



MS Access

Keyboard

Shortcuts

WORK FASTER AND MORE EFFICIENTLY WITH THESE MS ACCESS
SHORTCUTS.



Below is a list of MS Access keyboard shortcuts you can use to work faster. Scroll through the list or use the Index to quickly go to the section you want

How To Read The List

Where shortcut keys must be pressed together they will be shown like this

Ctrl + **C**

which means press CTRL and C together.

Where keys must be pressed one after the other they will be shown like this

Alt + **O** , **H** **R**

which means press Alt and O together, then release those keys and press H, then R.

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**General**[Back To Index](#)

Create a new Database	Ctrl + N
Open an existing Database	Ctrl + O
Create new Database object	Alt + N
Open Database object	Alt + O
Print the current or selected database object	Ctrl + P
Copy the selected object	Ctrl + C
Cut the selected object	Ctrl + X
Paste the cut / Copied object	Ctrl + V
Delete an object	Delete

Working with Tables[Back To Index](#)

Add new record	Ctrl + Plus Sign (+)
Insert the current data	Ctrl + Semicolon (;)
Insert the current time	Ctrl + Shift + Colon (:)
Insert the default value for a field	Ctrl + Alt + Spacebar
Insert the value form the same field the previous record	Ctrl + Apostrophe (`)
Select all records	Ctrl + A



Delete the current record	Ctrl + Minus Sign (-)
Undo changes made to the current field/record	Esc
Next field	Tab
Previous field	Shift + Tab
Next screen	Page Down
Previous screen	Page Up
First record	Ctrl + ↑
Last record	Ctrl + ↓
Next record	↓
Previous record	↑

Design View

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Open a Database object in the design view	Alt + D
Display a property sheet in the design view	Alt + Enter
Open the property sheet for the selected object in the design view	Alt + V + P



Common Tasks

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Bold letters	Ctrl + B
Italic letters	Ctrl + I
Underline letters	Ctrl + U
Find text	Ctrl + F
Replace text	Ctrl + H
Refresh	F5
Rename	F2
Select All	Ctrl + A
Redo Last Action	Ctrl + Y
Undo Last Action	Ctrl + Z
Close the active window	Ctrl + W
Open Microsoft Access help	F1
Sort selected data in ascending order	Ctrl + Shift + A
Sort selected data in descending order	Ctrl + Shift + Z
Check spelling	F7



Keyboard Shortcuts E-Book by Skill Course

We provide free resources you can use including blogs and online typing software.

We also have paid, online courses which will teach you everything from the basics of Excel, Word, PowerPoint, Publisher, Outlook, Photoshop, and many more Courses.

Free Resources

Blog

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