

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
Add Additional Field Control	AC 316	Drag field name from field list to form			
Add Date to Form	AC 274		Date and Time button on Format tab		
Add Field to Form	AC 279		Add Existing Fields button on Format tab select field in field list drag field to form		
Add Field to Report	AC 265		Add Existing Fields button on Format tab drag new field to report		
Add Fields to Table	AC 302			Right-click table in Navigation Pane click Design View click first open field	
Add Form Title	AC 323		Title button on Design tab		
Add Macro Actions	AC 368	In macro action column click box arrow select action			
Add New Field	AC 24	Right-click Add New Field in Datasheet	Insert Rows button on Design Tab	Design View INSERT	
Add Record	AC 30, 38	New (blank) record button	New button on Home tab	Open Click in field	CTRL+PLUS SIGN (+)
Add Subform	AC 324		Subform/Subreport tool on Design tab Control Wizards tool click form		
Align Controls	AC 319		Select controls click desired alignment button on Arrange tab		

Microsoft Office Access 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
AutoFormat Report or Form	AC 284		More button in AutoFormat group on Format tab		
Calculate Statistics	AC 118		Totals button on Design tab		
Change a Control's Color	AC 275		Select control click Font Color arrow on Format tab click desired color		
Change Back Color on Form	AC 322			Right-click form point to Fill/Back Color arrow click desired color	
Change Chart Orientation	AC 407		Switch Row/Column button on Design tab		
Change Chart Type	AC 405		Change Chart Type button on Design tab Type tab select desired chart		
Change Colors and Font	AC 180		Alternate Fill/Back Color button arrow or Font Color button arrow or Font box arrow on Home tab		
Change Column Size	AC 309	Drag column boundary			
Change Database Properties	AC 60	Office button Manage Database Properties			
Change Form Label Color	AC 330		View button on Design tab select label click Font Color arrow select color		
Change Form Tab Order	AC 336		Tab Order button on Arrange tab Tab Order dialog box		
Change Form Title Format	AC 333		Design View on View Button menu on Design tab select control Property Sheet button		
Change Gridlines	AC 179		Gridlines button on Home tab		
Change PivotTable Properties	AC 398		Property Sheet button on Design tab		
Change Primary Key	AC 28	Delete field Primary Key button	Design View button on Design tab select field Primary Key button		
Change Row Size	AC 309	Drag record selector boundary		Right-click field or record selector click Column Width or Row Height	
Change Size Mode	AC 330		Click control Property Sheet button on Design tab Size Mode		

Microsoft Office Access 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Chart Axis Title	AC 408		Select axis title Property Sheet button on Design tab Format tab Caption box replace caption		
Chart Title	AC 409		Select chart Property Sheet button on Design tab General tab Add title button close property sheet click title Property Sheet button on design tab Format tab replace title (caption)		
Clear Form Filter	AC 282				
Clear Query	AC 98				Select all entries DELETE
Clear Report Filter	AC 254			Right-click field clear selected filter	
Close Object	AC 35	Close button for object		Right-click item Close	
Close Switchboard	AC 388	Close button			
Composite Primary Key	AC 391	Click row selector for first field press and hold SHIFT click row selector for second field Primary key button			
Conditionally Format Controls	AC 250		Select field Conditional button on Format tab		
Create Calculated Field	AC 113			Zoom	SHIFT+F2
Create Crosstab Query	AC 123		Query Wizard button on Create tab Crosstab Query Wizard		
Create Database	AC 14	Blank Database button or Office Button Save			CTRL+S OR SHIFT+F12 OR ALT+I
Create Form	AC 142		Form button on Create tab		
Create Form in Design View	AC 315		Form Design button on Create tab		
Create Form with Datasheet	AC 343		Select "one" table in Navigation Pane Form button on Create tab		
Create Form with Datasheet in Layout View	AC 345		Blank Form button on Create tab Show All Tables plus sign for "one" table drag fields to form plus sign for "many" table drag first field to form select datasheet drag remaining fields		

Microsoft Office Access 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Create Form with Form Wizard	AC 269		More Forms button on Create tab Form Wizard		
Create Macro	AC 366		Macro button arrow on Create tab Macro		
Create PivotChart	AC 404	Open query View button arrow PivotChart View		PivotChart view on status bar	
Create PivotChart Legend	AC 404		Legend button on Design tab		
Create PivotTable	AC 396	Open query View button arrow PivotTable View add fields to drop zones		PivotTable view on status bar	
Create Query	AC 78		Query Design button on Create tab		
Create Report	AC 51		Report Wizard button on Create tab		
Create Report using Report Wizard	AC 239		Report Wizard button on Create tab		
Create SQL Query	AC 430		Query Design button on Create tab close Show Table dialog box View button arrow SQL View		
Create Switchboard	AC 380		Switchboard Manager button on Database Tools tab		
Create Table	AC 23	Office Button Save button	Table button on Create tab		CTRL+S OR SHIFT+F12
Customize Navigation Pane	AC 126	Navigation Pane arrow Object Type			
Define Fields in a Table	AC 24		Right-click Add New Field on Datasheet tab Rename Column	Right-click Add New Field Rename Column	
Delete Record	AC 148	Click Record Selector DELETE	DELETE button		
Enter Data in Attachment Field	AC 312			Right-click field click Manage Attachments click Add navigate to file to add	
Enter Data in Date Field	AC 308	Type date in date field			Calendar button select date
Enter Data in Hyperlink Field	AC 314			Right-click field click Hyperlink click Edit Hyperlink enter desired Web address	
Enter Data in Memo Field	AC 308	Type data in memo field			

Microsoft Office Access 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Enter Data in OLE Field	AC 310			Right-click field click Insert Object	
Enter Data in Yes/No Field	AC 307	Click field's check box to indicate Yes			
Exclude Field from Query Results	AC 112	Show check box			
Export Query	AC 221		Select query desired application button in Export group on External Data tab		
Field Size	AC 46		Design View button on Design tab select field Field Size box		
Filter by Selection	AC 149		Selection button on Home tab select criterion		
Filter Records in Report	AC 252			Right-click field click selected filter	
Form Filter and Sort	AC 280		Advanced button on Home tab Advanced Filter/Sort select fields on which to sort enter sort criteria Toggle Filter button		
Format Calculated Field	AC 116		Property Sheet button on Design tab		
Format Field	AC 168	Select field Format property box			
Gridlines in Form	AC 273		Gridlines button on Format tab		
Group in Query	AC 121	Total row or include multiple fields in query			
Group in Report	AC 244		Group & Sort button on Format tab Add a group button		
Import Data	AC 212		Desired application in Import group on External Data tab		
Include All Fields in Query	AC 85	Double-click asterisk in field list	Query Design button on Create tab Add All Fields button		
Include Field in Query	AC 85		Query Design button on Create tab select field Add Field button		
Input Mask	AC 304	In Design View Input Mask property box Build button			
Join Tables	AC 105		Query Design button on Create tab bring field lists for tables into upper pane		

Microsoft Office Access 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Link Tables	AC 217		Access button on External Data tab select database OK button		
Lookup Field	AC 172	Data Type column for field Lookup Wizard			
Macro Group	AC 377		Macro button arrow on Design tab Macro Macro Names button enter macro names		
Modify Macro	AC 373			Right-click macro Design view insert new row select new action	
Modify Switchboard Page	AC 383, 385		Switchboard Manager button on Database Tools tab Edit New select item to add to switchboard		
Move Controls in Stacked or Tabular Control Layout	AC 277	Select controls drag to new location			
Move Field List	AC 320	Drag field list title bar			
Move Form Control	AC 276	Point to control drag to desired location			
Move to First Record	AC 39	First Record button			
Move to Last Record	AC 39	Last Record button			
Move to Next Record	AC 39	Next Record button			
Move to Previous Record	AC 39	Previous Record button			
Multi-Table Report	AC 257		Report Wizard button on Create tab add fields for first table click Tables/Queries arrow select second table add fields for second table		
New Item	various	Office button Open			
Object Dependencies	AC 339		Select object in Navigation Pane Object Dependencies button on the Database Tools tab Objects that depend on me button		
Omit Duplicates	AC 100	Open Property Sheet, set Unique Values to Yes	Property Sheet button on Design tab Unique Values	Properties Unique Values	
Open Database	AC 37	More button Open button or Office button double-click file name			CTRL+O
Open Switchboard	AC 387			Right-click switchboard in Navigation Pane Open	

Microsoft Office Access 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Open Table	AC 26	Open button		Open	
Preview Table	AC 41	Office button Print Print Preview			ALT+F, W, V
Print Form	AC 282	Office button Print Quick Print			
Print Report	AC 256	Office button Print Quick Print			
Print Object	AC 41, 56	Office button Print Quick Print or Print			CTRL+P
Quit Access	AC 36	Close button			
Referential Integrity	AC 186		Relationships button on Database Tools tab		
Remove Chart Drop Zones	AC 409		Drop Zones button on Design tab		
Remove Form Tab Stops	AC 335		Select controls Property Sheet button on Design tab select All tab change Tab Stop property to No		
Resize Column	AC 175	In Datasheet view, double-click right boundary of the field selector		Right-click field name Column Width	
Resize Column Headings	AC 263	Select column header drag upper or lower boundary			
Resize Column in Report	AC 249	Select column drag right column boundary			
Run Macro	AC 372			Select macro in Navigation Pane right-click macro click Run	
Save Form	AC 58	Office button Save			CTRL+S
Save Query	AC 91	Save button or Office button Save			CTRL+S
Save Report	AC 254	Save button			
Save Table	AC 27	Save button	Office button Save	Save	CTRL+S
Search for Access Help	AC 62	Microsoft Office Access Help button			F1
Search for Record	AC 145		Find button on Home tab		CTRL+F
Search Memo Field in Query	AC 340	In Datasheet view, include wildcards in criterion			
Select Fields for Report	AC 51		Report Wizard button on Create tab Add Field button		
Simple Query Wizard	AC 78		Query Wizard button on Create tab		
Single-Step Macro	AC 371		Single Step button on Design tab Run button in Design view		
Sort Data in Query	AC 98		Select field in Design grid Ascending		

Microsoft Office Access 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Sort in Report	AC 244		Group & Sort button on Format tab Add a sort button		
Sort on Multiple Keys	AC 101	Assign two sort keys			
Special Effects for Form Labels	AC 330		Select label Property Sheet button on Design tab Special Effect property box arrow		
Split Form	AC 57		Split Form button on Create tab		
Start Access	AC 12	Start button All Programs Microsoft Office Microsoft Office Access 2007			
Subtotals in Reports	AC 268		For each subtotal, select field to sum Totals button on Format tab Sum		
Summary Report	AC 256		Group report on desired field include calculations Hide Details button on Format tab		
Switch Between Form and Datasheet Views	AC 57	Form View or Datasheet View button			
Totals in Report	AC 248		Select field Totals button on Format tab Sum		
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 Date Field in Query	AC 340	In Datasheet view, type date with slashes as criterion			
Use Form	AC 337			Right-click form in Navigation Pane Open click navigation buttons	
Use OR Criterion	AC 96				Place criteria on separate lines
Use PivotChart	AC 411		Open query in PivotChart view Drop Zones button on Design tab click arrows and check boxes to experiment		
Use PivotTable	AC 400	View button arrow PivotTable View click plus or minus signs			
Use Yes/No Field in Query	AC 340	In Datasheet view, type Yes or No as criterion			