# Microsoft Access 2019 cheat sheet

## Frequently used shortcuts

| | |
|---|---|
| Alt | or F10  Select the active tab of the ribbon and activate KeyTips |
| Alt + H | Open the Home tab |
| F6 | Move the focus to a different pane of the window |
| Ctrl + O or Ctrl + F12 | Open an existing database |
| F11 | Show or hide the Navigation Pane |
| F4 | Show or hide a property sheet |
| F2 | Switch between Edit mode (with insertion point displayed) and Navigation mode in a datasheet or design view |
| F5 | Switch to Form view from form Design view |
| Tab or Shift + Tab | Move to the next or previous field in a Datasheet view |
| F5 | Go to a specific record in a Datasheet view |
| Ctrl + P | Open the Print dialog box from Print (for datasheets, forms, and reports) |
| S | Open the Page Setup dialog box (for forms and reports) |
| Z | Zoom in or out on a part of the page |
| Ctrl + F | Open the Find tab in the Find and Replace dialog box in the Datasheet view or Form view |
| Ctrl + H | Open the Replace tab in the Find and Replace dialog box in the Datasheet view or Form view |
| Ctrl + + | Add a new record in Datasheet view or Form view |
| F1 | Open the Help window |
| Alt + F4 | Exit Access |

## Navigating the ribbon

There are two ways to navigate the tabs in the ribbon:

To get to the ribbon, press Alt, and then, to move between tabs, use the Right Arrow and Left Arrow keys.

To go directly to a tab on the ribbon, press one of the following KeyTips:

| | |
|---|---|
| Alt + F | Open the File page |
| Alt + H | Open the Home tab |
| Alt + C | Open the Create tab |
| Alt + X | Open the External Data tab |
| Alt + Y | Open the Database Tools tab |
| Alt + J then B | B Open the Fields tab |
| Alt + J then T | T Open the Table tab |
| Alt + X then 2 | 2 Open the Add-ins tab, if present |
| Alt + Q | and then enter the search term to open the Tell me box on the ribbon |
| Ctrl + Left arrow / Right arrow | Move between groups on a ribbon |
| Tab or Shift + Tab | Move between commands within a group |

You activate controls in different ways, depending upon the type of control.

If the selected command is a button, to activate it, press Spacebar or Enter.

If the selected command is a split button (that is, a button that opens a menu of additional options), to activate it, press Alt+Down Arrow. Tab through the options. To select the current option, press Spacebar or Enter.

If the selected command is a list (such as the Font list), to open the list, press the Down Arrow key. Then, to move between items, press the Up Arrow key or the Down Arrow key.

If the selected command is a gallery, to select the command, press Spacebar or Enter. Then, tab through the items.

Here is the ways to move the focus by using the keyboard:

| | |
|---|---|
| Alt or F10 | Select the active tab of the ribbon and activate KeyTips |
| Arrow keys | Move to a different tab |
| Tab or Shift + Tab | Move the focus to commands on the ribbon |
| Arrow keys | Move among the items on the ribbon |

| | |
|---|---|
| Ctrl + F1 | Expand or collapse the ribbon |
| Shift + F10 | Display the shortcut menu for the selected item |
| F6 | Move the focus to a different pane of the window |
| Tab or Shift + Tab | Move to the next or previous command on the ribbon |
| Space or Enter | Activate the selected command or control on the ribbon |
| Space or Enter | Open the selected menu or gallery on the ribbon |
| Down arrow | Open the selected list on the ribbon, such as the Font list |
| Tab | Move between items in an open menu or gallery |
| Enter | Finish modifying a value in a control on the ribbon, and move the focus back to the document |

## Work with database files

| | |
|---|---|
| Ctrl + N | Open a new database |
| Ctrl + O or Ctrl + F12 | Open an existing database |
| Enter | Open the selected folder or file |
| Backspace | Open the folder one level above the selected folder |
| Del | Delete the selected folder or file |
| Shift + F10 | Display a shortcut menu for a selected item such as a folder or file |
| Tab | Move forward through options |
| Shift + Tab | Move backward through options |
| F4 or Alt + I | Open the Look in list |
| Ctrl + S or Shift + F12 | Save a database object |
| F12 or Alt + F + S | Open the Save As dialog box |

## Print database information

| | |
|---|---|
| Ctrl + P | Print the current or selected object |
| P or Ctrl + P | From Print Preview, open the Print dialog box |
| S | From Print Preview, open the |

| | |
|---|---|
| | Page Setup dialog box |
| C | or Esc  Cancel Print Preview or Layout Preview |
| Esc | From the Backstage, return to your database |

## Navigate in the Access workspace

By default, Access databases display as tabbed documents. To switch to windowed documents instead, on the File tab, select Options. In the Access Options dialog box, select Current Database and, under Document Window Options, select Overlapping Windows.

| | |
|---|---|
| F11 | Show or hide the Navigation Pane |
| Ctrl + F | Go to the Navigation PaneSearch box (if the focus is already on the Navigation Pane) |
| F6 or Shift + F6 | Switch to the next or previous pane in the workspace |

Note: You might need to press F6 more than once; if pressing F6 doesn't display the task pane you want, press Alt to move the focus on the ribbon and then press Ctrl+Tab to move to the task pane.

| | |
|---|---|
| Ctrl + F6 or Ctrl + Shift + F6 | Switch to the next or previous database window |
| Enter | Restore the selected minimized window when all windows are minimized |
| Ctrl + F8 | Turn on Resize mode for the active window when it is not maximized (press the arrow keys to resize the window, and then, to apply the new size, press Enter) |
| Ctrl + W or Ctrl + F4 | Close the active database window |
| Alt + F11 | Switch between the Visual Basic Editor and the previous active window |
| Ctrl + F10 | Maximize or restore a selected window |

Working with menus, dialog boxes, wizards, and property sheets

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|---|---|
| Alt | or F10  Show KeyTips |
| Alt + Space | Show the program icon menu |

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|---|---|
| | (on the program title bar), also known as the control menu |
| Up arrow / Down arrow | With the menu or submenu visible, select the previous or next command |
| Left arrow / Right arrow | Select the menu to the left or right; or, when a submenu is visible, switch between the main menu and the submenu |
| Home or End | Select the first or last command on the menu or submenu |
| Space or Enter | Open the selected menu, or perform the action assigned to the selected button |
| Shift + F10 | Open a shortcut menu or open a drop-down menu for the selected gallery item |
| Page Up or Page Down | Scroll up or down in the selected gallery list |
| Ctrl + Home or Ctrl + End | Move to the top or bottom of the selected gallery list |
| Alt | Close the visible menu and submenu at the same time |
| Esc | Close the visible menu; or, with a submenu visible, close only the submenu |

## Using dialog boxes

| | |
|---|---|
| Ctrl + Tab or Ctrl + Shift + Tab | Switch to the next or previous tab in a dialog box |
| Tab or Shift + Tab | Move to the next or previous option or option group |
| Arrow keys | Move between options in the selected drop-down list box, or move between options in a group of options |
| Space | Perform the action assigned to the selected button; select or clear the check box |
| First letter of an option in a drop-down list: Open the list if it is closed and move to an option in the list | |
| Alt + [A - Z] | Select the option, or select or clear the check box by the letter underlined in the option name |
| Alt + Down arrow | Open the selected drop-down list box |

| | |
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| Esc | Close the selected drop-down list box |
| Enter | Perform the action assigned to the default button in the dialog box |
| Esc | Cancel the command and close the dialog box |

## Using wizards

| | |
|---|---|
| Tab | Toggle the focus forward between controls in the wizard |
| F6 | Toggle the focus between sections (header, body, footer) of the wizard |
| Alt + N | Move to the next page of the wizard |
| Alt + B | Move to the previous page of the wizard |
| Alt + F | Complete the wizard |

## Using property sheets

| | |
|---|---|
| F4 | Show or hide the property sheet |
| Alt + Enter | Display a property sheet in Design view |
| Up arrow / Down arrow | Move among choices in the control selection drop-down list one item at a time |
| Page Down or Page Up | Move among choices in the control selection drop-down list one page at a time |
| Tab | Move to the property sheet tabs from the control selection drop-down list |
| Left arrow / Right arrow | Move among the property sheet tabs with a tab selected, but no property selected |
| Tab | With a property already selected, move down one property on a tab |
| Shift + Tab | With a property selected, move up one property on a tab; or if already at the top, move to the tab |
| Ctrl + Tab | Toggle forward between tabs when a property is selected |

| Ctrl + Shift + Tab | Toggle backward between tabs when a property is selected |
|---|---|

## Editing in a text box

| Home | Move to the beginning of the entry |
|---|---|
| End | Move to the end of the entry |
| Left arrow / Right arrow | Move one character to the left or right |
| Ctrl + Left arrow or Ctrl + Right arrow | Move one word to the left or right |
| Shift + Home | Select from the insertion point to the beginning of the text entry |
| Shift + End | Select from the insertion point to the end of the text entry |
| Shift + Left arrow | Change the selection by one character to the left |
| Shift + Right arrow | Change the selection by one character to the right |
| Ctrl + Shift + Left arrow | Change the selection by one word to the left |
| Ctrl + Shift + Right arrow | Change the selection by one word to the right |

## Using a combo or list box

| F4 or Alt + Down arrow | Open a combo box |
|---|---|
| F9 | Refresh the contents of a Lookup field list box or combo box |
| Down arrow | Move down one line |
| Page Down | Move down one page |
| Up arrow | Move up one line |
| Tab | Exit the combo box or list box |
| Ctrl + E | Open the Edit List Items dialog box |

Note: In order to use the Ctrl+E keyboard shortcut for opening the Edit List Items dialog box, you must have an Office 365 subscription. Currently this shortcut is only available to Insiders at this time.

## Edit and navigate the Object list

| F2 | Rename a selected object |
|---|---|

Note: F2 works only when the object is closed.

| Down arrow | Move down one line |
|---|---|
| Page Down | Move down one window |
| End | Move to the last object |
| Up arrow | Move up one line |
| Page Up | Move up one window |

## Navigating and opening objects

| Enter | Open the selected table or query in Datasheet view |
|---|---|
| Enter | Open the selected form or report |
| Enter | Run the selected macro |
| Ctrl + Enter | Open the selected table, query, form, report, macro, or module in Design view |
| Ctrl + G | Display the Immediate window in the Visual Basic Editor |

## Working in a Design, Layout, or Datasheet view

| F2 | Switch between Edit mode (with insertion point displayed) and Navigation mode in a datasheet |
|---|---|
| Esc | Exit Navigation mode and return to Edit mode in a form or report |
| F4 or Alt + Enter | Switch to the property sheet (Design view and Layout view in forms and reports) |
| F5 | Switch to Form view from form Design view |
| F6 | Switch between the upper and lower portions of a window (Design view of queries, macros, and the Advanced Filter/Sort window) |
| F6 | Cycle through the field grid, property sheet, field properties, the Navigation Pane, Quick Access Toolbar, and KeyTips on the ribbon (Design view of tables) |
| F7 | Open the Choose Builder dialog box from a selected control on a form or report (Design view only) |

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| F7 | Open the Visual Basic Editor from a selected property in the property sheet for a form or report |
| Alt + F11 | Switch from the Visual Basic Editor back to form or report Design view |
| Ctrl + Right arrow or Ctrl + , | Toggle forward between views when in a table, query, form, or report |

Note: If additional views are available, successive keystrokes move the focus to the next available view.

| | |
|---|---|
| Ctrl + Left arrow or Ctrl + . | Toggle backward between views when in a table, query, form, or report |

Note: Ctrl+Period (.) does not work under all conditions with all objects.

## Datasheet view: Navigate between fields and records

| | |
|---|---|
| Tab or Right arrow | Move to the next field |
| End | Move to the last field in the current record |
| Shift + Tab or Left arrow | Move to the previous field |
| Home | Move to the first field in the current record |
| Down arrow | Move to the current field in the next record |
| Ctrl + Down arrow | Move to the current field in the last record |
| Ctrl + End | Move to the last field in the last record |
| Up arrow | Move to the current field in the previous record |
| Ctrl + Up arrow | Move to the current field in the first record |
| Ctrl + Home | Move to the first field in the first record |
| F5 | (then, in the record number box, type the record number and press Enter) Go to a specific record |

## Datasheet view: Navigate to another screen of data

| | |
|---|---|
| Page Down | Move up one screen |
| Page Up | Move down one screen |
| Ctrl + Page Down | Move right one screen |
| Ctrl + Page Up | Move left one screen |

## Datasheet view: Selecting and moving a column

| | |
|---|---|
| Ctrl + Space | Select the current column or cancel the column selection, in Navigation mode only |
| Shift + Right arrow | Extend the selection one column to the right, if the current column is selected |
| Shift + Left arrow | Extend the selection one column to the left, if the current column is selected |
| Ctrl + Shift + F8 then Left arrow / Right arrow | ht Turn on Move mode |

## Datasheet view: Working with subdatasheets

| | |
|---|---|
| Tab | Enter the subdatasheet from the last field of the previous record in the datasheet |
| Shift + Tab | Enter the subdatasheet from the first field of the following record in the datasheet |
| Ctrl + Tab | Exit the subdatasheet and move to the first field of the next record in the datasheet |
| Ctrl + Shift + Tab | Exit the subdatasheet and move to the last field of the previous record in the datasheet |
| Tab | From the last field in the subdatasheet enter the next field in the datasheet |
| Down arrow | From the datasheet, bypass the subdatasheet and move to the next record in the datasheet |
| Up arrow | From the datasheet, bypass the |

| | |
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| | subdatasheet and move to the previous record in the datasheet |
| Alt + F5 | Go to a specific record in a subdatasheet |

Note: This moves the focus from the subdatasheet to the record number box.

| | |
|---|---|
| Ctrl + Shift + Down arrow | Move from the datasheet to the record's subdatasheet |
| Ctrl + Shift + Up arrow | Collapse the subdatasheet |

Note: To navigate between fields and records in a subdatasheet, use the same keyboard shortcuts you use in Datasheet view.

## Design view: Navigating

| | |
|---|---|
| F2 | Switch between Edit mode (with insertion point displayed) and Navigation mode |
| F4 or Alt + Enter | Open or close the property sheet |
| F5 | Switch to Form view from form Design view |
| F6 | Switch between the upper and lower portions of a window (Design view of queries, macros, and the Advanced Filter/Sort window) |

Note: Use F6 when the Tab key does not take you to the section of the screen you want.

| | |
|---|---|
| F6 | Toggle forward between the design pane, properties, Navigation Pane, ribbon, and Zoom controls (Design view of tables, forms, and reports) |
| F7 | Open the Visual Basic Editor from a selected property in the property sheet for a form or report |
| Alt + F8 | Invoke the Field List pane in a form, or report (if the Field List pane is already open, the focus moves to the Field List pane) |
| Shift + F7 | When you have a code module open, switch from the Visual Basic Editor to form or report Design view |
| Shift + F7 | Switch from a control's property |

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| | sheet in form or report Design view to the design surface without changing the control focus |
| Ctrl + C | Copy the selected control to the Clipboard |
| Ctrl + X | Cut the selected control and copy it to the Clipboard |
| Ctrl + V | Paste the contents of the Clipboard in the upper-left corner of the selected section |
| Right arrow | Move the selected control to the right by a pixel along the page's grid |
| Left arrow | Move the selected control to the left by a pixel along the page's grid |
| Up arrow | Move the selected control up by a pixel along the page's grid |

Note: For controls in a stacked layout, this switches the position of the selected control with the control directly above it, unless it is already the uppermost control in the layout.

| | |
|---|---|
| Down arrow | Move the selected control down by a pixel along the page's grid |

Note: For controls in a stacked layout, this switches the position of the selected control with the control directly below it, unless it is already the lowermost control in the layout.

| | |
|---|---|
| Ctrl + Right arrow | Move the selected control to the right by a pixel (irrespective of the page's grid) |
| Ctrl + Left arrow | Move the selected control to the left by a pixel (irrespective of the page's grid) |
| Ctrl + Up arrow | Move the selected control up by a pixel (irrespective of the page's grid) |

Note: For controls in a stacked layout, this switches the position of the selected control with the control directly above it, unless it is already the uppermost control in the layout.

| | |
|---|---|
| Ctrl + Down arrow | Move the selected control down by a pixel (irrespective of the page's grid) |

Note: For controls in a stacked layout, this switches the position of the selected control with the control

directly below it, unless it is already the lowermost control in the layout.

| | |
|---|---|
| Shift + Right arrow | Increase the width of the selected control (to the right) by a pixel |

Note: For controls in a stacked layout, this increases the width of the whole layout.

| | |
|---|---|
| Shift + Left arrow | Decrease the width of the selected control (to the left) by a pixel |

Note: For controls in a stacked layout, this decreases the width of the whole layout.

| | |
|---|---|
| Shift + Up arrow | Decrease the height of the selected control (from the bottom) by a pixel |
| Shift + Down arrow | Increase the height of the selected control (from the bottom) by a pixel |

## Design view: Editing using controls in form and report

| | |
|---|---|
| Ctrl + C | Copy the selected control to the Clipboard |
| Ctrl + X | Cut the selected control and copy it to the Clipboard |
| Ctrl + V | Paste the contents of the Clipboard in the upper-left corner of the selected section |
| Right arrow | Move the selected control to the right (except a control that is part of a layout) |
| Ctrl + Right arrow | (Move in smaller increments) Move the selected control to the right (except a control that is part of a layout) |
| Left arrow | Move the selected control to the left (except a control that is part of a layout) |
| Ctrl + Left arrow | (Move in smaller increments) Move the selected control to the left (except a control that is part of a layout) |
| Up arrow | Move the selected control up (except a control that is part of a layout) |

| | |
|---|---|
| Ctrl + Up arrow | (Move in smaller increments) Move the selected control up (except a control that is part of a layout) |
| Down arrow | Move the selected control down (except a control that is part of a layout) |
| Ctrl + Down arrow | (Move in smaller increments) Move the selected control down (except a control that is part of a layout) |
| Shift + Down arrow | Increase the height of the selected control |

Note: If used with a control that is in a layout, the entire row of the layout is resized.

| | |
|---|---|
| Shift + Right arrow | Increase the width of the selected control |

Note: If used with a control that is in a layout, the entire column of the layout is resized.

| | |
|---|---|
| Shift + Up arrow | Reduce the height of the selected control |

Note: If used with a control that is in a layout, the entire row of the layout is resized.

| | |
|---|---|
| Shift + Left arrow | Reduce the width of the selected control |

Note: If used with a control that is in a layout, the entire column of the layout is resized.

## Form view: Navigate between fields and records

| | |
|---|---|
| Tab | Move to the next field |
| Shift + Tab | Move to the previous field |
| End | Move to the last control on the form and remain in the current record |
| Ctrl + End | Move to the last control on the form and set focus in the last record |
| Home | Move to the first control on the form and remain in the current record |
| Ctrl + Home | Move to the first control on the form and set focus 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 |
| F5 | Go to a specific record |

# Form view: Navigate in forms with more than one page

| | |
|---|---|
| Page Down | Move down one page; at the end of the record, moves to the equivalent page on the next record |
| Page Up | Move up one page; at the end of the record, moves to the equivalent page on the previous record |

# Form view: Navigate between a main form and a subform

| | |
|---|---|
| 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 |

# Form view: Navigate in Print Preview and Layout Preview

| | |
|---|---|
| Ctrl + P | Open the Print dialog box from Print (for datasheets, forms, and reports) |
| S | Open the Page Setup dialog box (for forms and reports) |
| Z | Zoom in or out on a part of the page |
| C or Esc | Cancel Print Preview or Layout Preview |
| Down arrow | Scroll down in small increments |
| Page Down | Scroll down one full screen |
| Ctrl + Down arrow | Move to the bottom of the page |

| | |
|---|---|
| Up arrow | Scroll up in small increments |
| Page Up | Scroll up one full screen |
| Ctrl + Up arrow | Move to the top of the page |
| Right arrow | Scroll to the right in small increments |
| End | Move to the right edge of the page |
| Ctrl + End | Move to the lower-right corner of the page |
| Left arrow | Scroll to the left in small increments |
| Home | Move to the left edge of the page |
| Ctrl + Home | Move to the upper-left corner of the page |
| Alt + F5 | Move to the page number box |

# Working with panes: Using diagram pane

| | |
|---|---|
| Tab or Shift + Tab | Move among tables, views, and functions (and join lines, if available) |
| Arrow keys | Move between columns in a table, view, or function |
| Space or + | Choose the selected data column for output |
| Space or - | Remove the selected data column from the query output |
| Del | Remove the selected table, view, or function, or join line from the query |

Note: If multiple items are selected, pressing Spacebar affects all selected items. Select multiple items by holding down Shift while selecting them. Toggle the selected state of a single item by holding down Ctrl while selecting it.

# Working with panes: Using grid pane

| | |
|---|---|
| Arrow keys or Tab or Shift + Tab | Move among cells |
| Ctrl + Down arrow | Move to the last row in the current column |
| Ctrl + Up arrow | Move to the first row in the |

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|---|---|
| | current column |
| Ctrl + Home | Move to the upper-left cell in the visible portion of grid |
| Ctrl + End | Move to the bottom right cell |
| Up arrow or Down arrow | Move in a drop-down list |
| Ctrl + Space | Select an entire grid column |
| F2 | Toggle between Edit mode and cell selection mode |
| Ctrl + C | Copy selected text in cell to the Clipboard (in Edit mode) |
| Ctrl + X | Cut selected text in cell and place it on the Clipboard (in Edit mode) |
| Ctrl + V | Paste text from the Clipboard (in Edit mode) |
| Insert | Toggle between insert and overtype mode while editing in a cell |
| Space | Toggle the check box in the Output column |

Note: If multiple items are selected, pressing this key affects all selected items.

| | |
|---|---|
| Del | Clear the selected contents of a cell |
| Del | Clear all values for a selected grid column |

## Working with panes: Using SQL pane

You can use the standard Windows editing keys when working in the SQL pane. For example, you can use Ctrl+ Arrow keys to move between words, and the Cut, Copy, and Paste commands on the Home tab work as they normally do.

## Working with panes: Using Field List pane with a form or report in Design view or Layout view

| | |
|---|---|
| Alt + F8 | Show or hide the Field List pane |
| Enter | Add the selected field to the form or report detail section |
| Up arrow / Down | Move up or down the Field List |

| | |
|---|---|
| arrow | pane |
| Tab | Move between the upper and lower panes of the Field List |

## Select a field or record

| | |
|---|---|
| Tab | Select the next field |
| F2 | Switch between Edit mode (with insertion point displayed) and Navigation mode in a datasheet |
| Esc | Exit Navigation mode in a form or report |
| Shift + Space | Switch between selecting the current record and the first field of the current record, in Navigation mode |
| Shift + Up arrow | Extend the selection to the previous record, if the current record is selected |

## Select in a field

| | |
|---|---|
| Shift + Right arrow | Change the size of the selection by one character to the right |
| Ctrl + Shift + Right arrow | Change the size of the selection by one word to the right |
| Shift + Left arrow | Change the size of the selection by one character to the left |
| Ctrl + Shift + Left arrow | Change the size of the selection by one word to the left |

## Extend a selection

| | |
|---|---|
| F8 | Turn on Extend mode (repeatedly pressing F8 extends the selection to the word, the field, the record, and all records) |

Note: In Datasheet view, Extended Selection appears in the lower-right corner of the window

| | |
|---|---|
| Left arrow / Right arrow | Extend a selection to adjacent fields in the same row in Datasheet view |
| Up arrow / Down arrow | Extend a selection to adjacent rows in Datasheet view |
| Shift + F8 | Undo the previous extension |
| Esc | Cancel Extend mode |

## Find and replace text or data

| | |
|---|---|
| Ctrl + F | Open the Find tab in the Find and Replace dialog box (Datasheet view and Form view only) |
| Ctrl + H | Open the Replace tab in the Find and Replace dialog box (Datasheet view and Form view only) |
| Shift + F4 | Find the next occurrence of the text specified in the Find and Replace dialog box when the dialog box is closed (Datasheet view and Form view only) |

## Edit text or data: Move the insertion point in a field

Note: If the insertion point is not visible, press F2 to display it.

| | |
|---|---|
| Right arrow | Move the insertion point one character to the right |
| Ctrl + Right arrow | Move the insertion point one word to the right |
| Left arrow | Move the insertion point one character to the left |
| Ctrl + Left arrow | Move the insertion point one word to the left |
| End | Move the insertion point to the end of the field, in single-line fields; or move it to the end of the line in multi-line fields |
| Ctrl + End | Move the insertion point to the end of the field, in multi-line fields |
| Home | Move the insertion point to the beginning of the field, in single-line fields; or move it to the beginning of the line in multi-line fields |
| Ctrl + Home | Move the insertion point to the beginning of the field, in multi-line fields |

## Edit text or data: Copy, move, or delete text

| | |
|---|---|
| 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 |
| Del | Delete the selection or the character to the right of the insertion point |
| Ctrl + Del | Delete all characters to the right of the insertion point |

## Edit text or data: Undo changes

| | |
|---|---|
| Ctrl + Z or Alt + Backspace | Undo typing |
| Esc | Undo changes in the current field or current record (if both the current field and current record have been changed, press Esc twice to undo changes, first in the current field and then in the current record) |

## Edit text or data: Enter data in a Datasheet or Form view

| | |
|---|---|
| Ctrl + ; | Insert the current date |
| Ctrl + Shift + : | Insert the current time |
| Ctrl + Alt + Space | Insert the default value for a field |
| Ctrl + ' | Insert the value from the same field in the previous record |
| Ctrl + + | Add a new record |
| Ctrl + - | In a datasheet, delete the current record |
| Shift + Enter | Save changes to the current record |
| Space | Switch between the values in a check box or option button |
| Ctrl + Enter | Insert a new line in a Short Text or Long Text field |

## Edit text or data: Refresh fields with current data

| | |
|---|---|
| F9 | Recalculate the fields in the window |
| Shift + F9 | Requery the underlying tables; in a subform, this requeries the underlying table only for the subform |
| F9 | Refresh the contents of a Lookup field list box or combo box |

## Navigate in tables and cells: Work and move around in tables

| | |
|---|---|
| Tab | Move to the next cell |
| Shift + Tab | Move to the preceding cell |
| Down arrow | Move to the next row |
| Up arrow | Move to the preceding row |
| Ctrl + Tab | Insert a tab in a cell |
| Enter | Start a new paragraph |
| Tab | (at the end of the last row) Add a new row at the bottom of the table |

## Navigate in tables and cells: Move around in tables or cells

| | |
|---|---|
| Left arrow | Move one character to the left |
| Right arrow | Move one character to the right |
| Up arrow | Move up one line |
| Down arrow | Move down one line |
| Ctrl + Left arrow | Move one word to the left |
| Ctrl + Right arrow | Move one word to the right |
| End | Move to the end of a line |
| Home | Move to the beginning of a line |
| Ctrl + Up arrow | Move up one paragraph |
| Ctrl + Down arrow | Move down one paragraph |
| Ctrl + End | Move to the end of a text box |
| Ctrl + Home | Move to the beginning of a text box |
| Shift + F4 | Repeat the last Find action |

## Get help with Access

| | |
|---|---|
| F1 | Open the Help window |
| Alt + Home | Go back to Access Help Home |
| Tab | Select the next item in the Help window |
| Shift + Tab | Select the previous item in the Help window |
| Enter | Perform the action for the selected item |
| Enter | In the AccessHelp topics list, expand or collapse the selected item |
| Tab | Select the next hidden text or hyperlink, including Show All or Hide All at the top of a topic |
| Shift + Tab | Select the previous hidden text or hyperlink |
| Enter | Perform the action for the selected Show All, Hide All, hidden text, or hyperlink |
| Alt + Left arrow or Backspace | Move back to the previous Help topic (Back button) |
| Alt + Right arrow | Move forward to the next Help topic (Forward button) |
| Up arrow / Down arrow | Scroll small amounts up or down within the currently displayed Help topic |
| Page Up or Page Down | Scroll larger amounts up or down, respectively within the currently displayed Help topic |
| Esc | Stop the last action (Stop button) |
| F5 | Refresh the window (Refresh button) |
| Ctrl + P | Print the current Help topic (if the cursor is not in the current Help topic, press F6, and then press Ctrl+P) |
| F6 then Enter | er Open the list of choices and change the connection state |
| F6 | Switch among areas in the Help window, such as the toolbar and the Search list |
| Up arrow / Down arrow | In a Table of Contents in tree view, select the previous or next item, respectively |

| Enter | In a Table of Contents in tree view, expand or collapse the selected item |
|---|---|

## Miscellaneous keyboard shortcuts

| F2 | Display the complete hyperlink address (URL) for a selected hyperlink |
|---|---|
| F7 | Check spelling |
| Shift + F2 | Open the Zoom box to conveniently enter expressions and other text in small input areas |
| Ctrl + F2 | Invoke a Builder |
| Print Screen | Copy a screenshot of the entire screen to the Clipboard |
| Alt + Print Screen | Copy a screenshot of the current window to the Clipboard |
| Ctrl + Down arrow | Display the full set of commands on the task pane menu |
| Ctrl + Page Up / Down | Move between fields vertically |
| Ctrl + 2 | Copy the value from above row |
| Alt + F4 | Exit Access |

*Last modification: 24/6/2022 7:56:34 □□□□□□□□□*

*More information:     defkey.com/hi/microsoft-access-2016-2013-shortcuts*

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