Microsoft® Access 2010
Cheat Sheet

Access 2010 Workspace

Quick Access Toolbar · Title bar · File tab · Ribbon · Object tabs · Table open in Datasheet view · Objects in the Navigation Pane · Status bar · View buttons
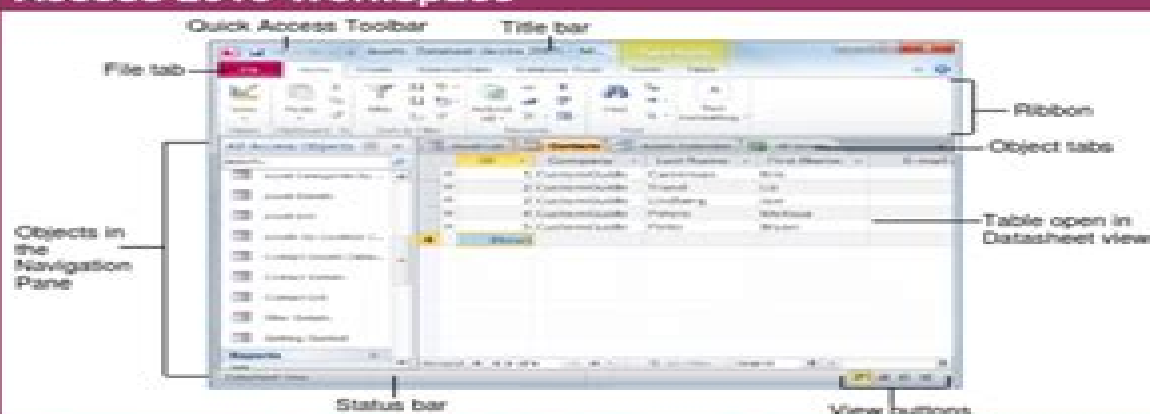
Keyboard Shortcuts

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

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

Database Objects

- **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.
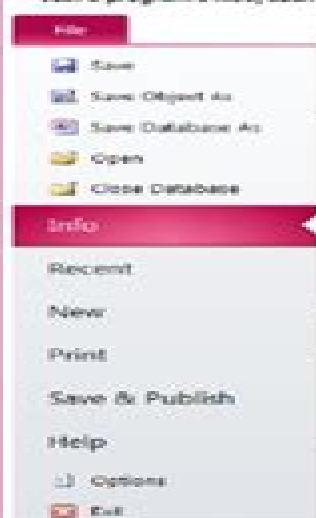
- **Macros** automate common tasks and can be run by clicking a button or pressing a shortcut key.

- **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 Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.

File · Save · Save Object As · Save Database As · Open · Close Database · Info · Recent · New · Print · Save & Publish · Help · Options · Exit

- Access 2010 introduces Web databases. Unlike other databases, Web databases can be published to a SharePoint site and opened without Access.

- **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**.

Microsoft Access 2010 Cheat Sheet

SB Merriam

Microsoft Access 2010 Cheat Sheet:

 Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix,2013-02-22 Laminated quick 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 *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 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

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