SKILL COURSE

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MS Access

Keyboard

Shortcuts

WORK FASTER AND MORE EFFICIENTLY WITH THESE MS ACCESS SHORTCUTS.

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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	Working with Tables
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General

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

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	Back To Index
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

Task	Shortcut
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

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