

Access

Edit

Ctrl	X	Cut	
Ctrl	C	Copy	<i>copy text from message box</i>
Ctrl	V	Paste	

Insert

Ctrl	;	Insert Current Date	
Ctrl	Shift	:	Insert Current Time
Ctrl	Enter	Insert New Line. Open Design View of selected object (NavPane).	
Ctrl	Alt	Spacebar	Overwrite with Default Value <i>re-evaluate if expression such as Now()</i>
Alt	+ numpad #		Insert ASCII or extended character

Auto Correct

(c)	Insert Copyright symbol ©	<i>Alt + 0169</i>
(r)	Insert Registration symbol ®	<i>Alt + 0174</i>
(tm)	Insert Trademark symbol ™	<i>Alt + 0153</i>

Goto

Ctrl	Tab	Exit subform + Go to Next mainform control	
Ctrl	Shift	Tab	Exit subform + Go to Previous mainform control
Down		Go Down	<i>Design: move selection Down</i>
PageDown		Go Down one screen	
Left		Go Left one character or field	<i>Deign: move selection Left</i>
Ctrl	PageUp	Go Left one screen	
Right		Go Right one character or field	<i>Design: move selection Right</i>
Ctrl	PageDown	Go Right one screen	
Up		Go Up	<i>Design: move selection Up</i>
PageUp		Go up one screen	
Ctrl	Down	Goto column bottom	<i>last row</i>
Ctrl	Up	Goto column top	<i>first row</i>
Ctrl	G	Goto Immediate (debuG) window	
End		Goto line end, or last field	
Home		Goto line start, or first field	
Tab		Goto Next Field/Control	
F6		Goto Next Pane	
Shift	Tab	Goto previous Field/Control	

Alt	F11	Goto the Visual Basic Editor or to the active database window.	
Ctrl	End	Goto value end, or last field of last record	
Ctrl	Home	Goto value start, or first field of first record	
Ctrl	F6	Goto Window next	
Ctrl	Shift	F6	Goto Window previous
Ctrl	Right	Goto word next	
Ctrl	Left	Goto word previous	

Select

Shift		Press while moving with keyboard to select as you go.
Ctrl	A	Select All
Ctrl	Spacebar	Select Column <i>{navigation mode}</i>
Shift	Click	Select from the first Click to the Shift-Click
Shift	Spacebar	Select Row <i>{navigation mode}</i>

Action

Alt		Activate Ribbon
Ctrl	PauseBreak	Break code. If keyboard doesn't have a break key, try Ctrl-Fn-B, Ctl-NumLock, Ctl-ScrLock, Ctrl-Fn-End, ...
ESC		Cancel menu, dialog box, activate 'Cancel' button, Cancel entry then record, collapse list, etc
C		Cancel Print Preview or Layout Preview
Enter		Click Selected or 'Default' button <i>Next field, Next record if Option, New Line</i>
Ctrl	W	Close the active database window. Ctrl-F4 to close VBA Window
Ctrl	F4	Close the active window
Ctrl	'	Copy value from above
Backspace		Delete character to left of cursor
Delete		Delete character to right of cursor
Ctrl	-	Delete Record
Alt	Down	Drop combo list, Open floating Date Picker
Ctrl	F1	Expand or collapse ribbon
Ctrl	+	New Record
Ctrl	O	Open existing database <i>replace what's currently open</i>
Ctrl	N	open New database <i>replace what's currently open</i>
F9		Requery a list that's active
F5		Requery. Form/Datasheet.

Shortcut	Description	Access and VBA Shortcuts, strive4peace 3/4
Ctrl S	Save object	or SHIFT-F12
F12	SaveAs	
Alt F8	Show/Hide Field List	
F11	Show/Hide Navigation Pane	
Alt Enter	Show/Hide Property Sheet	
Spacebar	Toggle choices of a checkbox or option frame	
F2	Toggle Edit (Insertion Point) and Navigation (Whole Value) mode. Rename.	
Insert	Toggle insert and typeover mode	
Ctrl Z	Undo	
Tool		
Ctrl F2	Builder	
F7	Check Spelling	in Design View, go to Builder
Ctrl F	Find	In Nav Pane, show and activate the Search bar/Find box
F1	Help	
S	open page Setup dialog box from Print Preview	
Ctrl P	Print	dialog box -- current or selected object
Ctrl H	Replace	
Shift F2	Zoom Box	
Windows		
PrtScr	Copy screen to Clipboard	Ctrl-C to copy text from message box
Alt F4	Exit application	
Alt Spacebar	Goto application Window menu	
Win Shift Up	Maximize height of window	
Win Shift Right	Switch Window to Next monitor	
Win Shift Left	Switch Window to Previous monitor	

VBA

Goto

Alt E , B , N	Bookmark, goto Next
Alt E , B , P	Bookmark, goto Previous
F3	Find Next
Shift F3	Find Previous
Shift F2	Goto Definition
Ctrl G	Goto Immediate Window
Ctrl Shift F2	Goto Last Position (stack)
Ctrl Down	Goto Next procedure.
Ctrl R	Goto pRoject Explorer
F4	Goto Properties Window
Ctrl Up	Goto Top of current or to Previous procedure

Action

Ctrl Spacebar	Activate Intellisense
Alt E , B , T	Bookmark Toggle
Alt E , B , C	Bookmark, Clear All
F9	Breakpoint Toggle
Ctrl Shift F9	Breakpoints, Clear all
Ctrl F4	Close the active window
Shift Tab	Decrease Indent on selected lines
Ctrl Y	Delete current line
Ctrl Shift F8	Finish executing current procedure and Step out.
Tab	Indent selected lines
Ctrl N	New Line in Immediate Window <i>above current</i>
F5	Run procedure
Ctrl F8	Run to cursor (set temporary breakpoint)
Ctrl F9	Set Next Statement
Shift F8	Single-step over. Called code is one step, not single steps.
F8	Single-step. Excecute + goto next statement.
Ctrl L	vew CaLL Stack

Tool

Ctrl W	edit Watch
F2	Object Browser