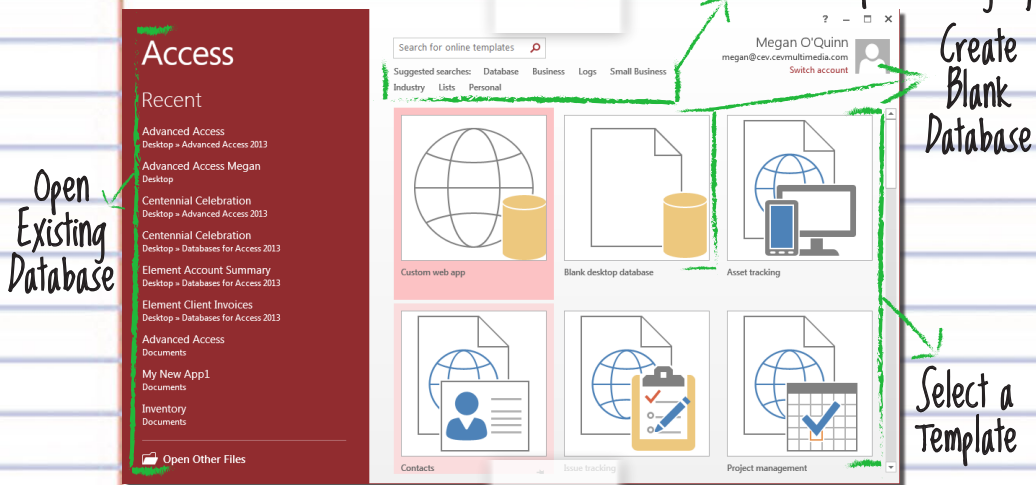


# Access 2013 Cheat Sheet

## Getting Started Window



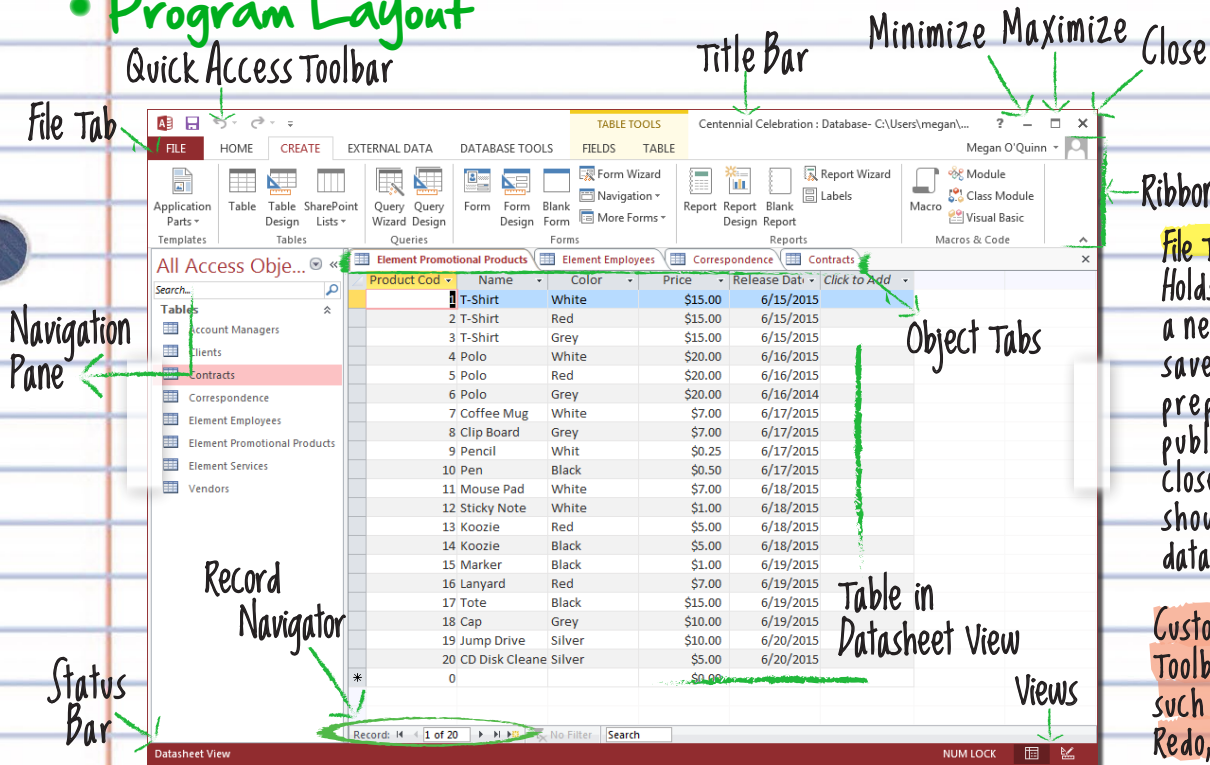
### Create a Database:

- Click a template category in the list and click the template you want to use and click Create
- Click Blank Database button

### Open Existing Database:

- Click a database in the Open Recent Database list or click More and browse for it

## Program Layout

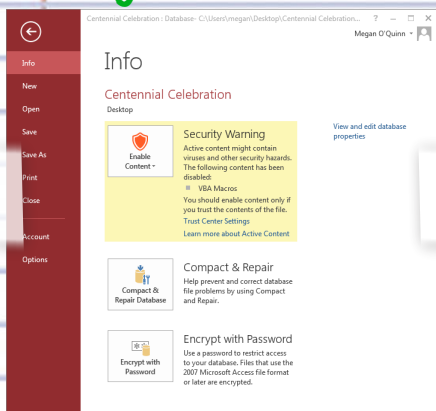


### File Tab & Backstage View:

Holds the options to start a new database, open a saved file, save, print, prepare for distribution, publish the database, close the program and show recently viewed databases

Customize the Quick Access Toolbar to hold commands such as Save, Print, Undo, Redo, Copy and Paste.

## Program Basics



### Create New Database:

Click File Tab, select New

### Open Existing Database:

Click File Tab, select Open

### Save a Database:

Click File Tab, select Save

### Save with a different name:

Click File Tab, select Save As

### Print Preview:

Click File Tab, select Print Preview

### Print:

Click File Tab, select Print

### Navigation Keyboard Shortcuts:

**Tab** : Move to next field

**Shift + Tab** : Move to previous field

**F11** : Toggle the Navigation Pane

### Keys to Remember:

**Backspace**: Erases back one space

**Delete**: Erases forward one space

**Num Lock**: Controls the 10-key pad

# Database Objects



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



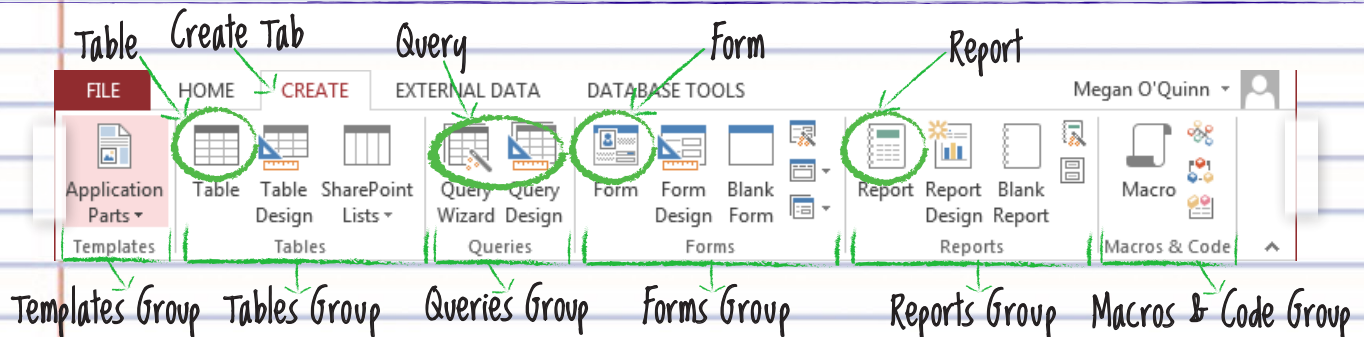
**Queries:** View, filter, calculate, change, sort and examine data in a table



**Forms:** Are custom screens that provide an easier way to enter and view data



**Reports:** Present data from a table or query in a printed format



## Tables:

### Add New Blank Table:

Click the Table icon in the Tables Group

### Add New Table from a Template:

Click the Application Parts icon in the Templates Group and choose a template from the list

### Edit Table Design:

Click the Table Design icon in the Tables Group and you will be taken to Design View

## Forms:

### Add New Form:

Click the Form icon in the Forms Group

### Add Split Form:

Click the More Forms icon in the Forms Group

### Add Blank Form:

Click the Blank Form icon in the Forms Group

### Edit Form Design:

Click the Form Design icon in the Forms Group

## Using Database Objects:

### Open an object:

Double-click the object in the Navigation Pane

### Modify an Object:

Open the object, click the Format tab on the Ribbon, click the View button in the Views group and choose Design or Layout view

### Delete an Object:

Select the object and press Delete and click Yes

### Rename an Object:

Right-click the object, select rename, enter new name and press Enter

### Import & Export Data:

Use the External Data tab on the Ribbon

## Query:

### Create New Query:

Click the Query Wizard icon in the Query Group

### Edit Query Design:

Click the Query Design icon in the Query Group

## Reports:

### Add New Report:

Click the Report icon in the Reports Group

### Add Blank Report:

Click the Blank Report icon in the Reports Group

### Edit Report Design:

Click the Report Design icon in the Reports Group

### Open Report Wizard:

Click the Report Wizard icon in the Reports Group



## • Table Data

### Add a Field:

Enter data in the cell below the Add New Field

### Add a Record:

Enter data in the bottom row of the table

### Delete a Record:

Select record, click the Home tab, click Delete button in the Records group and click Yes

### Sort Data:

Click the Home tab and click either the Ascending or Descending button in the Sort & Filter group

### Filter Data:

Click Home Tab, click Filter in Sort & Filter Group and check the boxes for the values you want to filter

### Remove Filter:

Click Toggle Filter in the Sort & Filter group

A primary key is a field that is unique to each record.

## • Working with Tables

### Creating Table Relationships

#### Linking Tables:

Tells Access how two tables are related

#### How to Link Tables:

- Click the Datasheet tab on the Ribbon and click the Relationships button in the Relationships group
- If necessary, click the Show Table button in the Relationships group on the Design tab
- In the Show Table window, select a table you want to link and click the Add button and then repeat for each table, click close
- Drag a field from one table and drop it on the related field in the second table and click Create

ID	Account Manager	Marketing Consultations	Click to Add
1	Travis Brandenburg	19	
2	Corey Hopper	12	
3	Amber Mabry	15	
4	Jennifer O'Reiley	13	
*	(New)	0	

### Field Data Types:

Text: Stores text, numbers or a combination of both

Memo: Stores long text entries

Number: Stores numbers that can be used in calculations

Date/Time: Stores dates, times or both

Currency: Stores numbers and symbols which represent money

AutoNumber: Makes 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

Lookup Wizard: Helps you create a field whose values are selected from another table, query or list of values

Hyperlinks: Store clickable links to the Web or other files

Attachments: Allows you to attach files and images

## • Queries

### Types of Queries:

#### Select Query:

Retrieves data from one or more of the tables or queries in your database and displays the results in a datasheet

#### Parameter Query:

Type of select query that uses criteria that controls your results

#### Cross-Tab Query:

Uses row and column headings so you can see your data in terms of two categories at once

#### Action Query:

Alters your data or your database, can create a new table, add or delete data

• Your Notes...