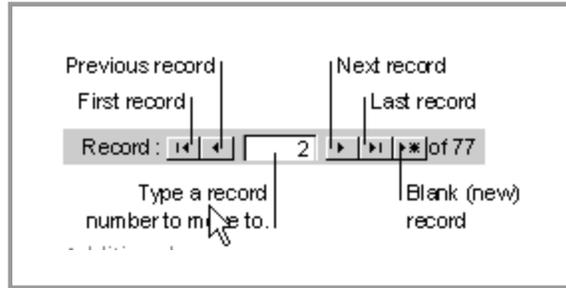These are a few notes about ways to use Access that may make any application easier.

1. **Using the standard record navigation buttons.** When data is presented in datasheet view (a grid) or form view, individual records are accessed via standard Access "record navigation buttons" that appear at the bottom of the datasheet or form. These are described in the figure below.

When forms do not use these button/controls, alternative navigation buttons are provided.

There are shortcut keys which can be used:

[Tab]	To move to the next field/control.
[Shift+Tab]	To move to the previous field/control.
[End]	To move to the last field/control in the current record, in Navigation mode (Navigation mode: The mode in Microsoft Access in which an entire field is selected and the insertion point is not visible. In Navigation mode, you can move between fields by using the arrow keys.)
[Ctrl+End]	To move to the last field/control in the last record, in Navigation mode.
[Home]	To move to the first field/control in the current record, in Navigation mode.
[Ctrl+Home]	To move to the first field/control in the first record, in Navigation mode.
[Ctrl+Page Down]	To move to the current field/control in the next record.
[Ctrl+Page Up]	To move to the current field/control in the previous record.

2. **Editing data in multi-user environment.** The record selector is an icon that appears in the vertical bar to the left of a record in a form. It has several values that indicate the state of the record being edited; the table below applies to Access 2002. When something unexpected happens, examine the record selector.

Icon	Meaning
▶	This is the current record; the record has been saved as it appears.
🖉	You are editing this record; changes to the record aren't yet saved. If you Undo, the icon reverts to the first value.
⊘	This record is locked by another user; you can't edit it.

When two or more people open the same record for editing, the first one locks the record. The other people can view the record, but cannot change any fields. The record selector indicates the record is locked. When the first person saves their changes, the lock is released.

3   **Undo data changes**. You can automatically undo changes you make to a record, while you are still editing that record. This is the equivalent of Undo in Word. Execute with the Edit, Undo menu or [Ctrl + Z] shortcut key. Alternatively, press [Esc] to undo changes in the current field or current record; if both have been changed, press [Esc] twice to undo changes, first in the current field and then in the current record.

4.   **Saving data.** Data is automatically saved when you leave the record unless you undo changes while you are still editing that record. If you close a form without leaving the record, new/changed data will be lost. If you add a record or change the last record, save it with menu Records, Save Record.

5.   **Delete current record.** Use menu Edit, Delete Record to delete a record from a form or datasheet. Put cursor in a field in the record beforehand to make it current.

6.   **Refresh contents of a lookup field.** On a form a list box or combo box may be used to present lookup value(s). When the underlying lookup table is changed, the values in the lookup field may not automatically reflect the change. In that case, use shortcut key [F9] or menu Record, Refresh.

7.   **Navigate report in Print Preview view.** Reports are displayed one page at a time with the standard navigation buttons. In addition, there are shortcut keys that make it easy to navigate the pages of a report.

[Page Down]	To scroll down one full screen when View, Zoom, Fit To Window is active.
[Page Up]	To scroll up one full screen when View, Zoom, Fit To Window is active.
[↓]	To scroll down in small increments when View, Zoom, Fit To Window is not active.
[↑]	To scroll up in small increments when View, Zoom, Fit To Window is not active.
[Ctrl+↓]	To move to the bottom of the page.
[Ctrl+↑]	To move to the top of the page.
[F5]	To move to the page number box where you type the number and press [Enter].

8.   **Print report**. You can print a report when it is displayed (called "print preview"). Execute with the File, Print menu or [Ctrl+P] keys. You can choose to print All or a Range of page numbers.

9.   **Spell checker**. This is available when editing a record. Once started, it will automatically check all the text fields in the current record on a form or datasheet, then continue through the

remaining records until it runs out of records or is stopped. Start with [F7] key, close with [Close] button.

10. **Close a form/report/table**. Do this with the [Ctrl+F4] shortcut keys.

11. **Size a form window**. Some forms may be longer than will fit in your Access window. You can automatically resize the form window to fit your available space. Do this with menu <u>Window, Size to Fit Form</u>.

12. **Print a datasheet view**. When you run a SELECT query or open a table, the data is presented in *datasheet view* (a grid format). You can print the data in this format with menu <u>File, Print</u>. It may be best to first use menu <u>File, Print Preview</u>, as the length of a line may exceed the default page width, causing it to overflow to a second printed page. In this case your alternatives are to change the page margins and/or print in landscape orientation. Both of these are done with menu <u>File, Page Setup</u>.

13. **Compact database**. Do periodically to regain wasted space in the MDB file. Use menu <u>Tools, Database Utilities, Compact and Repair Database</u>. Will take about one minute.

14. **Backup the database**. This action is composed of several steps.
     1. In Access, open the database in exclusive mode.
     2. Empty the temporary tables, if any. This can be done with a query or by opening the table, selecting all the records, then menu <u>Edit, Delete Record</u>.
     3. Compact the database.
     4. Close the database.
     5. With Windows Explorer, copy the file to the backup directory.
     6. Rename the file like "xxx mmddyy.mdb"
     7. Optional. Set a password on the database with Access menu <u>Tools, Security, Set Database Password</u>. This step is necessary if the Windows file permissions are inadequate protection.

15. **Restore the database from backup.** This action is composed of several steps.
     1. With Windows Explorer, move the damaged MDB file to a special directory.
     2. With Windows Explorer, copy the most recent backup file into the Database directory and rename it to the production name.
     3. If there is a database password, remove it with Access menu <u>Tools, Security, Set Database Password</u>.