Lesson – 9

Shortcut Keys of MS Access

Command	Keystroke
Bold	Ctrl+B
Close the current file	Ctrl+W
Close application	Ctrl+F4
Copy	Ctrl+C
Cut	Ctrl+X
Delete current record	Del
Edit/Navigation mode (toggle)	F2
Exit subform and move to next/previous field in next record	Ctrl+Tab/Shift+Tab
Extend selection to next/previous record	Shift+Down/Up
Find	Ctrl+F
Find Next	Shift+F4
Find Previous	Shift+F3
Go To	Ctrl+G
Insert current date	Ctrl + ;
Insert current time	Ctrl + :
Insert default value	Ctrl+Alt+spacebar
Insert new line	Ctrl+Enter
Insert value from same field in previous record	Ctrl + '
Italics	Ctrl+I
Menu bar	F10
Move to beginning/end of multiple-line field	Ctrl+Home/End
Move to current field in first/last record (Navigation mode)	Ctrl+Up/Dn
Move to first field in first record (Navigation mode)	Ctrl+Home
Move to first/last field in current record (Navigation mode)	Home/End
Move to last field in last record (Navigation mode)	Ctrl+End
Move to left edge of page	Home or Ctrl+Left
Move to page number/record number box	F5
Move to right edge of page	End or Ctrl+Right
New (object)	Ctrl-+N
New record (add)	Ctrl +
Next window	Ctrl+F6
Open	Ctrl+O
Open combo box	F4
Open in Design view	Ctrl+Enter

Paste	Ctrl+V
Print	Ctrl+P
Property sheet	Alt+Enter
Refresh combo box	F9
Replace	Ctrl+H
Requery underlying tables in subform	Shift+F9
Save	Ctrl+S
Save As	F12
Save current record	Shift+Enter
Screen left/right	Ctrl+PgUp/PgDn
Select/unselect column (Navigation mode)	Ctrl+spacebar
Spelling/Grammar check	F7
Switch between upper/lower panes	F6
Switch to Form view	F5
Undo	Ctrl+Z
Undo previous extension	Shift+F8
Zoom box	Shift+F2