

# Microsoft Access 2007 Keyboard Shortcuts

## Opening databases

<b>CTRL N</b>	Open a new Microsoft Access database
<b>CTRL O</b>	Open an existing Microsoft Access database
<b>ALT F4</b>	Exit Microsoft Access

## Printing and saving

<b>CTRL+P</b>	Print the current or selected object
<b>P or CTRL+P</b>	Open the Print dialog box from Print Preview
<b>S</b>	Open the Page Setup dialog box from Print Preview
<b>C or ESC</b>	Cancel Print Preview or Layout Preview
<b>CTRL S or Shift F12</b>	Save a Microsoft Access database object
<b>F12</b>	Open the Save As dialog box

## Using a combo box or list box

<b>F4 or ALT+DOWN ARROW</b>	Open a combo box
<b>F9</b>	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
<b>DOWN ARROW</b>	Move down one line
<b>PAGE DOWN</b>	Move down one page in Microsoft Access
<b>UP ARROW</b>	Move up one line
<b>PAGE UP</b>	Move up one page
<b>TAB</b>	Exit the combo box or list box

## Finding and replacing text or data

<b>CTRL F</b>	Open the Find tab in the Find and Replace dialog box in Microsoft Access (Datasheet view and Form view only)
<b>CTRL+H</b>	Open the Replace tab in the Find and Replace dialog box (Datasheet view and Form view only)
<b>Shift+F4</b>	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

<b>F2</b>	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.) in a datasheet. When working in a form or report, press ESC to leave Navigation mode.
<b>F4</b>	Switch to the property sheet (Design view in forms and reports in both Access databases and Access projects)
<b>F5</b>	Switch to Form view from form Design view in Microsoft Access
<b>F6</b>	Switch between the upper and lower portions of a window (Design view of queries, and the Advanced Filter/Sort window)
<b>F6</b>	Cycle through the field grid, field properties, Navigation Pane, access keys in the Keyboard Access System, Zoom controls, and the security bar (Design view of tables)
<b>F7</b>	Open the Choose Builder dialog box (Design view window of forms and reports)
<b>F7</b>	Open the Microsoft Access Visual Basic Editor from a selected property in the property sheet for a form or report
<b>Shift+F7 or ALT+F11</b>	Switch from the Visual Basic Editor back to form or report Design view

## Editing controls in form and report Design view

<b>CTRL+C</b>	Copy the selected control to the Clipboard
<b>CTRL+X</b>	Cut the selected control and copy it to the Clipboard
<b>CTRL+V</b>	Paste the contents of the Clipboard in the upper-left corner of the selected section
<b>RIGHT ARROW or CTRL+RIGHT ARROW</b>	Move the selected control to the right (except controls that are part of a layout)
<b>LEFT ARROW or CTRL LEFT ARROW</b>	Move the selected Microsoft Access control to the left (except controls that are part of a layout)
<b>UP ARROW or CTRL+UP ARROW</b>	Move the selected control up
<b>DOWN ARROW or CTRL+DOWN</b>	Move the selected control down

# Microsoft Access 2007 Keyboard Shortcuts

<b>ARROW</b>	
<b>Shift+DOWN ARROW</b>	Increase the height of the selected control
<b>Shift+RIGHT ARROW</b>	Increase the width of the selected control Note If used with controls that are in a layout, the entire layout is resized
<b>Shift+UP ARROW</b>	Reduce the height of the selected control
<b>Shift+LEFT ARROW</b>	Reduce the width of the selected control Note If used with controls that are in a layout, the entire layout is resized
<b>Window operations</b>	
<b>F11</b>	Toggle the Microsoft Access Navigation Pane
<b>CTRL+F6</b>	Cycle between open windows
<b>ENTER</b>	Restore the selected minimized window when all windows are minimized
<b>CTRL+F8</b>	Turn on Resize mode for the active window when it is not maximized; press the arrow keys to resize the window
<b>ALT SPACEBAR</b>	Display the Microsoft Access Control menu
<b>Shift F10</b>	Display the Microsoft Access shortcut menu
<b>CTRL+W or CTRL+F4</b>	Close the active window
<b>ALT+F11</b>	Switch between the Visual Basic Editor and the previous active window
<b>Working with Wizards</b>	
<b>TAB</b>	Toggle the focus forward between controls in the wizard
<b>ALT N</b>	Move to the next page of the Microsoft Access wizard
<b>ALT+B</b>	Move to the previous page of the wizard
<b>ALT+F</b>	Complete the wizard
<b>Miscellaneous</b>	
<b>F2</b>	Display the complete hyperlink address for a selected hyperlink
<b>F7</b>	Check spelling in Microsoft Access
<b>Shift+F2</b>	Open the Zoom box to conveniently enter expressions and other text in small input areas
<b>ALT+ENTER</b>	Display a property sheet in Design view
<b>ALT F4</b>	Exit Microsoft Access or close a dialog box
<b>CTRL+F2</b>	Invoke a Builder
<b>CTRL+RIGHT ARROW or CTRL+COMMA (.)</b>	Toggle forward between views when in a table, query, form, report, page, 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.
<b>CTRL+LEFT ARROW or CTRL+PERIOD (.)</b>	Toggle back between views when in a table, query, form, report, page, PivotTable list, PivotChart report, stored procedure, or .adp function. If there are additional views available, successive keystrokes will move to the previous view. Note CTRL+PERIOD (.) does not work under all conditions with all objects.
<b>Editing and navigating the Object list</b>	
<b>F2</b>	Rename a selected object in Microsoft Access
<b>DOWN ARROW</b>	Move down one line
<b>PAGE DOWN</b>	Move down one window
<b>END</b>	Move to the last object
<b>UP ARROW</b>	Move up one line
<b>PAGE UP</b>	Move up one window
<b>HOME</b>	Move to the first object in Microsoft Access
<b>Navigating and opening objects</b>	
<b>ENTER</b>	Open the selected table or query in Microsoft Access Datasheet view
<b>ENTER</b>	Open the selected form or report
<b>ENTER</b>	Run the selected macro in Microsoft Access
<b>CTRL+ENTER</b>	Open the selected table, query, form, report, data access page, macro, or module in Design view
<b>CTRL+G</b>	Display the Immediate window in the Visual Basic Editor

# Microsoft Access 2007 Keyboard Shortcuts

## Work with menus

<b>Shift F10</b>	Show the Microsoft Access shortcut menu
<b>ALT or F10</b>	Show the access keys
<b>ALT+SPACEBAR</b>	Show the program icon menu (on the program title bar)
<b>DOWN ARROW or UP ARROW</b>	With the menu or submenu visible, select the next or previous command
<b>LEFT ARROW or RIGHT ARROW</b>	Select the menu to the left or right; or, when a submenu is visible, to switch between the main menu and the submenu
<b>HOME or END</b>	Select the first or last command on the Microsoft Access menu or submenu
<b>ALT</b>	Close the visible menu and submenu at the same time
<b>ESC</b>	Close the visible menu; or, with a submenu visible, to close the submenu only

## Using a program window

<b>ALT+TAB</b>	Switch to the next program
<b>ALT+Shift+TAB</b>	Switch to the previous program
<b>CTRL+ESC</b>	Show the Windows Start menu
<b>CTRL+W</b>	Close the active database window
<b>CTRL+F6</b>	Switch to the next database window
<b>CTRL+Shift+F6</b>	Switch to the previous database window
<b>ENTER</b>	Restore the selected minimized window when all windows are minimized

## Using a dialog box

<b>CTRL TAB</b>	Switch to the next tab in a Microsoft Access dialog box
<b>CTRL+Shift+TAB</b>	Switch to the previous tab in a dialog box
<b>TAB</b>	Move to the next option or option group
<b>Shift+TAB</b>	Move to the previous option or option group
<b>Arrow keys</b>	Move between options in the selected drop-down list box, or to move between some options in a group of options
<b>SPACEBAR</b>	Perform the action assigned to the selected button; select or clear the check box
<b>Letter key for the first letter in the option name you want (when a drop-down list box is selected)</b>	Move to the option by the first letter in the option name in a drop-down list box
<b>ALT+letter key</b>	Select the option, or to select or clear the check box by the letter underlined in the option name
<b>ALT DOWN ARROW</b>	Open the selected Microsoft Access drop-down list box
<b>ESC</b>	Close the selected drop-down list box
<b>ENTER</b>	Perform the action assigned to the default button in the dialog box
<b>ESC</b>	Cancel the command and close the dialog box
<b>ALT F4</b>	Close a Microsoft Access dialog box

## Editing in a text box

<b>HOME</b>	Move to the beginning of the entry
<b>END</b>	Move to the end of the entry
<b>LEFT ARROW or RIGHT ARROW</b>	Move one character to the left or right
<b>CTRL+LEFT ARROW or CTRL+RIGHT ARROW</b>	Move one word to the left or right
<b>Shift+HOME</b>	Select from the insertion point to the beginning of the entry
<b>Shift+END</b>	Select from the insertion point to the end of the entry
<b>Shift+LEFT ARROW</b>	Change the size of the selection by one character to the left
<b>Shift+RIGHT ARROW</b>	Change the size of the selection by one character to the right
<b>CTRL+Shift+LEFT ARROW</b>	Change the size of the selection by one word to the left
<b>CTRL+Shift+RIGHT ARROW</b>	Change the size of the selection by one word to the right

## Work with the Open, File New Database, and Save As dialog boxes

<b>ALT+1</b>	Go to the previous folder ( )

# Microsoft Access 2007 Keyboard Shortcuts

<b>ALT+2</b>	Open the folder up one level from the open folder (Up One Level button )
<b>DEL</b>	Delete the selected folder or file (Delete button )
<b>ALT+4</b>	Create a new subfolder in the open folder (Create New Folder button )
<b>ALT+5</b>	Switch between Thumbnails, Tiles, Icons, List, Details, Properties, and Preview views
<b>ALT+L</b>	Show the Tools menu (Tools button)

## Using a property sheet with a form or report

<b>F4</b>	Toggle the property sheet tab in Microsoft Access
<b>DOWN ARROW or UP ARROW</b>	Move among choices in the control drop-down list one item at a time
<b>PAGE DOWN or PAGE UP</b>	Move among choices in the control drop-down list five items at a time
<b>TAB</b>	Move to the property sheet tabs from the control drop-down list
<b>LEFT ARROW or RIGHT ARROW</b>	Move among the property sheet tabs with a tab selected, but no property selected
<b>TAB</b>	With a property already selected, move down one property on a tab
<b>Shift+TAB</b>	With a property selected, move up one property on a tab; or if already at the top, move to the control drop-down list
<b>CTRL TAB</b>	Toggle forward between tabs when a property is selected in Microsoft Access
<b>CTRL+Shift+TAB</b>	Toggle backward between tabs when a property is selected

## Using a property sheet with a table or query

<b>F4</b>	Toggle the property sheet tab in Microsoft Access
<b>LEFT ARROW or RIGHT ARROW</b>	With a tab selected, but no property selected, move among the property sheet tabs
<b>CTRL+TAB</b>	Move to the property sheet tabs when a property is selected
<b>TAB</b>	Move to the first property of a tab when no property is selected
<b>TAB</b>	Move down one property on a tab in Microsoft Access
<b>Shift+TAB</b>	Move up one property on a tab; or if already at the top, select the tab itself
<b>CTRL+TAB</b>	Toggle forward between tabs when a property is selected
<b>CTRL+Shift+TAB</b>	Toggle backward between tabs when a property is selected

## Work with the Field List pane

<b>ALT F8</b>	Toggle the Field List pane in Microsoft Access
<b>ENTER</b>	Add the selected field to the form or report detail section
<b>UP ARROW or DOWN ARROW</b>	Move up or down the Field List pane
<b>Shift+TAB</b>	Move to the upper Field List pane from the lower pane
<b>TAB</b>	Move to the lower Field List pane from the upper pane

## Keyboard shortcuts for using the Help window

<b>TAB</b>	Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic
<b>Shift+TAB</b>	Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web site article
<b>ENTER</b>	Perform the action for the selected Show All, Hide All, hidden text, or hyperlink
<b>ALT+LEFT ARROW</b>	Move back to the previous Help topic
<b>ALT RIGHT ARROW</b>	Move forward to the next Help topic in Microsoft Access
<b>CTRL+P</b>	Open the Print dialog box
<b>UP ARROW AND DOWN ARROW</b>	Scroll small amounts up and down, respectively, within the currently-displayed Help topic.
<b>PAGE UP AND PAGE DOWN</b>	Scroll larger amounts up and down, respectively, within the currently-displayed Help topic.
<b>Shift F10</b>	Display a menu of commands for the Help window; requires that the Microsoft Access Help window have active focus (click an item in the Help window).

## Send e-mail messages

<b>ALT F E</b>	Send the active Microsoft Access database object (the object selected in the Navigation Pane) as an e-mail message
<b>CTRL+Shift+B</b>	Open the Address Book from within Outlook
<b>ALT+K or CTRL+K</b>	Check the names in the To, Cc, and Bcc boxes against the Address Book
<b>TAB</b>	Select the next box in the e-mail header or the body of the message when the last box in the e-mail

# Microsoft Access 2007 Keyboard Shortcuts

	header is active
<b>Shift+TAB</b>	Select the previous field or button in the e-mail header
<b>Selecting text in a field</b>	
<b>Shift+RIGHT ARROW</b>	Change the size of the selection by one character to the right
<b>CTRL+Shift+RIGHT ARROW</b>	Change the size of the selection by one word to the right
<b>Shift+LEFT ARROW</b>	Change the size of the selection by one character to the left
<b>CTRL+Shift+LEFT ARROW</b>	Change the size of the selection by one word to the left
<b>Selecting a field or record</b>	
<b>TAB</b>	Select the next field in Microsoft Access
<b>F2</b>	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.) in a datasheet. When using a form or report, press ESC to leave Navigation mode.
<b>Shift+SPACEBAR</b>	Switch between selecting the current record and the first field of the current record, in Navigation mode
<b>Shift UP ARROW</b>	Extend selection to the previous record, if the current record is selected in Microsoft Access
<b>Shift+DOWN ARROW</b>	Extend selection to the next record, if the current record is selected
<b>CTRL+A or CTRL+Shift+SPACEBAR</b>	Select all records
<b>Extending a selection</b>	
<b>F8</b>	Turn on Extend mode (in Datasheet view, Extended Selection appears in the lower-right corner of the window); pressing F8 repeatedly extends the selection to the word, the field, the record, and all records
<b>LEFT ARROW or RIGHT ARROW</b>	Extend a selection to adjacent fields in the same row in Datasheet view
<b>UP ARROW or DOWN ARROW</b>	Extend a selection to adjacent rows in Datasheet view
<b>Shift+F8</b>	Undo the previous extension
<b>ESC</b>	Cancel Extend mode in Microsoft Access
<b>Selecting and moving a column in Datasheet view</b>	
<b>CTRL SPACEBAR</b>	Select the current column or cancel the column selection, in Microsoft Access 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
<b>Shift+RIGHT ARROW</b>	Select the column to the right, if the current column is selected
<b>Shift+LEFT ARROW</b>	Select the column to the left, if the current column is selected
<b>CTRL+Shift+F8</b>	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
<b>Moving the insertion point in a field</b>	
<b>RIGHT ARROW</b>	Move the insertion point one character to the right
<b>CTRL+RIGHT ARROW</b>	Move the insertion point one word to the right
<b>LEFT ARROW</b>	Move the insertion point one character to the left
<b>CTRL+LEFT ARROW</b>	Move the insertion point one word to the left
<b>END</b>	Move the insertion point to the end of the field, in single-line fields; or to move it to the end of the line in multi-line fields
<b>CTRL+END</b>	Move the insertion point to the end of the field, in multiple-line fields
<b>HOME</b>	Move the insertion point to the beginning of the field, in single-line fields; or to move it to the beginning of the line in multi-line fields
<b>CTRL+HOME</b>	Move the insertion point to the beginning of the field, in multiple-line fields
<b>Copying, moving, or deleting text</b>	
<b>CTRL C</b>	Copy the selection to the Clipboard in Microsoft Access
<b>CTRL+X</b>	Cut the selection and copy it to the Clipboard
<b>CTRL+V</b>	Paste the contents of the Clipboard at the insertion point
<b>BACKSPACE</b>	Delete the selection or the character to the left of the insertion point
<b>DELETE</b>	Delete the selection or the character to the right of the insertion point

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<b>CTRL DELETE</b>	Delete all characters to the right of the insertion point in Microsoft Access
<b>Undoing changes</b>	
<b>CTRL+Z or ALT+BACKSPACE</b>	Undo typing
<b>ESC</b>	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
<b>Entering data in Datasheet or Form view</b>	
<b>CTRL+SEMICOLON (;)</b>	Insert the current date
<b>CTRL+Shift+COLON (:)</b>	Insert the current time
<b>CTRL+ALT+SPACEBAR</b>	Insert the default value for a field
<b>CTRL APOSTROPHE (')</b>	Insert the value from the same field in the previous record in Microsoft Access
<b>CTRL+PLUS SIGN (+)</b>	Add a new record
<b>CTRL MINUS SIGN (-)</b>	In a Microsoft Access datasheet, delete the current record
<b>Shift+ENTER</b>	Save changes to the current record
<b>SPACEBAR</b>	Switch between the values in a check box or option button
<b>CTRL+ENTER</b>	Insert a new line
<b>Refreshing fields with current data</b>	
<b>F9</b>	Recalculate the fields in the Microsoft Access window
<b>Shift+F9</b>	Requery the underlying tables; in a subform, this requeries the underlying table for the subform only
<b>F9</b>	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
<b>Navigate in Design view</b>	
<b>F2</b>	Switch between Edit mode (with insertion point displayed) and Navigation mode
<b>F4</b>	Toggle the property sheet in Microsoft Access
<b>F5</b>	Switch to Form view from Microsoft Access form Design view
<b>F6</b>	Switch between the upper and lower portions of a window (Design view of macros, queries, and the Advanced Filter/Sort window) Use F6 when the TAB key does not take you to the section of the screen you want.
<b>F6</b>	Toggle forward between the design pane, properties, Navigation Pane, access keys, and Zoom controls (Design view of tables, forms, and reports)
<b>F7</b>	Open the Microsoft Access Visual Basic Editor from a selected property in the property sheet for a form or report
<b>ALT+F8</b>	Invokes the Field List pane in a form, report, or data access page. If the Field List pane is already open, focus moves to the Field List pane.
<b>Shift+F7</b>	When you have a code module open, switch from the Visual Basic Editor to form or report Design view
<b>Shift+F7</b>	Switch from a control's property sheet in form or report Design view to the design surface without changing the control focus
<b>ALT+ENTER</b>	Display a property sheet
<b>CTRL+C</b>	Copy the selected control to the Clipboard
<b>CTRL+X</b>	Cut the selected control and copy it to the Clipboard
<b>CTRL+V</b>	Paste the contents of the Clipboard in the upper-left corner of the selected section
<b>RIGHT ARROW</b>	Move the selected control to the right by a pixel along the page's grid
<b>LEFT ARROW</b>	Move the selected control to the left by a pixel along the page's grid
<b>UP ARROW</b>	Move the selected control up by a pixel along the page's grid Note For controls in a stacked layout, this switches the position of the selected control with the control directly above it, unless it is already the uppermost control in the layout.
<b>DOWN ARROW</b>	Move the selected Microsoft Access control down by a pixel along the page's grid Note For controls in a stacked layout, this switches the position of the selected control with the control directly below it, unless it is already the lowermost control in the layout.
<b>CTRL+RIGHT ARROW</b>	Move the selected control to the right by a pixel (irrespective of the page's grid)
<b>CTRL+LEFT ARROW</b>	Move the selected control to the left by a pixel (irrespective of the page's grid)

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<b>CTRL+UP ARROW</b>	Move the selected control up by a pixel (irrespective of the page's grid) Note For controls in a stacked layout, this switches the position of the selected control with the control directly above it, unless it is already the uppermost control in the layout.
<b>CTRL+DOWN ARROW</b>	Move the selected control down by a pixel (irrespective of the page's grid) Note For controls in a stacked layout, this switches the position of the selected control with the control directly below it, unless it is already the lowermost control in the layout.
<b>Shift+RIGHT ARROW</b>	Increase the width of the selected control (to the right) by a pixel Note For controls in a stacked layout, this increases the width of the whole layout.
<b>Shift LEFT ARROW</b>	Decrease the width of the selected Microsoft Access control (to the left) by a pixel Note For controls in a stacked layout, this decreases the width of the whole layout.
<b>Shift+UP ARROW</b>	Decrease the height of the selected control (from the bottom) by a pixel
<b>Shift+DOWN ARROW</b>	Increase the height of the selected control (from the bottom) by a pixel
<b>Going to a specific record</b>	
<b>F5</b>	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
<b>Navigating between fields and records</b>	
<b>TAB or RIGHT ARROW</b>	Move to the next field in Microsoft Access
<b>END</b>	Move to the last field in the current record, in Navigation mode
<b>Shift+TAB, or LEFT ARROW</b>	Move to the previous field
<b>HOME</b>	Move to the first field in the current record, in Navigation mode
<b>DOWN ARROW</b>	Move to the current field in the next record
<b>CTRL+DOWN ARROW</b>	Move to the current field in the last record, in Navigation mode
<b>CTRL+END</b>	Move to the last field in the last record, in Navigation mode
<b>UP ARROW</b>	Move to the current field in the previous record in Microsoft Access
<b>CTRL+UP ARROW</b>	Move to the current field in the first record, in Navigation mode
<b>CTRL+HOME</b>	Move to the first field in the first record, in Navigation mode
<b>Navigating to another screen of data</b>	
<b>PAGE DOWN</b>	Move down one screen in Microsoft Access
<b>PAGE UP</b>	Move up one screen
<b>CTRL+PAGE DOWN</b>	Move right one screen
<b>CTRL+PAGE UP</b>	Move left one screen
<b>Expanding and collapsing subdatasheet</b>	
<b>CTRL Shift DOWN ARROW</b>	Move from the Microsoft Access datasheet to expand the record's subdatasheet
<b>CTRL+Shift+UP ARROW</b>	Collapse the subdatasheet
<b>Navigating between the datasheet and subdatasheet</b>	
<b>TAB</b>	Enter the subdatasheet from the last field of the previous record in the Microsoft Access datasheet
<b>Shift+TAB</b>	Enter the subdatasheet from the first field of the following record in the datasheet
<b>CTRL+TAB</b>	Exit the subdatasheet and move to the first field of the next record in the datasheet
<b>CTRL+Shift+TAB</b>	Exit the subdatasheet and move to the last field of the previous record in the datasheet
<b>TAB</b>	From the last field in the subdatasheet to enter the next field in the Microsoft Access datasheet
<b>DOWN ARROW</b>	From the datasheet to bypass the subdatasheet and move to the next record in the datasheet
<b>UP ARROW</b>	From the datasheet to bypass the subdatasheet and move to the previous record in the datasheet
<b>Form view -Navigating between fields and records</b>	
<b>TAB</b>	Move to the next field in Microsoft Access
<b>Shift+TAB</b>	Move to the previous field
<b>END</b>	Move to the last control on the form and remain in the current record, in Navigation mode
<b>CTRL+END</b>	Move to the last control on the form and set focus in the last record, in Navigation mode
<b>HOME</b>	Move to the first control on the form and remain in the current record, in Navigation mode

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<b>CTRL+HOME</b>	Move to the first control on the form and set focus in the first record, in Navigation mode
<b>CTRL PAGE DOWN</b>	Move to the current field in the next record in Microsoft Access
<b>CTRL+PAGE UP</b>	Move to the current field in the previous record
<b>Navigating in forms with more than one page</b>	
<b>PAGE DOWN</b>	Move down one page; at the end of the record, moves to the equivalent page on the next record in Microsoft Access
<b>PAGE UP</b>	Move up one page; at the end of the record, moves to the equivalent page on the previous record
<b>Navigating between the main form and subform</b>	
<b>TAB</b>	Enter the subform from the preceding field in the main form in Microsoft Access
<b>Shift+TAB</b>	Enter the subform from the following field in the main form
<b>CTRL TAB</b>	Exit the subform and move to the next field in the master form or next record in Microsoft Access
<b>CTRL+Shift+TAB</b>	Exit the subform and move to the previous field in the main form or previous record
<b>Navigate in Print Preview and Layout Preview</b>	
<b>P (for forms and reports) or CTRL+P (for datasheets, forms, and reports)</b>	Open the Print dialog box
<b>S</b>	Open the Page Setup dialog box (forms and reports only)
<b>Z</b>	Zoom in or out on a part of the page
<b>C or ESC</b>	Cancel Print Preview or Layout Preview in Microsoft Access
<b>DOWN ARROW</b>	Scroll down in small increments
<b>PAGE DOWN</b>	Scroll down one full screen
<b>CTRL+DOWN ARROW</b>	Move to the bottom of the page
<b>UP ARROW</b>	Scroll up in small increments
<b>PAGE UP</b>	Scroll up one full screen
<b>CTRL+UP ARROW</b>	Move to the top of the page
<b>RIGHT ARROW</b>	Scroll to the right in small increments in Microsoft Access
<b>END</b>	Move to the right edge of the page
<b>CTRL+END</b>	Move to the lower-right corner of the page
<b>LEFT ARROW</b>	Scroll to the left in small increments
<b>HOME</b>	Move to the left edge of the page
<b>CTRL+HOME</b>	Move to the upper-left corner of the page
<b>Navigate in the Database Diagram window in an Access project</b>	
<b>ESC</b>	Move from a table cell to the table's title bar
<b>ENTER</b>	Move from a table's title bar to the last cell you edited
<b>TAB</b>	Move from table title bar to table title bar, or from cell to cell inside a table
<b>ALT + DOWN ARROW</b>	Expand a list inside a table
<b>DOWN ARROW</b>	Scroll through the items in a drop-down list from top to bottom
<b>UP ARROW</b>	Move to the previous item in a list
<b>ENTER</b>	Select an item in a list and move to the next cell
<b>SPACEBAR</b>	Change the setting in a check box
<b>HOME</b>	Go to the first cell in the row, or to the beginning of the current cell
<b>END</b>	Go to the last cell in the row, or to the end of the current cell
<b>PAGE DOWN</b>	Scroll to the next page inside a table, or to the next page of the diagram
<b>PAGE UP</b>	Scroll to the previous page inside a table, or to the previous page of the diagram
<b>Navigate in Query Designer Diagram Pane</b>	
<b>TAB, or Shift+TAB</b>	Move among tables, views, and functions, (and to join lines, if available)
<b>Arrow keys</b>	Move between columns in a table, view, or function in Microsoft Access
<b>SPACEBAR or PLUS key</b>	Choose the selected data column for output
<b>SPACEBAR or MINUS key</b>	Remove the selected data column from the query output
<b>DELETE</b>	Remove the selected table, view, or function, or join line from the query



# Microsoft Access 2007 Keyboard Shortcuts

## Press Navigate in Query Designer Grid Pane

<b>Arrow keys or TAB or Shift+TAB</b>	Move among cells
<b>CTRL+DOWN ARROW</b>	Move to the last row in the current column
<b>CTRL+UP ARROW</b>	Move to the first row in the current column
<b>CTRL+HOME</b>	Move to the top left cell in the visible portion of grid
<b>CTRL+END</b>	Move to the bottom right cell
<b>UP ARROW or DOWN ARROW</b>	Move in a drop-down list
<b>CTRL SPACEBAR</b>	Select an entire grid column in Microsoft Access Query Designer grid pane
<b>F2</b>	Toggle between edit mode and cell selection mode
<b>CTRL+C</b>	Copy selected text in cell to the Clipboard (in edit mode)
<b>CTRL+X</b>	Cut selected text in cell and place it on the Clipboard (in edit mode)
<b>CTRL+V</b>	Paste text from the Clipboard (in edit mode)
<b>INS</b>	Toggle between insert and overstrike mode while editing in a cell
<b>SPACEBAR</b>	Toggle the check box in the Output column Note If multiple items are selected, pressing this key affects all selected items.
<b>DELETE</b>	Clear the selected contents of a cell
<b>DELETE</b>	Remove row containing selected data column from the query Note If multiple items are selected, pressing this key affects all selected items.
<b>DELETE</b>	Clear all values for a selected grid column
<b>INS ( after you select grid row)</b>	Insert row between existing rows
<b>INS ( after you select any Or ... column)</b>	Add an Or ... column

## Keys for selecting elements in PivotTable view

<b>The TAB key</b>	Move the selection from left to right, and then down in Microsoft Access PivotTable view
<b>ENTER</b>	Move the selection from top to bottom, and then to the right
<b>Shift+TAB</b>	Select the cell to the left. If the current cell is the leftmost cell, SHFT+TAB selects the last cell in the previous row.
<b>Shift+ENTER</b>	Select the cell above the current cell. If the current cell is the topmost cell, SHFT+ENTER selects the last cell in the previous column.
<b>CTRL+ENTER</b>	Select the detail cells for the next item in the row area
<b>Shift+CTRL+ENTER</b>	Select the detail cells for the previous item in the row area
<b>Arrow keys</b>	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.
<b>Shift+arrow keys</b>	Extend or reduce the selection in the direction of the arrow key
<b>CTRL+arrow keys</b>	Move the selection to the last cell in the direction of the arrow key
<b>Shift+ALT+arrow keys</b>	Move the selected item in the direction of the arrow key
<b>HOME</b>	Select the leftmost cell of the current row
<b>END</b>	Select the rightmost cell of the current row
<b>CTRL+HOME</b>	Select the leftmost cell of the first row
<b>CTRL+END</b>	Select the last cell of the last row
<b>Shift+CTRL+HOME</b>	Extend selection to the leftmost cell of the first row
<b>Shift+CTRL+END</b>	Extend selection to the last cell of the last row
<b>CTRL+SPACEBAR</b>	Select the field for the currently selected item of data, total, or detail
<b>Shift+SPACEBAR</b>	Select the entire row containing the currently selected cell
<b>CTRL A</b>	Select the entire Microsoft Access 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.)
<b>PAGE DOWN</b>	Display the next screen
<b>PAGE UP</b>	Display the previous screen

# Microsoft Access 2007 Keyboard Shortcuts

<b>Shift+PAGE DOWN</b>	Extend the selection down one screen
<b>Shift+PAGE UP</b>	Reduce the selection by one screen
<b>ALT+PAGE DOWN</b>	Display the next screen to the right
<b>ALT+PAGE UP</b>	Display the previous screen to the left
<b>Shift+ALT+PAGE DOWN</b>	Extend the selection to the page on the right
<b>Shift+ALT+PAGE UP</b>	Extend the selection to the page on the left
<b>Keys for carrying out commands</b>	
<b>F1</b>	Display Help topics
<b>Shift F10</b>	Display the shortcut menu for the selected element of the Microsoft Access PivotTable view. Use the shortcut menus to carry out commands in the PivotTable view.
<b>Underlined letter</b>	Carry out a command on the shortcut menu
<b>ESC</b>	Close the shortcut menu without carrying out a command
<b>ALT+ENTER</b>	Display the Properties dialog box
<b>ALT F4</b>	Close the Microsoft Access Properties dialog box
<b>ESC</b>	Cancel a refresh operation in progress
<b>CTRL+C</b>	Copy the selected data from the PivotTable view to the Clipboard
<b>CTRL+E</b>	Export the contents of the PivotTable view to Microsoft Office Excel 2007Office Excel 2007
<b>Keys for displaying, hiding, filtering, or sorting data</b>	
<b>CTRL+8</b>	Show or hide the expand indicators ( and boxes) beside items
<b>CTRL+PLUS SIGN (on the numeric keypad)</b>	Expand the currently selected item
<b>CTRL MINUS SIGN (on the numeric keypad)</b>	Hide the currently selected Microsoft Access item
<b>ALT+DOWN ARROW</b>	Open the list for the currently selected field
<b>The TAB key</b>	Alternately move to the most recently selected item, the OK button, and the Cancel button in the drop-down list for a field
<b>Arrow keys</b>	Move to the next item in the drop-down list for a field
<b>SPACEBAR</b>	Select or clear the check box for the current item in the drop-down list for a field
<b>ENTER</b>	Close the drop-down list for a field and apply any changes you made
<b>ESC</b>	Close the drop-down list for a field without applying your changes
<b>CTRL T</b>	Turn the Microsoft Access AutoFilter on or off
<b>CTRL+Shift+A</b>	Sort data in the selected field or total in ascending order (A-Z 0-9)
<b>CTRL+Shift+Z</b>	Sort data in the selected field or total in descending order (Z-A 9-0)
<b>ALT+Shift+UP ARROW or ALT+Shift+LEFT ARROW</b>	Move the selected member up or left
<b>ALT+Shift+DOWN ARROW or ALT+Shift+RIGHT ARROW</b>	Move the selected member down or right
<b>Keys for working with the Field List pane</b>	
<b>CTRL+L</b>	Display the Field List pane, or activate it if it is already displayed
<b>Arrow keys</b>	Move to the next Microsoft Access item in the Field List pane
<b>Shift+UP ARROW</b>	Move to the previous item and include it in the selection
<b>Shift+DOWN ARROW</b>	Move to the next item and include it in the selection
<b>CTRL UP ARROW</b>	Move to the previous Microsoft Access item, but don't include the item in the selection
<b>CTRL+DOWN ARROW</b>	Move to the next item, but don't include the item in the selection
<b>CTRL+SPACEBAR</b>	Remove the item from the selection, if the item that has focus is included in the selection, and vice versa
<b>PLUS SIGN (numeric keypad)</b>	Expand the current item in the Field List pane to display its contents. Or expand Totals to display the available total fields.
<b>MINUS SIGN (numeric keypad)</b>	Collapse the current item in the Field List pane to hide its contents. Or collapse Totals to hide the available total fields.

# Microsoft Access 2007 Keyboard Shortcuts

<b>The TAB key</b>	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 pane
<b>ALT+DOWN ARROW</b>	Open the drop-down list next to the Add to button in the Field List pane. Use the arrow keys to move to the next item in the list, and then press ENTER to select an item.
<b>ENTER</b>	Add the highlighted field in the Field List pane to the area in the PivotTable view that is displayed in the Add to list
<b>ALT F4</b>	Close the Field List pane in Microsoft Access
<b>Keys for adding fields and totals</b>	
<b>CTRL Shift S</b>	Add a new total field for the selected field in the Microsoft Access PivotTable view by using the Sum summary function
<b>CTRL+Shift+C</b>	Add a new total field for the selected field in the PivotTable view by using the Count summary function
<b>CTRL+Shift+M</b>	Add a new total field for the selected field in the PivotTable view by using the Min summary function
<b>CTRL+Shift+X</b>	Add a new total field for the selected field in the PivotTable view by using the Max summary function
<b>CTRL+Shift+E</b>	Add a new total field for the selected field in the PivotTable view by using the Average summary function
<b>CTRL Shift D</b>	Add a new total field for the selected field in the Microsoft Access PivotTable view by using the Standard Deviation summary function
<b>CTRL+Shift+T</b>	Add a new total field for the selected field in the PivotTable view by using the Standard Deviation Population summary function
<b>CTRL+Shift+V</b>	Add a new total field for the selected field in the PivotTable view by using the Variance summary function
<b>CTRL Shift R</b>	Add a new total field for the selected field in the PivotTable view by using the Variance Population summary function in Microsoft Access
<b>CTRL+Shift+B</b>	Turn subtotals and grand totals on or off for the selected field in the PivotTable view
<b>CTRL+F</b>	Add a calculated detail field
<b>Keys for changing the layout</b>	
<b>CTRL+1</b>	Move the selected field in the PivotTable view to the row area
<b>CTRL+2</b>	Move the selected field in the PivotTable view to the column area
<b>CTRL 3</b>	Move the selected field in the Microsoft Access PivotTable view to the filter area
<b>CTRL+4</b>	Move the selected field in the PivotTable view to the detail area
<b>CTRL+LEFT ARROW</b>	Move the selected row or column field in the PivotTable view to a higher level
<b>CTRL RIGHT ARROW</b>	Move the selected row or column field in the Microsoft Access PivotTable view to a lower level
<b>Keys for formatting elements in PivotTable view</b>	
<b>CTRL+Shift+~ (tilde)</b>	Apply the general number format to values in the selected total or detail field
<b>CTRL+Shift+\$</b>	Apply the currency format, with two decimal places and negative numbers in parentheses, to values in the selected total or detail field
<b>CTRL Shift %</b>	Apply the percentage format, with no decimal places, to values in the selected total or detail field in Microsoft Access PivotTable view
<b>CTRL+Shift+^</b>	Apply the exponential number format, with two decimal places, to values in the selected total or detail field
<b>CTRL+Shift+#</b>	Apply the date format, with the day, month, and year, to values in the selected total or detail field
<b>CTRL+Shift+@</b>	Apply the time format, with the hour, minute, and AM or PM, to values in the selected total or detail field
<b>CTRL+Shift+!</b>	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
<b>CTRL B</b>	Make text bold in the selected field of the Microsoft Access PivotTable view
<b>CTRL+U</b>	Make text underlined in the selected field of the PivotTable view
<b>CTRL+I</b>	Make text italic in the selected field of the PivotTable view
<b>Pivot chart view - Keys for selecting items in a chart</b>	
<b>RIGHT ARROW</b>	Select the next item in the Microsoft Access chart
<b>LEFT ARROW</b>	Select the previous item in the chart

# Microsoft Access 2007 Keyboard Shortcuts

<b>DOWN ARROW</b>	Select the next group of items
<b>UP ARROW</b>	Select the previous group of items
<b>Pivot chart view - Keys for working with properties and options</b>	
<b>ALT+ENTER</b>	Display the Properties dialog box
<b>ALT F4</b>	Close the Microsoft Access Properties dialog box
<b>The TAB key</b>	When the Properties dialog box is active, select the next item on the active tab
<b>RIGHT ARROW</b>	When a tab in the Properties dialog box is active, select the next tab
<b>LEFT ARROW</b>	When a tab in the Properties dialog box is active, select the previous tab
<b>DOWN ARROW</b>	Display a list or palette when a button that contains a list or palette is selected
<b>Shift F10</b>	Display the Microsoft Access shortcut menu
<b>Underlined letter</b>	Carry out a command on the shortcut menu
<b>ESC</b>	Close the shortcut menu without carrying out a command
<b>Pivot chart view - Keys for working with fields</b>	
<b>ALT DOWN ARROW</b>	Open the list for the currently selected field in Microsoft Access Pivot chart view
<b>The TAB key</b>	In the drop-down list for a field, alternately move to the most recently selected item, the OK button, and the Cancel button
<b>Arrow keys</b>	In the drop-down list for a field, move to the next item
<b>SPACEBAR</b>	In the drop-down list for a field, select or clear the check box for the current item
<b>ENTER</b>	Close the drop-down list for a field and apply any changes you made
<b>ESC</b>	Close the drop-down list for a field without applying your changes
<b>Pivot chart view - Keys for working with the Field List pane</b>	
<b>CTRL+L</b>	Display the Field List pane, or activate it if it is already displayed
<b>Arrow keys</b>	Move to the next item in the Field List pane
<b>Shift+UP ARROW</b>	Move to the previous item and include it in the selection
<b>Shift+DOWN ARROW</b>	Move to the next item and include it in the selection
<b>CTRL+UP ARROW</b>	Move to the previous item, but don't include the item in the selection
<b>CTRL+DOWN ARROW</b>	Move to the next item, but don't include the item in the selection
<b>CTRL+SPACEBAR</b>	Remove the item from the selection if the item that has focus is included in the selection, and vice versa
<b>PLUS SIGN (numeric keypad)</b>	Expand the current item in the Field List pane to display its contents, or expand Totals to display the available total fields
<b>MINUS SIGN (numeric keypad)</b>	Collapse the current item in the Field List pane to hide its contents, or collapse Totals to hide the available total fields.
<b>The TAB key</b>	In the Field List pane, alternately move to the most recently selected item, the Add to button, and the list next to the Add to button
<b>ALT+DOWN ARROW</b>	Open the drop-down list next to the Add to button in the Field List pane. Use the arrow keys to move to the next item in the list, and then press ENTER to select an item.
<b>ENTER</b>	Add the highlighted field in the Field List pane to the drop area that is displayed in the Add to list
<b>ALT F4</b>	Close the Field List pane in Microsoft Access
<b>In the Help window</b>	
<b>F1</b>	Open the Help window in Microsoft Access
<b>ALT+F4</b>	Close the Help window
<b>ALT+TAB</b>	Switch between the Help window and the active program.
<b>ALT+HOME</b>	Go back to Program Name Home.
<b>TAB</b>	Select the next item in the Help window in Microsoft Access .
<b>Shift+TAB</b>	Select the previous item in the Help window.
<b>ENTER</b>	Perform the action for the selected item.
<b>TAB or Shift+TAB</b>	In the Browse Program Name Help section of the Help window, select the next or previous item, respectively.
<b>ENTER</b>	In the Browse Program Name Help section of the Help window, expand or collapse the selected item,

# Microsoft Access 2007 Keyboard Shortcuts

	respectively.
<b>TAB</b>	Select the next hidden text or hyperlink, including Show All or Hide All at the top of a topic.
<b>Shift TAB</b>	Select the previous hidden text or hyperlink in Microsoft Access .
<b>ENTER</b>	Perform the action for the selected Show All, Hide All, hidden text, or hyperlink.
<b>ALT+LEFT ARROW or BACKSPACE</b>	Move back to the previous Help topic (Back button).
<b>ALT+RIGHT ARROW</b>	Move forward to the next Help topic (Forward button).
<b>UP ARROW, DOWN ARROW</b>	Scroll small amounts up or down, respectively, within the currently displayed Help topic.
<b>PAGE UP, PAGE DOWN</b>	Scroll larger amounts up or down, respectively, within the currently displayed Help topic.
<b>Shift+F10</b>	Display a menu of commands for the Help window. This requires that the Help window have the active focus (click in the Help window).
<b>ESC</b>	Stop the last action (Stop button).
<b>F5</b>	Refresh the window (Refresh button) in Microsoft Access
<b>CTRL+P</b>	Print the current Help topic. Note If the cursor is not in the current Help topic, press F6 and then press CTRL+P.
<b>F6, and then press ENTER to open the list of choices</b>	Change the connection state.
<b>F6</b>	Switch among areas in the Help window; for example, switch between the toolbar and the Search list.
<b>UP ARROW, DOWN ARROW</b>	In a Table of Contents in tree view, select the next or previous item, respectively.
<b>LEFT ARROW, RIGHT ARROW</b>	In a Table of Contents in tree view, expand or collapse the selected item, respectively.
<b>Office basics - Display and use windows</b>	
<b>ALT+TAB</b>	Switch to the next window.
<b>ALT+Shift+TAB</b>	Switch to the previous window.
<b>CTRL+W or CTRL+F4</b>	Close the active window.
<b>F6</b>	Move to a task pane from another pane in the program window (clockwise direction). You might need to press F6 more than once. Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar or Microsoft Office Fluent Ribbon and then pressing CTRL+TAB to move to the task pane.
<b>CTRL+F6</b>	When more than one window is open, switch to the next window.
<b>CTRL+Shift+F6</b>	Switch to the previous window.
<b>CTRL F8</b>	When a document window is not maximized in Microsoft Access , perform the Size command (on the Control menu for the window). Press the arrow keys to resize the window, and, when finished, press ENTER.
<b>CTRL+F9</b>	Minimize a window to an icon (works for only some Microsoft Office programs).
<b>CTRL+F10</b>	Maximize or restore a selected window.
<b>PRINT SCREEN</b>	Copy a picture of the screen to the Clipboard.
<b>ALT+PRINT SCREEN</b>	Copy a picture of the selected window to the Clipboard.
<b>Office basics - Move around in text or cells</b>	
<b>LEFT ARROW</b>	Move one character to the left.
<b>RIGHT ARROW</b>	Move one character to the right.
<b>UP ARROW</b>	Move one line up.
<b>DOWN ARROW</b>	Move one line down.
<b>CTRL+LEFT ARROW</b>	Move one word to the left.
<b>CTRL+RIGHT ARROW</b>	Move one word to the right.
<b>END</b>	Move to the end of a line.
<b>HOME</b>	Move to the beginning of a line.
<b>CTRL+UP ARROW</b>	Move up one paragraph.
<b>CTRL+DOWN ARROW</b>	Move down one paragraph.
<b>CTRL+END</b>	Move to the end of a text box.
<b>CTRL+HOME</b>	Move to the beginning of a text box.
<b>CTRL ENTER</b>	Move to the next title or body text placeholder. If it is the last placeholder on a slide, this will insert a

# Microsoft Access 2007 Keyboard Shortcuts

	new slide with the same slide layout as the original slide.
<b>Shift+F4</b>	Repeat the last Find action.
<b>Office basics - Move around in and work in tables</b>	
<b>TAB</b>	Move to the next cell in Microsoft Access .
<b>Shift+TAB</b>	Move to the preceding cell.
<b>DOWN ARROW</b>	Move to the next row.
<b>UP ARROW</b>	Move to the preceding row.
<b>CTRL+TAB</b>	Insert a tab in a cell.
<b>ENTER</b>	Start a new paragraph.
<b>TAB at the end of the last row</b>	Add a new row at the bottom of the table.
<b>Office basics - Access and use task panes</b>	
<b>F6</b>	Move to a task pane from another pane in the program window. (You might need to press F6 more than once.) Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar and then pressing CTRL+TAB to move to the task pane.
<b>CTRL+TAB</b>	When a menu or toolbar is active, move to a task pane. (You might need to press CTRL+TAB more than once.)
<b>TAB or Shift+TAB</b>	When a task pane is active, select the next or previous option in the task pane.
<b>CTRL+DOWN ARROW</b>	Display the full set of commands on the task pane menu.
<b>DOWN ARROW or UP ARROW</b>	Move among choices on a selected submenu; move among certain options in a group of options in a dialog box.
<b>SPACEBAR or ENTER</b>	Open the selected menu, or perform the action assigned to the selected button.
<b>Shift+F10</b>	Open a shortcut menu; open a drop-down menu for the selected gallery item.
<b>HOME or END</b>	When a menu or submenu is visible, select the first or last command on the menu or submenu in Microsoft Access .
<b>PAGE UP or PAGE DOWN</b>	Scroll up or down in the selected gallery list.
<b>CTRL+HOME or CTRL+END</b>	Move to the top or bottom of the selected gallery list.
<b>Office basics - Access and use smart tags</b>	
<b>ALT+Shift+F10</b>	Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.
<b>DOWN ARROW</b>	Select the next item on a smart tag menu.
<b>UP ARROW</b>	Select the previous item on a smart tag menu.
<b>ENTER</b>	Perform the action for the selected item on a smart tag menu.
<b>ESC</b>	Close the smart tag menu or message.
<b>Office basics - Use dialog boxes</b>	
<b>TAB</b>	Move to the next option or option group.
<b>Shift+TAB</b>	Move to the previous option or option group.
<b>CTRL+TAB</b>	Switch to the next tab in a dialog box.
<b>CTRL+Shift+TAB</b>	Switch to the previous tab in a dialog box.
<b>Arrow keys</b>	Move between options in an open drop-down list, or between options in a group of options.
<b>SPACEBAR</b>	Perform the action assigned to the selected button; select or clear the selected check box.
<b>First letter of an option in a drop-down list</b>	Open the list if it is closed and move to that option in the list.
<b>ALT+ the letter underlined in an optn</b>	Select an option; select or clear a check box.
<b>ALT+DOWN ARROW</b>	Open a selected drop-down list.
<b>ESC</b>	Close a selected drop-down list; cancel a command and close a dialog box.
<b>ENTER</b>	Perform the action assigned to a default button in a dialog box.
<b>Office basics - Use edit boxes within dialog boxes</b>	
<b>HOME</b>	Move to the beginning of the entry.
<b>END</b>	Move to the end of the entry.
<b>LEFT ARROW or RIGHT ARROW</b>	Move one character to the left or right.

# Microsoft Access 2007 Keyboard Shortcuts

<b>CTRL+LEFT ARROW</b>	Move one word to the left.
<b>CTRL+RIGHT ARROW</b>	Move one word to the right.
<b>Shift+LEFT ARROW</b>	Select or cancel selection one character to the left.
<b>Shift+RIGHT ARROW</b>	Select or cancel selection one character to the right.
<b>CTRL+Shift+LEFT ARROW</b>	Select or cancel selection one word to the left.
<b>CTRL+Shift+RIGHT ARROW</b>	Select or cancel selection one word to the right.
<b>Shift+HOME</b>	Select from the insertion point to the beginning of the entry.
<b>Shift+END</b>	Select from the insertion point to the end of the entry.
<b>Office basics - Use the Open and Save As dialog boxes</b>	
<b>ALT+1</b>	Go to the previous folder.
<b>ALT+2</b>	Up One Level button: open the folder up one level above the open folder.
<b>ALT+3</b>	Search the Web button: close the dialog box and open your Web search page
<b>ALT+3</b>	Delete button: delete the selected folder or file.
<b>ALT+4</b>	Create New Folder button: create a new folder.
<b>ALT+5</b>	Views button: switch among available folder views.
<b>ALT+L</b>	Tools button: show the Tools menu.
<b>Shift+F10</b>	Display a shortcut menu for a selected item such as a folder or file.
<b>TAB</b>	Move between options or areas in the dialog box.
<b>F4 or ALT+l</b>	Open the Look in list.
<b>F5</b>	Refresh the file list.

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