Microsoft® Access 2007
Quick Reference Tutorial

RARE IT

Keyboard Shortcuts

ALT+F4	Quit Microsoft Access
CTRL+ENTER	Open the selected table, query, form, report, macro, or module in Design view
CTRL+F	Open the **Find** tab in the **Find and Replace** dialog box (Datasheet view and Form view only)
CTRL+G	Display the Immediate window in the Visual Basic Editor
CTRL+H	Open the **Replace** dialog (Datasheet /Form view only)
CTRL+N	Open a new database
CTRL+O	Open an existing database
CTRL+P	Print the current or selected object
CTRL+S or SHIFT+F12	Save a database object
CTRL+TAB	Cycle through the interactive objects in a form or report Cycle through object tabs and contextual tabs
DOWN ARROW	Move down one line
UP ARROW	Move up one line
ENTER	Run the selected macro
ENTER or ALT+O	Open the selected table or query in Datasheet view, or form in Form view
F12	Open the **Save As** dialog box
F2	Rename a selected object in a table, form, report, or query
F4	Open a combo box
HOME	Move to the first object in the Navigation pane
END	Move to the last object in Navigation pane
CTRL+P	Open the **Print** dialog box
PAGE DOWN	Move down one page
PAGE DOWN	Move down one window
PAGE UP	Move up one page
PAGE UP	Move up one window
F7	Check spelling
CTRL + B	Convert text to bold
CTRL + U	Underline text
CTRL + I	Italicize text
CTRL + Z	Undo last operation
CTRL + U	Redo last operation

Understanding Access Terms

AutoNumber	Automatically numbers each record consecutively beginning with the number 1. AutoNumber is often used as a primary key field because the number is always unique and is never null.
Bound Control	Controls that are bound to the information contained in the field they represent and change according to that information.
Database	A database is comprised of one or more tables. Each database contains a unique name.
Navigation Pane	The Navigation Pane lists all of the objects that are in your database.
Field	A field is the smallest piece of a database; that is, one specific piece of information like a number, a word, a date, a picture, or a reference for some other piece of data. Each column you see in the diagram would all be the same data type; that is one column of data would all be numbers.
Form	A form is tool that is used to easily and accurately enter data into a table. A form presents one record of a database at a time to a user, or allows a user to enter data into the database one record at a time.
Primary Key	A field that uniquely identifies each record. A primary key field must be unique and cannot be null.
Property	Feature that determines how a field behaves or appear in the database.
Query	A query is just like a question you ask the database. There are two types of queries: select and action. A select query will extract and display data based on criteria you provide. An action query will find all data relevant to your query and perform some action on it. A query can be performed on one or more tables in a database.
Record	A record is a collection of one or more fields together in a row.
Referential Integrity	Establishes a relationship between tables to ensure data integrity.
Relationships Window	One table relates to another by a common field. It's easy to determine what those fields are by looking at the tables in the Relationships window.
Report	A report presents your data in a printed format. Reports show summaries, labels, groups, calculations, page numbers, and charts. Access reports are easily customizable and let you present your data in an organized, professional, accessible format.
Table	A table is comprised of one or more records. Each table has a unique name.
Unbound Control	Controls that are not bound to a field. They rely on the user to provide the information that it contains.
SQL	**S**tructured **Q**uery **L**anguage is the language used by most databases to construct queries. SQL tells the database program what data to find and where, based on certain criteria.

Access Ribbons

Home	The majority of the common Access commands are located in the Home ribbon. You can modify the font and style of text, create and manage records in a table or form, sort and filter data, find and replace data, and switch between different object views.
Create	The Create ribbon is used to create a new Table, Form, Report, Query, Macro or Module. This ribbon also includes commands to quickly make one object based on another, as well as Wizards to create Forms, Reports, and Queries.
External Data	This ribbon gives you the tools to import and export data to and from Access. This ribbon also includes the ability to send and manage special e-mail forms and create and manage data relevant to SharePoint resources.
Database Tools	This ribbon contains other background and miscellaneous database commands. Using this ribbon, you can create and use macros, view and edit table relationships, analyze the performance of a database file, move a database, and add a password.
Contextual Tabs	Contextual tabs appear only when viewing certain database objects in certain views. For example, when viewing a form in Design view, a ribbon will appear containing tools to add and edit controls and functionality.

Getting Started & Help Tools

The Getting Started Page lets you create a new empty database or a new database from a template. The Getting Started window is divided into three sections:

Template Categories	Choose the category of template you want to use for your database.
New Database and Office Online/Template Categories	The default display of the Getting Started window is a link to create a New Blank Database and the Microsoft Office Online start page. If you have selected a template category from the left window pane, here you will choose the specific template you want to use.
Open Recent Database	Any database files you have recently opened will be listed on the right side of the window, simply double-click a file name to open it.

Help is available at any time by clicking the Help button ( ) or pressing the F1 key on your keyboard. The Access 2007 help file will appear in a new dialogue box that is independent of other objects in the Access screen.

The Help Screen in Access is similar in design to a web browsing program. It contains navigation buttons to browse through the different help pages, a search bar that lets you browse for a specific keyword or phrase, and a viewing area to see the actual help file. The left side of the Search bar is a text field where you can enter a keyword or phrase about your search topic. The right-hand side includes a pull-down menu listing the different locations/categories of help the help file can use

Common Field Properties

Field Size	Defines how many characters this field will hold. Maximum size is 255 characters.
Format	Allows you to add a custom or pre-defined format to a field.
Input Mask	Another type of formatting that can be performed by Access.
Caption	If this field is going to be used in a form, you can enter something here to act as a label for this field.
Default Value	An automatically entered value in a field.
Validation Rule	An expression that limits what value can be entered in a field. Validation Rules are beyond the scope of this manual.
Validation Text	Error message that appears if a Validation Rule is broken.
Required	(Yes/No) You can specify if data must be entered into a field
Allow Zero Length	(Yes/No) You can specify if a field can be left empty.
Indexed	Background service used by Access to speed up queries on large databases.
Unicode Compression	(Yes/No) If enabled, will decrease the disk space needed for certain languages.
IME Mode	Specify the Kanji Conversion Mode set of translation rules this database will follow.
IME Sentence Mode	Specify the language translation properties of this database.
Smart Tags	Allows Access to perform actions that would be performed using other programs.