



## Manage Databases

	Open/create new database		Print the current or selected object
	Open existing database		Save a database object (or Shift+f12)
	Quit/ exit Access		Open the Save As dialog box

## Manage Access Features

### FIND AND REPLACE

	Find and replace dialog box		Find next
	(Find and) Replace dialog box		Go to the Navigation Pane search box from anywhere in the database

### FORM CONTROLS

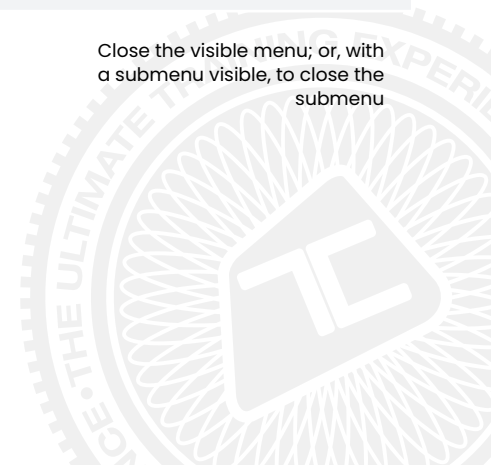
			Cut / Copy / Paste			Increase / decrease height of the selected control
	Move selected control up/down/left/right (Optionally, add Ctrl to key combination)			Increase / decrease width of the selected control		

### WIZARDS

	Toggle the focus forward between controls in the wizard		Move to the previous page of the wizard
	Move to the next page of the wizard		Complete the wizard

### MENUS

	Show the shortcut menu			Select first / select last command in menu
	Show the access keys (of F10)			Close the visible menu and submenu at the same time
	Show the program icon menu			Close the visible menu; or, with a submenu visible, to close the submenu
				Select the next / select previous command in menu
				Select the menu to the left / menu to the right





## DIALOG BOXES

	Switch to next tab / switch to previous tab in a dialog box		Close the selected drop-down list box
	Move to the next / switch to previous option or option group		Perform the action assigned to the default button in the dialog box
	Move between options		Cancel the command and close the dialog box
	Select current button		Close a dialog box
	Open the selected drop-down list box		

## TEXT BOXES

	Move beginning / move to end of an entry		Select from cursor to end / to beginning
	Move one word to the left or right		Extend selection one character to the left / to the right

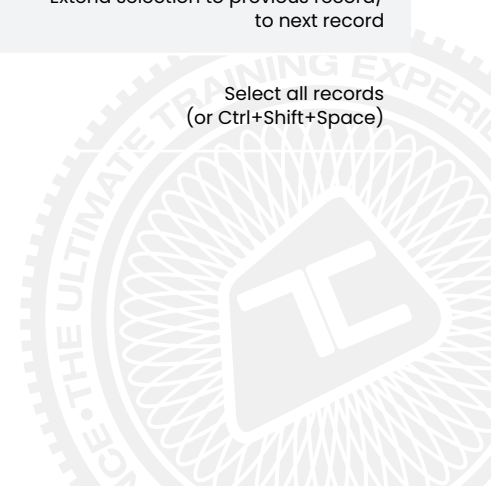
## FIELD LIST PANE

	Toggle the Field List pane		Move to the upper Field List pane from the lower pane
	Add the selected field to the form or report detail section		Move to the lower Field List pane from the upper pane
	Move up / move down the Field List pane		

## Working with Text and Data

### SELECT AND MOVE FIELDS OR COLUMNS

	Select next field / select previous field		Extend selection to previous record / to next record
	Switch between selecting the current record and the first field of the current record,		Select all records (or Ctrl+Shift+Space)





## SELECT AND MOVE FIELDS OR COLUMNS (CONT.)

	Turn on Extend mode		Cancel Extend mode
	Extend a selection to adjacent fields in the same row in Datasheet view		Select the current column
	Extend a selection to adjacent rows in Datasheet view		Select the column to the right / to the left, if the current column is selected
	Undo the previous extension		Turn on Move mode

## EDIT TEXT AND DATA

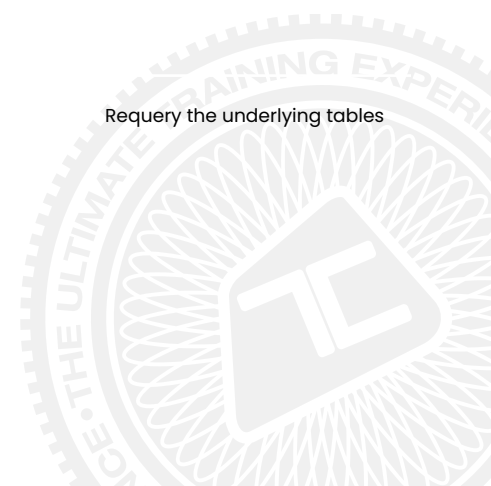
	Move cursor one character to the right / to the left		Delete all characters to the right of the insertion point
	Move cursor one word to the right / to the left		Undo Changes
	Move cursor to the beginning / to the end of the field		Redo Changes
	Move cursor to the beginning / to the end of the line in multi-line fields		Cancel / undo changes in the current field or current record

## INSERT DATA

	Insert the current date		In a datasheet, delete the current record
	Insert the current time		Save changes to the current record
	Insert the default value for a field		Switch between the values in a check box or option button
	Insert the value from the same field in the previous record		Insert a new line
	Add a new record		

## REFRESH FIELDS

	Recalculate the fields in the window or the contents of a Lookup field		Requery the underlying tables
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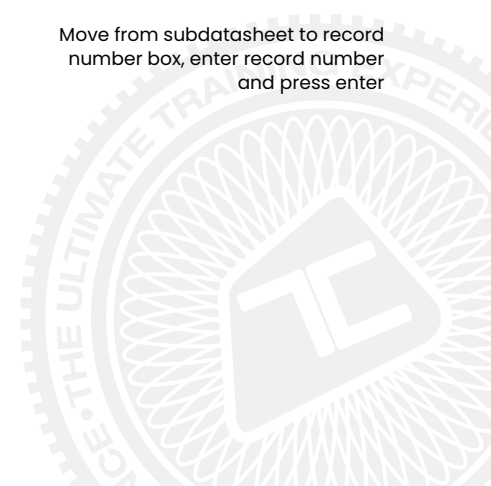
## Working with Text and Data

### DESIGN VIEW

	Switch between Edit and Navigation mode		Switch to Form or Report Design View (from Visual Basic Editor with code module open)
	Toggle the property sheet		Display a property sheet
	Switch to Form view from form Design view		Cut / Copy / Paste
	Switch between the windows, or between design panes / properties / etc		Move selected control up/down/left/right along the grid
	Open the Visual Basic Editor from a selected property in the property sheet for a form or report		Move selected control up/down/left/right by one pixel
	Invokes the Field List pane in a form, report, or data access page. If the Field List pane is already open, focus moves to the Field List pane.		Increase / decrease height of the selected control
			Increase / decrease width of the selected control

### NAVIGATE IN DATASHEET, SUBDATASHEET, AND FORM VIEW

	Move to the record number box, type in number and press enter		Move down one screen / move up one screen
	Move to next / move to previous field in current record		Move right one screen / left one screen
	Move to first / move to last field in current record		In subdatasheet: Exit to next / to previous record
	Move to next / move to previous record		Expand subdatasheet
	Move to last record / move to first record (or current field in next record / in previous record when in subdatasheet)		Collapse subdatasheet
	Move to first field in first record / last field in last record		Move from subdatasheet to record number box, enter record number and press enter





### DATABASE DIAGRAM

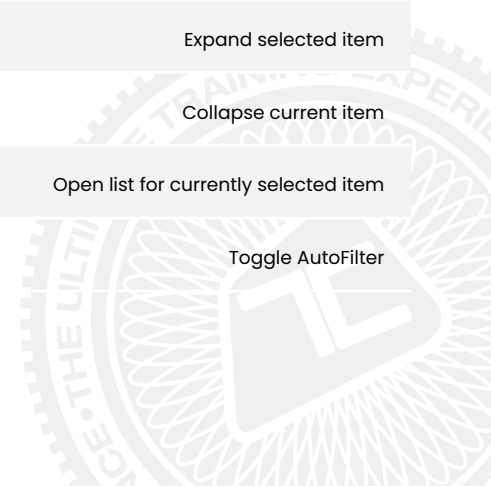
	Move from a table cell to the table's title bar		Move up / down in a list
	Move from a table's title bar to the last cell you edited		Change the setting in a check box
	Move from table title bar to table title bar, or from cell to cell inside a table		Go to the first cell / go to last cell in row
	Expand a list inside a table		Go to next / go to previous page of the diagram

### QUERY DESIGNER

	Move forward / backwards among the Query Designer panes		Remove the selected table, view, function, or join line
	Move forward / backwards among tables, views, functions, or join line.		In Grid Pane: toggle between edit mode and cell selection mode
	Move between columns in a table, view, or function		Insert row between existing columns
	Choose the selected data column for output (or use +/-)		

### PIVOT TABLE

	Move to the right / to the left		Close property dialog box
	Move down / move up		Cancel refresh operation in progress
	Select cell above current cell		Export contents to Excel
	Select detail cell for next item / previous item in row		Toggle expand indicators (plus and minus signs)
	Expand selection	<small>on numeric keyboard</small>	Expand selected item
	Select entire PivotTable View	<small>on numeric keyboard</small>	Collapse current item
	Display context menu		Open list for currently selected item
	Display property dialog box		Toggle AutoFilter





## PIVOT TABLE (CONT.)

	Sort data ascending (A-Z)		Move selected field to column area
	Sort data descending (Z-A)		Move selected field to filter area
	Move selected member up / down		Move selected field to detail area
	Move selected member right / left		Move selection up one level / down one level
	Display Field List pane		Apply the general number format to values
	Add new total field using sum summary		Apply the currency format to values
	Add new total field using count summary		Apply the percentage format to values
	Add new total field using min summary		Apply the exponential number format to values
	Add new total field using max summary		Apply the date format to values
	Add new total field using average summary		Apply the time format, with the hour, minute, and AM or PM, to values in the selected total or detail field
	Add new total field using standard deviation summary		Apply the numeric format, with two decimal places, thousands separator, and a minus sign for negative values, to values in the selected total or detail field
	Add new total field using standard deviation population summary		Make text bold in the selected field of the PivotTable view
	Turn subtotals and grand totals on or off for selected field		Make text underlined in the selected field of the PivotTable view
	Add a calculated detail field		Make text italic in the selected field of the PivotTable view
	Move selected field to row area		





## The Rest

### MANAGE WINDOWS

<b>F11</b>	Toggle the Navigation Pane	<b>ALT</b> <b>SPACE</b>	Display the control menu
<b>CTRL</b> <b>F6</b>	Cycle between open windows	<b>SHIFT</b> <b>F10</b>	Display the shortcut menu
<b>ENTER</b>	Restore the selected minimized window when all windows are minimized	<b>CTRL</b> <b>W</b>   <b>CTRL</b> <b>F4</b>	Close the active window
<b>CTRL</b> <b>F8</b>	Turn on Resize mode for the active window when it is not maximized; press the arrow keys to resize the window	<b>ALT</b> <b>F11</b>	Switch between the Visual Basic Editor and the previous active window

### PRINT PREVIEW

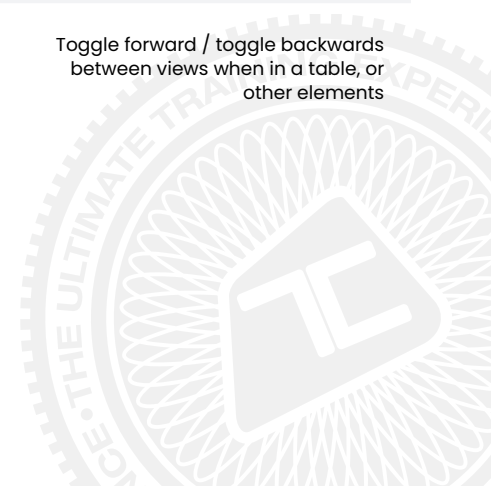
<b>CTRL</b> <b>P</b>	Open the Print dialog box (or p)	<b>C</b>	Cancel print/ layout preview (or escape)
<b>S</b>	Open the page setup dialog box		

### HELP WINDOW

<b>TAB</b>   <b>SHIFT</b> <b>TAB</b>	Go to next / go to previous text or hyperlink	<b>↑</b> <b>↓</b>	Move up / move down in small increments
<b>ENTER</b>	Perform action for currently selected item	<b>PG</b> <b>↓</b>   <b>PG</b> <b>↑</b>	Move up / move down one one page
<b>ALT</b> <b>←</b>   <b>ALT</b> <b>→</b>	Move back / move forward	<b>SHIFT</b> <b>F10</b>	Show context menu
<b>CTRL</b> <b>P</b>	Open the Print dialog box		

### OTHER SHORTCUTS

<b>F2</b>	Display hyperlink	<b>CTRL</b> <b>F2</b>	Invoke a Builder
<b>F7</b>	Check spelling	<b>CTRL</b> <b>→</b>   <b>CTRL</b> <b>←</b>	Toggle forward / toggle backwards between views when in a table, or other elements
<b>SHIFT</b> <b>F2</b>	Open the Zoom box		
<b>ALT</b> <b>ENTER</b>	Display a property sheet in Design view		





# MICROSOFT ACCESS

SHORTCUT KEYS







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SHORTCUT KEYS

