



MS Access Shortcut keys for Windows

No.	Action	Windows Shortcuts	Section
1	Open and Create new database	Ctrl + N	Manage Database Shortcuts
2	Open existing database	Ctrl + O	Manage Database Shortcuts
3	Quit and Exit access	Alt + F4	Manage Database Shortcuts
4	Print the selected object	Ctrl + P	Manage Database Shortcuts
5	Save a database object	Ctrl + S	Manage Database Shortcuts
6	Open the save as dialog box	F12	Manage Database Shortcuts
7	Show shortcut menu	Shift + F10	MS Access Menu Shortcuts
8	Show the access keys	Alt	MS Access Menu Shortcuts
9	Show the program icon menu	Alt + Spacebar	MS Access Menu Shortcuts
10	Select the next command in menu	Down Arrow key	MS Access Menu Shortcuts
11	Select the previous command in menu	Up Arrow key	MS Access Menu Shortcuts
12	Select the menu to the left	Left Arrow key	MS Access Menu Shortcuts
13	Select the menu to the right	Right Arrow key	MS Access Menu Shortcuts
14	Select first command in menu	Home	MS Access Menu Shortcuts
15	Select last command in menu	End	MS Access Menu Shortcuts
16	Copy	Ctrl + C	Form Controls Shortcuts
17	Paste	Ctrl + V	Form Controls Shortcuts
18	Cut	Ctrl + X	Form Controls Shortcuts
19	Move selected control up	Up Arrow key	Form Controls Shortcuts
20	Move selected control down	Down Arrow key	Form Controls Shortcuts
21	Move selected control left	Left Arrow key	Form Controls Shortcuts
22	Move selected control Right	Right Arrow key	Form Controls Shortcuts
23	Increase height of the selected control	Shift + Down Arrow key	Form Controls Shortcuts
24	Decrease height of the selected control	Shift + Up Arrow key	Form Controls Shortcuts
25	Increase width of the selected control	Shift + Right Arrow key	Form Controls Shortcuts
26	Decrease width of the selected control	Shift + Left Arrow key	Form Controls Shortcuts
27	Find and replace dialog box	Ctrl + F	Find & Replace Shortcuts
28	Replace dialog box	Ctrl + H	Find & Replace Shortcuts
29	Find next	Shift + F4	Find & Replace Shortcuts
30	Go to the navigation pane search box	Ctrl + Alt + F	Find & Replace Shortcuts
31	Toggle the focus forward between controls in the wizard	Tab	Wizards Shortcuts
32	Move to the next page of the wizard	Alt + N	Wizards Shortcuts
33	Move to the previous page of the wizard	Alt + B	Wizards Shortcuts
34	Complete the wizard	Alt + F	Wizards Shortcuts
35	Switch to next tab in a dialog box	Ctrl + Tab	Dialog Shortcuts
36	Switch to previous tab in a dialog box	Ctrl + Shift + Tab	Dialog Shortcuts
37	Move to the next option or option group	Tab	Dialog Shortcuts
38	Move to the previous option or option group	Shift + Tab	Dialog Shortcuts
39	Select current button	Spacebar	Dialog Shortcuts
40	Open the selected drop-down list box	Alt + Down Arrow key	Dialog Shortcuts
41	Close the selected drop-down list box	Esc	Dialog Shortcuts
42	Cancel the command and close the dialog box	Esc	Dialog Shortcuts
43	Close a dialog box	Alt + F4	Dialog Shortcuts
44	Move beginning of an entry	Home	Text Boxes Shortcuts
45	Move to end of an entry	End	Text Boxes Shortcuts
46	Move one word to the left	Ctrl + Left Arrow key	Text Boxes Shortcuts
47	Move one word to the right	Ctrl + Right Arrow key	Text Boxes Shortcuts
48	Select from cursor to end	Shift + Home	Text Boxes Shortcuts
49	Select from cursor to beginning	Shift + End	Text Boxes Shortcuts
50	Extend selection one character to the left	Shift + Left Arrow key	Text Boxes Shortcuts
51	Extend selection one character to the right	Shift + Right Arrow key	Text Boxes Shortcuts
52	Insert the current date	Ctrl + ;	Insert Data Shortcuts
53	Insert the current time	Ctrl + :	Insert Data Shortcuts
54	Insert the default value for a field	Ctrl + Alt + Spacebar	Insert Data Shortcuts
55	Insert the value from the same field in the previous record	Ctrl + '	Insert Data Shortcuts
56	Add a new record	Ctrl + [+]	Insert Data Shortcuts
57	In a datasheet, delete the current record	Ctrl + -	Insert Data Shortcuts
58	Save changes to the current record	Shift + Enter	Insert Data Shortcuts
59	Insert a new line	Ctrl + Enter	Insert Data Shortcuts
60	Recalculate the fields in the window	F9	Insert Data Shortcuts
61	Requery the underlying tables	Shift + F9	Insert Data Shortcuts
62	Select next field	Tab	Select and Move Fields Shortcuts
63	Select previous field	Shift + Tab	Select and Move Fields Shortcuts
64	Switch between selecting the current record and the first field of the current record	Shift + Spacebar	Select and Move Fields Shortcuts
65	Extend selection to previous record	Shift + Up Arrow key	Select and Move Fields Shortcuts
66	Extend selection to next record	Shift + Down Arrow key	Select and Move Fields Shortcuts
67	Select all records	Ctrl + A	Select and Move Fields Shortcuts
68	Turn on Extend mode	F8	Select and Move Fields Shortcuts
69	Undo the previous extension	Shift + F8	Select and Move Fields Shortcuts
70	Cancel Extend mode	Esc	Select and Move Fields Shortcuts
71	Select the current column	Ctrl + Spacebar	Select and Move Fields Shortcuts
72	Turn on Move mode	Ctrl + Shift + F8	Select and Move Fields Shortcuts
73	Toggle the Navigation Pane	F11	Manage Window Shortcuts
74	Cycle between open windows	Ctrl + F6	Manage Window Shortcuts
75	Restore the selected minimized window	Enter	Manage Window Shortcuts
76	Turn on Resize mode for the active window when it is not maximized	Ctrl + F8	Manage Window Shortcuts
77	Display the control menu	Alt + Spacebar	Manage Window Shortcuts
78	Display the shortcut menu	Shift + F10	Manage Window Shortcuts
79	Close the active window	Ctrl + F4	Manage Window Shortcuts
80	Switch between the Visual Basic Editor	Alt + F11	Manage Window Shortcuts
81	Open the Print dialog box	Ctrl + P	Print Preview Shortcuts
82	Open the page setup dialog box	S	Print Preview Shortcuts
83	Cancel print or layout preview	C	Print Preview Shortcuts
84	Switch between Edit and Navigation mode	F2	Design View Shortcuts
85	Toggle the property sheet	F4	Design View Shortcuts
86	Switch to Form view from form Design view	F5	Design View Shortcuts
87	Switch between the windows	F6	Design View Shortcuts
88	Open the Visual Basic Editor from a selected property	F7	Design View Shortcuts
89	Invokes the Field List pane in a form, report, or data access page	Alt + F8	Design View Shortcuts
90	Switch to Form or Report Design View	Shift + F7	Design View Shortcuts



No.	Action	Windows Shortcuts	Section
91	Display a property sheet	Alt + Enter	Design View Shortcuts
92	Increase height of the selected control	Shift + Down Arrow key	Design View Shortcuts
93	Decrease height of the selected control	Shift + Up Arrow key	Design View Shortcuts
94	Increase width of the selected control	Shift + Right Arrow key	Design View Shortcuts
95	Decrease width of the selected control	Shift + Left Arrow key	Design View Shortcuts
96	Move to the record number box	F5	Navigation Shortcuts for Datasheet, Subdatasheet etc.
97	Move to next field in current record	Tab	Navigation Shortcuts for Datasheet, Subdatasheet etc.
98	Move to previous field in current record	Shift + Tab	Navigation Shortcuts for Datasheet, Subdatasheet etc.
99	Move to first field in current record	Home	Navigation Shortcuts for Datasheet, Subdatasheet etc.
100	Move to last field in current record	End	Navigation Shortcuts for Datasheet, Subdatasheet etc.
101	Move to next record	Down Arrow key	Navigation Shortcuts for Datasheet, Subdatasheet etc.
102	Move to previous record	Up Arrow key	Navigation Shortcuts for Datasheet, Subdatasheet etc.
103	Move to last record	Ctrl + Down Arrow key	Navigation Shortcuts for Datasheet, Subdatasheet etc.
104	Move to first record	Ctrl + Up Arrow key	Navigation Shortcuts for Datasheet, Subdatasheet etc.
105	Move to first field in first record	Ctrl + Home	Navigation Shortcuts for Datasheet, Subdatasheet etc.
106	Move to last field in last record	Ctrl + End	Navigation Shortcuts for Datasheet, Subdatasheet etc.
107	Move down one screen	Page Down key	Navigation Shortcuts for Datasheet, Subdatasheet etc.
108	Move up one screen	Page Up key	Navigation Shortcuts for Datasheet, Subdatasheet etc.
109	Move right one screen	Ctrl + Page Down key	Navigation Shortcuts for Datasheet, Subdatasheet etc.
110	Move left one screen	Ctrl + Page Up key	Navigation Shortcuts for Datasheet, Subdatasheet etc.
111	Move from subdatasheet to record number box	Alt + F5	Navigation Shortcuts for Datasheet, Subdatasheet etc.
112	In subdatasheet: Exit to next record	Ctrl + Tab	Navigation Shortcuts for Datasheet, Subdatasheet etc.
113	In subdatasheet: Exit to previous record	Ctrl + Shift + Tab	Navigation Shortcuts for Datasheet, Subdatasheet etc.
114	Expand subdatasheet	Ctrl + Shift + Down Arrow key	Navigation Shortcuts for Datasheet, Subdatasheet etc.
115	Collapse subdatasheet	Ctrl + Shift + Up Arrow key	Navigation Shortcuts for Datasheet, Subdatasheet etc.
116	Make text bold	Ctrl + B	Pivot Table Shortcuts
117	Make text underlined	Ctrl + U	Pivot Table Shortcuts
118	Make text italic	Ctrl + I	Pivot Table Shortcuts
119	Move to the right	Tab	Pivot Table Shortcuts
120	Move to the left	Shift + Tab	Pivot Table Shortcuts
121	Move down	Enter	Pivot Table Shortcuts
122	Move up	Shift + Enter	Pivot Table Shortcuts
123	Select cell above current cell	Shift + Enter	Pivot Table Shortcuts
124	Select detail cell for next item in row	Ctrl + Enter	Pivot Table Shortcuts
125	Select detail cell for previous item in row	Ctrl + Shift + Enter	Pivot Table Shortcuts
126	Select entire PivotTable View	Ctrl + A	Pivot Table Shortcuts
127	Display context menu	Shift + F10	Pivot Table Shortcuts
128	Display property dialog box	Alt + Enter	Pivot Table Shortcuts
129	Close property dialog box	Alt + F4	Pivot Table Shortcuts
130	Cancel refresh operation in progress	Esc	Pivot Table Shortcuts
131	Export contents to Excel	Ctrl + E	Pivot Table Shortcuts
132	Toggle expand indicators	Ctrl + 8	Pivot Table Shortcuts
133	Expand selected item	Ctrl + +	Pivot Table Shortcuts
134	Collapse current item	Ctrl + -	Pivot Table Shortcuts
135	Open list for currently selected item	Alt + Down Arrow key	Pivot Table Shortcuts
136	Toggle AutoFilter	Ctrl + T	Pivot Table Shortcuts
137	Move selected member up	Alt + Shift + Up Arrow key	Pivot Table Shortcuts
138	Move selected member down	Alt + Shift + Down Arrow key	Pivot Table Shortcuts
139	Move selected member right	Alt + Shift + Right Arrow key	Pivot Table Shortcuts
140	Move selected member left	Alt + Shift + Left Arrow key	Pivot Table Shortcuts
141	Display Field List pane	Ctrl + L	Pivot Table Shortcuts
142	Sort data ascending (A-Z)	Ctrl + Shift + A	Pivot Table Shortcuts
143	Sort data descending (Z-A)	Ctrl + Shift + Z	Pivot Table Shortcuts
144	Add new total field using sum summary	Ctrl + Shift + S	Pivot Table Shortcuts
145	Add new total field using count summary	Ctrl + Shift + C	Pivot Table Shortcuts
146	Add new total field using min summary	Ctrl + Shift + M	Pivot Table Shortcuts
147	Add new total field using max summary	Ctrl + Shift + X	Pivot Table Shortcuts
148	Add new total field using average summary	Ctrl + Shift + E	Pivot Table Shortcuts
149	Add new total field using standard deviation summary	Ctrl + Shift + D	Pivot Table Shortcuts
150	Add new total field using standard deviation population summary	Ctrl + Shift + T	Pivot Table Shortcuts
151	Turn subtotals and grand totals on or off for selected field	Ctrl + Shift + B	Pivot Table Shortcuts
152	Apply the general number format to values	Ctrl + Shift + ~	Pivot Table Shortcuts
153	Apply the currency format to values	Ctrl + Shift + \$	Pivot Table Shortcuts
154	Apply the percentage format to values	Ctrl + Shift + %	Pivot Table Shortcuts
155	Apply the exponential number format to values	Ctrl + Shift + ^	Pivot Table Shortcuts
156	Apply the date format to values	Ctrl + Shift + #	Pivot Table Shortcuts
157	Apply the time format	Ctrl + Shift + @	Pivot Table Shortcuts
158	Apply the numeric format	Ctrl + Shift + !	Pivot Table Shortcuts
159	Add a calculated detail field	Ctrl + F	Pivot Table Shortcuts
160	Move selected field to row area	Ctrl + 1	Pivot Table Shortcuts
161	Move selected field to column area	Ctrl + 2	Pivot Table Shortcuts
162	Move selected field to filter area	Ctrl + 3	Pivot Table Shortcuts
163	Move selected field to detail area	Ctrl + 4	Pivot Table Shortcuts
164	Move selection up one level	Ctrl + Left Arrow key	Pivot Table Shortcuts
165	Move selection down one level	Ctrl + Right Arrow key	Pivot Table Shortcuts
166	Display hyperlink	F2	Others Shortcuts
167	Check spelling	F7	Others Shortcuts
168	Open the Zoom box	Shift + F2	Others Shortcuts
169	Display a property sheet in Design view	Alt + Enter	Others Shortcuts
170	Invoke a Builder	Ctrl + F2	Others Shortcuts

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