

## 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