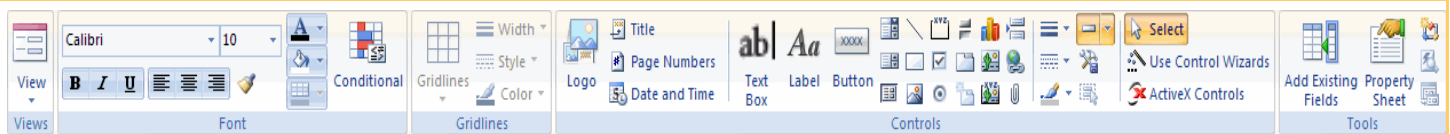


Keyboard Shortcuts

ALT+F4	Quit Microsoft Access	DOWN ARROW	Move down one line	PAGE DOWN	Move down one page
CTRL+N	Open a new database	UP ARROW	Move up one line	PAGE DOWN	Move down one window
CTRL+O	Open an existing database	ENTER	Run the selected macro	PAGE UP	Move up one page /window
CTRL+P	Print the current or selected object / Open the Print dialog box	ENTER or ALT+O	Open the selected table or query in Datasheet view, or form in Form view	HOME	Move to the first object in the Navigation pane
CTRL+ENTER	Open the selected table, query, form, report, macro, or module in Design view	CTRL+S or SHIFT+F12	Save a database object	END	Move to the last object in Navigation pane
CTRL+F	Open the Find tab in the Find and Replace dialog box (Datasheet view and Form view only)	CTRL+TAB	Cycle through the interactive objects in a form or report Cycle through object tabs and contextual tabs	F2	Rename a selected object in a table, form, report, or query
CTRL+G	Display the Immediate window in the Visual Basic Editor	CTRL + B	Convert text to bold	F4	Open a combo box
CTRL+H	Open the Replace dialog (Datasheet /Form view only)	CTRL + U	Underline text	F7	Check spelling
		CTRL + I	Italicize text	F12	Open the Save As dialog box
				CTRL + Z	Undo last operation
				CTRL + U	Redo last operation

Using the Form Tools - Design Ribbon



- Views** Use this pull-down command to switch between different views in the form.
- Font** This section is used to modify the font and style of text. The Conditional command is used to apply different formatting styles according to certain scenarios. For example, if you are calculating monetary figures, all positive values can be bold and black while all negative values can be highlighted in red.
- Gridlines** If you create a form based upon an existing table, all of the fields in the form are constructed as a table. Use the commands in this section to change the look of the dividing lines in the table or grid.
- Controls** The controls section lets you add other fields to the table, add a logo, title, date and time, as well as modify the look of any lines or rectangles your form may already contain.
- Tools** Other miscellaneous form commands can be found here, including viewing the form/object properties, add new fields to a form, create new VBA code for background use in the form, and creating a subform inside the existing form.

Types of Action Queries

- Make-Table query** Makes a new table based on the results of a query.
- Update query** Takes the specified criteria and performs that action on the table.
- Append query** Appends records from one table to another.
- Delete query** Deletes whatever records you tell it to from a table.

Importing Contacts from MS Outlook

Access can import an address book or contact list from Microsoft Outlook (if Outlook is the default mail client).

- Step 1** Choose Outlook Folder from the More command in the Import ribbon.
- Step 2** Choose to import the data, append to another table, or link to the data.
- Step 3** Select the address book or contact file.
- Step 4** Choose the field you want to use from the source data.
- Step 5** Choose a primary key option (depending on choice in Step 2)
- Step 6** Name the imported data (depending on choice in Step 2).



<h3>PivotTable Fields</h3> <p>Row Fields Indicates how data will be grouped horizontally.</p> <p>Column Fields Indicates how data will be grouped vertically.</p> <p>Filter Fields Filter data using this criteria.</p> <p>Totals/Detail Fields Add numeric fields here.</p>	<h3>PivotChart Fields</h3> <p>Series Fields Groups data in the chart.</p> <p>Category Fields Indicates how data will be grouped vertically.</p> <p>Data Fields Add numeric fields here.</p> <p>Filter Fields Filter data using these criteria.</p>
<h3>Types of Table Relationships</h3> <p>Databases work because of the relationships specified during the construction phase. Having large amounts of data is not very useful unless the data somehow relates to each other. Databases can contain three types of relationships: One-to-One, One-to-Many, and Many-to-Many.</p> <p>One-to-One Each record in one table corresponds to one record in another table. For example, every employee has one office assigned to them. Usually the related data is based on primary keys.</p> <p>One-to-Many A record in one table can correspond to many records in another table. For example, each record in a Department table may relate to many records in the Employee table as more than one person can work in each department.</p> <p>Many-to-Many Though not often used in databases, they are useful if you wish to describe certain situations. For example, each employee can have no more than two jobs, and each job must have at least three employees working on it.</p>	<h3>Normalization Steps</h3> <p>A key part of any database's integrity is normalization. This process splits your data into several tables so that it is stored more efficiently. It also reduces your database's size, meaning it will be faster, space will be saved, and the risk of corruption will be reduced.</p> <p>To normalize your data, click the Analyze Table command in the Database Tools Ribbon. Here are the steps that the wizard will take you through:</p> <p>Steps 1 and 2 Explain what the wizard will do and show you examples if you desire.</p> <p>Step 3 Choose the table that you want to normalize.</p> <p>Step 4 Choose the fields that you want to include, or let the wizard do it.</p> <p>Step 5 Finalize how information is grouped.</p> <p>Step 6 Verify primary key fields.</p> <p>Step 7 Correct errors, if any were found, such as spelling errors.</p> <p>Step 8 Choose whether or not you want to create a query.</p>
<h3>Understanding Object and Control Properties</h3> <p>Format Tab Controls how an object or control will look (color, style, etc).</p> <p>Data Tab Add a validation rule, make a default value, modify the control source, etc.</p> <p>Event Tab Controls what a particular object or control will do when you interact with it (click it, move the mouse over it, etc).</p> <p>Other Tab Alternate controls like allowing AutoCorrect, adjusting the tab order, etc.</p> <p>All Tab All controls combined.</p>	<h3>Report Page Properties</h3> <p>Click the Chunk in the lower right-hand side of the Report Tools Page Layout ribbon to adjust the printing properties:</p> <p>Print Options Tab Adjust the size of the margins for your page. If you would prefer to print only the data and not any logos or pictures, click the Print Data Only check box.</p> <p>Page Tab The Page Tab allows you to adjust the page orientation (portrait or landscape) as well as the size of paper you can print with using your current printer.</p> <p>Columns Tab Use this tab to print two or more pages of a report on one piece of paper. Specify dimensions in the row spacing and column spacing fields. Adjust the column size fields specify how large you would like each page of the report to be on the printed page. Lastly, choose how the layout of the report pages will be ordered by choosing one of the radio buttons. Note that the Column Layout control group is only active when you have two or more columns.</p>