



Data Entry & Editing

Action	Key
Insert the current date	Ctrl + ; (semicolon)
Insert the current time	Ctrl + : (colon)
Insert the value from the same field in the previous record	Ctrl + ' (apostrophe) <i>or</i> Ctrl + " (double quote)
Insert the default value for a field <i>(if defined in the table structure)</i>	Ctrl + Alt + Spacebar *
Add a new record	Ctrl + + (plus sign)
Delete the current record	Ctrl + - (minus sign)
Save changes to the current record	Shift + Enter
Zoom	Shift + F2 <i>or</i> right-click on expression
Insert a new line in a field, a label, or zoom box	Ctrl + Enter
Toggle the value in a check box or option box	Spacebar
Open a combo box or list box	F4 <i>or</i> Alt + ↓ *
Refresh the contents of a list box or combo box	F9
Type response in a yes/no field	0 for no, 1 for yes <i>or</i> spacebar to turn on/off
Switch between navigation mode (selected field) and editing mode (vertical insertion point displayed)	F2
Delete the selection or character to the left of the insertion point	←Bksp
Delete the selection or character to the right of the insertion point	Delete

More Data Entry & Editing

Action	Key
Select the current record or cancel the record selection (in navigation mode only)	Shift + Spacebar
Select current column	Ctrl + Spacebar
Select all records	Ctrl + A
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo current field/current record	Esc
Undo last changes to saved record	Ctrl + Z <i>or</i> Alt + ←Bksp *
Find (opens dialog box)	Ctrl + F
Replace (opens dialog box)	Ctrl + H
Find the next occurrence of the text in the Find or Replace dialog box when the dialog box is closed	Shift + F4
Turn on Format Painter	Ctrl + Shift + C
Spelling	F7
Open Property Sheet	Alt + Enter *
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Align Text Left	Ctrl + L
Align Text Center	Ctrl + E
Align Text Right	Ctrl + R

Microsoft Access Keyboard Shortcuts

Navigation Keys

Action	Key
Next field to the right or exit a combo box or list box	Tab or →
Next field to the left	Shift + Tab or ←
Last (rightmost) field of the record	End
First field of the record	Home
Current field in the next record or down a line	↓
Current field in the previous record or up a line	↑
Current field in the last record	Ctrl + ↓
Current field in the first record	Ctrl + ↑
Move selected form or report control to the right	→
Move selected form or report control to the left	←
Move selected form or report control up	↑
Move selected form or report control down	↓
Last field of the last record in the table	Ctrl + End
First field of the first record in the table	Ctrl + Home
Specific record in a datasheet	F5 (then type record #)
Down one screen or page	PageDown
Up one screen or page	Page Up
Right one screen	Ctrl + PageDown
Left one screen	Ctrl + Page Up
Switch between the upper and lower portions of the Design, Queries, and Filter windows	F6

File Management

Action	Key
Create a new database	Ctrl + N
Open a database	Ctrl + O
Save a database object	Ctrl + S or Shift + F12
Open the Save As dialog box	F12
Print the current or selected object	Ctrl + P
Close database	Ctrl + F4
Close Access	Alt + F4 *

Additional Handy Shortcuts

Action	Key
Show/hide Ribbon	Ctrl + F1
Show the shortcut menu	Shift + F10

* As the **Alt** key is also used to access the Ribbon, these shortcuts work best when the keys are pressed simultaneously.

More tips, techniques & shortcuts available at TheSoftwarePro.com/Access