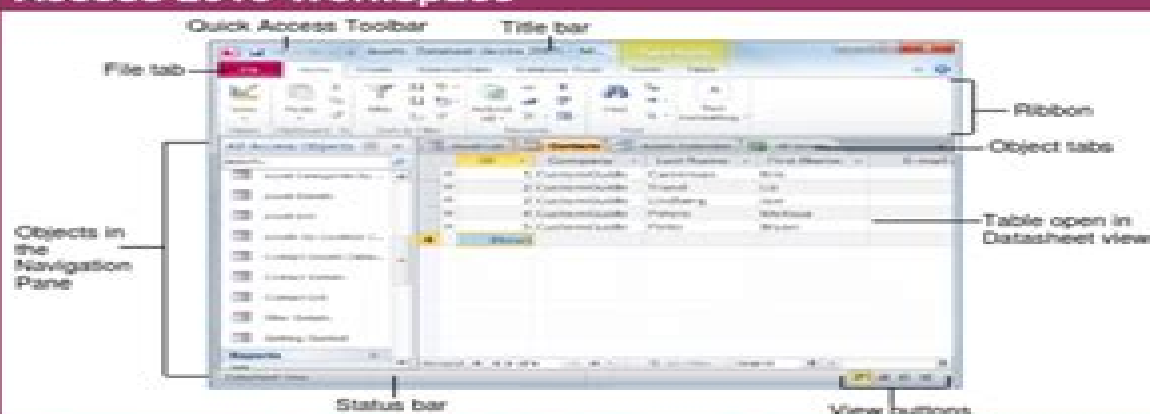


# Access 2010

## Cheat Sheet

### Access 2010 Workspace



### 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

### 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.



- **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**.

#### 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

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