Microsoft® Access 2007 Quick Reference Card

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

Access 2007 Screen

- Objects in the Navigation Pane
- Status bar
- Table open in Datasheet View
- Field Templates List
- Quick Access Toolbar
- Title bar
- Close button
- Office Button
- Ribbon
- Object tabs

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- Page objects have been replaced by Windows Sharepoint Services.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 Object bar.

Keyboard Shortcuts

General

- Open a Database <Ctrl> + <O>
- Close 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> + <’> (Apostrophe)
- Previous Record <Shift> + <Ctrl> + <; >
- Insert Value from Same Field in <Ctrl> + <’>
- Switch Applications <Alt> + <Tab>

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>
Working with Table Relationships

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 Datasheet 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 and drag a field from the Field Templates pane to the table (to display the Field Templates pane, click the Datasheet tab on the Ribbon and click the New Field button in the Fields & Columns group).

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

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

Field Data Types

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text (Default)</td>
<td>Stores text, numbers, or a combination of both, up to 255 characters long.</td>
</tr>
<tr>
<td>Memo</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>

Working with Queries

The Design Query Window

To add a field to the query, click and drag it from the table down to the design grid. The queried tables appear here. You can also link tables.

Criteria Example | Description |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>“London”</td>
<td>Displays records where the field equals “London.”</td>
</tr>
<tr>
<td>Between 1/1/00 and 12/31/00</td>
<td>Displays records where the date is between 1/1/00 and 12/31/00.</td>
</tr>
<tr>
<td>NOT &quot;USA&quot; or &lt;&gt; &quot;USA&quot;</td>
<td>Displays records where the field does not contain the text &quot;USA&quot; and is not blank.</td>
</tr>
<tr>
<td>Like &quot;S&quot;</td>
<td>Displays records where the field text starts with an “S.”</td>
</tr>
<tr>
<td>IS NULL</td>
<td>Displays records where the field is blank.</td>
</tr>
<tr>
<td>IS NOT NULL</td>
<td>Displays records where the field is not blank.</td>
</tr>
<tr>
<td>&gt;100</td>
<td>Displays records whose field value is greater than 100.</td>
</tr>
</tbody>
</table>