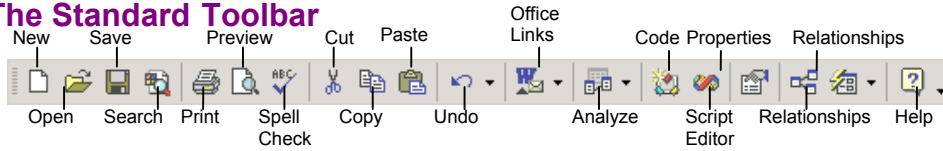


# Access 2002

## Quick Reference Card

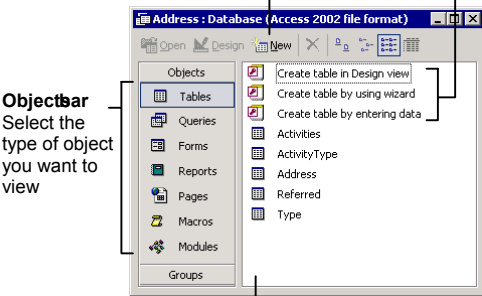
### The Database Window

#### The Standard Toolbar



#### Database Objects

Create a new object by clicking the **New** button ... or by using a **Wizard**



Database objects appear in this area

**Tables** Store related data in rows (records) and columns (fields).

**Queries** View, filter, calculate, change, sort, and examine the data stored in tables.

**Forms** Custom screens that provide an easy way to enter and maintain data in a table.

**Reports** Report present data in a table or query in a printed format.

**Pages** Forms saved as web pages and so that the database can be accessed over the Internet.

**Macros** Automate common tasks and can be invoked by clicking a button or pressing a shortcut key.

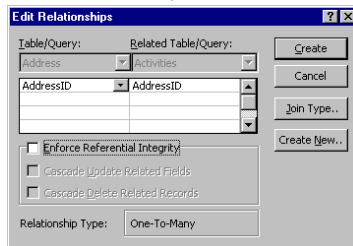
**Modules** Collections of procedures written in Visual Basic and used to automate tasks.

- **To Open an Object:** Double-click the object.
- **To Create a New Object:** Click the object type you want to create from the Objects bar. Click the **New** button on the toolbar to create the object from scratch or double-click a **Wizard** icon to create an object step-by-step.
- **To Modify an Object:** Select the object and click the **Design** button on the toolbar.
- **To Delete an Object:** Select the object and press **Delete**.
- **To Rename an Object:** Right-click the object, select **Rename** from the shortcut menu, enter the new name and press **Enter**.
- **To View the Database Window:** Select **Window** and the database name from the menu.
- **To Repair/Compact a Database:** Select **Tools** → **Database Utilities** → **Compact and Repair Database** from the menu.

- **To Cut an Object:** Select the object and click the **Cut** button or **Copy** button on the toolbar or press **Ctrl + X** (cut) or **Ctrl + C** (copy).
- **To Paste an Object:** Click the **Paste** button on the toolbar or press **Ctrl + V**.
- **To Import an Object from Another File:** Right-click any empty area of the Database window and select **Import** from the shortcut menu. Select the database that contains the object(s) you want to import, select the objects and click **OK**.
- **To Export a Table:** Click **Tables** from the Objects bar, right-click the table you want to export and select **Export** from the shortcut menu. Enter a file name and select the file format from the **Save as type** list. Click **Save** and follow any on-screen instructions.

**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 different tables.

- **To Link a Table**
  1. Click the **Relationships** button on the toolbar.
  2. Add tables to the window by clicking the **Show Table** button, selecting the tables and clicking the **Add** button and then clicking **Close**.
  3. Use the scroll bars to find the related fields and then drag the field from one table and drop it on the related field in the second table. Make sure the field names in the dialog box are correct.
- 4. (Optional) Check the **Enforce Referential Integrity** box to help enforce avoid "orphan" data. If you want to change the type of join between the tables click the **Join Type** button, select the type of join and click **OK**.
- 5. Click **Create** to create the relationship.



### Keyboard Shortcuts

#### General

- Open a Database **Ctrl + O**
- Close a Database **Ctrl + W**
- Print Current View **Ctrl + P**
- Delete **Delete**
- Undo **Ctrl + Z**
- Help **F1**
- New Record **Ctrl + N**
- Delete Record **Ctrl + X**
- Save Record **Shift + Enter**
- Cancel Changes **Esc**
- Insert Date **Ctrl + ;**
- Insert Time **Shift + Ctrl + ;**
- Insert Value from Same Field in Previous Record **Shift + (Apostrophe)**
- Check Spelling **F7**
- Switch Between Applications **Alt + Tab**

#### Navigation—Go To:

- Next Field **Tab**
- Previous Field **Shift + Tab**
- Next Screen **Page Down**
- Previous Screen **Page Up**
- First Record **Ctrl + Page Up**
- Last Record **Ctrl + Page Down**

#### Editing

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

#### Design View

- Properties **Alt + F10**
- Save Object **Ctrl + S**
- Toggle Between Form View & Design View **F5**
- Bold **Ctrl + B**
- Italics **Ctrl + I**
- Underline **Ctrl + U**