

# Quick Reference Summary

In the Microsoft Office Access 2007 program, you can accomplish a task in a number of ways. The following table provides a quick reference to each task presented in this textbook. The first column identifies the task. The second column indicates the page number on which the task is discussed in the book. The subsequent four columns list the different ways the task in column one can be carried out.

Microsoft Office Access 2007 Quick Reference Summary

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Add New Field</b>	AC 24	Right-click Add New Field in Datasheet	Insert Rows button on Design Tab	Design View   INSERT	
<b>Add Record</b>	AC 30, 38	New (blank) record button	New button on Home tab	Open   Click in field	CTRL+PLUS SIGN (+)
<b>Calculate Statistics</b>	AC 118		Totals button on Design tab		
<b>Change Colors and Font</b>	AC 180		Alternate Fill/Back Color button arrow or Font Color button arrow or Font box arrow on Home tab		
<b>Change Database Properties</b>	AC 60	Office button   Manage   Database Properties			
<b>Change Gridlines</b>	AC 179		Gridlines button on Home tab		
<b>Change Primary Key</b>	AC 28	Delete field   Primary Key button	Design View button on Design tab   select field   Primary Key button		
<b>Clear Query</b>	AC 98				Select all entries   DELETE
<b>Close Object</b>	AC 35	Close button for object		Right-click item   Close	
<b>Create Calculated Field</b>	AC 113			Zoom	SHIFT+F2
<b>Create Crosstab Query</b>	AC 123		Query Wizard button on Create tab   Crosstab Query Wizard		
<b>Create Database</b>	AC 14	Blank Database button or Office Button   Save			CTRL+S OR SHIFT+F12 OR ALT+I
<b>Create Form</b>	AC 142		Form button on Create tab		

Microsoft Office Access 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Create Query</b>	AC 78		Query Design button on Create tab		
<b>Create Report</b>	AC 51		Report Wizard button on Create tab		
<b>Create Table</b>	AC 23	Office Button   Save button	Table button on Create tab		CTRL+S OR SHIFT+F12
<b>Customize Navigation Pane</b>	AC 126	Navigation Pane arrow   Object Type			
<b>Delete Record</b>	AC 148	Click Record Selector   DELETE	DELETE button		
<b>Define Fields in a Table</b>	AC 24		Right-click Add New Field on Datasheet tab   Rename Column	Right-click Add New Field   Rename Column	
<b>Exclude Field from Query Results</b>	AC 112	Show check box			
<b>Export Query</b>	AC 221		Select query   desired application button in Export group on External Data tab		
<b>Field Size</b>	AC 46		Design View button on Design tab   select field   Field Size box		
<b>Filter by Selection</b>	AC 149		Selection button on Home tab   select criterion		
<b>Format a Calculated Field</b>	AC 116		Property Sheet button on Design tab		
<b>Format a Field</b>	AC 168	Select field   Format property box			
<b>Group in Query</b>	AC 121	Total row or include multiple fields in query			
<b>Import Data</b>	AC 212		Desired application in Import group on External Data tab		
<b>Include All Fields in Query</b>	AC 85	Double-click asterisk in field list	Query Design button on Create tab   Add All Fields button		
<b>Include Field in Query</b>	AC 85		Query Design button on Create tab   select field   Add Field button		
<b>Join Tables</b>	AC 105		Query Design button on Create tab   bring field lists for tables into upper pane		
<b>Link Tables</b>	AC 217		Access button on External Data tab   select database   OK button		
<b>Lookup Field</b>	AC 172	Data Type column for field   Lookup Wizard			

## Microsoft Office Access 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
<b>Move to First Record</b>	AC 39	First Record button			
<b>Move to Last Record</b>	AC 39	Last Record button			
<b>Move to Next Record</b>	AC 39	Next Record button			
<b>Move to Previous Record</b>	AC 39	Previous Record button			
<b>New Item</b>	various	Office button   Open			
<b>Omit Duplicates</b>	AC 100	Open Property Sheet, set Unique Values to Yes	Property Sheet button on Design tab   Unique Values	Properties   Unique Values	
<b>Open Database</b>	AC 37	More button   Open button or Office button   double-click file name			CTRL+O
<b>Open Table</b>	AC 26	Open button		Open	
<b>Preview Table</b>	AC 41	Office button   Print   Print Preview			ALT+F, W, V
<b>Print Object</b>	AC 41, 56	Office button   Print   Quick Print or Print			CTRL+P
<b>Quit Access</b>	AC 36	Close button			
<b>Referential Integrity</b>	AC 186		Relationships button on Database Tools tab		
<b>Resize a Column</b>	AC 175	In Datasheet view, double-click right boundary of the field selector		Right-click field name   Column Width	
<b>Save Form</b>	AC 58	Office button   Save			CTRL+S
<b>Save Query</b>	AC 91	Save button or Office button   Save			CTRL+S
<b>Save Table</b>	AC 27	Save button	Office button   Save	Save	CTRL+S
<b>Search for Access Help</b>	AC 62	Microsoft Office Access Help button			F1
<b>Search for Record</b>	AC 145		Find button on Home tab		CTRL+F
<b>Select Fields for Report</b>	AC 51		Report Wizard button on Create tab   Add Field button		
<b>Simple Query Wizard</b>	AC 78		Query Wizard button on Create tab		
<b>Sort Data in Query</b>	AC 98		Select field in Design grid   Ascending		
<b>Sort on Multiple Keys</b>	AC 101	Assign two sort keys			
<b>Split Form</b>	AC 57		Split Form button on Create tab		
<b>Start Access</b>	AC 12	Start button   All Programs   Microsoft Office   Microsoft Office Access 2007			

Microsoft Office Access 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Switch Between Form and Datasheet Views	AC 57	Form View or Datasheet View button			
Update Query	AC 162		Update button on Design tab   select field, Update To row, enter new value	Query Type   Update Query	
Use Advanced Filter/Sort	AC 155		Advanced button on Home tab   Advanced/Filter Sort		
Use AND Criterion	AC 95				Place criteria on same line
Use Criterion	AC 81	Right-click query   Design View   Criteria row			
Use OR Criterion	AC 96				Place criteria on separate lines