want to filter, then click the list arrow and select the value you want to use to filter the records. Repeat this to filter by any additional fields, and click the **Apply Filter** button on the Home tab to filter the records.

[Clear Filters:](#) Click the **Advanced Filter Options** button on the Home tab of the ribbon and select **Clear All Filters**.

[Adjust Column Width:](#) Click and drag the column header's right border to the left or right. Or, double-click a header's right border to auto-size the column.

[Adjust Row Height:](#) Click and drag the row header's bottom border up or down.

[Freeze a Column:](#) Click the header for the column you want to freeze, click the **More** button on the Home tab, and select **Freeze Fields**.

[Unfreeze a Column:](#) Click the header for the column you want to unfreeze, click the **More** button on the Home tab, and select **Unfreeze All Fields**.

[Hide a Column:](#) Click the header for the column you want to hide, click the **More** button on the Home tab, and select **Hide Fields**.

[Unhide a Column:](#) Click any column header, click the **More** button on the Home tab of the ribbon, and select **Unhide Fields**.

## Tables

[Create a New Blank Table:](#) Click the **Create** tab on the ribbon and click the **Table** button. Click the **Click to Add** field heading, select a field type, type a name for the field, and enter the data for the new field. Click the next **Click to Add** field heading to add another field.

[Create a Table in Design View:](#) Click the **Create** tab on the ribbon and click the **Table Design** button. Enter a name in the **Field Name** column and click in the first Data Type field. Click the **Data Type** list arrow, and select a data type for the field.

[Insert a Field:](#) In Design view, click the **record selector** for the field that will be below the new field, and click the **Insert Rows** button on the Table Tools Design tab. Enter a field name for the new field, press **Tab**, click the **Data Type** list arrow, and select a data type.

[Reorder a Field:](#) In Design view, click the **record selector** for the field you want to move, then click and drag the selected row up or down to the desired location.

[Delete a Field:](#) In Design view, click the **record selector** for the field you want to delete, and click the **Delete Rows** button on the Table Tools Design tab.

[Change a Field Type:](#) Open the table whose field(s) you want to modify in Design view, click in the field's **Data Type** box, click the **Data Type** list arrow, and select a data type.

[Add a Primary Key:](#) In Design view, select the field you want to use as your primary key, and click the **Primary Key** button on the Table Tools Design tab.

[Change a Field's Properties:](#) In Design view, select the field that you want to change the properties for, click in the property field you want to change, and enter the new settings.

[Change the Field Size:](#) In Design view, select the field whose size you want to change. Click in the **Field Size** field and type or select the field size.

[Index a Field:](#) In Design view, select the field you want to index, click in the **Indexed** property field, click its list arrow, and select an indexing option.

[Add a Description to a Field:](#) In Design view, click in the field's **Description** box and type the description.

[Add a Caption to a Field:](#) In Design view, select the field you want to add a caption to, click in the **Caption** property field, and type a caption.

[Add a Total Row:](#) In Datasheet view, click the **Totals** button on the Home tab. Click the cell in the **Total** row for the column you want to display the total for, and select the function you want to perform on the field.



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# Access Quick Reference

## Intermediate Skills

### Overview of Queries

The queried tables appear here. You can also link tables.

To add a field to the query, click and drag it from the table down to the design grid.

Sort order

Show results

Criteria rows

Design Grid

### Query Examples

Expression	Result
<b>"London"</b>	Displays records where the field equals "London."
<b>"London" Or "New York"</b>	Displays records where the field equals "London." or "New York."
<b>Between 1/1/00 And 12/31/00</b>	Displays records where the date is between 1/1/00 and 12/31/00.
<b>Year([Order Date])=2018</b>	Displays records where the OrderDate field equals 2018.
<b>Is Null</b>	Displays records where the field is null.
<b>Is Not Null</b>	Displays records where the field is not null.
<b>Not "USA" Or ""</b>	Displays records where the field does not contain the text "USA" and is not blank.
<b>Like "S*"</b>	Displays records where the field text starts with an "S."
<b>Not Like "S*"</b>	Displays records where the field text does not start with an "S."
<b>&gt;="S"</b>	Displays records where the field text starts with letters "S" through "Z."
<b>&gt;100</b>	Displays records whose field value is greater than 100.
<b>=Sum([Sales])</b>	Displays the sum of the values in the Sales field.
<b>=Avg([Sales])</b>	Displays the average of the values in the Sales field.
<b>=Count([Sales])</b>	Displays the number of records in the Sales field.

### Queries

**Create a Query:** Click the **Create** tab on the ribbon and click the **Query Design** button. Select the table(s) you want to add to the query, click the **Add** button, and close the dialog box. Double-click each field you want to include in the query. Click the **Save** button on the Quick Access Toolbar, type a name for the query, and click **OK**.

**Run a Query:** Double-click a query in the Navigation Pane.

**Hide Fields from Queries:** Clear the **Show** check box in the design grid for the field(s) you want to hide.

**Sort Fields:** Click in the **Sort** field for the field you want to sort, click the list arrow for the field, and select a sort order.

**Create a Multiple Table Query:** Click the **Create** tab on the ribbon, click the **Query Design** button, double-click the tables you want to add to the query, and click **Close**. Double-click each field you want to include in the query and save the query.

**Work with the Expressions Builder:** In Design view, click in the **Field** row of a blank column in the design grid, and click the **Builder** button on the Design tab. Select a field to use in the calculation, select an operation for the calculation, click or type any other fields or values you want to use, and click **OK**.

**Find Unmatched Records:** Click the **Create** tab on the ribbon and click the **Query Wizard** button. Select **Find Unmatched Query Wizard** and click **OK**. Use the wizard to complete the find unmatched query, enter a name for the query in the final step of the wizard, and click **Finish**.

**Crosstab Queries:** Click the **Create** tab on the ribbon and click the **Query Wizard** button. Select **Crosstab Query Wizard** and click **OK**. Use the wizard to complete the crosstab query, enter a name for the query in the final step of the wizard, and click **Finish**.

**Create a Delete Query:** Click the **Create** tab on the ribbon and click the **Query Design** button. Select the tables and queries you want to add, click **Add**, and close the dialog box. Connect any unrelated tables and click the **Delete** button on the Design tab. Double-click the **asterisk (\*)** in the table field list for the table containing information you want to delete. Drag the field you want to use as the limiting criteria onto the design grid. Then, click in the field's **Criteria** row and type the specific data you want to delete.

**Create an Append Query:** Click the **Create** tab on the ribbon and click the **Query Design** button. Select the tables and queries you want to add, click **Add**, and close the dialog box. Click the **Append** button on the Design tab, specify the append settings, and click **OK**. Double-click any of the fields you want to append.

## Relational Databases

[Database Types](#): There are two basic types of databases.

- **Flat File Database**: Stores all of its information in the same place, such as a single table or list.
- **Relational Database**: Stores information in multiple tables that are related through matching fields. Access is a relational database.

[Relationship Types](#): There are three different types of relationships used when linking tables together.

- **One to One**: Each record in a table relates to one record in another table.
- **One to Many**: Each record in a table relates to one or more records in another table.
- **Many to Many**: One or more records in a table relate to one or more records in another table.

[Create Relationship Between Tables](#): Click the **Database Tools** tab on the ribbon and click the **Relationships** button. Click the **Show Table** button on the Design tab, double-click the table(s) you want to add, and close the dialog box. Click the related field in the first table and drag it to the related field in the second table, select the **Enforce Referential Integrity** check box (optional), and click **Create**.

[Print the Relationship Window](#): Click the **Database Tools** tab on the ribbon, click the **Relationships** button, and click the **Relationships Report** button on the Design tab. Click the **Print** button on the Print Preview tab, select the desired print settings, and click **OK**.

## Forms

[Create a Form with AutoForm](#): In the Navigation Pane, click the table or query that contains the data you want the new form to use, click the **Create** tab on the ribbon, and click the **Form** button.

[Create a Form with the Form Wizard](#): Click the **Create** tab on the ribbon and click the **Form Wizard** button. Click the **Tables/Queries** list arrow and select the table or query you want to use to create your form. Under Available Fields, double-click the fields you want to appear in the form. Use the wizard to complete the form setup, enter a name for the form in the final step of the wizard, and click **Finish**.

[Change Form Views](#): Click the **View** list arrow on the Home tab and select a view.

[Move a Control](#): Click the control and drag it to a new location on the form.

[Delete a Control](#): Select the control you want to delete, press the **Delete** key or click the **Delete** button on the Home tab.

## Forms

[Add a Field](#): Click the **Add Existing Fields** button on the Design tab and double-click the fields you want to add in the Field List pane at the right.

[Add a Control to a Form](#): In Design view, click the control button you want to add in the Controls group of the Design tab. Click a spot on the form to place the control. If the control you added opens a wizard, navigate through it and specify the desired settings.

[Work with Control Properties](#): In Design view, select the control you want to edit and click the **Property Sheet** button on the Design tab. Click the appropriate property field in the Property Sheet pane and make the necessary changes.

[Change a Control's Data Source](#): Display the form in Design view or Layout view with the Property Sheet displayed. Select the desired control, click the **Data** tab in the Property Sheet pane, click in the Control Source field, and edit the source as desired.

[Create a Subform](#): In Design view, resize the form to make room for the subform. Click the **Controls** button on the Design tab and click the **Subform/Subreport** button. Click and drag where you want the subform to appear. Use the wizard to complete the subform setup, enter a name for the subform in the final step of the wizard, and click **Finish**.

## Reports

[Create and Save a Report](#): Select the table or query you want to base the report on in the Navigation Pane, click the **Create** tab on the ribbon, and click the **Report** button. Click the **Save** button on the Quick Access Toolbar, give the report a name, and click **OK**.

[Create a Report with the Report Wizard](#): Click the **Create** tab on the ribbon and click the **Report Wizard** button. Click the **Tables/Queries** list arrow and select the table or query you want to use to create your report. Under Available Fields, double-click the fields you want to appear in the report. Use the wizard to complete the report setup, enter a name for the report in the final step of the wizard, and click **Finish**.

[Use the Label Wizard](#): Open the table or query that contains the data for your labels. Click the **Create** tab on the ribbon and click the **Labels** button. Use the wizard to complete the label setup, enter a name for the report in the final step of the wizard, and click **Finish**.

[Work with Report Layouts](#): Open the report in Layout view, click the **Arrange** tab on the ribbon, and click a command in the Position group.

[Move a Column](#): Click and drag a column's heading to a new location to move a column, or simply click and drag a control to a new location.

## Reports

[Delete a Column](#): Select a column or control and press the **Delete** key.

[Insert a Logo](#): In Layout view, click the **Design** tab on the ribbon, and click the **Logo** button. Locate the file, select it, and click **OK**.

[Adjust Page Margins](#): In Layout view or Design view, click the **Page Setup** tab on the ribbon, click the **Margins** button, and select a margin option.

[Adjust Page Orientation](#): In Layout view or Design view, click the **Page Setup** tab on the ribbon and click the **Landscape** or **Portrait** button.

## Advanced Topics

[Import Data](#): Click the **External Data** tab on the ribbon and click the **New Data Source** button. Select the type of data you want to import and select the file type. Browse for the file you want to import and click **OK**. Complete the steps in the import dialog box.

[Export Access Objects](#): Select the database object you want to export in the Navigation Pane. Click the **External Data** tab and click the button for the type of file to which you want to export in the Export group. Select the desired export options and click **OK**.

[Save a Database to Other Formats](#): Click the **File** tab on the ribbon and select **Save As**. Select the file format to which you want to save your database and click the **Save As** button. Enter a name for the database in the File name field and click **Save**.

[Apply Conditional Formatting](#): In Design view or Layout view, click the field you want to format. Click the **Format** tab on the ribbon and click the **Conditional Formatting** button. Click **New Rule**, select a rule type, and specify the rule details. Click **OK**, then click **OK** again to save the rule.

[Compact and Repair a Database](#): Click the **Database Tools** tab on the ribbon and click the **Compact and Repair Database** button.

[Password Protect a Database](#): Click the **File** tab on the ribbon and click the **Encrypt with Password** button in the Info section. Type a password in the Password field, enter it again in the Verify field, and click **OK**.

[Back Up a Database](#): Open the database that you want to back up. Click the **File** tab on the ribbon and select **Save As**. Select **Back Up Database** and click the **Save As** button. Specify the save location and type a name for the file, then click **Save**.

[Restore a Database](#): Open File Explorer and navigate to the location of the last known backup of the database. Copy the database backup file. Navigate to the location of the damaged or missing database and paste the database backup file.

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