

MS Access Shortcut Key

Manage Databases

Sr.No	Shortcut Key	Description
01	Ctrl+N	Open/create new database
02	Ctrl+O	Open existing database
03	Alt+F4	Quit/ exit Access
04	Ctrl+P	Print the current or selected object
05	Ctrl+S	Save a database object (or Shift+f12)
06	F12	Open the Save As dialog box

Find and Replace

Sr.No	Shortcut Key	Description
01	Ctrl+F	Find and replace dialog box
02	Ctrl+H	(Find and) Replace dialog box
03	Shift+F4	Find next
04	Alt+Ctrl+F	Go to the Navigation Pane search box from anywhere in the database

Form Controls

Sr.No	Shortcut Key	Description
01	Ctrl+X/Ctrl+C/Ctrl+V	Cut / Copy / Paste
02	Arrow Keys	Move selected control up/down/left/right (Optionally, add Ctrl to key combination)
03	Shift+Arrow	Increase / decrease height of the selected control
04	Down/Shift+Arrow Up	Increase / decrease width of the selected control

Wizards

Sr.No	Shortcut Key	Description
01	Tab	Toggle the focus forward between controls in the wizard
02	Alt+N	Move to the next page of the wizard
03	Alt+B	Move to the previous page of the wizard
04	Alt+F	Complete the wizard

Menus

Sr.No	Shortcut Key	Description
01	Shift+F10	Show the shortcut menu
02	Alt	Show the access keys (of F10)

Sr.No	Shortcut Key	Description
03	Alt+Space	Show the program icon menu
04	Arrow Down/Arrow Up	Select the next / select previous command in menu
05	Arrow Left/Arrow Right	Select the menu to the left / menu to the right
06	Home/End	Select first / select last command in menu
07	Esc	Close the visible menu; or, with a submenu visible, to close the submenu

Dialog Boxes

Sr.No	Shortcut Key	Description
01	Ctrl+Tab/Ctrl+Shift+Tab	Switch to next tab / switch to previous tab in a dialog
02	Tab/Shift+Tab	Move to the next / switch to previous option or option group
03	Arrow Keys	Move between options
04	Space	Select current button
05	Alt+Arrow Down	Open the selected drop-down list box
06	Esc	Close the selected drop-down list box
07	Enter	Perform the action assigned to the default button in the dialog box
08	Alt+F4	Close a dialog box

Text Boxes

Sr.No	Shortcut Key	Description
01	Home/End	Move beginning / move to end of an entry
02	Ctrl+Arrow Left/Ctrl+Arrow Right	Move one word to the left or right
03	Shift+Home/Shift+End	Select from cursor to end / to beginning
04	Shift+Arrow Left/Shift+Arrow Right	Extend selection one character to the left / to the right

Field List Pane

Sr.No	Shortcut Key	Description
01	Alt+F8	Toggle the Field List pane
02	Enter	Add the selected field to the form or report detail section
03	Arrow Up/Arrow Down	Move up / move down the Field List pane
04	Shift+Tab	Move to the upper Field List pane from the lower pane
05	Tab	Move to the lower Field List pane from the upper pane

Select and move Fields or Columns

Sr.No	Shortcut Key	Description
01	Tab/Shift+Tab	Select next field / select previous field
02	F2	Switch between Edit mode (with insertion point displayed) and Navigation mode in a datasheet or design view
03	Shift+Space	Switch between selecting the current record and the first field of the current record,

Sr.No	Shortcut Key	Description
04	Shift+Arrow Up/Shift+Arrow Down	Extend selection to previous record/ to next record
05	Ctrl+A	Select all records (or Ctrl+Shift+Space)
06	F8	Turn on Extend mode
07	Arrow Left/Arrow Right	Extend a selection to adjacent fields in the same row in Datasheet view
08	Arrow Up/Arrow Down	Extend a selection to adjacent rows in Datasheet view
09	Shift+F8	Undo the previous extension
10	Esc	Cancel Extend mode
11	Ctrl+Space	Select the current column
12	Shift+Arrow Right/Shift+Arrow Left	Select the column to the right / to the left, if the current column is selected
13	Ctrl+Shift+F8	Turn on Move mode

Edit Text and Data

Sr.No	Shortcut Key	Description
01	Arrow Right/Arrow Left	Move cursor one character to the right / to the left
02	Ctrl+Arrow Right/Ctrl+Arrow Left	Move cursor one word to the right / to the left
03	Home/End	Move cursor to the beginning / to the end of the field
04	Ctrl+Home/Ctrl+End	Move cursor to the beginning / to the end of the line in multi-line fields
05	Ctrl+Delete	Delete all characters to the right of the insertion point
06	Ctrl+Z	Undo Changes
07	Ctrl+Y	Redo Changes
08	Esc	Cancel / undo changes in the current field or current record

Insert Data

Sr.No	Shortcut Key	Description
01	Ctrl+;	Insert the current date
02	Ctrl+:	Insert the current time
03	Ctrl+Alt+Space	Insert the default value for a field
04	Ctrl+'	Insert the value from the same field in the previous record
05	Ctrl+[+]	Add a new record
06	Ctrl+-	In a datasheet, delete the current record
07	Shift+Enter	Save changes to the current record
08	Space	Switch between the values in a check box or option button
09	Ctrl+Enter	Insert a new line

Refresh Fields

Sr.No	Shortcut Key	Description
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Sr.No	Shortcut Key	Description
01	F9	Recalculate the fields in the window or the contents of a Lookup field
02	Shift+F9	Requery the underlying tables

Design View

Sr.No	Shortcut Key	Description
01	F2	Switch between Edit and Navigation mode
02	F4	Toggle the property sheet
03	F5	Switch to Form view from form Design view
04	F6	Switch between the windows, or between design panes / properties / etc
05	F7	Open the Visual Basic Editor from a selected property in the property sheet for a form or report
06	Alt+F8	Invokes the Field List pane in a form, report, or data access page. If the Field List pane is already open, focus moves to the Field List pane.
07	Shift+F7	Switch to Form or Report Design View (from Visual Basic Editor with code module open)
08	Alt+Enter	Display a property sheet
09	Ctrl+X/Ctrl+C/Ctrl+V	Cut / Copy / Paste
10	Arrow Keys	Move selected control up/down/left/right along the grid
11	Ctrl+Arrow Keys	Move selected control up/down/left/right by one pixel
12	Shift+Arrow Down/Shift+Arrow Up	Increase / decrease height of the selected control
13	Shift+Arrow Right/Shift+Arrow Left	Increase / decrease width of the selected control

Navigate in Datasheet, Subdatasheet, and Form View

Sr.No	Shortcut Key	Description
01	F5	Move to the record number box, type in number and press enter
02	Tab/Shift+Tab	Move to next / move to previous field in current record
03	Home/End	Move to first / move to last field in current record
04	Arrow Down/Arrow Up	Move to next / move to previous record
05	Ctrl+Arrow Down/Ctrl+Arrow Up	Move to last record / move to first record (or current field in next record / in previous record when in subdatasheet)
06	Ctrl+Home/Ctrl+End	Move to first field in first record / last field in last record
07	Page Down/Page Up	Move down one screen / move up one screen
08	Ctrl+Page Down/Ctrl+Page Up	Move right one screen / left one screen
09	Ctrl+Tab/Ctrl+Shift+Tab	In subdatasheet: Exit to next / to previous record
10	Ctrl+Shift+Arrow Down	Expand subdatasheet
11	Ctrl+Shift+Arrow Up	Collapse subdatasheet
12	Alt+F5	Move from subdatasheet to record number box, enter record number and press enter

Database Diagram

Sr.No	Shortcut Key	Description
01	Esc	Move from a table cell to the table's title bar
02	Enter	Move from a table's title bar to the last cell you edited
03	Tab	Move from table title bar to table title bar, or from cell to cell inside a table
04	Alt+Arrow Down	Expand a list inside a table
05	Arrow Down/Arrow Up	Move up / down in a list
06	Space	Change the setting in a check box
07	Home/End	Go to the first cell / go to last cell in row
08	Page Down/Page Up	Go to next / go to previous page of the diagram

Query Designer

Sr.No	Shortcut Key	Description
01	F6/Shift+F6	Move forward / backwards among the Query Designer panes
02	Tab/Shift+Tab	Move forward / backwards among tables, views, functions, or join line.
03	Arrow Keys	Move between columns in a table, view, or function
04	Space	Choose the selected data column for output (or use +/-)
05	Delete	Remove the selected table, view, function, or join line
06	F2	In Grid Pane: toggle between edit mode and cell selection mode
07	Insert	Insert row between existing columns

Pivot Table

Sr.No	Shortcut Key	Description
01	Tab/Shift+Tab	Move to the right / to the left
02	Enter/Shift+Enter	Move down / move up
03	Shift+Enter	Select cell above current cell
04	Ctrl+Enter/Ctrl+Shift+Enter	Select detail cell for next item / previous item in row
05	Shift+Arrow Keys	Expand selection
06	Ctrl+A	Select entire PivotTable View
07	Shift+F10	Display context menu
08	Alt+Enter	Display property dialog box
09	Alt+F4	Close property dialog box
10	Esc	Cancel refresh operation in progress
11	Ctrl+E	Export contents to Excel
12	Ctrl+8	Toggle expand indicators (plus and minus signs)
13	Ctrl+[+ on numeric keyboard	Expand selected item
14	Ctrl+- on numeric keyboard	Collapse current item
15	Alt+Arrow Down	Open list for currently selected item
16	Ctrl+T	Toggle AutoFilter
17	Ctrl+Shift+A	Sort data ascending (A-Z)
18	Ctrl+Shift+Z	Sort data descending (Z-A)

Sr.No	Shortcut Key	Description
19	Alt+Shift+Arrow Up/Alt+Shift+Arrow Up	Move selected member up / down
20	Alt+Shift+Arrow Right/Alt+Shift+Arrow Left	Move selected member right / left
21	Ctrl+L	Display Field List pane
22	Ctrl+Shift+S	Add new total field using sum summary
23	Ctrl+Shift+C	Add new total field using count summary
24	Ctrl+Shift+M	Add new total field using min summary
25	Ctrl+Shift+X	Add new total field using max summary
26	Ctrl+Shift+E	Add new total field using average summary
27	Ctrl+Shift+D	Add new total field using standard deviation summary
28	Ctrl+Shift+T	Add new total field using standard deviation population summary
29	Ctrl+Shift+B	Turn subtotals and grand totals on or off for selected field
30	Ctrl+F	Add a calculated detail field
31	Ctrl+1	Move selected field to row area
32	Ctrl+2	Move selected field to column area
33	Ctrl+3	Move selected field to filter area
34	Ctrl+4	Move selected field to detail area
35	Ctrl+Arrow Left/Ctrl+Arrow Right	Move selection up one level / down one level
36	Ctrl+Shift+~	Apply the general number format to values
37	Ctrl+Shift+\$	Apply the currency format to values
38	Ctrl+Shift+%	Apply the percentage format to values
39	Ctrl+Shift+^	Apply the exponential number format to values
40	Ctrl+Shift+#	Apply the date format to values
41	Ctrl+Shift+@	Apply the time format, with the hour, minute, and AM or PM, to values in the selected total or detail field
42	Ctrl+Shift+!	Apply the numeric format, with two decimal places, thousands separator, and a minus sign for negative values, to values in the selected total or detail field
43	Ctrl+B	Make text bold in the selected field of the PivotTable view
44	Ctrl+U	Make text underlined in the selected field of the PivotTable view
45	Ctrl+I	Make text italic in the selected field of the PivotTable view

Manage Windows

Sr.No	Shortcut Key	Description
01	F11	Toggle the Navigation Pane
02	Ctrl+F6	Cycle between open windows
03	Enter	Restore the selected minimized window when all windows are minimized
04	Ctrl+F8	Turn on Resize mode for the active window when it is not maximized; press the arrow keys to resize the window
05	Alt+Space	Display the control menu
06	Shift+F10	Display the shortcut menu

Sr.No	Shortcut Key	Description
07	Ctrl+W/Ctrl+F4	Close the active window
08	Alt+F11	Switch between the Visual Basic Editor and the previous active window

Help Window

Sr.No	Shortcut Key	Description
01	Tab/Shift+Tab	Go to next / go to previous text or hyperlink
02	Enter	Perform action for currently selected item
03	Alt+Arrow Left/Alt+Arrow Right	Move back / move forward
04	Ctrl+P	Open the Print dialog box
05	Arrow Up/Arrow Down	Move up / move down in small increments
06	Page Up/Page Down	Move up / move down one one page
07	Shift+F10	Show context menu

Other Shortcuts

Sr.No	Shortcut Key	Description
01	F2	Display hyperlink
02	F7	Check spelling
03	Shift+F2	Open the Zoom box
04	Alt+Enter	Display a property sheet in Design view
05	Ctrl+F2	Invoke a Builder
06	Ctrl+Arrow Right/Ctrl+Arrow Left	Toggle forward / toggle backwards between views when in a table, or other elements