

Frequently Used Shortcuts

In order to...	Press
Select the active tab of the ribbon and activate KeyTips	Alt or F10 (to move to a different tab, use KeyTips or the arrow keys)
Open the Home tab	Alt+H
Open the Tell me box on the ribbon	Alt+Q, 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 a datasheet or design view	F2
Switch to Form view from form Design view	F5
Move to the next or previous field in a Datasheet view	The Tab key or Shift+Tab
Go to a specific record in a Datasheet view	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

Open and Save Databases

In order to...	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

Navigate in the Access Workspace

In order to...	Press
Show or hide the Navigation Pane	F11
Go to the Navigation Pane Search box (if the focus is already on the Navigation Pane)	Ctrl+F
Switch to the next or previous pane in the workspace (You might need to press F6 more than once; if pressing F6 doesn't display the task pane you want, press Alt to move the focus on the ribbon and then press Ctrl+Tab to move to the task pane)	F6 or Shift+F6
Switch to the next or previous database window	Ctrl+F6 or Ctrl+Shift+F6
Restore the selected minimized window when all windows are minimized	Enter
Turn on Resize mode for the active window when it is not maximized	Ctrl+F8 (press arrow keys to resize window, and then, to apply new size, press Enter)
Close the active database window	Ctrl+W or Ctrl+F4
Switch between the Visual Basic Editor and the previous active window	Alt+F11
Maximize or restore a selected window	Ctrl+F10

Function Keys for Fields/Grids/Text Boxes

Key	Function
F2	Toggles between displaying the caret for editing and selecting the entire field.
Shift+F2	Opens the Zoom box to make typing expressions and other text easier.
F4	Opens a drop-down combo list or list box.
Shift+F4	Finds the next occurrence of a match of the text typed in the Find or Replace dialog, if the dialog is closed.
F5	Moves the caret to the record-number box. Type the number of the record that you want to display.
F6	In Table Design view, cycles between upper and lower parts of the window. In Form Design view, cycles through the header, body (detail section), and footer.
F7	Starts the spelling checker.
F8	Turns on extend mode. Press F8 again to extend the selection to a word, the entire field, the whole record, and then all records.
Shift+F8	Reverses the F8 selection process.
Ctrl+F	Opens the Find and Replace dialog with the Find page active.
Ctrl+H	Opens the Find and Replace dialog with the Replace page active.
Ctrl++ (plus sign)	Adds a new record to the current table or query, if the table or query is updatable.
Shift+Enter	Saves changes to the active record in the table.
Esc	Undoes changes in the current record or field. By pressing Esc twice, you can undo changes in the current field and record. Also cancels extend mode.