

Microsoft Access 2019 cheat sheet

Frequently used shortcuts

F2	Switch between Edit mode (with insertion point displayed) and Navigation mode in a datasheet or design view
F5	Go to a specific record in a Datasheet view

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.

Alt + C	Open the Create tab
Alt + Q	and then enter the search term to open the Tell me box on the ribbon
F6	Move the focus to a different pane of the window

Work with database files

Ctrl + N	Open a new database
Ctrl + O	Open an existing database
Backspace	Open the folder one level above the selected folder

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.

F6	Switch to the next or previous pane in the workspace
Enter	Restore the selected minimized window when all windows are minimized
Alt + Space	Show the program icon menu (on the program title bar), also known as the control menu
Ctrl + Home	Move to the top or bottom of the selected gallery list

Using dialog boxes

Tab	Move to the next or previous option or option group
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Using wizards

Alt + B	Move to the previous page of the wizard
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Using property sheets

F4	Show or hide the property sheet
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Edit and navigate the Object list

Note: F2 works only when the object is closed.

Working in a Design, Layout, or Datasheet view

F5	Switch to Form view from form Design view
F5 or F5	Switch to Form view from form Design view

Form view: Navigate in Print Preview and Layout Preview

Z	Zoom in or out on a part of the page
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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.

Extend a selection

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

Edit text or data: Move the insertion

point in a field

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

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

Shift + Enter	Save changes to the current record
Ctrl + Enter	Insert a new line in a Short Text or Long Text field

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More information: defkey.com/microsoft-access-2016-2013-shortcuts?filter=basic

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