How to use Microsoft Access with NVDA – Part 3 (Additional keystrokes)

DISCLAIMER!: anything between asterisks(\*) is what is spoken by the screen reader.

# Introduction

Hey guys its Thee Quinn here, and I am back with another video in the how to use Microsoft Access with NVDA series. And you might be wondering, “I thought you said in the last video that the next video would be relationships and forms”. But, I realized that I have some keystrokes that I need to teach you guys which will help you when entering your different records in your tables.

# Start of Tutorial

So remember that I had a database that I was working on from last time called Tutorial Database, so let me open it. \*test: table button test\*. So now it says test table button. Remember that we imported a table called test the last time. So its obvious that we are in the objects list right now, which lists all the different tables, queries, reports, and forms that you have created in your database. So I am on the test table right now, and I want to open it to show you something with it first, so let me press enter. Now, the first keystroke I want to show you guys. I made a mistake in the first video. I remember I told you that Ctrl plus Enter was the keystroke that we use to add a new record. But it is actually Ctrl plus the plus sign. On the other hand, the Ctrl plus the minus, that key right above your plus sign on the number pad, deletes a record. So I am currently in row 1 and I want to delete this record. So you want to go into the row/record that you want to delete, then you use the keystroke Ctrl plus minus. So let’s do that. And when the dialog box comes up asking if you are sure you want to delete it, press enter on yes. And there you go, I just deleted a record. Now, on to the next keystroke.

First let me save this table, so Ctrl plus S. And let me close it, so Ctrl plus F4. \*test grouping, test table button test\*. Now I realized that I don’t want this table anymore because remember it was just a test table that I used to teach you how to import a table. I want to delete it, and you are wondering “hmm how do I delete a table?”. Well, first you have to make sure that you are selected on the table, which I already am. Then, you press your applications key, or for those who don’t have an applications key on their keyboard, Shift plus F10. \*Menu\*. So this opens a context menu, so you just down arrow through it now. And you can down arrow through this list to hear all the options such as open(to open the object), design view(to go in design view), import, export, rename(to rename the table), hide, delete, cut, copy, and paste, table properties etc.. so I am guessing that the cut, copy and the paste would allow you to cut copy and paste different objects from one open database to another. Now let me go back to the delete option and delete the table, because I don’t want it anymore. And press Enter on it. When the confirmation dialog comes up asking if you want to delete it, press Enter on yes. \*Customers grouping expanded, Customers table button\*. Now it brings me back up to the top of the table list. And if you down arrow you would realize that the table is gone.

Now, I want to open the orders table to show you some more keystrokes, so let me press enter to open it. Now the first keystroke. I realized after a while, that after creating this table I didn’t put the date when the orders were made from the customers. So I want to insert that field in it. So I am currently in datasheet view, so let me go in design view. So remember you go in your menu by pressing the Alt key. Then you press tab, then you press Alt plus Down Arrow. Then down arrow to design view and press Enter. Now I want to insert this date column right before the status field. So let me down arrow until I hear the status field. Now, when using the inserting a field option, which is called insert rows, it always inserts the field before the field that you are currently selected on. So I want it before the status field, so I am going to go on the status field which I am on right now, then press my applications key(or Shift plus F10 for those who don’t have one). Then down arrow through this list until you get to insert rows. And that’s what I’m looking for, so I’ll press enter. And it says edit blank. So now it wants me to type in what I want the field name to be. So I am going to call it Order Date. And if you should down arrow, you will hear that it is right before the status field. Now let me right arrow so that I can change the datatype. And I want it to be a date. So I am going to put the date/time datatype. So let me type in date, and then tab away. If you should shift tab back over you would hear that it puts it in. now let me go back to datasheet view and enter my date. So press Alt, then tab, Alt plus Down Arrow, then press Enter on datasheet view. Then press Enter on yes when it prompts you to save the table. And there it places me right in the first column. Now before I edit that date field, there is something that I want to show you, some quick keystrokes:

* Your End key: your end key will take you to the last column in any record that you are selected in, so in any row. So let me press my End key here. \* Row 1, column Click to add\*. The reason it says click to add is because Microsoft Access allows you while in datasheet view to also add another field. But that is not really accessible to us NVDA users, so its best to just leave that alone. But if I left arrow you would realize that we are in the cost per t-shirt column which was the last column.
* The Home key: if I should press the Home key, it would bring me straight back to the first column in this record, so let me press it. \*Row 1, column Order ID, 1\*. And there you go.
* Ctrl plus End: this moves you to the last record in the table. So if I press that, you realize that it places me in the last record and the last column of that record.
* Ctrl plus Home: this will place you in the very first cell of the table. That is, the very first record and the very first column.
* Ctrl plus Down Arrow: this will bring you straight down to the last record in the column that you are currently selected in.
* Ctrl plus Up Arrow: this does the opposite of Ctrl plus Down Arrow. That is, it takes you up to the very first record in the column that you are selected in.

And that is it for those keystrokes. Now let me edit my date field, so let me go over to my date column. \*Row 1, column Order Date, Press Alt plus Down to select a date\*. Ah, you realize it says press Alt plus Down Arrow to select a date. So let me do that. \*24 button\*. And you can use your arrow keys to go through this menu,, but let me press Enter right here. \*Row 1, Column Order Date, 6/24/2021\*. You realize that it does it in the format month, day, year. You can also edit it manually if you want. So let me go down to the next row. \*Row 2, Column Order Date, Press Alt plus Down to pick a date\*. So I want it to be the sixth month and the twelfth day of 2021. So I would type “6/12/2021”. Then I can press my down arrow to go down to the next record. And if you should up arrow you would see that it actually puts it in. \*Row 2, Column Order Date, 6/12/2021\*. And there you go. But, there is also a keystroke to insert the current date into your cell. So let me down arrow to the next row. \*Row 3, Column Order Date, Press Alt plus Down to pick a date\*. Now, that keystroke to insert your current date is Ctrl plus Semicolon. So let me use that keystroke, and let’s see what it says by pressing Insert plus tab. \* Row 3, Column Order Date, 6/24/2021\*. And there you go. Now let me down arrow again to show you one more keystroke. \*Row 4, Column Order Date, Press Alt plus Down to pick a date\*. Ok, the keystroke to insert the current time. That keystroke is Ctrl plus Shift plus Semicolon. So lets do that and press Insert plus tab to hear what it says. \*Row 4, Column Order Date, 9:22:28 AM\*. And there it is it inserts the current time.

Ok a few more keystrokes that I want to show you guys before we end this video. If you have say a thousand or a hundred records in one table, and you want to go to the 22nd record. So that will be the record in row 22. There is actually a keystroke to do that without having to down arrow all the way. That keystroke is Alt plus F5. so let’s do that. \*4 edit selected 4\*. So it says edit selected 4 because I am currently in row 4. But if I should change it to 2, so let me press 2. Then press enter. \*Row 2, Column Order Date, 6/12/2021, Press Alt plus Down to pick a date\*. And there you go, it places me in row/record 2. By the way, after you move to the next record, you can use your escape key to exit out of that box.

Now the last 2 keystrokes I want to show you:

* Ctrl plus N is what you would use to create a new database.
* Lastly, Ctrl plus F will open the find dialog. So , what if you have a column called first name, and you are looking for the record which has the name Benny in it. You would use your Ctrl plus F. then you would use the find dialog, type in Benny and it will bring you straight to where benny is.

So there you go guys. That is it for today’s video. I hope you learned a lot. And remember if you found this video helpful, be sure to like, subscribe and turn on that notification bell to be notified when I’ll post the next video. be sure to also comment below and let me know what you think about this video. And if you have any inquiries, be sure to use my email which will be found down below in the description to contact me. So thanks again for watching and I’ll see you next time.

Enquiries