

**MS Access:
Keyboard/Mouse Shortcuts**

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| File Operations | |
|-------------------------------------|---------------------------------------|
| Invoking | Will: |
| Ctrl+N | Open a new database. |
| Ctrl+O | Open an existing database. |
| Ctrl+P | Print the current or selected object. |
| Ctrl+S or Shift+F12 or Alt+Shift+F2 | Save a database object. |
| F12 or Alt+F2 | Open the Save As dialog box. |

| Data Entry | |
|---------------------|--|
| Invoking | Will: |
| Ctrl+Semicolon (;) | Insert the current date. |
| Ctrl+Colon (:) | Insert the current time. |
| Ctrl+Alt+Spacebar | Insert the default value for a field. |
| Ctrl+APOSTROPHE (') | Insert the value from the same field in the previous record. |
| Ctrl+Plus SIGN (+) | Add a new record. |
| Ctrl+Minus SIGN (-) | Delete the current record. |
| Shift+Enter | Save changes to the current record. |
| Spacebar | Switch between the values in a check box or option button. |
| Ctrl+Enter | Insert a new line. |

| Editing: General | |
|-------------------------|--|
| Invoking | Will: |
| Ctrl+C | Copy the selection to the Clipboard. |
| Ctrl+X | Cut the selection and copy it to the Clipboard. |
| Ctrl+V | Paste the contents of the Clipboard at the insertion point. |
| Backspace | Delete the selection or the character to the left of the insertion point. |
| Delete | Delete the selection or the character to the right of the insertion point. |
| Ctrl+Delete | Delete all characters to the right of the insertion point. |
| Ctrl+Z or Alt+Backspace | Undo typing. |
| ESC | Undo changes in the current field or current record. |
| F9 | Recalculate the fields in the window. |
| Shift+F9 | Requery the underlying tables. |
| F9 | Refresh the contents of a Lookup field list box or combo box. |



| Editing: Text or Data | |
|-----------------------|--|
| Invoking | Will: |
| Right Arrow | Move one character to the right. |
| Ctrl+Right Arrow | Move one word to the right. |
| Left Arrow | Move one character to the left. |
| Ctrl+Left Arrow | Move one word to the left. |
| End | Move to the end of the field, in single-line fields. |
| Ctrl+End | Move to the end of the field, in multiple-line fields. |
| Home | Move to the beginning of the field, in single-line fields. |
| Ctrl+Home | Move to the beginning of the field, in multiple-line fields. |

| Navigation: Subdatasheet | |
|--------------------------|---|
| Invoking | Navigating Between Datasheet: |
| Tab | To enter the subdatasheet from the last field of the previous record in the datasheet. |
| Shift+Tab | To enter the subdatasheet from the first field of the following record in the datasheet. |
| Ctrl+Tab | To exit the subdatasheet and move to the first field of the next record in the datasheet. |
| Ctrl+Shift+Tab | To exit the subdatasheet and move to the last field of the previous record in the datasheet. |
| Tab | From the last field in the subdatasheet to enter the next field in the datasheet. |
| Down Arrow | From the datasheet to bypass the subdatasheet and move to the next record in the datasheet. |
| Up Arrow | From the datasheet to bypass the subdatasheet and move to the previous record in the datasheet. |

| Navigation: Form View | |
|-----------------------|---|
| Invoking | Will: |
| F5 | Move to the record number box. |
| Tab | Move to the next field. |
| Shift+Tab | Move to the previous field. |
| End | Move to the last field in the current record. |
| Ctrl+End | Move to the last field in the last record. |
| Home | Move to the first field in the current record. |
| Ctrl+Home | Move to the first field in the first record. |
| Ctrl+Page Down | Move to the current field in the next record. |
| Ctrl+Page Up | Move to the current field in the previous record. |

| Navigation: Form View | |
|-----------------------|--|
| Invoking | Will: |
| Page Down | Go down one page; at the end of the record, moves to the equivalent page on the next record. |
| Page Up | Go up one page; at the end of the record, moves to the equivalent page on the previous record. |
| Tab | Enter the subform from the preceding field in the main form. |
| Shift+Tab | Enter the subform from the following field in the main form. |
| Ctrl+Tab | Exit the subform and move to the next field in the master form or next record. |
| Ctrl+Shift+Tab | Exit the subform and move to the previous field in the main form or previous record. |

| Design View | |
|-------------|--|
| Invoking | Will: |
| F2 | Switch between Edit mode and Navigation mode. |
| F5 | Switch to Form view from form Design view. |
| F6 | Switch between the upper and lower portions of a window. |

| Selecting | |
|-------------------------------|---|
| Invoking | Will: |
| Tab | Select the next field. |
| F2 | Switch between Edit mode and Navigation mode. |
| Shift+Spacebar | Switch between selecting the current record and the first field of the current record. |
| Shift+Up Arrow | Extend selection to the previous record, if the current record is selected. |
| Shift+Down Arrow | Extend selection to the next record, if the current record is selected. |
| Ctrl+A or Ctrl+Shift+Spacebar | Select all records. |
| F8 | Turn on Extend mode; pressing F8 repeatedly extends the selection to the word, the field, the record and all records. |
| Left Arrow or Right Arrow | Extend a selection to adjacent fields in the same row in Datasheet view. |
| Up Arrow or Down Arrow | Extend a selection to adjacent rows in Datasheet view. |
| Shift+F8 | Undo the previous extension. |



| Selecting | |
|-------------------|--|
| Invoking | Will: |
| ESC | Cancel Extend mode. |
| Ctrl+Spacebar | Select the current column or cancel the column selection. |
| Shift+Right Arrow | Select the column to the right, when the current column is selected. |
| Shift+Left Arrow | Select the column to the left when the current column is selected. |
| Ctrl+Shift+F8 | Turn on Move mode and then by pressing the Right Arrow or Left Arrow key move selected column(s) to the right or left. |

| Help | |
|----------|---|
| Invoking | Will Display: |
| F1 | Context-sensitive Help about the selected property, control, macro action, or Visual Basic keyword; or alerts with a Help button. |
| Shift+F1 | ScreenTips by moving the pointer to the menu command, toolbar button, or screen region, and then click the mouse. |
| Shift+F1 | ScreenTips in a dialog box, after selecting the option by using the keyboard. |