

Microsoft Access 2007 Keyboard Shortcuts

Opening databases

CTRL N	Open a new Microsoft Access database
CTRL O	Open an existing Microsoft Access database
ALT F4	Exit Microsoft Access

Printing and saving

CTRL+P	Print the current or selected object
P or CTRL+P	Open the Print dialog box from Print Preview
S	Open the Page Setup dialog box from Print Preview
C or ESC	Cancel Print Preview or Layout Preview
CTRL S or Shift F12	Save a Microsoft Access database object
F12	Open the Save As dialog box

Using a combo box or list box

F4 or ALT+DOWN ARROW	Open a combo box
F9	Refresh the contents of a Lookup field (Lookup field: A field, used on a form or report in an Access database, that either displays a list of values retrieved from a table or query, or stores a static set of values.) list box or combo box
DOWN ARROW	Move down one line
PAGE DOWN	Move down one page in Microsoft Access
UP ARROW	Move up one line
PAGE UP	Move up one page
TAB	Exit the combo box or list box

Finding and replacing text or data

CTRL F	Open the Find tab in the Find and Replace dialog box in Microsoft Access (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)

Working in Design view

F2	Switch between Edit mode (with insertion point displayed) and Navigation mode (Navigation mode: The mode in Microsoft Access in which an entire field is selected and the insertion point is not visible. In Navigation mode, you can move between fields by using the arrow keys.) in a datasheet. When working in a form or report, press ESC to leave Navigation mode.
F4	Switch to the property sheet (Design view in forms and reports in both Access databases and Access projects)
F5	Switch to Form view from form Design view in Microsoft Access
F6	Switch between the upper and lower portions of a window (Design view of queries, and the Advanced Filter/Sort window)
F6	Cycle through the field grid, field properties, Navigation Pane, access keys in the Keyboard Access System, Zoom controls, and the security bar (Design view of tables)
F7	Open the Choose Builder dialog box (Design view window of forms and reports)
F7	Open the Microsoft Access Visual Basic Editor from a selected property in the property sheet for a form or report
Shift+F7 or ALT+F11	Switch from the Visual Basic Editor back to form or report Design view

Editing controls in form and report Design view

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 or CTRL+RIGHT ARROW	Move the selected control to the right (except controls that are part of a layout)
LEFT ARROW or CTRL LEFT ARROW	Move the selected Microsoft Access control to the left (except controls that are part of a layout)
UP ARROW or CTRL+UP ARROW	Move the selected control up
DOWN ARROW or CTRL+DOWN	Move the selected control down

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ARROW	
Shift+DOWN ARROW	Increase the height of the selected control
Shift+RIGHT ARROW	Increase the width of the selected control Note If used with controls that are in a layout, the entire layout is resized
Shift+UP ARROW	Reduce the height of the selected control
Shift+LEFT ARROW	Reduce the width of the selected control Note If used with controls that are in a layout, the entire layout is resized
Window operations	
F11	Toggle the Microsoft Access Navigation Pane
CTRL+F6	Cycle between open windows
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
ALT SPACEBAR	Display the Microsoft Access Control menu
Shift F10	Display the Microsoft Access shortcut menu
CTRL+W or CTRL+F4	Close the active window
ALT+F11	Switch between the Visual Basic Editor and the previous active window
Working with Wizards	
TAB	Toggle the focus forward between controls in the wizard
ALT N	Move to the next page of the Microsoft Access wizard
ALT+B	Move to the previous page of the wizard
ALT+F	Complete the wizard
Miscellaneous	
F2	Display the complete hyperlink address for a selected hyperlink
F7	Check spelling in Microsoft Access
Shift+F2	Open the Zoom box to conveniently enter expressions and other text in small input areas
ALT+ENTER	Display a property sheet in Design view
ALT F4	Exit Microsoft Access or close a dialog box
CTRL+F2	Invoke a Builder
CTRL+RIGHT ARROW or CTRL+COMMA (.)	Toggle forward between views when in a table, query, form, report, page, PivotTable list, PivotChart report, stored procedure, or Access project (.adp) function. If there are additional views available, successive keystrokes will move to the next available view.
CTRL+LEFT ARROW or CTRL+PERIOD (.)	Toggle back between views when in a table, query, form, report, page, PivotTable list, PivotChart report, stored procedure, or .adp function. If there are additional views available, successive keystrokes will move to the previous view. Note CTRL+PERIOD (.) does not work under all conditions with all objects.
Editing and navigating the Object list	
F2	Rename a selected object in Microsoft Access
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
HOME	Move to the first object in Microsoft Access
Navigating and opening objects	
ENTER	Open the selected table or query in Microsoft Access Datasheet view
ENTER	Open the selected form or report
ENTER	Run the selected macro in Microsoft Access
CTRL+ENTER	Open the selected table, query, form, report, data access page, macro, or module in Design view
CTRL+G	Display the Immediate window in the Visual Basic Editor

Microsoft Access 2007 Keyboard Shortcuts

Work with menus

Shift F10	Show the Microsoft Access shortcut menu
ALT or F10	Show the access keys
ALT+SPACEBAR	Show the program icon menu (on the program title bar)
DOWN ARROW or UP ARROW	With the menu or submenu visible, select the next or previous command
LEFT ARROW or RIGHT ARROW	Select the menu to the left or right; or, when a submenu is visible, to switch between the main menu and the submenu
HOME or END	Select the first or last command on the Microsoft Access menu or submenu
ALT	Close the visible menu and submenu at the same time
ESC	Close the visible menu; or, with a submenu visible, to close the submenu only

Using a program window

ALT+TAB	Switch to the next program
ALT+Shift+TAB	Switch to the previous program
CTRL+ESC	Show the Windows Start menu
CTRL+W	Close the active database window
CTRL+F6	Switch to the next database window
CTRL+Shift+F6	Switch to the previous database window
ENTER	Restore the selected minimized window when all windows are minimized

Using a dialog box

CTRL TAB	Switch to the next tab in a Microsoft Access dialog box
CTRL+Shift+TAB	Switch to the previous tab in a dialog box
TAB	Move to the next option or option group
Shift+TAB	Move to the previous option or option group
Arrow keys	Move between options in the selected drop-down list box, or to move between some options in a group of options
SPACEBAR	Perform the action assigned to the selected button; select or clear the check box
Letter key for the first letter in the option name you want (when a drop-down list box is selected)	Move to the option by the first letter in the option name in a drop-down list box
ALT+letter key	Select the option, or to select or clear the check box by the letter underlined in the option name
ALT DOWN ARROW	Open the selected Microsoft Access 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
ALT F4	Close a Microsoft Access dialog box

Editing in a text box

HOME	Move to the beginning of the entry
END	Move to the end of the entry
LEFT ARROW or 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 entry
Shift+END	Select from the insertion point to the end of the entry
Shift+LEFT ARROW	Change the size of the selection by one character to the left
Shift+RIGHT ARROW	Change the size of the selection by one character to the right
CTRL+Shift+LEFT ARROW	Change the size of the selection by one word to the left
CTRL+Shift+RIGHT ARROW	Change the size of the selection by one word to the right

Work with the Open, File New Database, and Save As dialog boxes

ALT+1	Go to the previous folder ()

Microsoft Access 2007 Keyboard Shortcuts

ALT+2	Open the folder up one level from the open folder (Up One Level button)
DEL	Delete the selected folder or file (Delete button)
ALT+4	Create a new subfolder in the open folder (Create New Folder button)
ALT+5	Switch between Thumbnails, Tiles, Icons, List, Details, Properties, and Preview views
ALT+L	Show the Tools menu (Tools button)

Using a property sheet with a form or report

F4	Toggle the property sheet tab in Microsoft Access
DOWN ARROW or UP ARROW	Move among choices in the control drop-down list one item at a time
PAGE DOWN or PAGE UP	Move among choices in the control drop-down list five items at a time
TAB	Move to the property sheet tabs from the control drop-down list
LEFT ARROW or 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 control drop-down list
CTRL TAB	Toggle forward between tabs when a property is selected in Microsoft Access
CTRL+Shift+TAB	Toggle backward between tabs when a property is selected

Using a property sheet with a table or query

F4	Toggle the property sheet tab in Microsoft Access
LEFT ARROW or RIGHT ARROW	With a tab selected, but no property selected, move among the property sheet tabs
CTRL+TAB	Move to the property sheet tabs when a property is selected
TAB	Move to the first property of a tab when no property is selected
TAB	Move down one property on a tab in Microsoft Access
Shift+TAB	Move up one property on a tab; or if already at the top, select the tab itself
CTRL+TAB	Toggle forward between tabs when a property is selected
CTRL+Shift+TAB	Toggle backward between tabs when a property is selected

Work with the Field List pane

ALT F8	Toggle the Field List pane in Microsoft Access
ENTER	Add the selected field to the form or report detail section
UP ARROW or DOWN ARROW	Move up or down the Field List pane
Shift+TAB	Move to the upper Field List pane from the lower pane
TAB	Move to the lower Field List pane from the upper pane

Keyboard shortcuts for using the Help window

TAB	Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic
Shift+TAB	Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web site article
ENTER	Perform the action for the selected Show All, Hide All, hidden text, or hyperlink
ALT+LEFT ARROW	Move back to the previous Help topic
ALT RIGHT ARROW	Move forward to the next Help topic in Microsoft Access
CTRL+P	Open the Print dialog box
UP ARROW AND DOWN ARROW	Scroll small amounts up and down, respectively, within the currently-displayed Help topic.
PAGE UP AND PAGE DOWN	Scroll larger amounts up and down, respectively, within the currently-displayed Help topic.
Shift F10	Display a menu of commands for the Help window; requires that the Microsoft Access Help window have active focus (click an item in the Help window).

Send e-mail messages

ALT F E	Send the active Microsoft Access database object (the object selected in the Navigation Pane) as an e-mail message
CTRL+Shift+B	Open the Address Book from within Outlook
ALT+K or CTRL+K	Check the names in the To, Cc, and Bcc boxes against the Address Book
TAB	Select the next box in the e-mail header or the body of the message when the last box in the e-mail

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	header is active
Shift+TAB	Select the previous field or button in the e-mail header
Selecting text 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
Selecting a field or record	
TAB	Select the next field in Microsoft Access
F2	Switch between Edit mode (with insertion point displayed) and Navigation mode (Navigation mode: The mode in Microsoft Access in which an entire field is selected and the insertion point is not visible. In Navigation mode, you can move between fields by using the arrow keys.) in a datasheet. When using a form or report, press ESC to leave Navigation mode.
Shift+SPACEBAR	Switch between selecting the current record and the first field of the current record, in Navigation mode
Shift UP ARROW	Extend selection to the previous record, if the current record is selected in Microsoft Access
Shift+DOWN ARROW	Extend selection to the next record, if the current record is selected
CTRL+A or CTRL+Shift+SPACEBAR	Select all records
Extending a selection	
F8	Turn on Extend mode (in Datasheet view, Extended Selection appears in the lower-right corner of the window); 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
ESC	Cancel Extend mode in Microsoft Access
Selecting and moving a column in Datasheet view	
CTRL SPACEBAR	Select the current column or cancel the column selection, in Microsoft Access Navigation mode (Navigation mode: The mode in Microsoft Access in which an entire field is selected and the insertion point is not visible. In Navigation mode, you can move between fields by using the arrow keys.) only
Shift+RIGHT ARROW	Select the column to the right, if the current column is selected
Shift+LEFT ARROW	Select the column to the left, if the current column is selected
CTRL+Shift+F8	Turn on Move mode (Move mode: The mode in which you can move column(s) in Datasheet view by using the left and right arrow keys.); then press the RIGHT ARROW or LEFT ARROW key to move selected column(s) to the right or left
Moving the insertion point in a field	
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 to 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 multiple-line fields
HOME	Move the insertion point to the beginning of the field, in single-line fields; or to 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 multiple-line fields
Copying, moving, or deleting text	
CTRL C	Copy the selection to the Clipboard in Microsoft Access
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

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CTRL DELETE	Delete all characters to the right of the insertion point in Microsoft Access
Undoing changes	
CTRL+Z or ALT+BACKSPACE	Undo typing
ESC	Undo changes in the current field or current record; if both have been changed, press ESC twice to undo changes, first in the current field and then in the current record
Entering data in Datasheet or Form view	
CTRL+SEMICOLON (;)	Insert the current date
CTRL+Shift+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 in Microsoft Access
CTRL+PLUS SIGN (+)	Add a new record
CTRL MINUS SIGN (-)	In a Microsoft Access datasheet, 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
Refreshing fields with current data	
F9	Recalculate the fields in the Microsoft Access window
Shift+F9	Requery the underlying tables; in a subform, this requeries the underlying table for the subform only
F9	Refresh the contents of a Lookup field (Lookup field: A field, used on a form or report in an Access database, that either displays a list of values retrieved from a table or query, or stores a static set of values.) list box or combo box
Navigate in Design view	
F2	Switch between Edit mode (with insertion point displayed) and Navigation mode
F4	Toggle the property sheet in Microsoft Access
F5	Switch to Form view from Microsoft Access form Design view
F6	Switch between the upper and lower portions of a window (Design view of macros, queries, and the Advanced Filter/Sort window) 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, access keys, and Zoom controls (Design view of tables, forms, and reports)
F7	Open the Microsoft Access Visual Basic Editor from a selected property in the property sheet for a form or report
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.
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 sheet in form or report Design view to the design surface without changing the control focus
ALT+ENTER	Display a property sheet
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 Microsoft Access 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)

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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 Microsoft Access 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
Going to a specific record	
F5	Move to the record number box (record number box: A small box that displays the current record number in the lower-left corner in Datasheet view and Form view. To move to a specific record, you can type the record number in the box, and press ENTER.); then type the record number and press ENTER
Navigating between fields and records	
TAB or RIGHT ARROW	Move to the next field in Microsoft Access
END	Move to the last field in the current record, in Navigation mode
Shift+TAB, or LEFT ARROW	Move to the previous field
HOME	Move to the first field in the current record, in Navigation mode
DOWN ARROW	Move to the current field in the next record
CTRL+DOWN ARROW	Move to the current field in the last record, in Navigation mode
CTRL+END	Move to the last field in the last record, in Navigation mode
UP ARROW	Move to the current field in the previous record in Microsoft Access
CTRL+UP ARROW	Move to the current field in the first record, in Navigation mode
CTRL+HOME	Move to the first field in the first record, in Navigation mode
Navigating to another screen of data	
PAGE DOWN	Move down one screen in Microsoft Access
PAGE UP	Move up one screen
CTRL+PAGE DOWN	Move right one screen
CTRL+PAGE UP	Move left one screen
Expanding and collapsing subdatasheet	
CTRL Shift DOWN ARROW	Move from the Microsoft Access datasheet to expand the record's subdatasheet
CTRL+Shift+UP ARROW	Collapse the subdatasheet
Navigating between the datasheet and subdatasheet	
TAB	Enter the subdatasheet from the last field of the previous record in the Microsoft Access 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 to enter the next field in the Microsoft Access 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
Form view -Navigating between fields and records	
TAB	Move to the next field in Microsoft Access
Shift+TAB	Move to the previous field
END	Move to the last control on the form and remain in the current record, in Navigation mode
CTRL+END	Move to the last control on the form and set focus in the last record, in Navigation mode
HOME	Move to the first control on the form and remain in the current record, in Navigation mode

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CTRL+HOME	Move to the first control on the form and set focus in the first record, in Navigation mode
CTRL PAGE DOWN	Move to the current field in the next record in Microsoft Access
CTRL+PAGE UP	Move to the current field in the previous record
Navigating 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 in Microsoft Access
PAGE UP	Move up one page; at the end of the record, moves to the equivalent page on the previous record
Navigating between the main form and subform	
TAB	Enter the subform from the preceding field in the main form in Microsoft Access
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 in Microsoft Access
CTRL+Shift+TAB	Exit the subform and move to the previous field in the main form or previous record
Navigate in Print Preview and Layout Preview	
P (for forms and reports) or CTRL+P (for datasheets, forms, and reports)	Open the Print dialog box
S	Open the Page Setup dialog box (forms and reports only)
Z	Zoom in or out on a part of the page
C or ESC	Cancel Print Preview or Layout Preview in Microsoft Access
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 in Microsoft Access
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
Navigate in the Database Diagram window in an Access project	
ESC	Move from a table cell to the table's title bar
ENTER	Move from a table's title bar to the last cell you edited
TAB	Move from table title bar to table title bar, or from cell to cell inside a table
ALT + DOWN ARROW	Expand a list inside a table
DOWN ARROW	Scroll through the items in a drop-down list from top to bottom
UP ARROW	Move to the previous item in a list
ENTER	Select an item in a list and move to the next cell
SPACEBAR	Change the setting in a check box
HOME	Go to the first cell in the row, or to the beginning of the current cell
END	Go to the last cell in the row, or to the end of the current cell
PAGE DOWN	Scroll to the next page inside a table, or to the next page of the diagram
PAGE UP	Scroll to the previous page inside a table, or to the previous page of the diagram
Navigate in Query Designer Diagram Pane	
TAB, or Shift+TAB	Move among tables, views, and functions, (and to join lines, if available)
Arrow keys	Move between columns in a table, view, or function in Microsoft Access
SPACEBAR or PLUS key	Choose the selected data column for output
SPACEBAR or MINUS key	Remove the selected data column from the query output
DELETE	Remove the selected table, view, or function, or join line from the query

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Press Navigate in Query Designer 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 top 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 SPACEBAR	Select an entire grid column in Microsoft Access Query Designer grid pane
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)
INS	Toggle between insert and overstrike mode while editing in a cell
SPACEBAR	Toggle the check box in the Output column Note If multiple items are selected, pressing this key affects all selected items.
DELETE	Clear the selected contents of a cell
DELETE	Remove row containing selected data column from the query Note If multiple items are selected, pressing this key affects all selected items.
DELETE	Clear all values for a selected grid column
INS (after you select grid row)	Insert row between existing rows
INS (after you select any Or ... column)	Add an Or ... column

Keys for selecting elements in PivotTable view

The TAB key	Move the selection from left to right, and then down in Microsoft Access PivotTable view
ENTER	Move the selection from top to bottom, and then to the right
Shift+TAB	Select the cell to the left. If the current cell is the leftmost cell, SHFT+TAB selects the last cell in the previous row.
Shift+ENTER	Select the cell above the current cell. If the current cell is the topmost cell, SHFT+ENTER selects the last cell in the previous column.
CTRL+ENTER	Select the detail cells for the next item in the row area
Shift+CTRL+ENTER	Select the detail cells for the previous item in the row area
Arrow keys	Move the selection in the direction of the arrow key. If a row or column field is selected, press DOWN ARROW to move to the first item of data in the field, and then press an arrow key to move to the next or previous item or back to the field. If a detail field is selected, press DOWN ARROW or RIGHT ARROW to move to the first cell in the detail area.
Shift+arrow keys	Extend or reduce the selection in the direction of the arrow key
CTRL+arrow keys	Move the selection to the last cell in the direction of the arrow key
Shift+ALT+arrow keys	Move the selected item in the direction of the arrow key
HOME	Select the leftmost cell of the current row
END	Select the rightmost cell of the current row
CTRL+HOME	Select the leftmost cell of the first row
CTRL+END	Select the last cell of the last row
Shift+CTRL+HOME	Extend selection to the leftmost cell of the first row
Shift+CTRL+END	Extend selection to the last cell of the last row
CTRL+SPACEBAR	Select the field for the currently selected item of data, total, or detail
Shift+SPACEBAR	Select the entire row containing the currently selected cell
CTRL A	Select the entire Microsoft Access PivotTable view (PivotTable view: A view that summarizes and analyzes data in a datasheet or form. You can use different levels of detail or organize data by dragging the fields and items or by showing and hiding items in the drop-down lists for the fields.)
PAGE DOWN	Display the next screen
PAGE UP	Display the previous screen

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Shift+PAGE DOWN	Extend the selection down one screen
Shift+PAGE UP	Reduce the selection by one screen
ALT+PAGE DOWN	Display the next screen to the right
ALT+PAGE UP	Display the previous screen to the left
Shift+ALT+PAGE DOWN	Extend the selection to the page on the right
Shift+ALT+PAGE UP	Extend the selection to the page on the left
Keys for carrying out commands	
F1	Display Help topics
Shift F10	Display the shortcut menu for the selected element of the Microsoft Access PivotTable view. Use the shortcut menus to carry out commands in the PivotTable view.
Underlined letter	Carry out a command on the shortcut menu
ESC	Close the shortcut menu without carrying out a command
ALT+ENTER	Display the Properties dialog box
ALT F4	Close the Microsoft Access Properties dialog box
ESC	Cancel a refresh operation in progress
CTRL+C	Copy the selected data from the PivotTable view to the Clipboard
CTRL+E	Export the contents of the PivotTable view to Microsoft Office Excel 2007Office Excel 2007
Keys for displaying, hiding, filtering, or sorting data	
CTRL+8	Show or hide the expand indicators (and boxes) beside items
CTRL+PLUS SIGN (on the numeric keypad)	Expand the currently selected item
CTRL MINUS SIGN (on the numeric keypad)	Hide the currently selected Microsoft Access item
ALT+DOWN ARROW	Open the list for the currently selected field
The TAB key	Alternately move to the most recently selected item, the OK button, and the Cancel button in the drop-down list for a field
Arrow keys	Move to the next item in the drop-down list for a field
SPACEBAR	Select or clear the check box for the current item in the drop-down list for a field
ENTER	Close the drop-down list for a field and apply any changes you made
ESC	Close the drop-down list for a field without applying your changes
CTRL T	Turn the Microsoft Access AutoFilter on or off
CTRL+Shift+A	Sort data in the selected field or total in ascending order (A-Z 0-9)
CTRL+Shift+Z	Sort data in the selected field or total in descending order (Z-A 9-0)
ALT+Shift+UP ARROW or ALT+Shift+LEFT ARROW	Move the selected member up or left
ALT+Shift+DOWN ARROW or ALT+Shift+RIGHT ARROW	Move the selected member down or right
Keys for working with the Field List pane	
CTRL+L	Display the Field List pane, or activate it if it is already displayed
Arrow keys	Move to the next Microsoft Access item in the Field List pane
Shift+UP ARROW	Move to the previous item and include it in the selection
Shift+DOWN ARROW	Move to the next item and include it in the selection
CTRL UP ARROW	Move to the previous Microsoft Access item, but don't include the item in the selection
CTRL+DOWN ARROW	Move to the next item, but don't include the item in the selection
CTRL+SPACEBAR	Remove the item from the selection, if the item that has focus is included in the selection, and vice versa
PLUS SIGN (numeric keypad)	Expand the current item in the Field List pane to display its contents. Or expand Totals to display the available total fields.
MINUS SIGN (numeric keypad)	Collapse the current item in the Field List pane to hide its contents. Or collapse Totals to hide the available total fields.

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The TAB key	Alternately move to the most recently selected item, the Add to button, and the list next to the Add to button in the Field List pane
ALT+DOWN ARROW	Open the drop-down list next to the Add to button in the Field List pane. Use the arrow keys to move to the next item in the list, and then press ENTER to select an item.
ENTER	Add the highlighted field in the Field List pane to the area in the PivotTable view that is displayed in the Add to list
ALT F4	Close the Field List pane in Microsoft Access
Keys for adding fields and totals	
CTRL Shift S	Add a new total field for the selected field in the Microsoft Access PivotTable view by using the Sum summary function
CTRL+Shift+C	Add a new total field for the selected field in the PivotTable view by using the Count summary function
CTRL+Shift+M	Add a new total field for the selected field in the PivotTable view by using the Min summary function
CTRL+Shift+X	Add a new total field for the selected field in the PivotTable view by using the Max summary function
CTRL+Shift+E	Add a new total field for the selected field in the PivotTable view by using the Average summary function
CTRL Shift D	Add a new total field for the selected field in the Microsoft Access PivotTable view by using the Standard Deviation summary function
CTRL+Shift+T	Add a new total field for the selected field in the PivotTable view by using the Standard Deviation Population summary function
CTRL+Shift+V	Add a new total field for the selected field in the PivotTable view by using the Variance summary function
CTRL Shift R	Add a new total field for the selected field in the PivotTable view by using the Variance Population summary function in Microsoft Access
CTRL+Shift+B	Turn subtotals and grand totals on or off for the selected field in the PivotTable view
CTRL+F	Add a calculated detail field
Keys for changing the layout	
CTRL+1	Move the selected field in the PivotTable view to the row area
CTRL+2	Move the selected field in the PivotTable view to the column area
CTRL 3	Move the selected field in the Microsoft Access PivotTable view to the filter area
CTRL+4	Move the selected field in the PivotTable view to the detail area
CTRL+LEFT ARROW	Move the selected row or column field in the PivotTable view to a higher level
CTRL RIGHT ARROW	Move the selected row or column field in the Microsoft Access PivotTable view to a lower level
Keys for formatting elements in PivotTable view	
CTRL+Shift+~ (tilde)	Apply the general number format to values in the selected total or detail field
CTRL+Shift+\$	Apply the currency format, with two decimal places and negative numbers in parentheses, to values in the selected total or detail field
CTRL Shift %	Apply the percentage format, with no decimal places, to values in the selected total or detail field in Microsoft Access PivotTable view
CTRL+Shift+^	Apply the exponential number format, with two decimal places, to values in the selected total or detail field
CTRL+Shift+#	Apply the date format, with the day, month, and year, to values in the selected total or detail field
CTRL+Shift+@	Apply the time format, with the hour, minute, and AM or PM, to values in the selected total or detail field
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
CTRL B	Make text bold in the selected field of the Microsoft Access PivotTable view
CTRL+U	Make text underlined in the selected field of the PivotTable view
CTRL+I	Make text italic in the selected field of the PivotTable view
Pivot chart view - Keys for selecting items in a chart	
RIGHT ARROW	Select the next item in the Microsoft Access chart
LEFT ARROW	Select the previous item in the chart

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DOWN ARROW	Select the next group of items
UP ARROW	Select the previous group of items
Pivot chart view - Keys for working with properties and options	
ALT+ENTER	Display the Properties dialog box
ALT F4	Close the Microsoft Access Properties dialog box
The TAB key	When the Properties dialog box is active, select the next item on the active tab
RIGHT ARROW	When a tab in the Properties dialog box is active, select the next tab
LEFT ARROW	When a tab in the Properties dialog box is active, select the previous tab
DOWN ARROW	Display a list or palette when a button that contains a list or palette is selected
Shift F10	Display the Microsoft Access shortcut menu
Underlined letter	Carry out a command on the shortcut menu
ESC	Close the shortcut menu without carrying out a command
Pivot chart view - Keys for working with fields	
ALT DOWN ARROW	Open the list for the currently selected field in Microsoft Access Pivot chart view
The TAB key	In the drop-down list for a field, alternately move to the most recently selected item, the OK button, and the Cancel button
Arrow keys	In the drop-down list for a field, move to the next item
SPACEBAR	In the drop-down list for a field, select or clear the check box for the current item
ENTER	Close the drop-down list for a field and apply any changes you made
ESC	Close the drop-down list for a field without applying your changes
Pivot chart view - Keys for working with the Field List pane	
CTRL+L	Display the Field List pane, or activate it if it is already displayed
Arrow keys	Move to the next item in the Field List pane
Shift+UP ARROW	Move to the previous item and include it in the selection
Shift+DOWN ARROW	Move to the next item and include it in the selection
CTRL+UP ARROW	Move to the previous item, but don't include the item in the selection
CTRL+DOWN ARROW	Move to the next item, but don't include the item in the selection
CTRL+SPACEBAR	Remove the item from the selection if the item that has focus is included in the selection, and vice versa
PLUS SIGN (numeric keypad)	Expand the current item in the Field List pane to display its contents, or expand Totals to display the available total fields
MINUS SIGN (numeric keypad)	Collapse the current item in the Field List pane to hide its contents, or collapse Totals to hide the available total fields.
The TAB key	In the Field List pane, alternately move to the most recently selected item, the Add to button, and the list next to the Add to button
ALT+DOWN ARROW	Open the drop-down list next to the Add to button in the Field List pane. Use the arrow keys to move to the next item in the list, and then press ENTER to select an item.
ENTER	Add the highlighted field in the Field List pane to the drop area that is displayed in the Add to list
ALT F4	Close the Field List pane in Microsoft Access
In the Help window	
F1	Open the Help window in Microsoft Access
ALT+F4	Close the Help window
ALT+TAB	Switch between the Help window and the active program.
ALT+HOME	Go back to Program Name Home.
TAB	Select the next item in the Help window in Microsoft Access .
Shift+TAB	Select the previous item in the Help window.
ENTER	Perform the action for the selected item.
TAB or Shift+TAB	In the Browse Program Name Help section of the Help window, select the next or previous item, respectively.
ENTER	In the Browse Program Name Help section of the Help window, expand or collapse the selected item,

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	respectively.
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 in Microsoft Access .
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, respectively, within the currently displayed Help topic.
PAGE UP, PAGE DOWN	Scroll larger amounts up or down, respectively, within the currently displayed Help topic.
Shift+F10	Display a menu of commands for the Help window. This requires that the Help window have the active focus (click in the Help window).
ESC	Stop the last action (Stop button).
F5	Refresh the window (Refresh button) in Microsoft Access
CTRL+P	Print the current Help topic. Note If the cursor is not in the current Help topic, press F6 and then press CTRL+P.
F6, and then press ENTER to open the list of choices	Change the connection state.
F6	Switch among areas in the Help window; for example, switch between the toolbar and the Search list.
UP ARROW, DOWN ARROW	In a Table of Contents in tree view, select the next or previous item, respectively.
LEFT ARROW, RIGHT ARROW	In a Table of Contents in tree view, expand or collapse the selected item, respectively.
Office basics - Display and use windows	
ALT+TAB	Switch to the next window.
ALT+Shift+TAB	Switch to the previous window.
CTRL+W or CTRL+F4	Close the active window.
F6	Move to a task pane from another pane in the program window (clockwise direction). You might need to press F6 more than once. Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar or Microsoft Office Fluent Ribbon and then pressing CTRL+TAB to move to the task pane.
CTRL+F6	When more than one window is open, switch to the next window.
CTRL+Shift+F6	Switch to the previous window.
CTRL F8	When a document window is not maximized in Microsoft Access , perform the Size command (on the Control menu for the window). Press the arrow keys to resize the window, and, when finished, press ENTER.
CTRL+F9	Minimize a window to an icon (works for only some Microsoft Office programs).
CTRL+F10	Maximize or restore a selected window.
PRINT SCREEN	Copy a picture of the screen to the Clipboard.
ALT+PRINT SCREEN	Copy a picture of the selected window to the Clipboard.
Office basics - Move around in text or cells	
LEFT ARROW	Move one character to the left.
RIGHT ARROW	Move one character to the right.
UP ARROW	Move one line up.
DOWN ARROW	Move one line down.
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.
CTRL ENTER	Move to the next title or body text placeholder. If it is the last placeholder on a slide, this will insert a

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	new slide with the same slide layout as the original slide.
Shift+F4	Repeat the last Find action.
Office basics - Move around in and work in tables	
TAB	Move to the next cell in Microsoft Access .
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.
Office basics - Access and use task panes	
F6	Move to a task pane from another pane in the program window. (You might need to press F6 more than once.) Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar and then pressing CTRL+TAB to move to the task pane.
CTRL+TAB	When a menu or toolbar is active, move to a task pane. (You might need to press CTRL+TAB more than once.)
TAB or Shift+TAB	When a task pane is active, select the next or previous option in the task pane.
CTRL+DOWN ARROW	Display the full set of commands on the task pane menu.
DOWN ARROW or UP ARROW	Move among choices on a selected submenu; move among certain options in a group of options in a dialog box.
SPACEBAR or ENTER	Open the selected menu, or perform the action assigned to the selected button.
Shift+F10	Open a shortcut menu; open a drop-down menu for the selected gallery item.
HOME or END	When a menu or submenu is visible, select the first or last command on the menu or submenu in Microsoft Access .
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.
Office basics - Access and use smart tags	
ALT+Shift+F10	Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.
DOWN ARROW	Select the next item on a smart tag menu.
UP ARROW	Select the previous item on a smart tag menu.
ENTER	Perform the action for the selected item on a smart tag menu.
ESC	Close the smart tag menu or message.
Office basics - Use dialog boxes	
TAB	Move to the next option or option group.
Shift+TAB	Move to the previous option or option group.
CTRL+TAB	Switch to the next tab in a dialog box.
CTRL+Shift+TAB	Switch to the previous tab in a dialog box.
Arrow keys	Move between options in an open drop-down list, or between options in a group of options.
SPACEBAR	Perform the action assigned to the selected button; select or clear the selected check box.
First letter of an option in a drop-down list	Open the list if it is closed and move to that option in the list.
ALT+ the letter underlined in an optn	Select an option; select or clear a check box.
ALT+DOWN ARROW	Open a selected drop-down list.
ESC	Close a selected drop-down list; cancel a command and close a dialog box.
ENTER	Perform the action assigned to a default button in a dialog box.
Office basics - Use edit boxes within dialog boxes	
HOME	Move to the beginning of the entry.
END	Move to the end of the entry.
LEFT ARROW or RIGHT ARROW	Move one character to the left or right.

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CTRL+LEFT ARROW	Move one word to the left.
CTRL+RIGHT ARROW	Move one word to the right.
Shift+LEFT ARROW	Select or cancel selection one character to the left.
Shift+RIGHT ARROW	Select or cancel selection one character to the right.
CTRL+Shift+LEFT ARROW	Select or cancel selection one word to the left.
CTRL+Shift+RIGHT ARROW	Select or cancel selection one word to the right.
Shift+HOME	Select from the insertion point to the beginning of the entry.
Shift+END	Select from the insertion point to the end of the entry.
Office basics - Use the Open and Save As dialog boxes	
ALT+1	Go to the previous folder.
ALT+2	Up One Level button: open the folder up one level above the open folder.
ALT+3	Search the Web button: close the dialog box and open your Web search page
ALT+3	Delete button: delete the selected folder or file.
ALT+4	Create New Folder button: create a new folder.
ALT+5	Views button: switch among available folder views.
ALT+L	Tools button: show the Tools menu.
Shift+F10	Display a shortcut menu for a selected item such as a folder or file.
TAB	Move between options or areas in the dialog box.
F4 or ALT+i	Open the Look in list.
F5	Refresh the file list.

Visit <http://www.shortcutmania.com/> for more printable keyboard shortcuts