

Microsoft Access 2003 Keyboard Shortcuts

Opening databases

CTRL+N	To open a new database
CTRL O	To open an existing database in Microsoft Access
ALT+F4	To quit Microsoft Access

Printing and saving

CTRL+P	To print the current or selected object
P or CTRL+P	To open the Print dialog box
S	To open the Page Setup dialog box
C or ESC	To cancel Print Preview or Layout Preview in Microsoft Access
CTRL+S or Shift+F12 or ALT+Shift+F2	To save a database object
F12 or ALT+F2	To open the Save As dialog box

Using a combo box or list box

F4 or ALT+DOWN ARROW	To open a combo box
F9	To refresh the contents of a Lookup field (Lookup field: A field, used on a form or report in an Access database, that either displays a list of values retrieved from a table or query, or stores a static set of values.) list box or combo box
DOWN ARROW	To move down one line
PAGE DOWN	To move down one page
UP ARROW	To move up one line
PAGE UP	To move up one page
TAB	To exit the combo box or list box

Finding and replacing text or data

CTRL F	To open the Find tab in the Find and Replace dialog box in Microsoft Access (Datasheet view and Form view only)
CTRL+H	To open the Replace tab in the Find and Replace dialog box (Datasheet view and Form view only)
Shift+F4	To find the next occurrence of the text specified in the Find and Replace dialog box when the dialog box is closed (Datasheet view and Form view only)

Working in Design view

F2	To switch between Edit mode (with insertion point displayed) and Navigation mode (Navigation mode: The mode in Microsoft Access in which an entire field is selected and the insertion point is not visible. In Navigation mode, you can move between fields by using the arrow keys.)
F4	To switch to the property sheet (Design view in forms and reports in databases and Access projects)
F5	To switch to Form view from form Design view in Microsoft Access
F6	To switch between the upper and lower portions of a window (Design view of tables, macros, and queries and the Advanced Filter/Sort window only)
F7	To switch to the Code Builder from form or report Design view (Design view window or property sheet)
Shift+F7	To switch from the Visual Basic Editor to form or report Design view
ALT V P	To open property sheet for a selected object in Microsoft Access

Editing controls in form and report Design view

Shift+ENTER	To add a control to a section
CTRL+C	To copy the selected control to the Clipboard
CTRL+X	To cut the selected control and copy it to the Clipboard
CTRL V	To paste the contents of the Clipboard in the upper-left corner of the selected section in Microsoft Access
CTRL+RIGHT ARROW	To move the selected control to the right
CTRL+LEFT ARROW	To move the selected control to the left
CTRL+UP ARROW	To move the selected control up
CTRL+DOWN ARROW	To move the selected control down
Shift+DOWN ARROW	To increase the height of the selected control
Shift+RIGHT ARROW	To increase the width of the selected control

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Shift UP ARROW	To reduce the height of the selected control in Microsoft Access
Shift+LEFT ARROW	To reduce the width of the selected control
Window operations	
F11	To bring the Database window to the front in Microsoft Access
CTRL+F6	To cycle between open windows
ENTER	To restore the selected minimized window when all windows are minimized
CTRL+F8	To turn on Resize mode for the active window when it's not maximized; press the arrow keys to resize the window
ALT SPACEBAR	To display the Control menu in Microsoft Access
Shift+F10	To display the shortcut menu
CTRL+W or CTRL+F4	To close the active window
ALT+F11	To switch between the Visual Basic Editor and the previous active window
ALT Shift F11	To switch to the Microsoft Script Editor from the previous active window in Microsoft Access
Working with Wizards	
TAB	Move to the Help button in the wizard
ALT N	To move to the next window in the wizard in Microsoft Access
ALT+B	To move to the previous window in the wizard
ALT+F	To close the wizard window
Miscellaneous	
F2	To display the complete hyperlink address for a selected hyperlink
F7	To check spelling in Microsoft Access
Shift+F2	To open the Zoom box to conveniently enter expressions and other text in small input areas
ALT+ENTER	To display a property sheet in Design view
ALT+F4	To quit Microsoft Access, close a dialog box, or close a property sheet
CTRL F2	To invoke a Builder in Microsoft Access
CTRL+F11	To toggle between a custom menu bar and a built-in menu bar
CTRL RIGHT ARROW or CTRL COMMA (,)	To toggle forward between views when in a table, query, form, report, page, view, PivotTable list, PivotChart report, stored procedure, or Access project (.adp) function. If there are additional views available, successive keystrokes will move to the next available view in Microsoft Access.
CTRL+LEFT ARROW or CTRL+PERIOD (.)	To toggle back between views when in a table, query, form, report, page, view, PivotTable list, PivotChart report, stored procedure, or .adp function. If there are additional views available, successive keystrokes will move to the previous view
Database window - editing and navigating the Object list	
F2	To rename a selected object in Microsoft Access
DOWN ARROW	To move down one line
PAGE DOWN	To move down one window
END	To move to the last object
UP ARROW	To move up one line
PAGE UP	To move up one window
HOME	To move to the first object
Database window - Navigating and opening objects	
CTRL+TAB	To cycle through the Objects bar top to bottom
Shift+CTRL+TAB	To cycle through the Objects bar bottom to top
ENTER or ALT O	To open the selected table or query in Datasheet view, or form in Form view in Microsoft Access
ENTER	To open the selected report in Print Preview
ENTER	To open the selected data access page in Page view
ENTER	To run the selected macro in Microsoft Access
CTRL+ENTER or ALT+D	To open the selected table, query, form, report, data access page, macro, or module in Design view
ALT+N	To create a new table, query, form, report, data access page, macro, or module

Microsoft Access 2003 Keyboard Shortcuts

F5	To refresh the Database window in Microsoft Access
CTRL+G	To display the Immediate window in the Visual Basic Editor
Work with menus	
Shift+F10	To show the shortcut menu
F10	To make the menu bar active in Microsoft Access
ALT+SPACEBAR	To show the program icon menu (on the program title bar)
DOWN ARROW or UP ARROW	With the menu or submenu is visible, to select the next or previous command
LEFT ARROW or RIGHT ARROW	To select the menu to the left or right; or, when a submenu is visible, to switch between the main menu and the submenu
HOME or END	To select the first or last command on the menu or submenu
ALT	To close the visible menu and submenu at the same time
ESC	To close the visible menu; or, with a submenu visible, to close the submenu only
Work with toolbars	
CTRL TAB or CTRL Shift TAB	To select the next or previous toolbar in Microsoft Access
TAB or Shift+TAB	When a toolbar is active, to select the next or previous button or menu on the toolbar
ENTER	When a menu on a toolbar is selected, to open the menu
ENTER	When a button is selected, to perform the action assigned to a button
Using a program window	
ALT+TAB	To switch to the next program
ALT+Shift+TAB	To switch to the previous program
CTRL+ESC	To show the Windows Start menu
CTRL W	To close the active database window in Microsoft Access
CTRL+F6	To switch to the next database window
CTRL Shift F6	To switch to the previous database window in Microsoft Access
ENTER	To restore the selected minimized window when all windows are minimized
Using a dialog box	
CTRL+TAB or CTRL+PAGE DOWN	To switch to the next tab in a dialog box
CTRL Shift TAB or CTRL PAGE UP	To switch to the previous tab in a dialog box in Microsoft Access
TAB	To move to the next option or option group
Shift+TAB	To move to the previous option or option group
Arrow keys	To move between options in the selected drop-down list box, or to move between some options in a group of options
SPACEBAR	To perform the action assigned to the selected button; select or clear the check box
Letter key for the first letter in the option name you want (when a drop-down list box is selected)	To move to the option by the first letter in the option name in a drop-down list box
ALT+letter key	To select the option, or to select or clear the check box by the letter underlined in the option name
ALT DOWN ARROW	To open the selected drop-down list box in Microsoft Access
ESC	To close the selected drop-down list box
ENTER	To perform the action assigned to the default button in the dialog box
ESC	To cancel the command and close the dialog box
ALT F4	To close a dialog box in Microsoft Access
Editing in a text box	
HOME	To move to the beginning of the entry
END	To move to the end of the entry
LEFT ARROW or RIGHT ARROW	To move one character to the left or right
CTRL+LEFT ARROW or CTRL+RIGHT ARROW	To move one word to the left or right
Shift+HOME	To select from the insertion point to the beginning of the entry

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Shift+END	To select from the insertion point to the end of the entry
Shift+LEFT ARROW	To select one character to the left
Shift+RIGHT ARROW	To select one character to the right
CTRL+Shift+LEFT ARROW	To select one word to the left
CTRL+Shift+RIGHT ARROW	To select one word to the right
Work with the Open, File New Database, and Save dialog boxes	
ALT+1	Go to the previous folder ()
ALT+2	Open the folder up one level from the open folder (Up One Level button)
ALT+3	Close the dialog box, and open your World Wide WebWorld Wide Web search page (Search the Web button)
ALT+4	Delete the selected folder or file (Delete button)
ALT+5	Create a new subfolder in the open folder (Create New Folder button)
ALT+6	Switch between List, Details, Properties, and Preview views
ALT+7	Show the Tools menu (Tools button)
Work with task panes	
F6	Move to a task pane (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.) from another pane in the program window. (You may need to press F6 more than once.)
CTRL+TAB	When a menu or toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHFT+F10.) is active, move to a task pane. (You may need to press CTRL+TAB more than once.)
TAB or Shift+TAB	When a task pane is active, select the next or previous option in the task pane
CTRL DOWN ARROW	Display the full set of commands on the task pane menu in Microsoft Access
DOWN ARROW or UP ARROW	Move among choices in a selected submenu; move among certain options in a group of options
SPACEBAR or ENTER	Open the selected menu, or perform the action assigned to the selected button
Shift+F10	Open a shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.); open a drop-down menu for the selected gallery item
HOME or END	When a menu or submenu is visible, select the first or last command on the menu or submenu
PAGE UP or PAGE DOWN	Scroll up or down in the selected Microsoft Access gallery list
CTRL+HOME or CTRL+END	Move to the top or bottom of the selected gallery list
In the Help task pane	
F1	Display the Help task pane in Microsoft Access.
F6	Switch between the Help task pane and the active application.
TAB	Select the next item in the Help task pane in Microsoft Access.
Shift+TAB	Select the previous item in the Help task pane.
ENTER	Perform the action for the selected Microsoft Access item.
DOWN ARROW and UP ARROW	In a Table of Contents, select the next and previous item, respectively.
RIGHT ARROW and LEFT ARROW	In a Table of Contents, expand and collapse the selected item, respectively.
ALT+LEFT ARROW	Move back to the previous task Pane.
ALT+RIGHT ARROW	Move forward to the next task Pane.
CTRL+SPACEBAR	Open the menu of Pane options.
CTRL F1	Close and reopen the current task pane in Microsoft Access help.
RIGHT ARROW	Expand a +/- list.
LEFT ARROW	Collapse a +/- list.
In the Help window	
TAB	Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic
Shift+TAB	Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web site article
ENTER	Perform the action for the selected Show All, Hide All, hidden text, or hyperlink

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ALT LEFT ARROW	Move back to the previous Microsoft Access Help topic.
ALT+RIGHT ARROW	Move forward to the next Help topic.
CTRL P	Print the current Microsoft Access Help topic.
UP ARROW AND DOWN ARROW	Scroll small amounts up and down, respectively, within the currently-displayed Help topic.
PAGE UP AND PAGE DOWN	Scroll larger amounts up and down, respectively, within the currently-displayed Help topic.
ALT+U	Change whether the Help window appears connected to (tiled) or separate from (untiled) the active application.
Shift+F10	Display a menu of commands for the Help window; requires that the Help window have active focus (click an item in the Help window).
Send e-mail messages	
ALT F D A	Send the active Microsoft Access database object as an e-mail message
CTRL+Shift+B	Open the Address Book
ALT+K	Check the names in the To, Cc, and Bcc boxes against the Address Book
TAB	Select the next box in the e-mail header or the body of the message when the last box in the e-mail header is active
Shift+TAB	Select the previous field or button in the e-mail header
Selecting text in a field	
Shift+RIGHT ARROW	To extend one character to the right
CTRL+Shift+RIGHT ARROW	To extend one word to the right
Shift+LEFT ARROW	To extend one character to the left
CTRL+Shift+LEFT ARROW	To extend one word to the left
Selecting a field or record	
TAB	To select the next field
F2	To switch between Edit mode (with insertion point displayed) and Navigation mode (Navigation mode: The mode in Microsoft Access in which an entire field is selected and the insertion point is not visible. In Navigation mode, you can move between fields by using the arrow keys.)
Shift SPACEBAR	To switch between selecting the current record and the first field of the current record, in Navigation mode in Microsoft Access
Shift+UP ARROW	To extend selection to the previous record, if the current record is selected
Shift+DOWN ARROW	To extend selection to the next record, if the current record is selected
CTRL A or CTRL Shift SPACEBAR	To select all records in Microsoft Access
Extending a selection	
F8	To turn on Extend mode (EXT appears in the lower-right corner of the window); pressing F8 repeatedly extends the selection to the word, the field, the record (in Datasheet view only), and all records
LEFT ARROW or RIGHT ARROW	To extend a selection to adjacent fields in the same row in Datasheet view
UP ARROW or DOWN ARROW	To extend a selection to adjacent rows in Datasheet view in Microsoft Access
Shift+F8	To undo the previous extension
ESC	To cancel Extend mode
Selecting and moving a column in Datasheet view	
CTRL+SPACEBAR	To select the current column or cancel the column selection, in Navigation mode (Navigation mode: The mode in Microsoft Access in which an entire field is selected and the insertion point is not visible. In Navigation mode, you can move between fields by using the arrow keys.) only
Shift+RIGHT ARROW	To select the column to the right, if the current column is selected
Shift LEFT ARROW	To select the column to the left, if the current column is selected in Microsoft Access
CTRL+Shift+F8	To turn on Move mode (Move mode: The mode in which you can move column(s) in Datasheet view by using the left and right arrow keys.); then press the RIGHT ARROW or LEFT ARROW key to move selected column(s) to the right or left
Moving the insertion point in a field	
RIGHT ARROW	To move it one character to the right
CTRL+RIGHT ARROW	To move it one word to the right
LEFT ARROW	To move it one character to the left

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CTRL+LEFT ARROW	To move it one word to the left
END	To move it to the end of the field, in single-line fields
CTRL+END	To move it to the end of the field, in multiple-line fields
HOME	To move it to the beginning of the field, in single-line fields
CTRL HOME	To move it to the beginning of the field, in multiple-line fields in Microsoft Access
Copying, moving, or deleting text	
CTRL+C	To copy the selection to the Clipboard
CTRL+X	To cut the selection and copy it to the Clipboard
CTRL V	To paste the contents of the Clipboard at the insertion point in Microsoft Access
BACKSPACE	To delete the selection or the character to the left of the insertion point
DELETE	To delete the selection or the character to the right of the insertion point
CTRL+DELETE	To delete all characters to the right of the insertion point
Undoing changes	
CTRL Z or ALT BACKSPACE	To undo typing in Microsoft Access
ESC	To undo changes in the current field or current record; if both have been changed, press ESC twice to undo changes, first in the current field and then in the current record
Entering data in Datasheet or Form view	
CTRL+SEMICOLON (;)	To insert the current date
CTRL+Shift+COLON (:)	To insert the current time
CTRL ALT SPACEBAR	To insert the default value for a field in Microsoft Access
CTRL+APOSTROPHE (')	To insert the value from the same field in the previous record
CTRL+PLUS SIGN (+)	To add a new record
CTRL MINUS SIGN (-)	To delete the current record in Microsoft Access
Shift+ENTER	To save changes to the current record
SPACEBAR	To switch between the values in a check box or option button
CTRL+ENTER	To insert a new line
Refreshing fields with current data	
F9	To recalculate the fields in the window in Microsoft Access
Shift+F9	To requery (requery: To rerun a query underlying the active form or datasheet in order to reflect changes to the records, display newly added records, and eliminate deleted records.) the underlying tables; in a subform, this requeries the underlying table for the subform only
F9	Refresh the contents of a Lookup field (Lookup field: A field, used on a form or report in an Access database, that either displays a list of values retrieved from a table or query, or stores a static set of values.) list box or combo box
Navigate in Design view	
F5	To move to the record number box; then type the record number and press ENTER
F2	To switch between Edit mode (with insertion point displayed) and Navigation mode
F5	To switch to Form view from form Design view in Microsoft Access
F6	To switch between the upper and lower portions of a window (Design view of the Advanced Filter/Sort window only)
F7	To switch to the Code Builder from form or report Design view (Design view window or property sheet)
F8	Invokes the field list in a form, report, or data access page. If field list is already open, moves focus to field list
Shift+F7	To switch from the Visual Basic Editor to form or report Design view
Shift+F7	To switch from a control's property sheet in form or report Design view to the design surface without changing the control focus
ALT ENTER	To display a property sheet in Design view in Microsoft Access
ENTER or ALT+O	To open the selected form in Form view
CTRL+ENTER or ALT+D	To open the selected table, query, form, report, data access page, macro, or module in Design view
CTRL+TAB	With focus set to a section, will move the focus to a subsection

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Shift ENTER	To add a control to a section in Microsoft Access
CTRL+C	To copy the selected control to the Clipboard
CTRL+X	To cut the selected control and copy it to the Clipboard
CTRL+V	To paste the contents of the Clipboard in the upper-left corner of the selected section
RIGHT ARROW	To move the selected control to the right by a pixel along the page's grid
LEFT ARROW	To move the selected control to the left by a pixel along the page's grid
UP ARROW	To move the selected control up by a pixel along the page's grid
DOWN ARROW	To move the selected control down by a pixel along the page's grid
CTRL+RIGHT ARROW	To move the selected control to the right by a pixel (irrespective of the page's grid)
CTRL+LEFT ARROW	To move the selected control to the left by a pixel (irrespective of the page's grid)
CTRL+UP ARROW	To move the selected control up by a pixel (irrespective of the page's grid)
CTRL DOWN ARROW	To move the selected Microsoft Access control down by a pixel (irrespective of the page's grid)
Shift+RIGHT ARROW	To increase the width of the selected control (to the right) by a pixel
Shift+LEFT ARROW	To decrease the width of the selected control (to the left) by a pixel
Shift UP ARROW	To decrease the height of the selected Microsoft Access control (from the bottom) by a pixel
Shift+DOWN ARROW	To increase the height of the selected control (from the bottom) by a pixel
Shift+TAB	To move the focus from the page design surface to the address/subject dialog box when sending a page as an e-mail
ESC	To move the focus from the Field List or Data Outline back to the data access page design surface
Navigating between fields and records	
TAB or RIGHT ARROW	To move to the next field in Microsoft Access
END	To move to the last field in the current record, in Navigation mode (Navigation mode: The mode in Microsoft Access in which an entire field is selected and the insertion point is not visible. In Navigation mode, you can move between fields by using the arrow keys.)
Shift+TAB, or LEFT ARROW	To move to the previous field
HOME	To move to the first field in the current record, in Navigation mode
DOWN ARROW	To move to the current field in the next record
CTRL+DOWN ARROW	To move to the current field in the last record, in Navigation mode
CTRL+END	To move to the last field in the last record, in Navigation mode
UP ARROW	To move to the current field in the previous record in Microsoft Access
CTRL+UP ARROW	To move to the current field in the first record, in Navigation mode
CTRL+HOME	To move to the first field in the first record, in Navigation mode
Navigating to another screen of data	
PAGE DOWN	To go down one screen
PAGE UP	To go up one screen in Microsoft Access
CTRL+PAGE DOWN	To go right one screen
CTRL+PAGE UP	To go left one screen
F5	From the subdatasheet to move to the record number box (record number box: A small box that displays the current record number in the lower-left corner in Datasheet view and Form view. To move to a specific record, you can type the record number in the box, and press ENTER.); then type the record number and press ENTER
Expanding and collapsing subdatasheet	
CTRL+Shift+DOWN ARROW	From the datasheet to expand the record's subdatasheet
CTRL Shift UP ARROW	To collapse the subdatasheet in Microsoft Access
Navigating between the datasheet and subdatasheet	
TAB	To enter the subdatasheet from the last field of the previous record in the datasheet
Shift TAB	To enter the subdatasheet from the first field of the following record in the datasheet in Microsoft Access
CTRL+TAB	To exit the subdatasheet and move to the first field of the next record in the datasheet
CTRL+Shift+TAB	To exit the subdatasheet and move to the last field of the previous record in the datasheet

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TAB	From the last field in the subdatasheet to enter the next field in the datasheet
DOWN ARROW	From the datasheet to bypass the subdatasheet and move to the next record in the datasheet in Microsoft Access
UP ARROW	From the datasheet to bypass the subdatasheet and move to the previous record in the datasheet
Form view - navigating between fields and records	
TAB	To move to the next field
Shift TAB	To move to the previous field in Microsoft Access
END	To move to the last field in the current record, in Navigation mode (Navigation mode: The mode in Microsoft Access in which an entire field is selected and the insertion point is not visible. In Navigation mode, you can move between fields by using the arrow keys.)
CTRL+END	To move to the last field in the last record, in Navigation mode
HOME	To move to the first field in the current record, in Navigation mode
CTRL+HOME	To move to the first field in the first record, in Navigation mode
CTRL PAGE DOWN	To move to the current field in the next record in Microsoft Access
CTRL+PAGE UP	To move to the current field in the previous record
Form view - navigating in forms with more than one page	
PAGE DOWN	To go down one page; at the end of the record, moves to the equivalent page on the next record
PAGE UP	To go up one page; at the end of the record, moves to the equivalent page on the previous record in Microsoft Access
Navigating between the main form and subform	
TAB	To enter the subform from the preceding field in the main form
Shift TAB	To enter the subform from the following field in the main form in Microsoft Access
CTRL+TAB	To exit the subform and move to the next field in the master form or next record
CTRL Shift TAB	To exit the subform and move to the previous field in the main form or previous record in Microsoft Access
Print/Layout preview - dialog box and window operations	
P or CTRL P	To open the Print dialog box in Microsoft Access
S	To open the Page Setup dialog box
Z	To zoom in or out on a part of the page
C or ESC	To cancel Print Preview or Layout Preview in Microsoft Access
Print/Layout preview - Viewing different pages	
F5	To move to the page number box; then type the page number and press ENTER
PAGE DOWN or DOWN ARROW	To view the next page (when Fit To Window is selected)
PAGE UP or UP ARROW	To view the previous page (when Fit To Window is selected) in Microsoft Access print preview
DOWN ARROW	To scroll down in small increments
PAGE DOWN	To scroll down one full screen
CTRL+DOWN ARROW	To move to the bottom of the page
UP ARROW	To scroll up in small increments
PAGE UP	To scroll up one full screen
CTRL+UP ARROW	To move to the top of the page
RIGHT ARROW	To scroll to the right in small increments
END or CTRL+RIGHT ARROW	To move to the right edge of the page
CTRL+END	To move to the lower-right corner of the page
LEFT ARROW	To scroll to the left in small increments
HOME or CTRL+LEFT ARROW	To move to the left edge of the page
CTRL+HOME	To move to the upper-left corner of the page
Navigate in the Database Diagram window in a Microsoft Access project	
ESC	Move from a table cell to the table's title bar
ENTER	Move from a Microsoft Access table's title bar to the last cell you edited

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TAB	Move from table title bar to table title bar, or from cell to cell inside a table
ALT + DOWN ARROW	Expand a list inside a table
DOWN ARROW	Scroll through the items in a Microsoft Access drop-down list from top to bottom
UP ARROW	Move to the previous item in a list
ENTER	Select an item in a list and move to the next cell
SPACEBAR	Change the setting in a check box
HOME	Go to the first cell in the row, or to the beginning of the current cell
END	Go to the last cell in the row, or to the end of the current cell
PAGE DOWN	Scroll to the next page inside a table, or to the next page of the diagram
PAGE UP	Scroll to the previous page inside a table, or to the previous page of the diagram
Query designer - diagram Pane	
F6,Shift F6	Move among the Query Designer panes in Microsoft Access
TAB, or Shift+TAB	Move among tables, views, and functions, (and to join lines, if available)
Arrow keys	Move between columns in a table, view, or function
SPACEBAR or PLUS key	Choose the selected data column for output in Microsoft Access
SPACEBAR or MINUS key	Remove the selected data column from the query output
DELETE	Remove the selected table, view, or function, or join line from the query
Query designer - Grid Pane	
Arrow keys or TAB or Shift+TAB	Move among cells
CTRL+DOWN ARROW	Move to the last row in the current column
CTRL+UP ARROW	Move to the first row in the current column
CTRL+HOME	Move to the top left cell in the visible portion of grid
CTRL+END	Move to the bottom right cell
UP ARROW or DOWN ARROW	Move in a drop-down list
CTRL+SPACEBAR	Select an entire grid column
F2	Toggle between edit mode and cell selection mode in Microsoft Access
CTRL+C	Copy selected text in cell to the Clipboard (in edit mode)
CTRL+X	Cut selected text in cell and place it on the Clipboard (in edit mode)
CTRL+V	Paste text from the Clipboard (in edit mode)
INS	Toggle between insert and overstrike mode while editing in a cell
SPACEBAR	Toggle the check box in the Output column Note If multiple items are selected, pressing this key affects all selected items.
DELETE	Clear the selected contents of a cell in Microsoft Access
DELETE	Remove row containing selected data column from the query Note If multiple items are selected, pressing this key affects all selected items.
DELETE	Clear all values for a selected grid column
INS (after you select grid row)	Insert row between existing rows
INS (after you select any Or ... column)	Add an Or column
Navigate in page view	
SPACE or ENTER	Expand or collapse a group of records corresponding to the expand indicator in a grouped data access page
TAB or Shift TAB	Select a button on the record navigation toolbar in Microsoft Access
SPACE or ENTER	Activate the selected button on the record navigation toolbar
Keys for selecting elements in PivotTable view	
The TAB key	Move the selection from left to right, and then down
ENTER	Move the selection from top to bottom, and then to the right
Shift+TAB	Select the cell to the left. If the current cell is the leftmost cell, SHFT+TAB selects the last cell in the previous row.
Shift+ENTER	Select the cell above the current cell. If the current cell is the topmost cell, SHFT+ENTER selects the

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	last cell in the previous column.
CTRL ENTER	Select the detail cells for the next item in the row area in Microsoft Access
Shift+CTRL+ENTER	Select the detail cells for the previous item in the row area
Arrow keys	Move the selection in the direction of the arrow key. If a row or column field is selected, press DOWN ARROW to move to the first item of data in the field, and then press an arrow key to move to the next or previous item or back to the field. If a detail field is selected, press DOWN ARROW or RIGHT ARROW to move to the first cell in the detail area.
Shift+arrow key	Extend or reduce the selection in the direction of the arrow key
CTRL+arrow key	Move the selection to the last cell in the direction of the arrow key
Shift ALT arrow key	Move the selected item in the direction of the arrow key in Microsoft Access
HOME	Select the leftmost cell of the current row
END	Select the rightmost cell of the current row
CTRL+HOME	Select the leftmost cell of the first row
CTRL+END	Select the last cell of the last row
Shift+CTRL+HOME	Extend selection to the leftmost cell of the first row
Shift CTRL END	Extend selection to the last cell of the last row in Microsoft Access
CTRL+SPACEBAR	Select the field for the currently selected item of data, total, or detail
Shift+SPACEBAR	Select the entire row containing the currently selected cell
CTRL+A	Select the entire PivotTable view (PivotTable view: A view that summarizes and analyzes data in a datasheet or form. You can use different levels of detail or organize data by dragging the fields and items or by showing and hiding items in the drop-down lists for the fields.)
PAGE DOWN	Display the next screen
PAGE UP	Display the previous screen
Shift+PAGE DOWN	Extend a selection down one screen
Shift+PAGE UP	Reduce a selection by one screen
ALT+PAGE DOWN	Display the next screen to the right
ALT+PAGE UP	Display the previous screen to the left
Shift+ALT+PAGE DOWN	Extend selection to the page on the right
Shift+ALT+PAGE UP	Extend selection to the page on the left
Keys for carrying out commands	
F1	Display Help topics.
Shift+F10	Display the shortcut menu for the selected element of the PivotTable view (PivotTable view: A view that summarizes and analyzes data in a datasheet or form. You can use different levels of detail or organize data by dragging the fields and items or by showing and hiding items in the drop-down lists for the fields.). Use the shortcut menus to carry out commands in the PivotTable view.
Underlined letter	Carry out a command on the shortcut menu
ESC	Close the Microsoft Access shortcut menu without carrying out a command
ALT+ENTER	Display the Properties dialog box
ALT+F4	Close the Properties dialog box
ESC	Cancel a refresh operation in progress
CTRL+C	Copy the selected data from the PivotTable view to the Clipboard
CTRL+E	Export the contents of the PivotTable view to Microsoft Excel
Keys for displaying, hiding, filtering, or sorting data	
CTRL+8	Show or hide the expand indicators (and boxes) beside items
CTRL+PLUS SIGN	Expand the currently selected item
CTRL+MINUS SIGN	Hide the currently selected item
ALT+DOWN ARROW	Open the list for the currently selected field
The TAB key	Alternately move to the most recently selected item, the OK button, and the Cancel button in the drop-down list for a field
Arrow keys	Move to the next item in the drop-down list for a field

Microsoft Access 2003 Keyboard Shortcuts

SPACEBAR	Select or clear the check box for the current item in the drop-down list for a field
ENTER	Close the drop-down list for a field and apply any changes you made
ESC	Close the drop-down list for a field without applying your changes
CTRL T	Turn AutoFilter on or off in Microsoft Access
CTRL+Shift+A	Sort data in the selected field or total in ascending order (A-Z 0-9)
CTRL+Shift+Z	Sort data in the selected field or total in descending order (Z-A 9-0)
ALT+Shift+UP ARROW or ALT+Shift+LEFT ARROW	Move the selected member up or left
ALT+Shift+DOWN ARROW or ALT+Shift+RIGHT ARROW	Move the selected member down or right
Keys for working with the field list	
CTRL+L	Display the field list, or activate it if it's already displayed
Arrow keys	Move to the next item in the field list
Shift+UP ARROW	Move to the previous item and include it in the selection
Shift DOWN ARROW	Move to the next item and include it in the selection in Microsoft Access
CTRL+UP ARROW	Move to the previous item, but don't include the item in the selection
CTRL+DOWN ARROW	Move to the next item, but don't include the item in the selection
CTRL+SPACEBAR	Remove the item from the selection, if the item that has focus is included in the selection, and vice versa
PLUS SIGN (numeric keypad)	Expand the current item in the field list to display its contents. Or expand Totals to display the available total fields.
MINUS SIGN (numeric keypad)	Collapse the current item in the field list to hide its contents. Or collapse Totals to hide the available total fields.
The TAB key	Alternately move to the most recently selected item, the Add to button, and the list next to the Add to button in the field list
ALT+DOWN ARROW	Open the drop-down list next to the Add to button in the field list. Use the arrow keys to move to the next item in the list, and then press ENTER to select an item.
ENTER	Add the highlighted field in the field list to the area in the PivotTable view (PivotTable view: A view that summarizes and analyzes data in a datasheet or form. You can use different levels of detail or organize data by dragging the fields and items or by showing and hiding items in the drop-down lists for the fields.) that's displayed in the Add to list
ALT+F4	Close the field list
Keys for adding fields and totals	
CTRL+Shift+S	Add a new total field for the selected field in the PivotTable view (PivotTable view: A view that summarizes and analyzes data in a datasheet or form. You can use different levels of detail or organize data by dragging the fields and items or by showing and hiding items in the drop-down lists for the fields.) by using the Sum summary function
CTRL+Shift+C	Add a new total field for the selected field in the PivotTable view by using the Count summary function
CTRL+Shift+M	Add a new total field for the selected field in the PivotTable view by using the Min summary function
CTRL+Shift+X	Add a new total field for the selected field in the PivotTable view by using the Max summary function
CTRL Shift E	Add a new total field for the selected field in the PivotTable view by using the Average summary function in Microsoft Access
CTRL+Shift+D	Add a new total field for the selected field in the PivotTable view by using the Standard Deviation summary function
CTRL+Shift+T	Add a new total field for the selected field in the PivotTable view by using the Standard Deviation Population summary function
CTRL+Shift+V	Add a new total field for the selected field in the PivotTable view by using the Variance summary function
CTRL+Shift+R	Add a new total field for the selected field in the PivotTable view by using the Variance Population summary function
CTRL+Shift+B	Turn subtotals and grand totals on or off for the selected field in the PivotTable view
CTRL+F	Add a calculated detail field

Microsoft Access 2003 Keyboard Shortcuts

Keys for changing the layout

CTRL+1	Move the selected field in the PivotTable view (PivotTable view: A view that summarizes and analyzes data in a datasheet or form. You can use different levels of detail or organize data by dragging the fields and items or by showing and hiding items in the drop-down lists for the fields.) to the row area
CTRL+2	Move the selected field in the PivotTable view to the column area
CTRL 3	Move the selected field in the PivotTable view to the filter area in Microsoft Access
CTRL+4	Move the selected field in the PivotTable view to the detail area
CTRL+LEFT ARROW	Move the selected row or column field in the PivotTable view to a higher level
CTRL+RIGHT ARROW	Move the selected row or column field in the PivotTable view to a lower level

Keys for formatting elements in PivotTable view

CTRL+Shift+~ (tilde)	Apply the general number format to values in the selected total or detail field
CTRL+Shift+\$	Apply the currency format, with two decimal places and negative numbers in parentheses, to values in the selected total or detail field
CTRL Shift %	Apply the percentage format, with no decimal places, to values in the selected total or detail field in Microsoft Access PivotTable view
CTRL+Shift+^	Apply the exponential number format, with two decimal places, to values in the selected total or detail field
CTRL+Shift+#	Apply the date format, with the day, month, and year, to values in the selected total or detail field
CTRL+Shift+@	Apply the time format, with the hour, minute, and AM or PM, to values in the selected total or detail field
CTRL+Shift+!	Apply the numeric format, with two decimal places, thousands separator, and a minus sign for negative values, to values in the selected total or detail field
CTRL+B	Make text bold in the selected field of the PivotTable view (PivotTable view: A view that summarizes and analyzes data in a datasheet or form. You can use different levels of detail or organize data by dragging the fields and items or by showing and hiding items in the drop-down lists for the fields.)
CTRL+U	Make text underlined in the selected field of the PivotTable view
CTRL I	Make text italic in the selected field of the Microsoft Access PivotTable view

Keys for selecting items in a chart

RIGHT ARROW	Select the next item in the Microsoft Access chart
LEFT ARROW	Select the previous item in the chart
DOWN ARROW	Select the next group of items
UP ARROW	Select the previous group of items

Keys for working with properties and options

ALT+ENTER	Display the Properties dialog box
ALT F4	Close the Microsoft Access Properties dialog box
The TAB key	When the Properties dialog box is active, select the next item on the active tab
RIGHT ARROW	When a tab in the Properties dialog box is active, select the next tab
LEFT ARROW	When a tab in the Properties dialog box is active, select the previous tab
DOWN ARROW	Display a list or palette when a button that contains a list or palette is selected
Shift F10	Display the Microsoft Access shortcut menu
Underlined letter	Carry out a command on the shortcut menu
ESC	Close the shortcut menu without carrying out a command

Keys for working with fields

ALT+DOWN ARROW	Open the list for the currently selected field
The TAB key	In the drop-down list for a field, alternately move to the most recently selected item, the OK button, and the Cancel button
Arrow keys	In the drop-down list for a field, move to the next item
SPACEBAR	In the drop-down list for a field, select or clear the check box for the current item
ENTER	Close the drop-down list for a field and apply any changes you made
ESC	Close the drop-down list for a field without applying your changes

Microsoft Access 2003 Keyboard Shortcuts

Keys for working with the field list

CTRL+L	Display the field list, or activate it if it's already displayed
Arrow keys	Move to the next item in the field list
Shift UP ARROW	Move to the previous item and include it in the Microsoft Access selection
Shift+DOWN ARROW	Move to the next item and include it in the selection
CTRL+UP ARROW	Move to the previous item, but don't include the item in the selection
CTRL+DOWN ARROW	Move to the next item, but don't include the item in the selection
CTRL+SPACEBAR	Remove the item from the selection if the item that has focus is included in the selection, and vice versa
PLUS SIGN (numeric keypad)	Expand the current item in the field list to display its contents, or expand Totals to display the available total fields
MINUS SIGN (numeric keypad)	Collapse the current item in the field list to hide its contents, or collapse Totals to hide the available total fields.
The TAB key	In the field list, alternately move to the most recently selected item, the Add to button, and the list next to the Add to button
ALT+DOWN ARROW	Open the drop-down list next to the Add to button in the field list. Use the arrow keys to move to the next item in the list, and then press ENTER to select an item.
ENTER	Add the highlighted field in the field list to the drop area that's displayed in the Add to list
ALT+F4	Close the field list

Visit <http://www.shortcutmania.com/> for more printable keyboard shortcuts