

Access 2010

Quick Reference Card

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> +
Italic	<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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Victor M. Corman



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