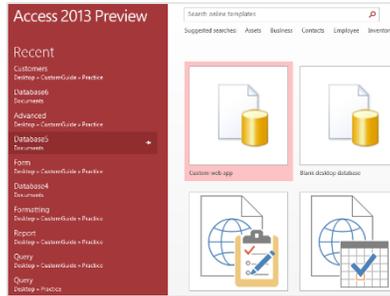Microsoft ®

Access 2013

Cheat Sheet

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 **Recent** list or click **Open Other Files** and browse for it.

Access 2013 Screen
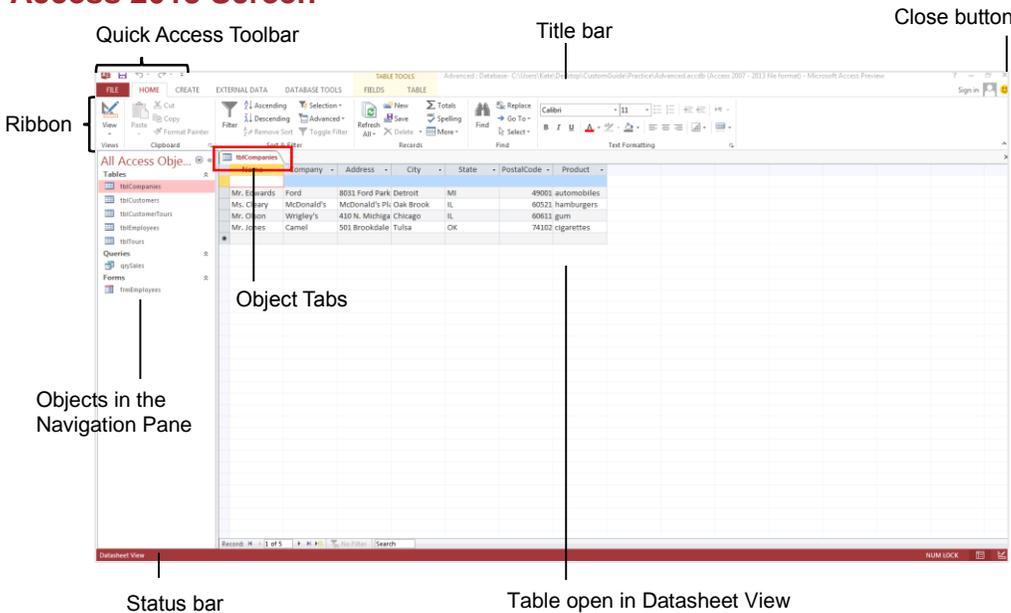
Database Objects

- **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Page objects have been replaced by Windows SharePoint Services.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 **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.

Keystroke 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 + ;**
Insert Time	**Shift + Ctrl + :**
Insert Value from Same Field in Previous Record	**Ctrl + ' (Apostrophe)**
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**

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 Tables

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.

Record selector

		4	Customguide	Peters	Melissa
		5	Customguide	Miller	Steve
*		(New)			

Start adding a new record here

- **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.

Field Data Types

Data Type	Description
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.

Working with Queries

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

Sort Order — Sort:
Show Results — Show:
Criteria rows — Criteria:

Design grid

- **To Create a Select Query:** Click the **Create** tab on the Ribbon and click th **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.).

Criteria Example	Description
"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.

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