

OVER 500 WINDOWS KEYBOARD SHORTCUTS!

MS Access Keyboard Shortcuts	
Ctrl-B	Bold
Ctrl-F2	Builder
Ctrl-W	Close
Ctrl-F4	Close
Ctrl-C	Copy
Ctrl-X	Cut
Ctrl-Y	Cut current line and copy to Clipboard
F6/Shift-F6	Cycle through sections
Ctrl-Tab	Cycle through tab of each object's type (forward)
Ctrl-Shift-Tab	Cycle through tab of each object's type (backward)
F11	Database window
Ctrl -	Delete current record
F2	Edit/Navigation mode (toggle)
Ctrl-Tab/Shift-Tab	Exit subform and move to next/previous field in next record
Shift-Dn/Up	Extend selection to next/previous record
Ctrl-F	Find
Shift-F4	Find Next
Shift-F3	Find Previous
Ctrl-G	GoTo
Ctrl ;	Insert current date
Ctrl :	Insert current time
Ctrl-Alt-spacebar	Insert default value
Ctrl-Enter	Insert new line
Ctrl '	Insert value from same field in previous record
Ctrl-I	Italics
F10	Menu bar
Ctrl-Home/End	Move to beginning/end of multiple-line field
Ctrl-Up/Dn	Move to current field in first/last record (Navigation mode)
Ctrl-Home	Move to first field in first record (Navigation mode)
Home/End	Move to first/last field in current record (Navigation mode)
Ctrl-End	Move to last field in last record (Navigation mode)
Home or Ctrl-Left	Move to left edge of page
F5	Move to page number/record number box
End or Ctrl-Right	Move to right edge of page
Ctrl-N	New (object)
Ctrl +	New record (add)
Ctrl-F6	Next window
Ctrl-O	Open
F4	Open combo box
Ctrl-Enter	Open in Design view
Ctrl-V	Paste
Ctrl-P	Print
Alt-Enter	Property sheet
F9	Refresh combo box
Ctrl-H	Replace
Shift-F9	Requery underlying tables in subform
Ctrl-S	Save
F12	Save As
Shift-Enter	Save current record
Ctrl-PgUp/PgDn	Screen left/right
Ctrl-spacebar	Select/unselect column (Navigation mode)
F7	Spelling/Grammar check
F6	Switch between upper/lower panes
F5	Switch to Form view
Ctrl-F8	Turn on Move mode
Ctrl-U	Underline
Ctrl-Z	Undo
Shift-F8	Undo previous extension
Shift-F2	Zoom box