

Microsoft Access Shortcut Keys

Navigate the ribbon with only the keyboard

Press	Action
Alt+F	Open the File page
Alt+H	Open the Home tab
Alt+C	Open the Create tab
Alt+X or Alt+X,1	Open the External Data tab
Alt+Y	Open the Database Tools tab
Alt+J, B	Open the Fields tab
Alt+J, T	Open the Table tab
Alt+X, 2	Open the Add-ins tab, if present
Alt+Q, and then enter the search term	Open the Tell me box on the ribbon

Work with database files(Open and save databases)

Press	Action
Ctrl+N	Open a new database
Ctrl+O or Ctrl+F12	Open an existing database
Enter	Open the selected folder or file
Backspace	Open the folder one level above the selected folder
Delete	Delete the selected folder or file
Shift+F10	Display a shortcut menu for a selected item such as a folder or file
Tab	Move forward through options
Shift+Tab	Move backward through options
F4 or Alt+l	Open the Look in list
Ctrl+S or Shift+F12	Save a database object
F12 or Alt+F+S	Open the Save As dialog box

Work with menus, dialog boxes, wizards, and property sheets

Press	Action
Alt or F10	Show KeyTips
Alt+Spacebar	Show the program icon menu (on the program title bar), also known as the control menu
The Down or Up arrow key	With the menu or submenu visible, select the next or previous command

The Left or Right arrow key	Select the menu to the left or right; or, when a submenu is visible, switch between the main menu and the submenu
Home or End	Select the first or last command on the menu or submenu
Spacebar or Enter	Open the selected menu, or perform the action assigned to the selected button
Shift+F10	Open a shortcut menu or open a drop-down menu for the selected gallery item
Page Up or Page Down	Scroll up or down in the selected gallery list
Ctrl+Home or Ctrl+End	Move to the top or bottom of the selected gallery list
Alt	Close the visible menu and submenu at the same time
Esc	Close the visible menu; or, with a submenu visible, close only the submenu

Work with text boxes, combo boxes, and list boxes

Press	Action
Home	Move to the beginning of the entry
End	Move to the end of the entry
The Left or Right arrow key	Move one character to the left or right
Ctrl+Left arrow or Ctrl+Right arrow	Move one word to the left or right
Shift+Home	Select from the insertion point to the beginning of the text entry
Shift+End	Select from the insertion point to the end of the text entry
Shift+Left arrow	Change the selection by one character to the left
Shift+Right arrow	Change the selection by one character to the right
Ctrl+Shift+Left arrow	Change the selection by one word to the left
Ctrl+Shift+Right arrow	Change the selection by one word to the right

Frequently used shortcuts

Press	Action
Alt or F10	Select the active tab of the ribbon and

(to move to a different tab, use KeyTips or the arrow keys)	Select the active tab of the ribbon and activate KeyTips
Alt+H	Open the Home tab
Alt+Q, and then enter the search term	Open the Tell me box on the ribbon
Shift+F10	Display the shortcut menu for the selected item
F6	Move the focus to a different pane of the window
Ctrl+O or Ctrl+F12	Open an existing database
F11	Show or hide the Navigation Pane
F4	Show or hide a property sheet
F2	Switch between Edit mode (with insertion point displayed) and Navigation mode in the Datasheet or Design view
F5	Switch to Form view from the form Design view
The Tab key or Shift+Tab	Move to the next or previous field in the Datasheet view
Alt+F5 (then, in the record number box, type the record number and press Enter)	Go to a specific record in the Datasheet view
Ctrl+P	Open the Print dialog box from Print (for datasheets, forms, and reports)
S	Open the Page Setup dialog box (for forms and reports)
Z	Zoom in or out on a part of the page
Ctrl+F	Open the Find tab in the Find and Replace dialog box in the Datasheet view or Form view
Ctrl+H	Open the Replace tab in the Find and Replace dialog box in the Datasheet view or Form view
Ctrl+Plus Sign (+)	Add a new record in Datasheet view or Form view
F1	Open the Help window
Alt+F4	Exit Access