MICROSOFT ACCESS
SHORTCUT KEYS

Manage Databases

CTRL + N	Open/create new database	CTRL + P	Print the current or selected object
CTRL + O	Open existing database	CTRL + S	Save a database object (or Shift+f12)
ALT + F4	Quit/ exit Access	F12	Open the Save As dialog box

Manage Access Features

FIND AND REPLACE

CTRL + F4	Find and replace dialog box	SHIFT + F4	Find next
CTRL + H	(Find and) Replace dialog box	ALT + CTRL + F	Go to the Navigation Pane search box from anywhere in the database

FORM CONTROLS

CTRL + X CTRL + C CTRL + V	Cut / Copy / Paste	SHIFT + ↓ SHIFT + ↑	Increase / decrease height of the selected control
↑ ← ↓ →	Move selected control up/down/ left/right (Optionally, add Ctrl to key combination)	SHIFT + → SHIFT + ←	Increase / decrease width of the selected control

WIZARDS

TAB	Toggle the focus forward between controls in the wizard	ALT + B	Move to the previous page of the wizard
ALT + N	Move to the next page of the wizard	ALT + F	Complete the wizard

MENUS

SHIFT + F10	Show the shortcut menu	HOME END	Select first / select last command in menu
ALT	Show the access keys (of F10)	ALT	Close the visible menu and submenu at the same time
ALT + SPACE	Show the program icon menu	ESC	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		

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DIALOG BOXES

CTRL TAB | CTRL SHIFT TAB	Switch to next tab / switch to previous tab in a dialog box
TAB | SHIFT TAB	Move to the next / switch to previous option or option group
↑ ← ↓ →	Move between options
SPACE	Select current button
ALT ↓	Open the selected drop-down list box
ESC	Close the selected drop-down list box
ENTER	Perform the action assigned to the default button in the dialog box
ESC	Cancel the command and close the dialog box
ALT F4	Close a dialog box

TEXT BOXES

HOME | END	Move beginning / move to end of an entry
CTRL ← | CTRL →	Move one word to the left or right
SHIFT HOME | SHIFT END	Select from cursor to end / to beginning
SHIFT ← | SHIFT →	Extend selection one character to the left / to the right

FIELD LIST PANE

ALT F8	Toggle the Field List pane
ENTER	Add the selected field to the form or report detail section
↓ ↑	Move up / move down the Field List pane
SHIFT TAB	Move to the upper Field List pane from the lower pane
TAB	Move to the lower Field List pane from the upper pane

Working with Text and Data

SELECT AND MOVE FIELDS OR COLUMNS

TAB | SHIFT TAB	Select next field / select previous field
SHIFT SPACE	Switch between selecting the current record and the first field of the current record,
SHIFT ↑ | SHIFT ↓	Extend selection to previous record/ to next record
CTRL A	Select all records (or Ctrl+Shift+Space)

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SELECT AND MOVE FIELDS OR COLUMNS(CONT.)

F8	Turn on Extend mode
← →	Extend a selection to adjacent fields in the same row in Datasheet view
↑ ↓	Extend a selection to adjacent rows in Datasheet view
SHIFT F8	Undo the previous extension
ESC	Cancel Extend mode
CTRL SPACE	Select the current column
SHIFT → | SHIFT ←	Select the column to the right / to the left, if the current column is selected
CTRL SHIFT F8	Turn on Move mode

EDIT TEXT AND DATA

← →	Move cursor one character to the right / to the left
CTRL → | CTRL ←	Move cursor one word to the right / to the left
HOME END	Move cursor to the beginning / to the end of the field
CTRL HOME | CTRL END	Move cursor to the beginning / to the end of the line in multi-line fields
CTRL DELETE	Delete all characters to the right of the insertion point
CTRL Z	Undo Changes
CTRL Y	Redo Changes
ESC	Cancel / undo changes in the current field or current record

INSERT DATA

CTRL ;	Insert the current date
CTRL :	Insert the current time
CTRL ALT SPACE	Insert the default value for a field
CTRL '	Insert the value from the same field in the previous record
CTRL +	Add a new record
CTRL -	In a datasheet, delete the current record
SHIFT ENTER	Save changes to the current record
SPACE	Switch between the values in a check box or option button
CTRL ENTER	Insert a new line

REFRESH FIELDS

F9	Recalculate the fields in the window or the contents of a Lookup field
SHIFT F9	Requery the underlying tables

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Working with Text and Data

DESIGN VIEW

F2	Switch between Edit and Navigation mode
F4	Toggle the property sheet
F5	Switch to Form view from form Design view
F6	Switch between the windows, or between design panes / properties / etc
F7	Open the Visual Basic Editor from a selected property in the property sheet for a form or report
ALT F8	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.
SHIFT F7	Switch to Form or Report Design View (from Visual Basic Editor with code module open)
ALT ENTER	Display a property sheet
CTRL X | CTRL C | CTRL V	Cut / Copy / Paste
↑ ↓ ← →	Move selected control up/down/left/ right along the grid
CTRL ↑ ↓ ← →	Move selected control up/down/left/ right by one pixel
SHIFT ↓ | SHIFT ↑	Increase / decrease height of the selected control
SHIFT ← | SHIFT →	Increase / decrease width of the selected control

NAVIGATE IN DATASHEET, SUBDATASHEET, AND FORM VIEW

F5	Move to the record number box, type in number and press enter
TAB | SHIFT TAB	Move to next / move to previous field in current record
HOME | END	Move to first / move to last field in current record
↓ ↑	Move to next / move to previous record
CTRL ↓ | CTRL ↑	Move to last record / move to first record (or current field in next record / in previous record when in subdatasheet)
CTRL HOME | CTRL END	Move to first field in first record / last field in last record
PG↓ | PG↑	Move down one screen / move up one screen
CTRL PG↓ | CTRL PG↑	Move right one screen / left one screen
CTRL TAB | CTRL SHIFT TAB	In subdatasheet: Exit to next / to previous record
CTRL SHIFT ↓	Expand subdatasheet
CTRL SHIFT ↑	Collapse subdatasheet
ALT F5	Move from subdatasheet to record number box, enter record number and press enter

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DATABASE DIAGRAM

ESC	Move from a table cell to the table's title bar
ENTER	Move from a table's title bar to the last cell you edited
TAB	Move from table title bar to table title bar, or from cell to cell inside a table
ALT ↓	Expand a list inside a table
↓ ↑	Move up / down in a list
SPACE	Change the setting in a check box
HOME | END	Go to the first cell / go to last cell in row
PG↓ | PG↑	Go to next / go to previous page of the diagram

QUERY DESIGNER

F6 | SHIFT F6	Move forward / backwards among the Query Designer panes
TAB | SHIFT TAB	Move forward / backwards among tables, views, functions, or join line.
← ↑ ↓ →	Move between columns in a table, view, or function
SPACE	Choose the selected data column for output (or use +/-)
DELETE	Remove the selected table, view, function, or join line
F2	In Grid Pane: toggle between edit mode and cell selection mode
INSERT	Insert row between existing columns

PIVOT TABLE

TAB | SHIFT TAB	Move to the right / to the left
ENTER | SHIFT ENTER	Move down / move up
SHIFT ENTER	Select cell above current cell
CTRL ENTER | CTRL SHIFT ENTER	Select detail cell for next item / previous item in row
SHIFT ← ↑ ↓ →	Expand selection
CTRL A	Select entire PivotTable View
SHIFT F10	Display context menu
ALT ENTER	Display property dialog box
ALT F4	Close property dialog box
ESC	Cancel refresh operation in progress
CTRL E	Export contents to Excel
CTRL 8	Toggle expand indicators (plus and minus signs)
CTRL + on numeric keyboard	Expand selected item
CTRL - on numeric keyboard	Collapse current item
ALT ↓	Open list for currently selected item
CTRL T	Toggle AutoFilter

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PIVOT TABLE (CONT.)

CTRL SHIFT A	Sort data ascending (A-Z)
CTRL SHIFT Z	Sort data descending (Z-A)
ALT SHIFT ↑ | ALT SHIFT ↓	Move selected member up / down
ALT SHIFT → | ALT SHIFT ←	Move selected member right / left
CTRL L	Display Field List pane
CTRL SHIFT S	Add new total field using sum summary
CTRL SHIFT C	Add new total field using count summary
CTRL SHIFT M	Add new total field using min summary
CTRL SHIFT X	Add new total field using max summary
CTRL SHIFT E	Add new total field using average summary
CTRL SHIFT D	Add new total field using standard deviation summary
CTRL SHIFT T	Add new total field using standard deviation population summary
CTRL SHIFT B	Turn subtotals and grand totals on or off for selected field
CTRL F	Add a calculated detail field
CTRL I	Move selected field to row area
CTRL 2	Move selected field to column area
CTRL 3	Move selected field to filter area
CTRL 4	Move selected field to detail area
CTRL ← | CTRL →	Move selection up one level / down one level
CTRL SHIFT ~	Apply the general number format to values
CTRL SHIFT $	Apply the currency format to values
CTRL SHIFT %	Apply the percentage format to values
CTRL SHIFT ^	Apply the exponential number format to values
CTRL SHIFT #	Apply the date format to values
CTRL SHIFT @	Apply the time format, with the hour, minute, and AM or PM, to values in the selected total or detail field
CTRL SHIFT !	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
CTRL B	Make text bold in the selected field of the PivotTable view
CTRL U	Make text underlined in the selected field of the PivotTable view
CTRL I	Make text italic in the selected field of the PivotTable view

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The Rest

MANAGE WINDOWS

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

PRINT PREVIEW

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

HELP WINDOW

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

OTHER SHORTCUTS

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

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