



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

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

(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

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
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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)

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
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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
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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
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End	Move to the last field in the current record
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Shift + Tab or Left arrow	Move to the previous field
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Home	Move to the first field in the current record
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Down arrow	Move to the current field in the next record
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Ctrl + Down arrow	Move to the current field in the last record
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Ctrl + End	Move to the last field in the last record
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Up arrow	Move to the current field in the previous record
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Ctrl + Up arrow	Move to the current field in the first record
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Ctrl + Home	Move to the first field in the first record
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F5	(then, in the record number box, type the record number and press Enter) Go to a specific record
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Datasheet view: Navigate to another screen of data

Page Down	Move up one screen
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Page Up	Move down one screen
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Ctrl + Page Down	Move right one screen
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Ctrl + Page Up	Move left one screen
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Datasheet view: Selecting and moving a column

Ctrl + Space	Select the current column or cancel the column selection, in Navigation mode only
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Shift + Right arrow	Extend the selection one column to the right, if the current column is selected
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Shift + Left arrow	Extend the selection one column to the left, if the current column is selected
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Ctrl + Shift + F8	Turn on Move mode then Left arrow / Right arrow
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Datasheet view: Working with subdatasheets

Tab	Enter the subdatasheet from the last field of the previous record in the datasheet
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Shift + Tab	Enter the subdatasheet from the first field of the following record in the datasheet
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Ctrl + Tab	Exit the subdatasheet and move to the first field of the next record in the datasheet
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Ctrl + Shift + Tab	Exit the subdatasheet and move to the last field of the previous record in the datasheet
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Tab	From the last field in the subdatasheet enter the next field in the datasheet
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Down arrow	From the datasheet, bypass the subdatasheet and move to the next record in the datasheet
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Up arrow	From the datasheet, bypass the
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	subdatasheet and move to the previous record in the datasheet
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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
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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
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F4 or Alt + Enter Open or close the property sheet

F5	Switch to Form view from form Design view
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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)
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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)
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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
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Ctrl + C Copy the selected control to the Clipboard

Ctrl + X	Cut the selected control and copy it to the Clipboard
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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
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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
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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
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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)
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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)
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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)
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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
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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
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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
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Shift + Down arrow	Increase the height of the selected control (from the bottom) by a pixel
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Design view: Editing using controls in form and report

Ctrl + C	Copy the selected control to the Clipboard
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Ctrl + X	Cut the selected control and copy it to the Clipboard
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Ctrl + V	Paste the contents of the Clipboard in the upper-left corner of the selected section
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Right arrow	Move the selected control to the right (except a control that is part of a layout)
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Ctrl + Right arrow	(Move in smaller increments) Move the selected control to the right (except a control that is part of a layout)
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Left arrow	Move the selected control to the left (except a control that is part of a layout)
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Ctrl + Left arrow	(Move in smaller increments) Move the selected control to the left (except a control that is part of a layout)
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Up arrow	Move the selected control up (except a control that is part of a layout)
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Ctrl + Up arrow	(Move in smaller increments) Move the selected control up (except a control that is part of a layout)
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Down arrow	Move the selected control down (except a control that is part of a layout)
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Ctrl + Down arrow	(Move in smaller increments) Move the selected control down (except a control that is part of a layout)
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Shift + Down arrow	Increase the height of the selected control
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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
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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
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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
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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
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Shift + Tab	Move to the previous field
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End	Move to the last control on the form and remain in the current record
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Ctrl + End	Move to the last control on the form and set focus in the last record
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Home	Move to the first control on the form and remain in the current record
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Ctrl + Home	Move to the first control on the form and set focus in the first record
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Ctrl + Page Down	Move to the current field in the
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	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

	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 arrow	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)
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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
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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

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

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