

Prentice Hall Access 2013 PHIT Tip

PEARSON PHIT Tips
Access 2013

<p>Shortcuts, Buttons, and Commands</p> <p>ALT + N → Full Access or Close a Floating Box</p> <p>CTRL + N → New Database</p> <p>CTRL + O → Open Database</p> <p>CTRL + S → Save Object</p> <p>CTRL + P → Print</p> <p>CTRL + C → Copy</p> <p>CTRL + V → Paste</p> <p>CTRL + X → Cut</p> <p>CTRL + Z → Undo</p>	<p>Navigation Keys (Navigation Pane)</p> <p>UP ARROW or CTRL + UP ARROW → Select the item above or below the currently selected item</p> <p>HOME → Select the first object in the list</p> <p>END → Select the last object in the list</p>	<p>Navigation Keys (Database View)</p> <p>UP ARROW or CTRL + UP ARROW → Move to previous field in previous or next record</p> <p>LEFT ARROW or RIGHT ARROW → Move to the previous or next field</p> <p>HOME → Move to the first field in the current record in Navigation mode</p> <p>END → Move to the last field in the current record in Navigation mode</p> <p>PAGE UP or PAGE DOWN → Move up or down a full record at a time</p> <p>CTRL + UP ARROW or CTRL + DOWN ARROW → Move to the current field in the first record in Navigation mode</p>
<p>Navigation Keys (Navigation Pane)</p> <p>F1 → Help</p> <p>Switch between Edit mode, Insert mode, and Navigation mode</p> <p>F5 → Refresh the contents of a combo box</p> <p>F6 → Toggle the property sheet in Design view or Layout view of a form or report</p> <p>Home or End → Show all fields in the Navigation Pane</p>	<p>Function Keys</p> <p>F1 → Help</p> <p>Switch between Edit mode, Insert mode, and Navigation mode</p> <p>F5 → Refresh the contents of a combo box</p> <p>F6 → Toggle the property sheet in Design view or Layout view of a form or report</p> <p>Home or End → Show all fields in the Navigation Pane</p>	<p>Access 2013 Ribbon</p> <p>Backstage view In Access 2013, click the File tab to display the Backstage view. In the Backstage view, you can perform the following:</p> <ul style="list-style-type: none"> Save objects and databases. Open recently used databases. Create new databases. Close a database. Print a report or other object. Compact and Repair a database. View and edit database properties. View and edit Account information. Change Access options. <p>Command Table Access 2013 contains a Ribbon consisting of tabs that contain groups of commands that you will use the most. Across the top of the Ribbon are task panes that you select to change between the tabs.</p> <ul style="list-style-type: none"> If you do not see the option you need (like an arrow), you can search for more options in a group by clicking the Down Arrow button on the bottom-right corner of the group to open a floating box with more options. To collapse the Ribbon, right-click any tab name to display the shortcut menu for the Ribbon, and then choose Collapse the Ribbon. To expand the Ribbon again to show the check mark from the menu. Disable-click any tab to quickly collapse and expand the Ribbon. <p>Contextual tabs When you add an object to your database, new options display on the Ribbon related to the new object. These are called contextual tabs and will be available only when you select an object they apply to.</p> <p>The Quick Access Toolbar Across the Ribbon, you can always see the Quick Access Toolbar with some of the most Access commands: Save, Undo, Redo, and Refresh. These tools are initially available on the Quick Access Toolbar. You can customize to add buttons to the toolbar by clicking the Customize Quick Access Toolbar button next to the Toolbar and selecting a command.</p>
<p>Basic Tasks</p> <p>Starting Microsoft Access 2013</p> <ul style="list-style-type: none"> Click the Start Screen, swipe from the bottom edge and then touch All Apps. Touch or click the Access 2013 icon. 		

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