

MICROSOFT ACCESS – KEYBOARD SHORTCUTS

CTRL + HOME	Moves to the first record in the table/Form.
CTRL + END	Moves to the last record in the table/Form.
PAGE UP / PAGE DOWN	Within a form, moves to the previous / next record. (Providing all of the form is displayed within the screen.) Within a table, previous/next screen of data.
TAB (or ENTER)	Moves to next field (in the tab order). Note: Using the ENTER key in some text fields may create a new line in that text/memo field.
SHIFT + TAB	Moves to the previous field (in the tab order).
SHIFT + ENTER	Saves the Record.
Click, SHIFT, Click, Release SHIFT Key	Within a table, selects from one 'cell' to another cell (i.e. a range of cells).
F2	Selects the contents of a cell (Edit Mode). To exit from Edit Mode, press F2 again.
CTRL + A	Selects all records.
SHIFT + F2	Zoom in on cell contents.
CTRL + SHIFT + :	Inserts the current time.
CTRL + ;	Inserts the current date.
CTRL + '	Inserts the value from the same field in the previous record.
DELETE	Deletes the character to the right or the selection.
BACKSPACE	Deletes the character to the left or the selection.
CTRL + DELETE	Deletes the contents of the cell/field to the right of the cursor point.
CTRL + BACKSPACE	Deletes the word to the left of the cursor point.
CTRL + - (minus sign)	Deletes the current record.
CTRL + + (plus sign)	Adds a new record.
Spacebar	Toggles the value in a check box or an option box.
Alt + Enter	For combo list fields, extends the list.
F9	Refresh record.
CTRL + Z	Undoes typing.
ESC	Undoes changes in the current field.
ESC ESC	Undoes changes to the current field and the current record.
CTRL + C	Copy.
CTRL + X	Cut.
CTRL + V	Paste.
F5	Moves to Record Number Box (ie. to go to a specific record).
CTRL + F	Find (data values – first click within the required field to search).