




















MICROSOFT ACCESS 2003 TASK GUIDE (LEVEL 2)

A book in the *Essentials* series can serve as a handy reference beside your computer even after you complete all the projects and exercises. When you need a refresher for the sequence of steps or a shortcut to achieve a result, find your task in the alphabetized listing that follows. Then turn to the page number listed in the second column to locate the step-by-step exercise or other detailed description. Entries without page numbers describe tasks that are closely related to those presented in the projects.







Access Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Action query, create	60		<u>Q</u> uery Action Query type	<u>Q</u> uery Type Action Query type	
Add, field to query	52	Double-click field in field list or Drag field to grid			
Add, label	91				
Add, picture	93				
Add, table to query	51		<u>Q</u> uery <u>S</u> how Table	Sho <u>w</u> <u>T</u> able	
Add, text box	98				
Align, controls (assumes multiple controls are selected)	97		<u>F</u> ormat <u>A</u> lign <u>L</u> eft, <u>R</u> ight, <u>T</u> op, <u>B</u> ottom, <u>T</u> o <u>G</u> rid	<u>A</u> lign <u>L</u> eft, <u>R</u> ight, <u>T</u> op, <u>B</u> ottom, <u>T</u> o <u>G</u> rid	
Analyze, data in Excel	290		<u>T</u> ools <u>O</u> ffice <u>L</u> inks <u>A</u> nalyze It with Microsoft Office Excel		
Analyze, performance	143		<u>T</u> ools <u>A</u> nalyze <u>P</u> erformance		
AutoForm, create (assumes table is selected or open)	83		<u>I</u> nsert <u>A</u> uto <u>F</u> orm		
AutoForm, save	84		<u>F</u> ile <u>S</u> ave		<u>C</u> trl + <u>S</u>








Access Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
AutoFormat, create	96		Format AutoFormat, Customize		
Back up a database	7		File Back Up Database or Tools Database Utilities Back Up Database		
Calculated control, create in form/report	98	 , 			Create unbound control and type expression
Calculated field, create in query Design view	58				Click new field column and type expression
Cascade options, set	162		Relationships Edit Relationship	Edit Relationship	
Columns, hide in query	70		Format Hide Columns		
Columns, unhide in query	70		Format Unhide Columns		
Command button, create	253				
Command buttons, add to switchboard	183				
Control, move	90	Drag the control border			Arrow keys
Controls, add tips	105	 , Other tab, ControlTip	View Properties Other tab, ControlTip	Properties, Other tab, ControlTip	(Alt) + (⇐Enter), Other tab, ControlTip
Controls, align (assumes multiple controls are selected)	97		Format Align Left, Right, Top, Bottom, To Grid	Align Left, Right, Top, Bottom, To Grid	
Controls, lock	104	 , Data tab, Enabled	View Properties Data tab, Enabled	Properties, Data tab, Enabled	(Alt) + (⇐Enter), Data tab, Enabled
Controls, select multiple	91				Press (⇐Shift) and click each control









Access Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Controls, size (assumes control is selected)	90	Drag a handle			
Create, AutoFormat	96		Format AutoFormat, Customize		
Create, calculated control in form/report	98	 , 			Create unbound control and type expression
Create, calculated field in query Design view	58				Click new field column and type expression
Create, command button	253				
Create, crosstab query	67	 , Crosstab Query Wizard	Insert Query, Crosstab Query Wizard		
Create, data access page from form/report	215		File Save As, Data Access Page	Save As, Data Access Page	
Create, macro	246		Insert Macro		
Create, new database	5		File New		Ctrl + N
Create, parameter query	54		Select query with criteria within []		
Create, pivot chart	225		Insert Office Chart		
Create, pivot table	217		Insert Office PivotTable		
Create, popup form	259	 , Other, Pop Up	View Properties, Other, Pop Up	Properties, Other, Pop Up	Alt + Enter, Other, Pop Up











Access Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Create, query using Design view (assumes Queries list is open)	51	Double-click <i>Create query in Design view</i>	Insert <u>Q</u> uery, Design View		
Create, report from subreport	132			Subreport in New <u>W</u> indow <u>F</u> ile <u>S</u> ave <u>A</u> s	
Create, table using Design view	5				
Create, user and group accounts	172		<u>T</u> ools <u>S</u> ecurity <u>U</u> ser and <u>G</u> roup <u>A</u> ccounts		
Create, workgroup	172		<u>T</u> ools <u>S</u> ecurity <u>W</u> orkgroup Administrator		
Crosstab query, create	67	 , Crosstab Query Wizard	Insert <u>Q</u> uery, Crosstab Query Wizard		
Current date, add to form	101		Insert <u>D</u> ate and <u>T</u> ime		
Data access page, create from form/report	215		<u>F</u> ile <u>S</u> ave <u>A</u> s, <u>D</u> ata Access Page	<u>S</u> ave <u>A</u> s, <u>D</u> ata Access Page	
Database, decode	192		<u>T</u> ools <u>S</u> ecurity <u>E</u> ncode/ <u>D</u> ecode Database		
Database, encode	191		<u>T</u> ools <u>S</u> ecurity <u>E</u> ncode/ <u>D</u> ecode Database		
Database, replicate	188		<u>T</u> ools <u>R</u> eplication <u>C</u> reate Replica		
Database, split	165		<u>T</u> ools <u>D</u> atabase Utilities <u>D</u> atabase Splitter		
Database password, set	167		<u>T</u> ools <u>S</u> ecurity <u>S</u> et <u>D</u> atabase Password		
Data source, edit	86	 , Data tab, Source Object	<u>V</u> iew <u>P</u> roperties <u>D</u> ata tab, Source Object	Properties, Data tab, Source Object	<u>A</u> lt + <u>↵</u> Enter, Data tab, Source Object
Decode, database	192		<u>T</u> ools <u>S</u> ecurity <u>E</u> ncode/ <u>D</u> ecode Database		


Access Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Digital certificate, view	270		<u>T</u> ools <u>M</u> acro <u>V</u> isual Basic Editor, then select the macro and choose <u>T</u> ools <u>D</u> igital Signature <u>D</u> etail		
Display, header/footer	102		<u>V</u> iew <u>O</u> bject Header / Footer	<u>O</u> bject Header/Footer	
Documenter, run	29		<u>T</u> ools <u>A</u> nalyze <u>D</u> ocumenter		
Encode, database	191		<u>T</u> ools <u>S</u> ecurity <u>E</u> ncode/Decode Database		
Enforce referential integrity	24		<u>R</u> elationships <u>E</u> dit Relationships	<u>E</u> dit Relationships	
Export, Access data	284		<u>F</u> ile <u>E</u> xport		
Export, macros	265		<u>F</u> ile <u>E</u> xport		
Export, Web page	209		<u>F</u> ile <u>E</u> xport, HTML Documents in <i>Save as type</i>	<u>E</u> xport, HTML Documents in <i>Save as type</i>	
Export, XML	212		<u>F</u> ile <u>E</u> xport, XML in <i>Save as type</i>	<u>E</u> xport, XML in <i>Save as type</i>	
Field, add to query	52	Double-click field in field list or Drag field to grid			
Filter, apply	53		<u>R</u> ecords <u>A</u> pply Filter/Sort	<u>A</u> pply Filter/Sort	
Filter, by form	53		<u>R</u> ecords <u>F</u> ilter <u>F</u> ilter By Form	<u>F</u> ilter By Form	
Filter, by selection	53		<u>R</u> ecords <u>F</u> ilter <u>F</u> ilter By <u>S</u> election	<u>F</u> ilter By <u>S</u> election	
Form, add subform	83				
Form, AutoFormat	96		<u>F</u> ormat <u>A</u> utoFormat		

Access Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Form, open (assumes form Design view is open)	86		<u>View</u> <u>F</u> orm View	<u>F</u> orm View	
Form, open (assumes form name is selected in database window)	86	 Open or Double-click form name in database window		<u>O</u> pen	↵ Enter
Form, open Design view (assumes form is open)	86		<u>View</u> <u>D</u> esign View	Form <u>D</u> esign	
Form, save	84		<u>F</u> ile <u>S</u> ave		Ctrl + S
Form, tab order	104		<u>View</u> <u>T</u> ab Order	<u>T</u> ab Order	
Groups, create accounts	172		<u>T</u> ools <u>S</u> ecurity <u>U</u> ser and Group <u>A</u> ccounts		
Header/Footer, display	101		<u>View</u> <u>O</u> bject Header / Footer	<u>O</u> bject Header / Footer	
Hide columns, in query	70		<u>F</u> ormat <u>H</u> ide Columns		
Horizontal spacing, adjust (assumes multiple controls are selected)	97		<u>F</u> ormat <u>H</u> orizontal Spacing		
Hyperlinks, insert	228		<u>I</u> nsert <u>H</u> yperlink		Ctrl + K
Import	8		<u>F</u> ile <u>G</u> et External Data <u>I</u> mport	<u>I</u> mport	
Import, macros	265		<u>F</u> ile <u>G</u> et External Data <u>I</u> mport		
Import, XML file	206		<u>F</u> ile <u>G</u> et External Data <u>I</u> mport		
Insert, hyperlinks	228		<u>I</u> nsert <u>H</u> yperlink		Ctrl + K








Access Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Join type, view/edit (assumes Relationships window is open)	49		Relationships Edit Relationship, Join Type	Edit Relationship, Join Type	
Label, add	91				
Lock controls	104	 , Data tab, Enabled	View Properties Data tab, Enabled	Properties, Data tab, Enabled	(Alt) + (Enter), Data tab, Enabled
Lookup field, set (assumes table Design view is active)	19	Click the Data Type drop-down arrow for the field and select Lookup Wizard			
Macro, create	250		Insert Macro		
Macros, export	265		File Export		
Macros, import	265		File Get External Data Import		
Move between panes in table Design view	14	Click pane			(F6)
Move control (assumes control is selected)	90	Drag the control border			Arrow keys
Numbering, items in a report	135	 , =1			
OfficeLinks	288		Tools Office Links		
Open, query (assumes query name is selected in database window)	51	 or Double-click query name in database window		Open	(Enter)
Open, query Design view (assumes query is open)	51		View Design View	Query Design	


Access Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Open, query Design view (assumes query name is selected in database window)	51			<u>D</u> esign View	
Page break, set in report	142				
Parameter query, create	54		Select query with criteria within []		
Parameter query, run	54			<u>Q</u> uery <u>R</u> un	
Password, set database	167		<u>T</u> ools <u>S</u> ecurity <u>S</u> et Database Password		
Paste Append	207		<u>E</u> dit <u>P</u> aste Append		
Performance Analyzer, run	144		<u>T</u> ools <u>A</u> nalyze <u>P</u> erformance		
Permissions, set user	170		<u>T</u> ools <u>S</u> ecurity <u>U</u> ser and Group <u>P</u> ermissions		
Picture, add	93				
Pivot chart, create	225			<u>I</u> nsert <u>O</u> ffice <u>C</u> hart	
Pivot table, create	217			<u>I</u> nsert <u>O</u> ffice <u>P</u> ivot <u>T</u> able	
Popup form, create	259	 , Other, Pop Up	<u>V</u> iew <u>P</u> roperties, Other, <u>P</u> op Up	<u>P</u> roperties, Other, <u>P</u> op Up	<u>A</u> lt + <u>↵</u> Enter, Other, <u>P</u> op Up
Property Update Options Smart Tag, show/hide	126		<u>T</u> ools <u>O</u> ptions <u>T</u> ables/ <u>Q</u> ueries <u>S</u> how Property Update Options		
Publish, data in Word	288			<u>T</u> ools <u>O</u> ffice <u>L</u> inks <u>P</u> ublish It with Microsoft Office Word	
Query, add field	52	Double-click field in field list or Drag field to grid			

Access Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Query, add table	51		<u>Q</u> uery <u>S</u> how Table	Show <u>T</u> able	
Query, close	51	 on the query window	<u>F</u> ile <u>C</u> lose		<u>C</u> trl + <u>F</u> 4 or <u>C</u> trl + <u>W</u>
Query, create action	60		<u>Q</u> uery <u>A</u> ction Query type	<u>Q</u> uery Type <u>A</u> ction Query type	
Query, create crosstab	67	 , Crosstab Query Wizard	<u>I</u> nsert <u>Q</u> uery, Crosstab Query Wizard		
Query, create parameter	54		<u>S</u> elect query with criteria within []		
Query, create using Design view	51	Double-click <i>Create query in Design view</i>	<u>I</u> nsert <u>Q</u> uery, <u>D</u> esign View		
Query, open (assumes query name is selected in database window)	51	 or Double-click report name in database window		<u>O</u> pen	<u>E</u> nter
Query, open Design view (assumes query is open)	51		<u>V</u> iew <u>D</u> esign View	<u>Q</u> uery <u>D</u> esign	
Query, open Design view (assumes query name is selected in database window)	51			<u>D</u> esign View	
Query, run	53		<u>Q</u> uery <u>R</u> un		
Query, run parameter	55		<u>Q</u> uery <u>R</u> un		
Query, save	52		<u>F</u> ile <u>S</u> ave		<u>C</u> trl + <u>S</u>
Relationship, view/edit join type (assumes Relationships window is open)	49		<u>R</u> elationships <u>E</u> dit Relationship, Join Type	<u>E</u> dit <u>R</u> elationship, Join Type	

Access Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Relationships, add tables	23		<u>R</u> elationships Show <u>T</u> able	Show <u>T</u> able	
Relationships, create	23		<u>T</u> ools <u>R</u> elationships	<u>R</u> elationships	
Relationships, edit	23		<u>R</u> elationships Edit <u>R</u> elationships	Edit <u>R</u> elationships	
Relationships, enforce referential integrity	24		<u>R</u> elationships Edit <u>R</u> elationships	Edit <u>R</u> elationships	
Relationships, preview	25		<u>F</u> ile Print <u>R</u> elationships		
Replicate, database	188		<u>T</u> ools <u>R</u> eplication <u>C</u> reate Replica		
Report, add subreport	128				
Report, create from subreport	132			Subreport in New Window <u>F</u> ile Save <u>A</u> s	
Report, edit record source	123		<u>V</u> iew <u>P</u> roperties <u>D</u> ata tab, Record Source	<u>V</u> iew <u>P</u> roperties <u>D</u> ata tab, Record Source	
Report, set page break	142				
Report, sorting and grouping	134		<u>V</u> iew <u>S</u> orting and <u>G</u> rouping	<u>S</u> orting and <u>G</u> rouping	
Run, query	53		<u>Q</u> uery <u>R</u> un		
Run, parameter query	55		<u>Q</u> uery <u>R</u> un		
Save, AutoForm	86		<u>F</u> ile <u>S</u> ave		<u>C</u> trl + <u>S</u>
Save, form	84		<u>F</u> ile <u>S</u> ave		<u>C</u> trl + <u>S</u>
Save, query	52		<u>F</u> ile <u>S</u> ave		<u>C</u> trl + <u>S</u>

Access Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Select, multiple controls	91				Press ⇧Shift and click each control
Set field property	14	Click property box and type value			
Show/Hide, Property Update Options Smart Tag	126		T ools O ptions T ables/ Q ueries S how Property Update Options		
Show/Hide, Smart Tags on datasheets	126		T ools O ptions D atasheet S how S mart Tags on Datasheets		
Show/Hide, Smart Tags on forms and reports	126		T ools O ptions F orms/ R eports S how S mart Tags on Forms		
Size, controls (assumes control is selected)	90	Drag a handle			
Smart Tags, show/hide on datasheets	126		T ools O ptions D atasheet S how S mart Tags on Datasheets		
Smart Tags, show/hide on forms and reports	126		T ools O ptions F orms/ R eports S how S mart Tags on Forms		
Sorting and Grouping, report data	134		V iew S orting and G rouping	S orting and G rouping	
Split, database	165		T ools D atabase Utilities D atabase Splitter		
Startup options, set	186		T ools S tartup		
Subform/ Subreport, add to form/report	83				

Access Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Switchboard, create	179		Tools Database Utilities Switchboard Manager		
Table, add to query	51		Query Show Table	Show Table	
Table, close	7	 on the table window	File Close		Ctrl + F4 or Ctrl + W
Table, create using Design view	6			Create table in Design view	
Table, open datasheet (assumes table Design view is open)	5		View Datasheet View	Datasheet View	
Tab order, set on form	104		View Tab Order	Tab Order	
Text box, add	98				
Tips, add to controls	105	 , Other tab, ControlTip	View Properties Other tab, ControlTip	Properties, Other tab, ControlTip	Alt + Enter , Other tab, ControlTip
Unhide columns, in query	70		Format Unhide Columns		
User permissions, set	176		Tools Security User and Group Permissions		
Users, create accounts	172		Tools Security User and Group Accounts		
VBA code, view	264		View Code or Tools Macro Visual Basic Editor		Alt + F11
Vertical spacing, adjust (assumes multiple controls are selected)	97		Format Vertical Spacing		

Access Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
View, digital certificate	268		<u>T</u> ools <u>M</u> acro <u>V</u> isual Basic Editor, then select the macro and choose <u>T</u> ools <u>D</u> igital Signature <u>D</u> etail		
View, VBA code	264		<u>V</u> iew <u>C</u> ode or <u>T</u> ools <u>M</u> acro <u>V</u> isual Basic Editor		(Alt) + (F11)
Web page, export	209		<u>F</u> ile <u>E</u> xport, HTML Documents in <i>Save as type</i>	<u>E</u> xport, HTML Documents in <i>Save as type</i>	
Workgroup, create	172		<u>T</u> ools <u>S</u> ecurity <u>W</u> orkgroup Administrator		
XML, export	212		<u>F</u> ile <u>E</u> xport, XML in <i>Save as type</i>	<u>E</u> xport, XML in <i>Save as type</i>	
XML, import	206		<u>F</u> ile <u>G</u> et External Data <u>I</u> mport		

