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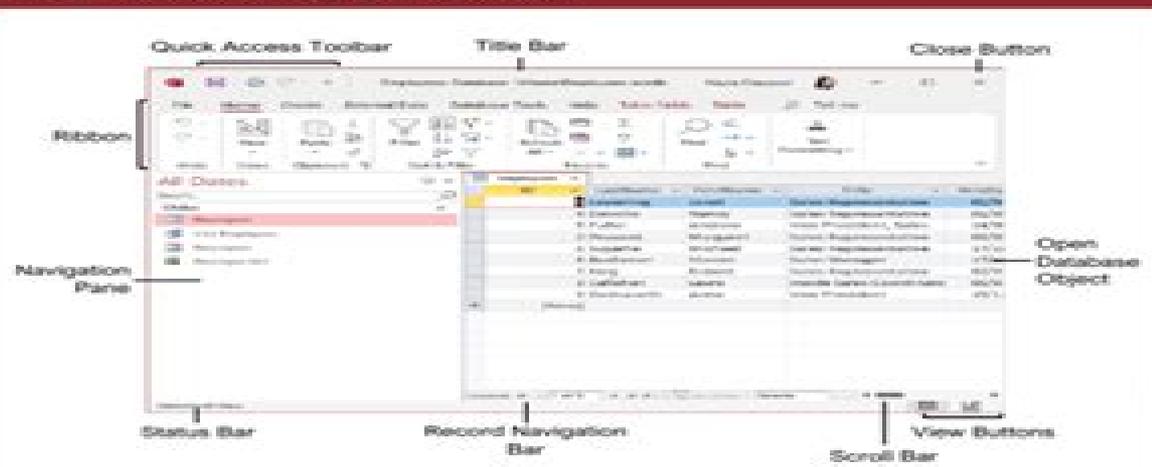
# Access Quick Reference

## Basic Skills

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### The Access Program Screen



### Keyboard Shortcuts

#### General

Create a new database	Ctrl + N
Open a database	Ctrl + O
Close a database	Ctrl + W
Close Access	Alt + F4
Print current view	Ctrl + P
Help	F1
Delete record	Ctrl + -
Cancel changes	Esc
Insert date	Ctrl + ;
Insert time	Shift + Ctrl + ;
Insert value from same field in previous position	Ctrl + ^
Spell check	F7
Switch applications	Alt + Tab

#### Navigation

Move between query or table rows	T, ↓
Move between query or table columns	←, →
Next field	Tab
Previous field	Shift + Tab
Next screen	Page Down
Previous screen	Page Up
First record	Ctrl + ↑
Last record	Ctrl + ↓
Go to a specific record	F5
Toggle Navigation Pane	F11

### Access Basics

**Open a Database:** Click the **File** tab and select **Open**, or press **Ctrl + O**.

**Save a Database:** Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

**Use the Navigation Pane:** Click the **All Access Objects** button at the top of the Navigation Pane and select the type of object(s) you want to display.

**Open a Database Object:** Double-click an object in the Navigation Pane.

**Modify a Database Object in Design View:** Click the **View** button list arrow and select **Design View**.

**Switch Object Tabs:** If you have multiple objects open, click the tab for the object you want to display.

**Rename a Database Object:** In the Navigation Pane, right-click the object you want to rename and select **Rename**. Type a new name, and press **Enter**.

**Delete a Database Object:** Select the object you want to delete in the Navigation Pane, press the **Delete** key, and click **Yes**.

**Get Help:** Press **F1** to open the Help pane. Type your question in the Search field and press **Enter**.

**Close a Database Object:** Click the object's **Close** button in the upper-right corner of the window.

**Close a Database:** Click the **File** tab and select **Close**.

#### Database Objects

- Tables** store a database's data in rows (records) and columns (fields).
- Queries** ask a question of data stored in a table.
- Forms** are custom screens that provide an easy way to enter and view data in a table or query.
- Reports** present data from a table or query in a printed format.
- Macros** automate several tasks into a single command.
- Modules** automate commands using Visual Basic. Modules are similar to macros, but are more complex.

#### Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H

#### Design View

View properties	Alt + Enter
Open object in Design view	Ctrl + Enter
Save object	Ctrl + S
Switch to Form view	F5

# Ms Access Reference Developer Guide

**Lee Ambrosius**



## **Ms Access Reference Developer Guide:**

*XLIB Programming Manual, Rel. 5* Adrian Nye,1992 Covering X11 Release 5 the Xlib Programming Manual is a complete guide to programming the X library Xlib the lowest level of programming interface to X It includes introductions to internationalization device independent color font service and scalable fonts Includes chapters on X Window System concepts A simple client application Window attributes The graphics context Graphics in practice Color Events Interclient communication Internationalization The Resource Manager A complete client application Window management This manual is a companion to Volume 2 Xlib Reference Manual

**MS-DOS Developer's Guide** John Angermeyer, Kevin Jaeger, 1986  
*Microsoft Office XP Developer's Guide* Microsoft Corporation, 2001 Exploit powerfully enhanced programmability in Office XP with authoritative information straight from the Microsoft Office development team This hardcore programming reference comes packed with practical roll up your sleeves resources to help you maximize your productivity with development tools for Microsoft Office including the Microsoft Visual Basic RM 6 0 and Microsoft Visual C RM development systems This guide includes coverage of Workflow Solutions for Microsoft SQL Server TM and Microsoft Exchange offering both design and coding examples plus API level coding examples It also covers enhanced support in Microsoft Office XP for Web enabled information sharing and XML Use this incisive coverage to build on what you know and to accomplish everything from automating individual tasks to creating complex vertical market applications Each chapter presents dozens of code examples that illustrate the discussion And the companion CD ROM contains hundreds of procedures you can use right now helping you to focus your creativity on designing solutions rather than on building rudimentary code It s everything you need to create better business solutions faster

**Microsoft Office 2000 Developer's Guide** D. F. Scott, 1999 Gives complete coverage of the Office 2000 Object Model Visual Basic for applications ActiveX data objects ODBC and data access objects

**SQL/400 Developer's Guide** Paul Conte, Mike Cravitz, 2000 IBM and the rest of the computer industry are putting most of their DBMS development efforts into SQL This reference provides the SQL 400 skills that a successful applications developer needs and shows how to create comprehensive complex and professional SQL 400 databases

**Microsoft's 80386/80486 Programming Guide** Ross P. Nelson, 1991 New revised and updated this book provides a wealth of practical information and expert advice on the Intel 80386 80386SX and 80486 microprocessors Contains scores of informative technical illustrations complete instruction set documentation and sample programs

**Microsoft SQL Server 2005 Developer's Guide** Michael Otey, Denielle Otey, 2005-12-07 Developers will discover how to unleash the full power of Microsoft SQL Server 2005 with this developer s guide by best selling author Michael Otey Completely rewritten and reengineered this book will focus on the new programming models and will provide readers with all the information they need to produce top quality commercial applications

**Linux Network Administrator's Guide** Olaf Kirch, Terry Dawson, 2000 This introduction to networking on Linux now covers firewalls including the use of ipchains and Netfilter

masquerading and accounting Other new topics in this second edition include Novell NCP IPX support and INN news administration

**C++** Gregory Satir, Doug Brown, 1995 A primer for C programmers transitioning to C and designed to get users up to speed quickly this book tells users just what they need to learn first Covering a subset of the features of C the user can actually use this subset to get familiar with the basics of the language The book includes sidebars that give overviews of advanced features not covered

**XSLT Developer's Guide** Chris von See, Nitin Keskar, 2002 The definitive guide to building and deploying XSLT solutions for enterprise level applications Features case studies that document and explain real world implementation of XSLT

AutoCAD Platform Customization Lee Ambrosius, 2015-10-19 Customize and personalize programs built on the AutoCAD platform AutoLISP is the key to unlocking the secrets of a more streamlined experience using industry leading software programs like AutoCAD Civil 3D Plant 3D and more AutoCAD Platform Customization AutoLISP provides real world examples that show you how to do everything from modifying graphical objects and reading and setting system variables to communicating with external programs It also features a resources appendix and downloadable datasets and customization examples tools that ensure swift and easy adoption Find out how to remove unused buttons from the ribbon to gain screen space Discover how to create macros for frequently performed actions or add your company's logo to the bottom of every drawing Learn to perform more involved customizations like communicating with a database to validate and update information entered in drawing layers Ideal for CAD administrators senior drafters savvy users and other professionals and students Through detailed discussions and tutorials that include real world examples this book gives you the power to enhance your program's experience and output

Professional Xcode 3 James Bucanek, 2010-03-25 A solid guide that responds to the active interest in Apple's Xcode tools Apple's Xcode tools are a collection of applications and frameworks that are used to develop test and optimize applications primarily written for Mac OS X or the iPhone The steady increase in sales of Apple computers has triggered a strong interest in gaining a thorough understanding of Xcode and its tools and what they have to offer This book provides you with an inside look at the array of Xcode tools from top to bottom You'll go beyond the basics and dive into such in depth topics as installing the latest version of Xcode tools customizing the look and behavior of Xcode creating and managing projects using the built in class browser to model complex applications and structures and more Offers you a solid foundation for getting the most out of Apple's Xcode tools a collection of applications and frameworks used to develop test and optimize applications written for Mac OS X or the iPhone Includes clear comprehensive lessons for installing the latest version of Xcode tools customizing the look of Xcode creating and managing projects testing your interfaces and building and debugging your projects Explains analyzing performance optimizing your application working with shared sources creating your own custom file templates and customizing the interface builder With this book you'll be able to take full advantage of the range of tools included with Xcode

**Delphi for .NET Developer's Guide** Xavier Pacheco, 2004 Written by two Delphi and NET experts this award

winning volume gives in depth coverage of the NET Framework from a Delphi developer perspective This edition is completely updated and includes in depth coverage on Borland s new CLX architecture DBExpress Applications SOAP CORBA WebSnap and BizSnap features Subject Guide to Books in Print ,1991 *Be Developer's Guide* Be Development Team,1997 The Be Developer s Guide and Be Advanced Topics are the official programmer s reference manuals for the BeOS a revolutionary new operating system built around multimedia threading and multiprocessing Be Developer s Guide includes the BeOS on CD ROM Be Advanced Topics includes the Be Specific CD ROM from Adamation containing a variety of tools applications and freeware designed specifically for the Be platform **Oracle8 Developer's Guide** Carol McCullough-Dieter,1999-03-24 Oracle8 Developer s Guide Inside You ll Find Overviews of all concepts and theories to help you better understand Oracle8 development Designer and Developer Quick Starts everything you need to know to very quickly design and develop a basic database system Rapid Application Development focuses on the very latest most efficient tools and techniques used to build robust secure Oracle8 applications Special design considerations for Web deployed applications Examples examples examples packed with sample designs forms tables and reports illustrating particular techniques Fast track tools summary reviews of PL SQL Web extensions Discoverer and Web Assistant Plus common SQL syntax and HTML and JSQL Quick References The complete book in PDF format is included as well as sample tables forms reports and case designs on CD ROM including three complete projects A simple inventory system for a chain of stores A volunteer clearinghouse database with online forms and a cross referencing report A complete database system for a lending library CD ROM Included The Latest Tools and Best Techniques for Fast Results Master the simplest and most efficient way to build strategic online database applications using Oracle s award winning Designer and Developer tools Oracle8 expert Carol McCullough Dieter leads you through the entire design development and deployment process Each step of the way she teaches you how to use key tools to streamline and simplify your implementation In addition the real world examples and practical suggestions throughout make this desktop reference one of the most useful resources available [www.idgbooks.com](http://www.idgbooks.com)

**Teachers' Guide to Child Development** California. State Curriculum Commission,1930 **The Security Development Lifecycle** Michael Howard,Steve Lipner,2006 Your customers demand and deserve better security and privacy in their software This book is the first to detail a rigorous proven methodology that measurably minimizes security bugs the Security Development Lifecycle SDL In this long awaited book security experts Michael Howard and Steve Lipner from the Microsoft Security Engineering Team guide you through each stage of the SDL from education and design to testing and post release You get their first hand insights best practices a practical history of the SDL and lessons to help you implement the SDL in any development organization Discover how to Use a streamlined risk analysis process to find security design issues before code is committed Apply secure coding best practices and a proven testing process Conduct a final security review before a product ships Arm customers with prescriptive guidance to configure and deploy your product more

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JAVA Developer's Guide Jamie Jaworski,1996 This advanced level guide offers a detailed look at developing real world applications using Java the hot new technology that allows programmers to embed applications within Web pages Assuming knowledge of HTML and some Java the book sharply enhances the programmer s ability to manipulate the Web The CD ROM contains Sun s JDK v 1 1 Cafe Lite from Symantec and a variety of third party applets and source code

Web Performance Tuning Patrick Killelea,1998 Get the best performance from the Web Aimed at Web administrators content developers and users Web Performance Tuning covers general principles of performance such as network latency and caching It also gives specific tips on tuning Web browsers Web servers operating systems and hardware for best performance

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