

Microsoft Access Shortcut Keys List

Frequently used shortcuts	
Action	Press
Select the active tab of the ribbon and activate Key Tips	Alt or F10
	(to move to a different tab, use Key Tips or the arrow keys)
Open the Home tab	Alt+H
Open the Tell me box on the ribbon	Alt+Q, and then enter the search term
Display the shortcut menu for the selected item	Shift+F10
Move the focus to a different pane of the window	F6
Open an existing database	Ctrl+O or Ctrl+F12
Show or hide the Navigation Pane	F11
Show or hide a property sheet	F4
Switch between Edit mode (with insertion point displayed) and Navigation mode in the Datasheet or Design view	F2
Switch to Form view from the form Design view	F5
Move to the next or previous field in the Datasheet view	The Tab key or Shift+Tab
Go to a specific record in the Datasheet view	Alt+F5
	(then, in the record number box, type the record number and press Enter)
Open the Print dialog box from Print (for datasheets, forms, and reports)	Ctrl+P
Open the Page Setup dialog box (for forms and reports)	S
Zoom in or out on a part of the page	Z
Open the Find tab in the Find and Replace dialog box in the Datasheet view or Form view	Ctrl+F
Open the Replace tab in the Find and Replace dialog box in the Datasheet view or Form view	Ctrl+H
Add a new record in Datasheet view or Form view	Ctrl+Plus Sign (+)
Open the Help window	F1
Exit Access	Alt+F4

Navigate the ribbon with only the keyboard

Action	Press
Open the File page	Alt+F
Open the Home tab	Alt+H
Open the Create tab	Alt+C
Open the External Data tab	Alt+X or Alt+X,1
Open the Database Tools tab	Alt+Y
Open the Fields tab	Alt+J, B
Open the Table tab	Alt+J, T
Open the Add-ins tab, if present	Alt+X, 2
Open the Tell me box on the ribbon	Alt+Q, and then enter the search term

Work with database files(Open and save databases)

Action	Press
Open a new database	Ctrl+N
Open an existing database	Ctrl+O or Ctrl+F12
Open the selected folder or file	Enter
Open the folder one level above the selected folder	Backspace
Delete the selected folder or file	Delete
Display a shortcut menu for a selected item such as a folder or file	Shift+F10
Move forward through options	Tab
Move backward through options	Shift+Tab
Open the Look in list	F4 or Alt+I
Save a database object	Ctrl+S or Shift+F12
Open the Save As dialog box	F12 or Alt+F+S

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

Action	Press
Show KeyTips	Alt or F10
Show the program icon menu (on the program title bar), also known as the control menu	Alt+Spacebar
With the menu or submenu visible, select the next or previous command	The Down or Up arrow key
Select the menu to the left or right; or, when a submenu is visible, switch between the main menu and the submenu	The Left or Right arrow key
Select the first or last command on the menu or submenu	Home or End

Open the selected menu, or perform the action assigned to the selected button	Spacebar or Enter
Open a shortcut menu or open a drop-down menu for the selected gallery item	Shift+F10
Scroll up or down in the selected gallery list	Page Up or Page Down
Move to the top or bottom of the selected gallery list	Ctrl+Home or Ctrl+End
Close the visible menu and submenu at the same time	Alt
Close the visible menu; or, with a submenu visible, close only the submenu	Esc

Work with text boxes, combo boxes, and list boxes

Action	Press
Move to the beginning of the entry	Home
Move to the end of the entry	End
Move one character to the left or right	The Left or Right arrow key
Move one word to the left or right	Ctrl+Left arrow or Ctrl+Right arrow
Select from the insertion point to the beginning of the text entry	Shift+Home
Select from the insertion point to the end of the text entry	Shift+End
Change the selection by one character to the left	Shift+Left arrow
Change the selection by one character to the right	Shift+Right arrow
Change the selection by one word to the left	Ctrl+Shift+Left arrow
Change the selection by one word to the right	Ctrl+Shift+Right arrow