

# Microsoft® Access 2016

## Quick Reference Card

### 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.

### Access 2016 Screen 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 + ;**
- Insert Time **Shift + Ctrl + :**
- Insert Value from **Ctrl + '**
- Same Field in (**Apostrophe**)
- Previous Record
- Check Spelling **F7**
- 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**

### Database Objects Editing

- Cut **Ctrl + X**
- Copy **Ctrl + C**
- Paste **Ctrl + V**
- Find **Ctrl + F**
- Replace **Ctrl + H**
- Select All **Ctrl + A**

**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**Page** objects have been replaced by Windows SharePoint Services.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 type of file you want to import from in the Import group. Follow the onscreen instructions.
- **To Export Data:** Click the **External Data** tab on the Ribbon and click the type of file you want to export to in the Export group. Follow the onscreen instructions.

### Design View

- Properties **Alt + Enter**
- Open object in **Ctrl + Enter**
- Design View
- Save Object **Ctrl + S**
- Status bar Table open in Datasheet View
- Objects in the Navigation Pane
- Object Tabs
- Close button
- Quick Access Toolbar Title bar
- Ribbon

### Free Quick References!

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### 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 **Database Tools** tab on the Ribbon and click the **Relationships** button in the Relationships group.
2. If necessary, click the **Design** tab and then click the **Show Table** button. 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 **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** (grey 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.

**Short Text** Stores text, numbers, or a combination of both, up to 255 characters long.

**Long Text** Stores long text entries—up to 64,000 characters long.

**Number** Stores numbers that can be used in calculations.

**Date/Time** Stores dates, times, or both.

**Currency** Stores numbers and symbols that represent money.

**AutoNumber** Automatically fills in a unique number for each record.

**Yes/No** Stores only one of two values, such as Yes or No.

**OLE Object** Stores objects created in other programs, such as a graphic, Excel spreadsheet, or Word document.

**Hyperlink** Stores clickable links to Web pages on the Internet or files on a network.

**Lookup Wizard** A wizard that helps you create a field whose values are selected from another table, query, or list of values.

**Attachment** Allows you to attach files and images to your database.

- **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.).

**"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.

Start adding a new record here

Record selector

To add a field to the

query, click and drag it

from the table down to

the design grid

Sort Order Design grid

Show Results

Criteria rows

The queried

tables appear

here. You can

also link tables