

MICROSOFT ACCESS SHORTCUT KEYS

Database	
New Database	Ctrl-N
Open Database	Ctrl-O
Save	F12 Ctrl-S
Save a database object	Shift-F12
Save Record	Alt-Shift-F2
Close	Shift-Return
Print	Ctrl-F4
	Ctrl-P
Select Records	
Select all Records	Ctrl-A
Select a Whole Record	Shift-Spacebar
Select multiple Records	Shift-↑
Select/Deselect the Current Field	F2
Navigation	
Start of Table	Ctrl-Home
End of Table	Ctrl-End
Move to First Field	Home
Move to the Last Field	End
Move to the Next Field	Tab
Move to the Previous Field	Shift-Tab
Right a Column	Ctrl-→
Left a Column	Ctrl-←
Down a Column	Ctrl-↓
Up a Column	Ctrl-↑
Move Down a Screen	Page Down
Move Up a Screen	Page Up
Move Right of the Screen	Ctrl-Page Down
Navigation in Access Basic	
Move to Beginning of Line	Home
Move to End of Line	End
Move one Character Right	→
Move one Character Left	←
Move one Word Right	Ctrl-→
Move one Word Left	Ctrl-←

Find Fields	
Find Fields	Ctrl-F
Replace Field	Ctrl-H
Editing	
Delete a Field	Delete Key
Undo	Ctrl-Z
Undo Changes to the Current Record	Esc
Cut a Selection	Ctrl-X
Copy a Selection	Ctrl-C
Paste a Selection	Ctrl-V
Add a New Record	Ctrl-+
Delete the Current Record	Ctrl--(minus)
Set the Current Field to the Value in the Previous Record	Ctrl-"
Toggle the Value in a Check Box	Spacebar
Display the Zoom Box for Easy Editing	Shift-F2
Inserting the Current Date	Ctrl-;
Inserting the Current Time	Ctrl-:
Further Shortcut Keys	
Context Sensitive Help	F1
Open a Combo or List Box	F4
Quit out of Access	Alt-F4
Switch between Open Windows	Ctrl-F6
Bring the Database Window to the Front	F11 Alt-F1
Function Keys in Design	
Switch between editing mode	F2
Open the Zoom box for entering expressions	Shift-F2
Switch between windows	F6