

BASIC KEYBOARD SHORTCUTS

This is only a partial list. For a comprehensive list, see the link at the top of this page.

| TO DO THIS | PRESS |
|--------------|--------|
| New database | CTRL+N |
| Open file | CTRL+O |
| Find | CTRL+F |
| Cut | CTRL+X |
| Paste | CTRL+V |
| Copy | CTRL+C |
| Undo | CTRL+Z |
| Redo | CTRL+Y |
| Save | CTRL+S |
| Print | CTRL+P |
| Close window | CTRL+W |
| Exit Access | ALT+F4 |

KEYBOARD SHORTCUTS FOR SELECTING

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| TO DO THIS | PRESS |
|---|-------------------|
| Field edit mode | F2 |
| Add one field or character to selection | SHIFT+Arrows |
| Add one word to the selection | CTRL+SHIFT+Arrows |
| Select record | SHIFT+Spacebar |
| Select all | CTRL+A |
| Select column | CTRL+Spacebar |
| Extended Selection mode | F8 |
| Move mode | CTRL+SHIFT+F8 |

KEYBOARD SHORTCUTS FOR EDITING

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| TO DO THIS | PRESS |
|-----------------------------------|-------------------|
| Deletes to the right | Delete |
| Deletes to the left | Backspace |
| Deletes characters to the right | CTRL+Delete |
| Undo deletions | ALT+Backspace |
| Insert current date | CTRL+; |
| Insert current time | CTRL+SHIFT+: |
| Insert default value | CTRL+ALT+Spacebar |
| Insert field from previous record | CTRL+` |
| Insert line break | CTRL+Enter |
| Insert new record | CTRL+Plus key |
| Delete record | CTRL+Minus key |
| Save record | SHIFT+Enter |

KEYBOARD SHORTCUTS FOR WORKING WITH DESIGN VIEW

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| TO DO THIS | PRESS |
|----------------------------|---------------------|
| Go to Builder | F7 |
| Return to Access | SHIFT+F7 |
| Move objects | Arrow keys |
| Resize object width | SHIFT+Left or Right |
| Resize object height | SHIFT+Up or Down |
| Fine tune object placement | CTRL+Arrow keys |
| Switch to From view | F5 |
| Open Property Sheet | F4 |
| Open Field List | ALT+F8 |

ACCESS THE RIBBON

1. Press ALT. The KeyTips are displayed over each feature that is available in the current view.
2. Press the letter shown in the KeyTip over the tab that you want to use.
3. Depending on which letter you press, you may be shown additional KeyTips. For example, if the **Home** tab is active and you press N, the **Insert** tab is displayed, along with the KeyTips for the groups on that tab.
4. Continue pressing letters until you press the letter of the command or control that you want to use.
Note To cancel the action that you are taking and hide the KeyTips, press ESC.

OTHER KINDS OF ACCESS KEYS

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| TO DO THIS | PRESS |
|--|-----------|
| Open a property sheet | F4 |
| Open the builder for a property | F7 |
| Close the property sheet and open the field list | Alt f8 |
| Move around the main areas in Access | F6 |
| Access the right-click menu | SHIFT+F10 |
| Minimize or Maximize the ribbon | CTRL+F1 |
| Show or hide the navigation pane | F11 |