


















































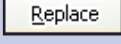




The following commands were covered in this book.

All of the commands have speech function accessibility, with the proper Office setup. See **Help>Speech Functions>Accessibility** in any Microsoft Office application for instructions.

Function	Button	Ribbon	Keyboard Shortcuts	Application
Add Fields to a Form		Design>Tools>Add Existing Fields		Access
Add Tables to Relationship Window		Design>Relationships>Show Table		Access
Advanced Filter		Home>Sort & Filter>Advanced>Advanced Filter/Sort		Access
Analyze Database Table		Database Tools>Analyze>Analyze Table		Access
APowerPointend Query		Design>Query Type>APowerPointend		Access
Bold		Home>Font>Bold	CTRL + B	Word, Excel, Access, PowerPoint
Chart in Database Form or Report		Design>Controls>Insert Chart		Access
Close a Database		Office>Close Database		Access
Close a Document		Office>Close	CTRL + W or CTRL + F4	Word, Excel, Access, PowerPoint
Copy		Home>Clipboard>Copy	CTRL + C	Word, Excel, Access, PowerPoint
Create a New Database		Office>New	CTRL + N	Access
Create a New File		Office>New	CTRL + N	Word, Excel, Access, PowerPoint
Cut		Home>Clipboard>Cut	CTRL + X	Word, Excel, Access, PowerPoint
Database Form		Create>Forms>Form		Access
Database Report		Create>Reports>Report		Access
Database Table		Create>Tables>Table Design		Access

Function	Button	Ribbon	Keyboard Shortcuts	Application
Database Table Templates		Create>Tables>Table Templates		Access
Datasheet View		Home>Views>View>Datasheet View		Access
Delete Datasheet Records		Home>Records>Delete		Access
Design View		Home>Views>View>Design View		Access
Exit Access		Office>Exit Access		Access
Export Database Table to Word		External Data>Export>Word		Access
Filter a Table, Query, or Report		Home>Sort & Filter>Filter		Access
Filter Selected Records in a Table or Query		Home>Sort & Filter>Selection		Access
Find		Home>Find>Find	 + 	Access
Font		Home>Font>Font		Word, Excel, Access, PowerPoint
Font Color		Home>Font>Font Color		Word, Excel, Access, PowerPoint
Font Size		Home>Font>Font Size		Word, Excel, Access, PowerPoint
Form		Create>Forms>Form		Access
Form Labels		Design>Controls>Label		Access
Form View		Home>Form View		Access
Format Painter		Home>Clipboard>Format Painter		Word, Excel, Access, PowerPoint
Group Report Data		Format>Grouping & Totals>Group & Sort		Access
Help		Microsoft Office Access Help		Access
Import Excel File to Database		External Data>Import>Excel		Access
Import Text File to Database		External Data>Import>Text File		Access

Function	Button	Ribbon	Keyboard Shortcuts	Application
Italic		Home>Font>Italic	CTRL + I	Word, Excel, PowerPoint, Access
Lookup Field		Datasheet>Fields & Columns>Lookup Column		Access
Make-Table Query		Design>Query Type>Make Table		Access
Multiple Item Form		Create>Forms>Multiple Items		Access
Open a Database		Office>Open	CTRL + O	Access
Open a File		Office>Open	CTRL + O	Word, Excel, Access, PowerPoint
Password for Database		Database Tools>Database Tools>Encrypt with Password		Access
Paste		Home>Clipboard>Paste	CTRL + V	Word, Excel, Access, PowerPoint
Paste Special		Home>Clipboard>Paste>Paste Special		Word, Excel, Access, PowerPoint
Primary Key for Database Table		Design>Tools>Primary Key		Access
Print		Office>Print	CTRL + P	Word, Excel, Access, PowerPoint
Print Preview		Office>Print>Print Preview		Word, Excel, Access, PowerPoint
Query in Design View		Create>Other>Query Design		Access
Query Wizard		Create>Other>Query Wizard		Access
Relationship Report		Design>Tools>Relationship Report		Access
Remove Filters		Home>Sort & Filter>Advanced>Clear All Filters		Access
Repeat		Quick Access Toolbar>Redo	CTRL + Y	Word, Excel, Access, PowerPoint
Replace		Home>Find>Replace		Access
Report		Create>Reports>Report		Access
Report in Design View		Create>Reports>Design		Access

Function	Button	Ribbon	Keyboard Shortcuts	Application
Report Labels		Create>Reports>Labels		Access
Report Wizard		Create>Reports>Report Wizard		Access
Run Query		Design>Results>Run		Access
Save		Office>Save	CTRL + S	Word, Excel, Access, PowerPoint
Save As		Office>Save As	F12	Word, Excel, Access, PowerPoint
Show or Hide Relationships		Database Tools>Show/Hide>Relationships		Access
Sort Ascending Order		Home>Sort & Filter>Ascending		Access
Sort Descending Order		Home>Sort & Filter>Descending		Access
Spelling		Home>Records>Spelling	F7	Access
Split Database		Database Tools>Move Data>Access Database		Access
Split Form		Create>Forms>Split Forms		Access
Start Access		Start>Programs>Microsoft Office>Microsoft Office Access 2007		Access
Switch Between Open Windows		View>Window>Switch Windows>[Name of Window]	SHIFT + F6	Word, Excel, Access, PowerPoint
Table in Database		Create>Tables>Table Design		Access
Text Box to a Form		Design>Controls>Text Box		Access
Total Data		Home>Records>Totals		Access
Turn Filter On and Off		Home>Sort & Filter>Toggle Filter		Access
Underline		Home>Font>Underline		Word, Excel, Access, PowerPoint
Undo		Quick Access Toolbar>Undo	CTRL + Z	Word, Excel, Access, PowerPoint