Microsoft®

# Access 2010
## Quick Reference Card

## Access 2010 Workspace

Quick Access Toolbar    Title bar

File tab

Ribbon

Object tabs

Objects in the Navigation Pane

Table open in Datasheet view

Status bar

View buttons

## Keyboard Shortcuts

### General

| | |
|---|---|
| Open a Database | **Ctrl + O** |
| 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.

- 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**.

# Working with Tables

## Creating Table Relationships

**Linking Tables** tells Access how two tables are related to each other. The fields that you use to link two tables must contain the same concept in two different tables. A *primary key* field from one table is often used when linking two tables.

1. Click the **Table** contextual tab on the Ribbon and click the **Relationships** button in the Relationships group.

2. If necessary, click the **Show Table** button in the Relationships group on the Design tab. In the Show Table window, select a table you want to link, click the **Add** button, and repeat for each table. Click **Close**.

3. Drag a field from one table and drop it on the related field in the second table. (Optional) Check the **Enforce Referential Integrity** box. Click **Create**.

## Working with Table Data

- Database information can be directly added and modified from tables and some queries and forms.

- **To Add a Field to a Table:** Enter data in the cell below the Add New Field column header. Or, click the **Fields** tab on the Ribbon under Table Tools, and click the button for the field you wish to add in the Add & Delete group.

- **To Add a New Record:** Enter data in the bottom row of the table.

Record selector

| | | 4 | Customguide | Peters | Melissa |
| | ⊞ | 5 | Customguide | Miller | Steve |
| ✱ | | (New) | | | |

Start adding a new record here.

- **To Select a Record:** Click the **Record selector** to the left of the record.

- **To Delete a Record:** Select the record, click the **Home** tab on the Ribbon, and click the **Delete** button in the Records group. Click **Yes**.

- **To Spell Check:** Click the **Home** tab on the Ribbon and click the **Spelling** button in the Records group.

- **To Find Information:** Place the cursor in the field that contains the value you want to search for, click the **Home** tab on the Ribbon, and click the **Find** button in the Find group. Or, press **Ctrl** + **F**. Type the value you want to search for in the **Find What** box and click **Find Next**.

- **To Replace Information:** Place the cursor in the field that contains the value you want to replace, click the **Home** tab on the Ribbon and click the **Replace** button in the Find group. Or, press **Ctrl** + **H**. Type the value you want to search for in the **Find What box** and the new value in the **Replace With** box. Click **Find Next** until you've found what you're looking for, then click **Replace** or **Replace All** to replace every instance of the value.

- **To Sort Information:** Place the cursor in the field that you want to sort by, click the **Home** tab on the Ribbon, and click either the **Ascending** or **Descending** button in the Sort & Filter group.

- **To Filter Information:** Place the cursor in the field that contains the values you want to filter by, click the **Home** tab on the Ribbon, and click the **Filter** button in the Sort & Filter group. Check the boxes for the values you want to filter for.

- **To Remove a Filter:** Click the **Toggle Filter** button in the Sort & Filter group.

- **To Change a Field's Data Type:** Select the field you want to change, click the **Fields** tab on the Ribbon under Table Tools, and click the **Data Type** list arrow in the Data Type & Formatting group. Select a data type.

# Field Data Types

| Data Type | Description |
|---|---|
| Text (Default) | Stores text, numbers, or a combination of both, up to 255 characters long. |
| Number | Stores numbers that can be used in calculations. |
| Currency | Stores numbers and symbols that represent money. |
| Date & Time | Stores dates, times, or both. |
| Yes/No | Stores only one of two values, such as Yes or No. |
| Lookup & Relationship | Stores values from a table, query, or value list. Can be multivalued. |
| Rich Text | Stores, text, numbers, or a combination of both that can be formatted using color and font controls. |
| Memo | Stores long text entries—up to 64,000 characters long. |
| Attachment | Allows you to attach files and images to your database. |
| Hyperlink | Stores clickable links to Web pages on the Internet or files on a network. |
| Calculated Field | Stores results of a calculation. The calculation must refer to other fields in the same table. |

# Working with Queries and Reports

- **To Create a Select Query**: Click the **Create** tab on the Ribbon and click the **Query Wizard** button in the Queries group. Click **Simple Query Wizard** and click **OK**. Follow the instructions to select the fields you want to use from the desired tables and create the query. If you want to filter records, view the query in Design view and enter the criteria in the Criteria row.

- **To Switch Views:** Click the **Home** tab on the Ribbon and click the **View** button in the Views group. Or, right-click the tab and select the view you want to use in the contextual menu.

- **To Summarize Values:** Open the Query in Datasheet View, click the **Home** tab on the Ribbon, and click the **Totals** button in the Records group. Click the list arrow in a column in the Total row in the query select a calculation type (Sum, Average, etc.).

| Criteria Example | Description |
|---|---|
| "London" | Displays records where the field equals "London". |
| Between 1/1/00 and 12/31/00 | Displays records where the date is between 1/1/00 and 12/31/00. |
| NOT "USA" or "" | Displays records where the field does not contain the text "USA" and is not blank. |
| Like "S*" | Displays records where the field text starts with an "S". |
| IS NULL | Displays records where the field is blank. |
| IS NOT NULL | Displays records where the field is not blank. |
| 100 | Displays records whose field value is greater than 100. |

- **To Create a Report:** Click the **Create** tab on the Ribbon and click the **Report Wizard** button in the Reports group. Follow the instructions to select the fields you want to use from the desired tables and create the report.

# CustomGuide
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**Office 2013**
Excel 2013
OneNote 2013
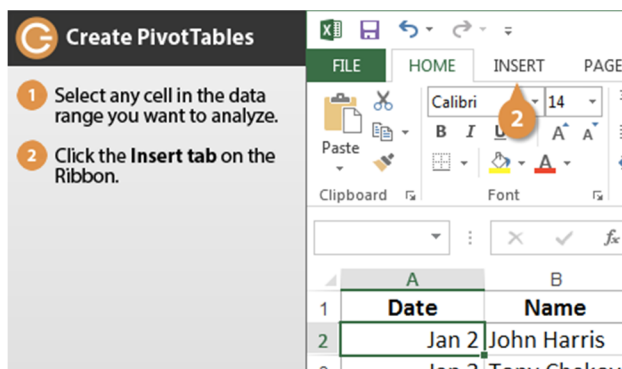Outlook 2013
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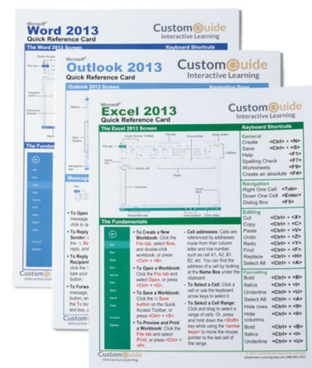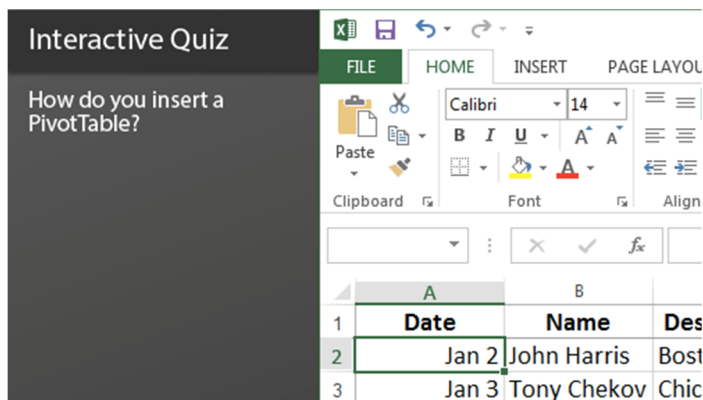
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