# My e-Learning Hub

MS ACCESS SHORTCUT KEYS

Keyboard Shortcuts

MS Access is one of the members of the Microsoft Suite [Office Application](#). Microsoft Access is a Database Management System that stores data in its own format. Microsoft Access is just like Microsoft Excel to store and manage data. The most interesting feature of MS Access is that it manages related data more efficiently than Microsoft Excel. Check out [Microsoft Excel Shortcuts](#).

Using this application daily to store and manage data, it is advisable to learn the [MS Access shortcut keys](#). Learning these shortcuts will not only save your time but also can perform tasks quickly. Below are the most used MS Access Shortcut keys.
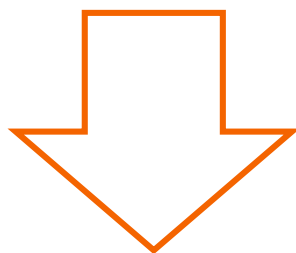
MANAGE DATABASES SHORTCUTS

Open & Create new database	Ctrl	N
Open existing database	Ctrl	O
Quit and Exit access	Alt	F4
Print the current object	Ctrl	P
Save a database object	Ctrl	S
Open the save as dialog box	F12	

FIND & REPLACE SHORTCUTS

Find & Replace dialog box	Ctrl	F	
Replace dialog box	Ctrl	H	
Find next	Shift	F4	
Go to Navigation pane search box	Alt	Ctrl	F

FORM CONTROLS SHORTCUTS

Cut	Ctrl	X
Copy	Ctrl	C
Paste	Ctrl	P
Move selected control up	⇧	
Move selected control down	⇩	
Move selected control left	⇦	
Move selected control right	⇨	
Increase height of the selected control	Shift	⇩
Decrease height of the selected control	Shift	⇧
Increase width of the selected control	Shift	⇨
Decrease width of the selected control	Shift	⇦

MENUS SHORTCUTS

Show shortcut menu	Shift	F10
Show the access keys	Alt	
Show the program icon menu	Alt	Space
Select the next command in menu	⇩	
Select the previous command in menu	⇧	
Select the menu to the left	⇦	
Select the menu to the right	⇨	
Select first command in menu	Home	
Select last command in menu	End	

DIALOG & TEXT BOXES SHORTCUTS

Switch to next tab in a dialog box	`Ctrl` `Tab`
Switch to previous tab in a dialog box	`Ctrl` `Shift` `Tab`
Move to the next option	`Tab`
Move to the previous option	`Shift` `Tab`
Select current button	`Space`
Open the selected drop-down list box	`Alt` `⇩`
Close the selected drop-down list box	`Esc`
Close the dialog box	`Esc`
Move beginning of an entry	`Home`
Move to end of an entry	`End`
Move one word to the left	`Ctrl` `⇦`
Move one word to the right	`Ctrl` `⇨`

DIALOG & TEXT BOXES SHORTCUTS

Select from cursor to end	Shift	Home
Select from cursor to beginning	Shift	End
Extend selection one character to the left	Shift	⇦
Extend selection one character to the right	Shift	⇨

WIZARDS SHORTCUTS

Move to the next page of the wizard	Alt	N
Move to the previous page of the wizard	Alt	B
Complete the wizard	Alt	F

SELECT & MOVE FIELDS SHORTCUTS

Select next field	Tab
Select previous field	Shift Tab
Select all records	Ctrl A
Turn on extend mode	F8
Undo the previous extension	Shift F8
Cancel Extend mode	Esc
Select current column	Ctrl Space
Turn on move mode	Ctrl Shift F8

INSERT DATA SHORTCUTS

Insert the current date	Ctrl ;
Insert the current date	Ctrl :
Insert the default value for a field	Ctrl Alt Space
Insert the value from the same field	Ctrl '
Add a new record	Ctrl [ ]
In a datasheet, delete the current record	Ctrl -
Save changes to the current record	Shift Enter
Insert a new line	Ctrl Enter

PIVOT TABLE SHORTCUTS

Move to the right	Tab
Move to the left	Shift Tab
Move down	Enter
Move up	Shift Enter
Select cell above current cell	Shift Enter
Select detail cell for next item in row	Ctrl Enter
Select detail cell for previous item in row	Ctrl Shift Enter
Expand selection	Shift Arrow keys
Select entire pivot table view	Ctrl A
Display context menu	Shift F10
Display property dialog box	Alt Enter
Close property dialog box	Alt F4

PIVOT TABLE SHORTCUTS

Cancel refresh operation in progress	Esc
Export contents to Excel	Ctrl E
Toggle expand indicators	Ctrl 8
Open list of currently selected item	Alt ⇩
Toggle Autofilter	Ctrl T
Sort data ascending (a-z)	Ctrl Shift A
Sort data descending (z-a)	Ctrl Shift Z
Move selected member up	Alt Shift ⇧
Move selected member down	Alt Shift ⇩
Move selected member right	Alt Shift ⇨
Move selected member left	Alt Shift ⇦
Display field list pane	Ctrl L

PIVOT TABLE SHORTCUTS

Add new total field using sum summary	Ctrl	Shift	S
Add new total field using count summary	Ctrl	Shift	C
Add new total field using min summary	Ctrl	Shift	M
Add new total field using max summary	Ctrl	Shift	X
Add new total field using average summary	Ctrl	Shift	E
Standard deviation summary	Ctrl	Shift	D
Standard deviation population summary	Ctrl	Shift	T
Turn subtotals & grand totals on/off	Ctrl	Shift	B
Add calculated detail field	Ctrl	F	
Move selected field to row area	Ctrl	1	
Move selected field to column area	Ctrl	2	
Move selected field to detail area	Ctrl	4	

Move selection up one level	Ctrl	⇦	
Move selection down one level	Ctrl	⇨	
Apply the general number format	Ctrl	Shift	~
Apply the currency format to values	Ctrl	Shift	$
Apply the percentage format to values	Ctrl	Shift	%
Apply the exponential number format	Ctrl	Shift	^
Apply the date format to values	Ctrl	Shift	#
Apply the time format	Ctrl	Shift	@
Apply the numeric format	Ctrl	Shift	!
Make text bold	Ctrl	B	
Make text underlined	Ctrl	U	
Make text italic	Ctrl	I	

MANAGE WINDOWS SHORTCUTS

Toggle the navigation pane	F11
Cycle between open windows	Ctrl F6
Display the control menu	Alt Space
Display the shortcut menu	Shift F10
Close the active window	Ctrl W
Switch between two window	Alt F11

PRINT PREVIEW SHORTCUTS

Open the print dialog box	Ctrl P
Open the page setup dialog box	S
Cancel print	C

Display hyperlink	F2
Check spelling	F7
Open the zoom box	Shift F2
Display a property sheet in design view	Alt Enter
Invoke builder	Ctrl F2

Knowing that it is difficult to remember all the shortcuts at once. But putting into practice daily will enhance your productivity as well as save your time and efforts. Microsoft Access can be used by a software developer to develop application software.

Hope you have liked our blog on Microsoft Access Shortcuts PDF. Suggestions are always welcomed for the blog you looking forward to hearing from us. Like our My e-Learning Hub Facebook Page and Subscribe to our My e-Learning Hub YouTube Channel. Connect with us and Take your Office Productivity to Next Level.