Microsoft®
Access 97
Quick Reference Card
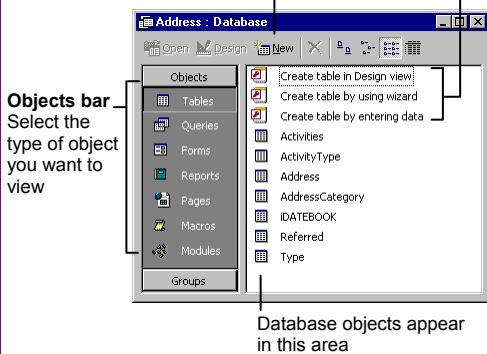
CustomGuide
L e a r n   o n   D e m a n d

The Database Window

The Standard Toolbar

New   Save   Preview   Cut   Paste   Undo   Analyze   Properties   New Object

Open   Print   Spell Check   Copy   Format Painter   Office Links   Code   Relationships   Help
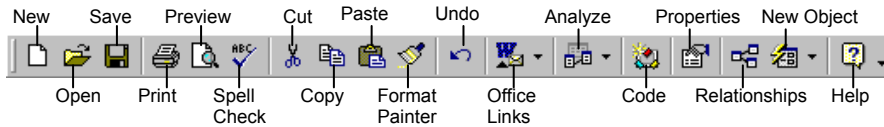
Database Objects

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

Objects bar — Select the type of object you want to view

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** are 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 – no data entry.

🔲 **Pages** are 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** are 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 **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 **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/Compress a Database:** Select **Tools** → **Database Utilities** → **Compact and Repair Database** from the menu.

- **To Cut or Copy 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, 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.
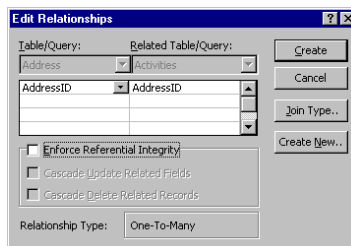
4. **(Optional)** Check the Enforce Referential Integrity box to help enforce avoiding "orphan" data. If you want to change the "join type" between the tables, click the Join Type button, select the type of join, and click OK.
5. Click **Create** to create the relationship.

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> + <+>**
Delete Record	**<Ctrl> + <->**
Save Record	**<Shift> + <Enter>**
Cancel Changes	**<Esc>**
Insert Date	**<Ctrl> + <;>**
Insert Time	**<Shift> + <Ctrl> + <;>**
Insert Value from Same Field in Previous Record	**<Ctrl> + < ' > (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> + <↑>**
Last Record	**<Ctrl> + <↓>**

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>**
Save Object	**<Ctrl> + <S>**

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Working with Data

The Datasheet Toolbar

Labels: View, Print, Spell Check, Copy, Format Painter, Insert Hyperlink, Filter by Selection, Apply/Remove Filter, New Record, Database Window, Help, Save, Print Preview, Cut, Paste, Undo, Sort Ascending, Sort Descending, Filter by Form, Find, Delete Record, New Object
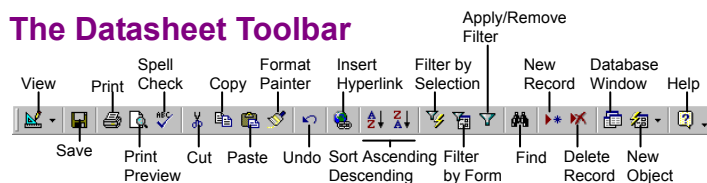
The Navigation Bar

(Found on the horizontal scrollbar near the bottom of most windows)

Labels: First Record, Current Record Number, Last Record, Total Number of Records in the Table, Query or Filter, Previous Record, Next Record, New Record, Filter Indicator

Record: |◀ ◀ 166 ▶ ▶| ▶* of 168 (Filtered)

- Database information can be directly added and modified from Tables and some Queries and Forms.

- **To Add a New Record:** Click the **New Record button** on the Navigation bar.

- **To Select a Record:** Click the **Record selector** to the right of the record or select **Edit → Select Record** from the menu.

- **To Delete a Record:** Select the record and click the **Delete Record** button on the toolbar, or select **Edit → Delete Record** from the menu.

- **To Spell Check:** Click the **Spell Check button** on the toolbar.

- **To Find Information in a Table:** Place the cursor in the field that contains the value you want to search for, click the **Find button** on the toolbar, or press **<Ctrl>** + **<F>**. Then type the value you want to search for in the **Find What box** and click **Find First**. Click **Find Next** until you've found what you're looking for.

- **To Replace Information in a Table:** Place the cursor in the field that contains the value you want to replace, select **Edit → Replace** from the menu, or press **<Ctrl>** + **<H>**. Then 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, and then click **Replace** or click **Replace All** to replace every instance of the value.

- **To Sort Information:** Place the cursor in the field you want to sort by and click either the **Sort Ascending** or **Sort Descending button** on the toolbar.

- **To Filter by Selection:** Place the cursor in the record and field that matches the selection criterion and click the **Filter By Selection button** on the toolbar.

- **To Filter by Form:** Click the **Filter by Form button** on the toolbar. Click the **down arrow** next to the field that contains the selection criterion and select the value you want the filtered records to match. You can use more than one field to filter data.

- **To Remove a Filter:** Click the **Form button** on the toolbar.

Forms and Reports

- **To Create a Form Using a Wizard:** Click **Forms** from the Objects bar and double-click the **Create form by using wizard icon**. Follow the on-screen instructions.

- **To Create a Report Using a Wizard:** Click **Reports** from the Objects bar and double-click the **Create report by using wizard icon**. Follow the on-screen instructions.

- **To Toggle between Form/Report and Design View:** Click the **View button** on the toolbar.
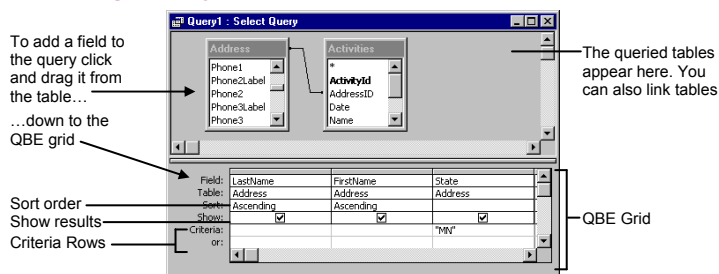
Creating and Designing Tables

- **To Create a New Table Using a Wizard:** Click **Tables** from the Objects bar and double-click the **Table using wizard icon**.

- **To Create a New Table from Scratch:** Click **Tables** from the Objects bar and double-click the **Create table in Design view icon**. Type a field name for the first column you want to create in the **Field Name column**, press **<Tab>**, click the **Data Type drop down arrow**, and select the data type for the field. Repeat as necessary to add new fields to the table. Close the table window, click **Yes** to save the table, enter a table name, and click **OK**.

Data Types

Data Type	Description
Text (Default)	Stores text, numbers, or a combination of both, up to 255 characters long
Memo	Stores long text entries—up to 64,000 characters long
Number	Stores numbers that can be used in calculations
Currency	Stores numbers and symbols that represent money
AutoNumber	Automatically fills in a unique number for each record
Date/Time	Stores dates, times, or both
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 file on a network
Lookup Wizard	Helps you create a field whose values are selected from another table, query or list of values

Queries

The Design Query Window

Labels: To add a field to the query click and drag it from the table… …down to the QBE grid; The queried tables appear here. You can also link tables; Sort order; Show results; Criteria Rows; QBE Grid

- **To Create a Select Query:** Click **Queries** from the Objects bar and double-click the **Create query in Design view icon**. Select the table you want to query and click **Add**. Repeat for all the tables you want to add to the query. Click **Close** when you're finished. Find the table's field you want to query (use the scroll bars), and drag the field down to the QBE grid. Repeat until you have added all the fields you want to include in the query. If you want to filter records, enter the criteria in the Criteria row. Close the query window, click **Yes** to save the query, enter a query name, and click **OK**.

- **To Switch Views:** Click the **View button** on the toolbar.

- **To Total Calculate or Total Values:** Open the Query in Design View, select **View → Totals** from the menu, find the query field you want to calculate or group by, and select a calculation from the field's drop-down list.

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 <> "USA"	Displays records where the field is 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.