

Access Shortcut Keys and Tips

Use shortcut keys for menus	
Using a menu	Press
Show the shortcut menu	SHIFT + F10
Make the menu bar active	F10
Show the program icon menu (on the program title bar)	ALT + SPACEBAR
Select the next or previous command on the menu or submenu	DOWN ARROW or UP ARROW (with the menu or submenu displayed)
Select the menu to the left or right; or, with a submenu visible, switch between the main menu and the submenu	LEFT ARROW or RIGHT ARROW
Select the first or last command on the menu or submenu	HOME or END
Close the visible menu and submenu at the same time	ALT
Close the visible menu; or, with a submenu visible, close the submenu only	ESC
Use shortcut keys for toolbars	
Using a toolbar	Press
Make the menu bar active	F10
Select the next or previous toolbar	CTRL + TAB or CTRL + SHIFT + TAB
Select the next or previous button or menu on the toolbar	TAB or SHIFT + TAB (when a toolbar is active)
Open the menu	ENTER (when a menu on a toolbar is selected)
Perform the action assigned to a button	ENTER (when a button is selected)
Enter text in a text box	ENTER (when the text box is selected)
Select an option from a drop-down list box or from a drop-down menu on a button	Arrow keys to move through options in the list or menu; ENTER to select the option you want (when a drop-down list box is selected)
Use shortcut keys for windows and dialog boxes	
Using a window	Press
Switch to the next program	ALT + TAB
Switch to the previous program	ALT + SHIFT + TAB
Show the Windows Start menu	CTRL + ESC

Close the active database window	CTRL + W
Switch to the next database window	CTRL + F6
Switch to the previous database window	CTRL + SHIFT + F6
Select a folder in the Open or Save As dialog box (File menu)	ALT + 0 to select the folder list; arrow keys to select a folder
Choose a toolbar button in the Open or Save As dialog box (File menu)	ALT + number (1 is the leftmost button, 2 is the next, and so on)
Update the files visible in the Open or Save As dialog box (File menu)	F5
Using a dialog box	Press
Switch to the next tab in a dialog box	CTRL + TAB or CTRL + PAGE DOWN
Switch to the previous tab in a dialog box	CTRL + SHIFT + TAB or CTRL + PAGE UP
Move to the next option or option group	TAB
Move to the previous option or option group	SHIFT + TAB
Move between options in the selected drop-down list box or between some options in a group of options	Arrow keys
Perform the action assigned to the selected button; select or clear the check box	SPACEBAR
Move to the option by the first letter in the option name in a drop-down list box	Letter key for the first letter in the option name you want (when a drop-down list box is selected)
Select the option or select or clear the check box by the letter underlined in the option name	ALT + letter key
Open a drop-down list box	ALT + DOWN ARROW (when a drop-down list box is selected)
Close a drop-down list box	ESC (when a drop-down list box is selected)
Perform the action assigned to the default button in the dialog box	ENTER
Cancel the command and close the dialog box	ESC

Editing in a text box	Press
Move to the beginning of the entry	HOME
Move to the end of the entry	END
Move one character to the left or right	LEFT ARROW or RIGHT ARROW
Move one word to the left or right	CTRL + LEFT ARROW or CTRL + RIGHT ARROW
Select from the insertion point to the beginning of the entry	SHIFT + HOME
Select from the insertion point to the end of the entry	SHIFT + END
Select or unselect one character to the left	SHIFT + LEFT ARROW
Select or unselect one character to the right	SHIFT + RIGHT ARROW
Select or unselect one word to the left	CTRL + SHIFT + LEFT ARROW
Select or unselect one word to the right	CTRL + SHIFT + RIGHT ARROW
Use shortcut keys on the Office Assistant	
To	Press
Make the Office Assistant balloon active	ALT + F6: repeat until the balloon is active
Select a Help topic from the topics the Office Assistant displays	ALT + number (1 is the first topic, 2 is the second, and so on)
See more Help topics	ALT + DOWN ARROW
See previous Help topics	ALT + UP ARROW
Close an Office Assistant message	ESC
Get Help from the Office Assistant	F1
Display the next tip	ALT + N
Display the previous tip	ALT + B
Close tips	ESC
Use global Microsoft Access shortcut keys	
Displaying help	Press
To display the Office Assistant, Microsoft Access Contents and Index; context-sensitive help about the selected property, control, macro action, or Visual Basic keyword; or alerts with a Help button.	F1

To display What's This help; after pressing SHIFT + F1, move the pointer to the menu command, toolbar button, dialog box option, or screen region, and then	SHIFT + F1
Opening databases	Press
To open a new database	CTRL + N
To open an existing database	CTRL + O
Printing and saving	Press
To print the current or selected object	CTRL + P
To save a database object	CTRL + S or SHIFT + F12 or ALT + SHIFT + F2
To open the Save As dialog box	F12 or ALT + F2
Using a Combo box or list box	Press
To open a combo box	F4 or ALT + DOWN ARROW
To refresh the contents of a Lookup field list box or combo box	F9
To move down one line	DOWN ARROW
To move down one page	PAGE DOWN
To move up one line	UP ARROW
To move up one page	PAGE UP
To exit the combo box or list box	TAB
Finding and replacing text or data	Press
To open the Find dialog box (Datasheet view, Form view, and Module Window only)	CTRL + F
To open the Replace dialog box (Datasheet view, Form view, and Module Window only)	CTRL + H
To find the next occurrence of the text specified in the Find or Replace dialog box when the dialog box is closed (Datasheet view and Form view only)	SHIFT + F4
Working in Design view	Press
To switch between edit mode (with insertion point displayed) and navigation mode	F2
To select a form or report	CTRL + R

To switch to Form view from form design or a form module	F5
To switch between the upper and lower portions of a window (Design view of tables, macros, and queries and the Advanced Filter/Sort window only)	F6
To add a control to a section (Form and Report Design view only) For more information, click	SHIFT + ENTER
Window operations	Press
To bring the Database window to the front	F11 or ALT + F1
To cycle between open windows	CTRL + F6
To restore the selected minimized window when all windows are minimized	ENTER
To display the Control menu	ALT + SPACEBAR
To close the active window	CTRL + W or CTRL + F4
Miscellaneous	Press
To display the complete hyperlink address for a selected hyperlink	F2
To check spelling	F7
To open the Zoom box to conveniently enter expressions and other text in small input areas	SHIFT + F2
To display a property sheet	ALT + ENTER
To quit Microsoft Access, close a dialog box, or close a property sheet	ALT + F4
To invoke a Builder	CTRL + F2
To toggle between a custom menu bar and a built-in menu bar	CTRL + F11
Use shortcut keys in the Database window	
Editing and navigating the list of objects	Press
To rename a selected object	F2
To move down one line	DOWN ARROW
To move down one window	PAGE DOWN
To move to the last object	END
To move up one line	UP ARROW
To move up one window	PAGE UP
To move to the first object	HOME

Navigating and opening objects	Press
To cycle through the tab of each object's type	CTRL + TAB
To cycle through the tab of each object's type right to left	SHIFT + CTRL + TAB
To open the selected table or query in Datasheet view, or form in Form view	ENTER
To open the selected report in Print Preview	ENTER
To run the selected macro	ENTER
To open the selected table, query, form, report, macro, or module in Design view	CTRL + ENTER or ALT + D
Use shortcut keys to select text or data	
Selecting text in a field	Press
To extend one character to the right	SHIFT + RIGHT ARROW
To extend one word to the right	CTRL + SHIFT + RIGHT ARROW
To extend one character to the left	SHIFT + LEFT ARROW
To extend one word to the left	CTRL + SHIFT + LEFT ARROW
Note: To cancel a selection, use the opposite arrow key.	
Selecting a field or record	Press
To select the next field	TAB
To switch between Edit mode (with insertion point displayed) and Navigation mode	F2
To switch between selecting the current record and the first field of the current record, in Navigation mode	SHIFT + SPACEBAR
To extend selection to the previous record, if the current record is selected	SHIFT + UP ARROW
To extend selection to the next record, if the current record is selected	SHIFT + DOWN ARROW
To select all records	CTRL + A or CTRL + SHIFT + SPACEBAR

Extending a selection	Press
To turn on Extend mode (EXT appears in the lower right corner of the window); pressing F8 repeatedly extends the selection to the word, the field, the record (in Datasheet view only), and all records	F8
To extend a selection to adjacent fields in the same row in Datasheet view	LEFT ARROW, or RIGHT ARROW
To extend a selection to adjacent rows in Datasheet view	UP ARROW, DOWN ARROW
To undo the previous extension	SHIFT + F8
To cancel Extend mode	ESC
Selecting a column in Datasheet view	Press
To select the current column or cancel the column selection, in Navigation mode only	CTRL + SPACEBAR
To select the column to the right, if the current column is selected	RIGHT ARROW
To select the column to the left, if the current column is selected	LEFT ARROW
Use shortcut keys to edit text or data	
Note: If the insertion point isn't visible, press F2 to display it.	
Moving the insertion point in a field	Press
To move it one character to the right	RIGHT ARROW
To move it one word to the right	CTRL + RIGHT ARROW
To move it one character to the left	LEFT ARROW
To move it one word to the left	CTRL + LEFT ARROW
To move it to the end of the field, in single-line fields	END
To move it to the end of the field, in multiple-line fields	CTRL + END
To move it to the beginning of the field, in single-line fields	HOME
To move it to the beginning of the field, in multiple-line fields	CTRL + HOME

Copying, moving, or deleting text	Press
To copy the selection to the Clipboard	CTRL + C
To cut the selection and copy it to the Clipboard	CTRL + X
To paste the contents of the Clipboard at the insertion point	CTRL + V
To delete the selection or the character to the left of the insertion point	BACKSPACE
To delete the selection or the character to the right of the insertion point	DEL
Undoing changes	Press
To undo typing	CTRL + Z or ALT + BACKSPACE
To undo changes in the current field or current record; if both have been changed, press ESC twice to undo changes first in the current field and then in the current record	ESC
Entering data in Datasheet or Form view	Press
To insert the current date	CTRL + SEMICOLON (;)
To insert the current time	CTRL + COLON (:)
To insert the default value for a field	CTRL + ALT + SPACEBAR
To insert the value from the same field in the previous record	CTRL + APOSTROPHE (')
To add a new record	CTRL + PLUS SIGN (+)
To delete the current record	CTRL + MINUS SIGN (-)
To save changes to the current record	SHIFT + ENTER
To switch between the values in a check box or option button	SPACEBAR
To insert a new line	CTRL + ENTER
Refreshing fields with current data	Press
To recalculate the fields in the window	F9
To requery the underlying tables; in a subform, this requeries the underlying table for the subform only	SHIFT + F9

Refresh the contents of a Lookup field list box or combo box	F9
Use shortcut keys to navigate in Datasheet view	
Going to a specific record	Press
To move to the record number box; then type the record number and press ENTER	F5
Navigating between fields and records	Press
To move to the next field	TAB, ENTER, or RIGHT ARROW
To move to the last field in the current record, in Navigation mode	END
To move to the previous field	SHIFT + TAB, or LEFT ARROW
To move to the first field in the current record, in Navigation mode	HOME
To move to the current field in the next record	DOWN ARROW
To move to the current field in the last record, in Navigation mode	CTRL + DOWN ARROW
To move to the last field in the last record, in Navigation mode	CTRL + END
To move to the current field in the previous record	UP ARROW
To move to the current field in the first record, in Navigation mode	CTRL + UP ARROW
To move to the first field in the first record, in Navigation mode	CTRL + HOME
Navigate to another screen of data	Press
To go down one screen	PAGE DOWN
To go up one screen	PAGE UP
To go right one screen	CTRL + PAGE DOWN
To go left one screen	CTRL + PAGE UP
To move columns	Press
To turn on Move mode (MOV appears in the lower right corner of the window)	CTRL + F8
To move the selected column to the right one column in Move mode	RIGHT ARROW
To move the selected column to the left one column in Move mode	LEFT ARROW

To turn off Move mode	ESC
Use shortcut keys to navigate in Form view	
Go to a specific record	Press
To move to the record number box; then type the record number and press ENTER	F5
Navigate between fields and records	Press
To move to the next field	TAB
To move to the previous field	SHIFT + TAB
To move to the last field in the current record, in Navigation mode	END
To move to the last field in the last record, in Navigation mode	CTRL + END
To move to the first field in the current record, in Navigation mode	HOME
To move to the first field in the first record, in Navigation mode	CTRL + HOME
To move to the current field in the next record	CTRL + PAGE DOWN
To move to the current field in the previous record	CTRL + PAGE UP
Navigate between sections of a record	Press
To cycle forward through sections	F6
To cycle back through sections	SHIFT + F6
Navigate in forms with more than one page	Press
To go down one page; at the end of the record, moves to the equivalent page on the next record	PAGE DOWN
To go up one page; at the end of the record, moves to the equivalent page on the previous record	PAGE UP
Navigate between the main form and subform	Press
To enter the subform from the preceding field in the main form	TAB
To enter the subform from the following field in the main form	SHIFT + TAB

To exit the subform and move to the next field in the master form or next record	CTRL + TAB
To exit the subform and move to the previous field in the main form or previous record	CTRL + SHIFT + TAB
Use shortcut keys in Print Preview and Layout Preview	
Dialog box and window operations	Press
To open the Print dialog box	P or CTRL + P
To open the Page Setup dialog box	S
To zoom in or out on a part of the page	Z
To cancel Print Preview or Layout Preview	C or ESC
View different pages	Press
To move to the page number box; then type the page number and press ENTER	F5
To view the next page (when Fit To Window is selected)	PAGE DOWN or DOWN ARROW
To view the previous page (when Fit To Window is selected)	PAGE UP or UP ARROW
Navigate in Print and Layout Preview	Press
To scroll down in small increments	DOWN ARROW
To scroll down one full screen	PAGE DOWN
To move to the bottom of the page	CTRL + DOWN ARROW
To scroll up in small increments	UP ARROW
To scroll up one full screen	PAGE UP
To move to the top of the page	CTRL + UP ARROW
To scroll to the right in small increments	RIGHT ARROW
To move to the right edge of the page	END or CTRL + RIGHT ARROW
To move to the lower-right corner of the page	CTRL + END
To scroll to the left in small increments	LEFT ARROW
To move to the left edge of the page	HOME or CTRL + LEFT ARROW

To move to the upper-left corner of the page	CTRL + HOME
Use shortcut keys in the Module and Debug windows	
View Visual Basic code	Press
To display the Object Browser	F2
To display the Calls dialog box	CTRL + L
To view a procedure definition, variable, or keyword	SHIFT + F2
To return to the last line position in the previously viewed procedure	CTRL + SHIFT + F2
To display the previous procedure	CTRL + UP ARROW
To display the next procedure	CTRL + DOWN ARROW
To display context-sensitive Help about the keyword containing the insertion point	F1
To put focus on the Object Box	CTRL + F2
To put focus on the Procedure Box	CTRL + F2 (then press TAB)
To list properties and methods	CTRL + J
To list constants	CTRL + SHIFT + J
To enter the selected item in a list	CTRL-ENTER or TAB
To enter the selected item and move the cursor to the next line	ENTER
To make the list disappear	ESC
To display quick information	CTRL + I
To display parameter information	CTRL + SHIFT + I
To complete the Visual Basic keyword	CTRL + SPACEBAR
Edit Visual Basic code	Press
To select all visible code in the Module window	CTRL + A
To find the next occurrence of the text specified in the Find or Replace dialog box when the dialog box is closed	F3

To find the previous occurrence of the text specified in the Find or Replace dialog box when the dialog box is closed	SHIFT + F3
To find the next occurrence of selected text	CTRL + F3
To indent selected lines	TAB or CTRL + M
To remove indentation from selected lines	SHIFT + TAB or CTRL + SHIFT + M
To cut the current line and copy it to the Clipboard	CTRL + Y
Run and debug Visual Basic code	Press
To display the Debug window	CTRL + G
To run a parameterless subprocedure containing the insertion point, from the Module window	F5
To switch between the upper and lower panes	F6
To step into a procedure (single step)	F8
To step over a procedure	SHIFT + F8
To step out of a procedure	CTRL + SHIFT + F8
To run code to the current insertion point and halt execution	CTRL + F8
To create an instant watch for a selected expression	SHIFT + F9
To toggle a breakpoint at the selected line	F9
To clear all breakpoints	CTRL + SHIFT + F9
To set the next statement	CTRL + F9
To halt the execution of code or a macro	CTRL + BREAK
To continue execution of code or macro	F5
To reset execution of code or macro	SHIFT + F5
To toggle between breaking and not breaking on unhandled errors and then step to the next statement	ALT + F5
To toggle between breaking and not breaking in class modules and then continue execution	ALT + F8