

# Microsoft Access 97 Keyboard Shortcuts

<b>RIGHT ARROW</b>	in Datasheet view and Move Mode, move the selected column to the right one column.
<b>CTRL+TAB or CTRL+Shift+TAB</b>	Select the next or previous toolbar.
<b>ALT+ number (where hitting key for 1 selects the leftmost option, 2 the next, and so on)</b>	Select an option in the Open or Save As dialog boxes (in File menu); works within windows and dialog boxes.
<b>ALT+0(ZERO)</b>	Select the folder list in the Open and Save As dialog boxes (in File menu); use within a dialog box; use arrow keys to select a folder in the list.
<b>ALT+B</b>	Display the previous tip; use with Office Assistant.
<b>ALT+F5</b>	Toggle between breaking and not breaking on unhandled errors and then step to the next statement.
<b>ALT F6; repeat until the balloon is active</b>	Activate Office Assistant while working in a document in Microsoft Access.
<b>ALT+F8</b>	Toggle between breaking and not breaking in class modules and then continue execution.
<b>ALT+N</b>	Display the next tip when working with Office Assistant.
<b>CTRL+Shift+F2</b>	Return to the last line position in the previously viewed procedure when working in View Visual Basic code.
<b>CTRL+Shift+F8</b>	Exit a procedure while working in Visual Basic code.
<b>CTRL Shift F9</b>	Clear all breakpoints when working in Visual Basic code in Microsoft Access.
<b>CTRL+Shift+I</b>	Display parameter information on a selection when working in Visual Basic code.
<b>CTRL+Shift+J</b>	List all constants when viewing Visual Basic code.
<b>CTRL+SPACEBAR</b>	Complete the Visual Basic keyword.
<b>CTRL+UP ARROW</b>	Display the previous procedure when working in Visual Basic code.
<b>CTRL+Y</b>	Copy and remove the selected item(s) from their original location to the Clipboard. (You also can choose the Cut command from the Edit menu.)
<b>CTRL-ENTER or TAB</b>	Enter a selected item into a list when working with Visual Basic code.
<b>ENTER</b>	Enter the selected item and move the cursor to the next line when viewing Visual Basic code.
<b>ESC</b>	Turn off Move mode when working in Microsoft Access Datasheet view.
<b>ESC</b>	Make a list disappear when working in Visual Basic code.
<b>F1</b>	Display context-sensitive Help about selected keyword when viewing Visual Basic Code.
<b>F2</b>	Display the Object Browser when working with Visual Basic code.
<b>F3</b>	Find the next occurrence of the text specified in the Find or Replace dialog box when the dialog box is closed when editing Visual Basic code.
<b>F5</b>	Run a parameterless subprocedure containing the insertion point, from the Module window when working with Visual Basic code.
<b>F5</b>	Continue execution of code or macro when working with Visual Basic code.
<b>F6</b>	Cycle through all the panes in the active window when working in Form view.
<b>F6</b>	Move between the upper and lower portions of a window when working with Visual Basic code.
<b>F8</b>	Step into a procedure (single step) when working with Visual Basic code in Microsoft Access.
<b>F9</b>	Toggle a breakpoint at the selected line when working with Visual Basic code.
<b>LEFT ARROW</b>	Select the column to the left, of the current column, if the current column is selected.
<b>LEFT ARROW</b>	Move the selected column to the left one column in Move mode.
<b>RIGHT ARROW</b>	in Datasheet view, select the column to the right, if the current column is selected.
<b>Shift+F2</b>	View a procedure definition, variable, or keyword when working with Visual Basic code.
<b>Shift+F3</b>	In Visual Basic code, find the previous occurrence of the text specified in the Find or Replace dialog box when the dialog box is closed.
<b>Shift+F5</b>	Reset the execution of a code or macro when working with Visual Basic code.
<b>Shift F6</b>	Cycle back through sections when navigating in Form view in Microsoft Access.
<b>Shift+F8</b>	Step over a procedure when working with Visual Basic code.
<b>Shift+F9</b>	Create an instant watch for a selected expression when working with Visual Basic code.
<b>Shift+TAB or CTRL+Shift+M</b>	Remove indentation from selected lines when working in Visual Basic code.
<b>TAB or CTRL+M</b>	Indent selected lines when working with Visual Basic code.
<b>ALT</b>	Close the visible menu and submenu at the same time; works with menu commands.

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<b>ALT+ letter key, where key is the underlined letter in the field or menu cmdnd</b>	Select a menu or select or clear the check box by the letter underlined in the menu command; works within windows and dialog boxes.
<b>CTRL+Shift+RIGHT ARROW</b>	Select or unselect one word to the right of the cursor.
<b>CTRL Shift TAB</b>	Exit the subform and move to the previous field in the main form or previous record in Microsoft Access.
<b>CTRL+Shift+TAB or CTRL+PAGE UP</b>	Go to the previous tab when working in a tabbed dialog box.
<b>ALT+DOWN ARROW</b>	Display more Help topics; works when using Office Assistant.
<b>ALT+DOWN ARROW</b>	Open a selected drop-down menu; works within a dialog box.
<b>ALT+ENTER</b>	Display the properties of a selected item while working in a window.
<b>ALT+F4</b>	Quit Microsoft Access, close a dialog box, or close a property sheet; works within an open window.
<b>ALT+number (where hitting key for 1 selects the leftmost option, 2 the next, and so on)</b>	Select a Help topic while using Office Assistant.
<b>ALT+Shift+TAB</b>	Move from active application window to previously active application window.
<b>ALT+SPACEBAR</b>	Open the menu of the leftmost icon on the main toolbar bar of the active window; this menu typically contains the following commands: Restore, Move, Size, Minimize, Maximize and Close.
<b>ALT SPACEBAR</b>	Display the Control menu while working from Help menu in Microsoft Access.
<b>ALT+TAB</b>	Move from active application window to the previously used application window; to select an application from a list of the open applications, hold ALT down and press TAB more than once to move through the list.
<b>ALT+UP ARROW</b>	Display previously viewed Help topics while using Office Assistant.
<b>ARROW KEY</b>	Move between options in a selected drop-down menu or dialog box or between some options in a group of options.
<b>ARROW KEY</b>	Move between options in a selected drop-down menu or dialog box or between some options in a group of options; add ENTER to select an option.
<b>BACKSPACE</b>	Delete selected text or to delete the character to the left of where the cursor is positioned within a document while editing.
<b>C or ESC</b>	Cancel Print Preview or Layout Preview and return to Normal view.
<b>CTRL+A or CTRL+Shift+SPACEBAR</b>	Select all records in an active database.
<b>CTRL+ALT+SPACEBAR</b>	Insert the default value for a selected field when entering data in a Datasheet or Form view.
<b>CTRL+APOSTROPHE (')</b>	Insert the value from the same field in the previous record to the selected field in the current record within a database.
<b>CTRL+C</b>	Copy selection to the Windows Clipboard.
<b>CTRL+COLON (:)</b>	Insert the current time at the cursor's current position.
<b>CTRL+DOWN ARROW</b>	Move to the same field in the last record while in Navigation mode in Datasheet view.
<b>CTRL+DOWN ARROW</b>	Move to the bottom of current page in which you are working while in Print Preview and Layout Preview.
<b>CTRL END</b>	Move to the end of the active field, while working working with multiple-line fields in Microsoft Access.
<b>CTRL END</b>	Move to the last field in the last record while in Navigation mode in Microsoft Access.
<b>CTRL+END</b>	To move to the last field in the last record while in Navigation mode and Form view in Access.
<b>CTRL+END</b>	Move to the lower-right corner of the page while working in Print Preview and Layout Preview.
<b>CTRL ENTER</b>	Insert a new line when entering data in Datasheet or Form view in Microsoft Access.
<b>CTRL+ENTER or ALT+D</b>	To open the selected table, query, form, report, macro, or module while working in Design view in Access.
<b>CTRL+ESC</b>	Display Windows Start menu.
<b>CTRL+F</b>	Display the Find dialog box while working in Access Datasheet view, Form view or Module Window only.
<b>CTRL+F11</b>	Toggle between a custom menu bar and a built-in menu bar while working in Access.
<b>CTRL F2</b>	Invoke a Builder while working in Microsoft Access.
<b>CTRL+F6</b>	Go to the next database window in the active application.

# Microsoft Access 97 Keyboard Shortcuts

<b>CTRL+F6</b>	Move between open windows.
<b>CTRL+H</b>	To open the Replace dialog box (while in Datasheet view, Form view, and Module Window only).
<b>CTRL HOME</b>	Go to the beginning of the field, in multiple-line fields, when working in Microsoft Access.
<b>CTRL+HOME</b>	Go to the first field in the first record when working in Navigation mode in Datasheet view.
<b>CTRL+HOME</b>	Go to the first field in the first record when working in Navigation mode in Form view.
<b>CTRL+HOME</b>	Go to the upper-left corner of the page when in Print Preview and layout Preview mode.
<b>CTRL LEFT ARROW</b>	Move cursor's position one word to the left in Microsoft Access.
<b>CTRL+LEFT ARROW or CTRL+RIGHT ARROW</b>	Move cursor's position one word to the left or right.
<b>CTRL+MINUS SIGN (-)</b>	Delete the current record when working in Datasheet or Form view.
<b>CTRL+N</b>	Open a new, blank, database.
<b>CTRL+O</b>	Display the Open dialog box in order to find and open an existing database.
<b>CTRL+P</b>	Display the Print dialog box in order to print the active selection.
<b>CTRL PAGE DOWN</b>	Go right one screen in Microsoft Access.
<b>CTRL+PAGE DOWN</b>	Go to the same field in the next record.
<b>CTRL+PAGE UP</b>	Go left one screen when working in datasheet view in Access.
<b>CTRL+PAGE UP</b>	Go to the same field in the previous record.
<b>CTRL+PLUS SIGN (+)</b>	Add a new record while working in Datasheet or Form view in Access.
<b>CTRL+RIGHT ARROW</b>	Move cursor one word to the right.
<b>CTRL+S or Shift+F12 or ALT+Shift+F2</b>	Save a database object.
<b>CTRL SEMICOLON (;)</b>	Insert the current date into active Datasheet or Form view in Microsoft Access.
<b>CTRL+Shift+F6</b>	Go to the previous database window.
<b>CTRL+Shift+LEFT ARROW</b>	Select or unselect one word to the left of the cursor.
<b>CTRL+Shift+LEFT ARROW</b>	To extend selection one word to the left.
<b>CTRL+SPACEBAR</b>	Select or unselect the active column, in Navigation mode only.
<b>CTRL+TAB</b>	Move through the tabs of each object's type when navigating and opening objects in Access.
<b>CTRL+TAB</b>	Exit the subform and move to the next field in the master form or next record when working in Form view.
<b>CTRL TAB or CTRL PAGE DOWN</b>	Move to the next tab on a tabbed dialog box in Microsoft Access.
<b>CTRL+UP ARROW</b>	Move to the current field in the first record, in Navigation mode.
<b>CTRL+UP ARROW</b>	Move to the top of the active page when working in Access Print Preview and Layout Preview mode.
<b>CTRL+V</b>	Paste a copied item(s) from the Clipboard into a selected location (You also can choose Paste from the Edit menu.).
<b>CTRL+W or CTRL+F4</b>	Close the active datasheet window.
<b>CTRL+X</b>	Copy and remove the selected item(s) from their original location to the Clipboard. (You also can choose the Cut command from the Edit menu.).
<b>CTRL+Z or ALT+BACKSPACE</b>	Undo the last action; note: some actions, like Shutdown, cannot be undone (You also can choose Undo from the Edit menu.).
<b>DELETE</b>	Delete the selected item(s), or to delete the character to the right of the cursor; if items are files they will be moved to the Recycle Bin.
<b>DOWN ARROW</b>	To move down one line in a Combo box, list box or Database window in Microsoft Access.
<b>DOWN ARROW</b>	Move to the same field in the next record when navigating in Access Datasheet view.
<b>DOWN ARROW</b>	Scroll down a window or document in small increments when working in Access Print Preview or Layout Preview.
<b>DOWN ARROW or UP ARROW (with the menu or submenu displayed)</b>	Select the next or previous command on the menu or submenu.
<b>END</b>	Go to the end of the entry when editing a text box.
<b>END</b>	Go to the last object in database window in Microsoft Access.
<b>END</b>	Go to the end of the field, in single-line fields.
<b>END</b>	Go to the last field in the current record, when working in Access Navigation mode.

# Microsoft Access 97 Keyboard Shortcuts

<b>END OR CTRL+RIGHT ARROW</b>	Move to the right edge of the page when working in Access Print Preview and Layout Preview.
<b>ENTER</b>	Perform the action assigned to the selected default button in a dialog box in Microsoft Access.
<b>ENTER</b>	Restore a selected minimized program window when all windows are minimized.
<b>ENTER</b>	Open the selected table or query in Datasheet view, or form in Form view.
<b>ENTER</b>	Open the selected report in Print Preview.
<b>ENTER</b>	Run a selected macro in Microsoft Access.
<b>ENTER</b>	Perform the action assigned to a selected button on a toolbar.
<b>ENTER</b>	Open a selected menu on a toolbar.
<b>ENTER</b>	Enter text in a selected text box.
<b>ESC</b>	Close the visible menu; or, with a submenu visible, close the submenu only.
<b>ESC</b>	Cancel a command and close the dialog box.
<b>ESC</b>	Close an Office Assistant message or tip.
<b>ESC</b>	Cancel Extend mode command in Microsoft Access.
<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>ESC (when a drop-down list box is selected)</b>	Close a selected drop-down list in a dialog box.
<b>F1</b>	Display Help or the Office Assistant.
<b>F1</b>	Display the Office Assistant or Microsoft Access Contents and Index; context-sensitive help about the selected property, control, macro action, or Visual Basic keyword; or alerts with a Help button.
<b>F10</b>	Activate, or select, the main toolbar beginning with the first toolbar option on the left, usually File; after the first option is activated you can navigate through toolbar and menu options using the appropriate ARROW keys; press F10 or ALT again
<b>F11 or ALT+F1</b>	Bring the Database window to the front.
<b>F12 or ALT F2</b>	Display Save As dialog box (file menu) in Microsoft Access.
<b>F2</b>	Display the complete hyperlink address for a selected hyperlink.
<b>F2</b>	Rename a selected object when working in Database window.
<b>F2</b>	Move between Edit mode (with insertion point displayed) and Navigation mode when working in Design view.
<b>F4 or ALT DOWN ARROW</b>	Open a combo box in Microsoft Access.
<b>F5</b>	Update the files visible in the Open or Save As dialog box (File menu).
<b>F5</b>	Move to Form view from Form design or a Form module when working in Access Design view.
<b>F5</b>	Navigate through records by moving cursor to the record number box, typing the record number and pressing ENTER when working in Datasheet view.
<b>F5</b>	Navigate through records by moving cursor to the record number box, typing the record number and pressing ENTER when working in Form view.
<b>F5</b>	Navigate through pages by moving cursor to the page number box, typing the page number and pressing ENTER when working in Print Preview and Layout.
<b>F6</b>	Move between the upper and lower portions of a window when working in Design view of tables, macros, and queries and the Advanced Filter/Sort window only.
<b>F7</b>	Display Spelling and Grammar dialog box (Tools Menu) in Microsoft Access.
<b>F8</b>	Activate 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; press ESC to cancel.
<b>F9</b>	Refresh the contents of a Lookup field list box or combo box.
<b>F9</b>	Recalculate the fields in the window.
<b>HOME</b>	Go to the beginning of the current entry.
<b>HOME</b>	Go to the first object.
<b>HOME</b>	Go to the beginning of the current field, in single-line fields.
<b>HOME</b>	Go to the first field in the current record, when in Access Navigation mode.
<b>HOME or CTRL LEFT ARROW</b>	Go to the left edge of the current page in Microsoft Access.

# Microsoft Access 97 Keyboard Shortcuts

<b>HOME or END</b>	Select the first or last command on the menu or submenu.
<b>LEFT ARROW</b>	Go one character to the left of the cursor's current position in the field.
<b>LEFT ARROW</b>	Scroll to the left of the cursor's current position in small increments when working in Print Preview and Layout Preview.
<b>LEFT ARROW or RIGHT ARROW</b>	With a menu open, select the menu to the left or right of the original, or, with a submenu visible, switch between the main menu and the submenu.
<b>LEFT ARROW or RIGHT ARROW</b>	Move one character to the left or right in a text box.
<b>LEFT ARROW, or RIGHT ARROW</b>	Extend a selection to adjacent fields in the same row in Microsoft Access Datasheet view.
<b>Letter key, where the letter is the same as the first letter in optn you want on a selected menu</b>	Choose a selected menu, drop-down list, or dialog box option by typing the first letter in the option name.
<b>P or CTRL+P</b>	To open the Print dialog box from Print Preview or Layout Preview.
<b>PAGE DOWN</b>	Move down one page when using a Combo box or list box.
<b>PAGE DOWN</b>	Move down one window when working in Database view in Microsoft Access.
<b>PAGE DOWN</b>	Scroll down one full screen when working in Print Preview and Layout Preview.
<b>PAGE DOWN</b>	When navigating in Form view, go down one page; at the end of the record, moves to the equivalent page on the next record.
<b>PAGE DOWN or DOWN ARROW</b>	In Print Preview and Layout Preview, view the next page (when Fit To Window is selected).
<b>PAGE UP</b>	Move up one page when using a combo box or list box.
<b>PAGE UP</b>	Move up one window when working in Database.
<b>PAGE UP</b>	Go up one screen when working in Datasheet view in Microsoft Access.
<b>PAGE UP</b>	Go up one page when working in Form view; at the end of the record, use to move to the equivalent page on the previous record.
<b>PAGE UP</b>	Scroll up one full screen when working in Print Preview and Layout Preview.
<b>PAGE UP or UP ARROW</b>	In Print Preview and Layout Preview, view the previous page (when Fit To Window is selected).
<b>RIGHT ARROW</b>	Move one character to the right of the cursor's current position in a field.
<b>RIGHT ARROW</b>	In Print Preview and Layout Preview, scroll to the right in small increments.
<b>S</b>	In Print Preview and Layout Preview, open the Page Setup dialog box.
<b>Shift+CTRL+TAB</b>	Cycle through the tab of each object's type moving right to left.
<b>Shift DOWN ARROW</b>	Extend selection to the next record, if the current record is selected in Microsoft Access.
<b>Shift+END</b>	Select from the insertion point to the end of the text box entry.
<b>Shift+ENTER</b>	Add a control to a section when working in Form and Report Design view only.
<b>Shift+ENTER</b>	Save changes to the current record when entering data in the Datasheet or Form view.
<b>Shift+F1</b>	Display What's This? help; after pressing SHFT+F1, move the pointer to the menu command, toolbar button, dialog box option, or screen region to see definitions.
<b>Shift F10</b>	Display a shortcut menu that shows a list of commands relevant to the selected object in Microsoft Access.
<b>Shift+F2</b>	Open the Zoom box to conveniently enter expressions and other text in small input areas.
<b>Shift+F4</b>	Find the previous occurrence of the text specified in the Find or Replace dialog box when the dialog box is closed.
<b>Shift+F8</b>	Undo a previous selection extension.
<b>Shift+F9</b>	Requery the underlying tables; in a subform, this requeries the underlying table for the subform only.
<b>Shift+HOME</b>	Select from the insertion point in the text box to the beginning of the text box entry.
<b>Shift LEFT ARROW</b>	Select or unselect one character to the left of the cursor's position in Microsoft Access.
<b>Shift+RIGHT ARROW</b>	Select or unselect by one character to the right of the cursor's current position.
<b>Shift+SPACEBAR</b>	Switch between selecting the current record and the first field of the current record, when working in Navigation mode.
<b>Shift+TAB</b>	Move to the previous option or option group in a dialog box.
<b>Shift TAB</b>	Move to the previous field when navigating in Form view in Microsoft Access.
<b>Shift+TAB</b>	Enter the subform from the following field in the main form when navigating in Form view.

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<b>Shift+TAB, or LEFT ARROW</b>	Move to the previous field when navigating in Datasheet view.
<b>Shift+UP ARROW</b>	Extend selection to the previous record, if the current record is selected.
<b>SPACEBAR</b>	Perform the action assigned to the active button, or select or clear the active check box in the dialog box.
<b>SPACEBAR</b>	Switch between the values in a check box or option button.
<b>TAB</b>	Move to the next option or option group in a dialog box in Microsoft Access.
<b>TAB</b>	Exit the combo box or list box.
<b>TAB</b>	Select the next field.
<b>TAB</b>	Move to the next field when working in Form view.
<b>TAB</b>	To enter the subform from the preceding field in the main form when working in Form view in Microsoft Access.
<b>TAB or Shift+TAB (when a toolbar is active)</b>	When a toolbar is active, select the next or previous button or menu on the toolbar.
<b>TAB, ENTER, or RIGHT ARROW</b>	Move to the next field when navigating in Datasheet view.
<b>UP ARROW</b>	Move up one line in a combo box or list box.
<b>UP ARROW</b>	Move up one line in a database window in Microsoft Access.
<b>UP ARROW</b>	Move to the current field in the previous record when navigating in Datasheet view.
<b>UP ARROW</b>	Scroll up in small increments when working in Print Preview and Layout Preview.
<b>UP ARROW, DOWN ARROW</b>	Extend a selection to adjacent rows in Datasheet view.
<b>Z</b>	Zoom in or out on a part of the page when working in Print Preview and Layout Preview.
<b>CTRL+A</b>	So select all visible code in the Module window when editing with Visual Basic code.
<b>CTRL+BREAK</b>	Halt the execution of code or a macro requested when running or debugging Visual Basic code.
<b>CTRL DOWN ARROW</b>	Display the next procedure while viewing Visual Basic code in Microsoft Access.
<b>CTRL+F2</b>	Put focus on the Object Box while working in Visual Basic code view.
<b>CTRL+F2 (then press TAB)</b>	Put focus on the Procedure Box while working in Visual Basic code view.
<b>CTRL+F3</b>	Find the next occurrence of selected text while working in Visual Basic code view.
<b>CTRL+F8</b>	Activate Move mode for active window (MOV appears in the lower right corner of the window) while in Datasheet view.
<b>CTRL+F8</b>	Run Visual Basic code to the cursor's current point and halt execution.
<b>CTRL F9</b>	Set the next statement while working with Visual Basic code in Microsoft Access.
<b>CTRL+G</b>	To display the Debug dialog box while working with Visual Basic code.
<b>CTRL+I</b>	To display Quick Information when working in Visual Basic code.
<b>CTRL+J</b>	List Properties and Methods when working in Visual Basic code.
<b>CTRL L</b>	Display the Calls dialog box when working in Visual Basic code in Microsoft Access.
<b>CTRL+R</b>	Select a form or report.

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