

Microsoft® Access 2003 Quick Reference



digital content factory

Navigation Keys (Database window)

UP ARROW DOWN ARROW	Selects the item above or below the currently selected item.
HOME	Selects the first database object in the list.
END	Selects the last database object in the list.
TAB	Toggles between the Objects, the Groups, and the Object type area.


Navigation Keys (Datasheet view)

UP ARROW DOWN ARROW	Moves the cell pointer one cell up or down at a time.
LEFT ARROW RIGHT ARROW	Moves the cell pointer one cell to the left or right at a time.
HOME	Moves the cell pointer to the beginning of the current record.
PAGE UP PAGE DOWN	Moves the cell pointer up or down a full screen at a time.
CTRL+UP ARROW	Moves the cell pointer to the first cell in the current column containing data.
CTRL+DOWN ARROW	Moves the cell pointer to the last cell in the current column containing data.
CTRL+PAGE DOWN	Scrolls one screen to the right.
CTRL+PAGE UP	Scrolls one screen to the left.
CTRL+HOME	Moves the cell pointer to the beginning of the first record.
CTRL+END	Moves the cell pointer to the end of the last record.

Navigation Keys (Design view)

F2	Switches between Edit mode (with insertion point displayed) and Navigation mode.
F4	Switches to the property sheet (Design view in forms and reports in databases and Access projects).
F5	Switches between Form view and Design view.

Shortcuts, Buttons, and Commands

CTRL+N		File > New
CTRL+O		File > Open
CTRL+S		File > Save
CTRL+P		File > Print
CTRL+C		Edit > Copy
CTRL+X		Edit > Cut
CTRL+V		Edit > Paste
CTRL+Z		Edit > Undo
F7		Tools > Spelling
ALT+N		Insert > Table (or Query/Form/Report/Page/Macro/Module/Class Module/AutoForm/AutoReport)
		Tools > Relationships
F1		Help > Microsoft Office Access Help

Application Window

The screenshot shows the Microsoft Access 2003 interface. The **Menu Bar** includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The **Standard toolbar** contains icons for opening, saving, printing, and other file operations. The **Database window** displays the current database structure, including tables, queries, forms, reports, pages, macros, and modules. The **Objects** pane shows a tree view of database objects, with **Object type** (Tables, Queries, Forms, Reports, Pages, Macros, Modules) and **Object List area** (Groups, Favorites) visible. The **Table** pane shows a data table with columns for Student ID, First Name, Last Name, and Address. Labels point to various elements: **Table**, **Field name**, **Field**, **Record**, and **Record navigation buttons**.

Productivity Tips

1. Entering and Viewing Data

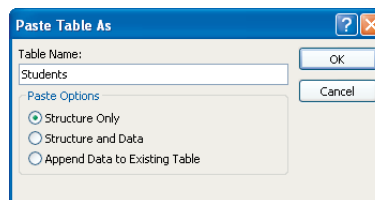
If you enter and view data in tables and forms regularly, the shortcuts listed below will help you to be more efficient.

- When entering data into a field, press **CTRL** and the plus sign (+) to duplicate the value from the previous record in the same field.
- To enter the current system date into a field press **CTRL** and the semicolon (;).
- To enter the current system time into a field press **CTRL+SHIFT** and the semicolon (;).
- When working with fields that contain more data than can be displayed in the field, press **SHIFT+F2** to display the Zoom dialog box. Note that you can change the font in the Zoom dialog to more easily read the text if desired. Text in the table will not be affected.

2. Copying a Table's Structure

If you need to create a copy of a database table, but do not need to copy all of the data, you can copy only the table structure. The new table created this way will contain all the same properties as the original, but without the data.

1. Select the desired table to be copied.
2. Select **Edit > Copy**.
3. Select **Edit > Paste**.
4. Select **Structure Only** and enter a name for the new table.



5. Click **OK**.

Basic Tasks

Starting Access 2003

1. Click the **Start** button located in the lower left corner of the screen.
2. Select **All Programs > Microsoft Office > Microsoft Office Access 2003**.

Exiting Access 2003

1. Select **File > Exit**.


Creating a Blank Database

1. Select **File > New**.
2. Click the **Blank database** link in the New File task pane.
3. Enter the file name, select a location for the database being created, and click the **Create** button.

Creating a New Object

1. Click the desired object type under Objects in the Database window.
2. Click the **New** button.
3. Select the desired option (e.g., Design View).
4. Click **OK**.

Saving an Object

1. Click the **Save**  button on the Standard toolbar.
2. Type the desired object name and click **OK**.

Opening an Object

1. Click the desired object under Objects in the Database window to view the associated object names.
2. Double-click the object name.

Opening an Object in Design View

1. Click the desired object under Objects in the Database window to view the associated object names.
2. Select the object name.
3. Click the **Design** button in the Database window.

Deleting an Object

1. Select the object name and press **DELETE**.
2. Click **Yes** to permanently delete the object.