Access 2016
Cheat Sheets

Working with Databases and Objects

Getting Started Window

- **To Create a Database:** Click a template category in the list and click the template you want to use. Click Create. Or, click the Blank desktop database button.

- **To Open an Existing Database:** Click the Open tab and click a database in the Recent list or click Browse and browse for it.

Keystroke Shortcuts

<table>
<thead>
<tr>
<th>General</th>
<th>Ctrl + O</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close a Database</td>
<td>Ctrl + W</td>
</tr>
<tr>
<td>Print Current View</td>
<td>Ctrl + P</td>
</tr>
<tr>
<td>Delete</td>
<td>Delete</td>
</tr>
<tr>
<td>Undo</td>
<td>Ctrl + Z</td>
</tr>
<tr>
<td>Help</td>
<td>F1</td>
</tr>
<tr>
<td>Delete Record</td>
<td>Ctrl + -</td>
</tr>
<tr>
<td>Cancel Changes</td>
<td>Esc</td>
</tr>
<tr>
<td>Insert Date</td>
<td>Ctrl + ;</td>
</tr>
<tr>
<td>Insert Time</td>
<td>Shift + Ctrl + :</td>
</tr>
<tr>
<td>Insert Value from Same Field in Previous Record</td>
<td>Ctrl + ' (Apostrophe)</td>
</tr>
<tr>
<td>Check Spelling</td>
<td>F7</td>
</tr>
<tr>
<td>Switch Applications</td>
<td>Alt + Tab</td>
</tr>
</tbody>
</table>

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

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

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.

Page objects have been replaced by Windows SharePoint Services. Pages in old databases can still be viewed—but not edited—in Internet Explorer.

- **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 on the Objects bar.

- **To Modify an Object:** Open the object or click its tab in the window, click the Format tab on the Ribbon, click the View button in the Views group and select Design View or Layout View.

- **To Delete an Object:** Select the object and press Delete. Click Yes.

- **To Rename an Object:** Right-click the object, select Rename from the contextual menu, enter the new name, and press Enter.

- **To Repair/Compress a Database:** Click the Database Tools tab and select Compact and Repair Database.

- **To Import Data:** Click the External Data tab on the Ribbon and click the Import button. Click the Import Source list, select the data source you want to import, and click OK. Follow the onscreen instructions.

- **To Export Data:** Click the External Data tab on the Ribbon and click the Export button. Click the Export To list, select the data destination you want to export to, and click OK. Follow the onscreen instructions.
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 Field Name column header. Or, in Datasheet View, click a Data Type option from the Fields tab under Table Tools. Your field will be added and you can give it a name.

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

To Select a Record: Click the Record selector (gray square) 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, or press F7.

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 and click either the Ascending or Descending button in the Sort & Filter group. Or, right-click on the field and select the sort button from the contextual menu.

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 Datasheet tab on the Ribbon, and click the Data Type list arrow in the Data Type & Formatting group. Select a data type.

Working with Queries

- To Create a Select Query: Click the Create tab on the Ribbon and click the Query Wizard button in the Other group. Click Simple Query Wizard and click OK. Follow the onscreen 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.

- 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 and 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.

Field Data Types

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Text</td>
<td>Stores text, numbers, or a combination of both, up to 255 characters long.</td>
</tr>
<tr>
<td>Long Text</td>
<td>Stores long text entries—up to 64,000 characters long.</td>
</tr>
<tr>
<td>Number</td>
<td>Stores numbers that can be used in calculations.</td>
</tr>
<tr>
<td>Date/Time</td>
<td>Stores dates, times, or both.</td>
</tr>
<tr>
<td>Currency</td>
<td>Stores numbers and symbols that represent money.</td>
</tr>
<tr>
<td>AutoNumber</td>
<td>Automatically fills in a unique number for each record.</td>
</tr>
<tr>
<td>Yes/No</td>
<td>Stores only one of two values, such as Yes or No.</td>
</tr>
<tr>
<td>OLE Object</td>
<td>Stores objects created in other programs, such as a graphic, Excel spreadsheet, or Word document.</td>
</tr>
<tr>
<td>Hyperlink</td>
<td>Stores clickable links to Web pages on the Internet or files on a network.</td>
</tr>
<tr>
<td>Lookup Wizard</td>
<td>A wizard that helps you create a field whose values are selected from another table, query, or list of values.</td>
</tr>
<tr>
<td>Attachment</td>
<td>Allows you to attach files and images to your database.</td>
</tr>
</tbody>
</table>