Favorite Shortcut Keys

Many of the shortcut keys for Access also work in Excel. This isn't a complete list, just shortcuts I like a lot.

Table Design

`F6` to jump to Field Properties from field definition
`Tab` and `Shift` `Tab` to move back and forth

Data

Datasheet view, forms

Editing

`Tab`	Move to next field (or control for forms)
`Shift` `Tab`	Move to previous field
`Enter`	Move to next field OR, if "Move after enter" is set to "Next record" in Options, then next row
`Ctrl` `+`	New Record
`Ctrl` `-`	Delete record
`F2`	Toggle mode between Edit *(Insertion Point)* and Navigation *(Whole Value)*. F2 is also Rename where that's applicable.
`Shift` `F2`	Zoom
`Ctrl` `F2`	Builder

General

`Ctrl` `F`	Find
`Ctrl` `H`	Replace (He-place)
`Ctrl` `A`	Select All
`Esc`	Cancel entry, record, dismiss dialog box, collapse list, activate "Cancel" command button, etc
`Enter`	Activate "Default" command button
`F12`	Save As
`Ctrl` `G`	Goto the Immediate Window from anywhere in Access
`Alt` `F11`	Goto the Visual Basic Editor or go back to the previous active window.
`Shift`	press Shift while moving to select as you go
`F1`	Help
`Alt` `↓`	Open floating Date Picker

Data Entry

Ctrl **Enter**	New Line
(c)	©
Ctrl **;**	Current Date
Ctrl **:**	Current Time
Ctrl **Alt** **Spacebar**	Enter Default Value
Alt + #	Hold Alt and type number on the numeric keypad to get an ASCII or extended character. A is 65, a is 97, C is 67, ° is 248.
Ctrl **"**	copy value from above
Back space	Delete character to left of cursor
Delete	Delete character to right of cursor
Ctrl **Z**	Undo
Spacebar	Toggle choices of a checkbox or option frame
Ctrl **X**	Cut
Ctrl **C**	Copy
Ctrl **V**	Paste
Insert	Toggle insert and typeover mode
F7	Check Spelling

Navigation

Cursor control keys have similar effects to navigate forms.

↑ , **↓**	move up or down
Ctrl **↑** , **Ctrl** **↓**	move to top or bottom of current column (field)
Page Up **Page Down**	move up or down one screen
Ctrl **Page Up** , **Ctrl** **Page Down**	move right or left one screen

Navigation or Edit Mode

F2 Toggle	Edit Mode *(Insertion Point)*	Navigation Mode *(Whole Value)*
← , **→**	Move within value (+ **Ctrl** for word at a time)	Go to previous or next field
Home	Move to beginning of line	Go to first field of current record
End	Move to end of line	Go to last field of current record
Ctrl **Home**	Move to beginning of value	Go to first field of first record
Ctrl **End**	Move to end of value	Go to last field of last record

Datasheet

Tables, Queries, SQL Statements

Ctrl **Spacebar**	Select Column {navigation mode}
Shift **Spacebar**	Select Row { navigation mode}
Click **...** **Shift** Click	select range … use shift-arrows or shift-click again to change end. Then you may wish to (1) copy the range or (2) paste a range over it.

Windows

Alt **Spacebar**	Show the Access application Window menu
Ctrl **W** or **Ctrl** **F4**	Close the active object window in Access. Use Ctrl-F4 to close VBA module.
Alt **F4**	Exit Access
F6	switch or cycle between panes of a window
Ctrl **F6**	Next database (or VBE) window
Ctrl **Shift** **F6**	Previous database (or VBE) window
Print Scrn **SysReq**	Copy image of screen to Windows Clipboard (press **Ctrl** **C** to copy text in message boxes to paste as text – first make sure that works, then maybe you don't need the image).
Win-**Shift** **↑**	Maximize height of window
Win-**Shift** **→**	Switch window to other monitor (you can also use **←**)

Query Design

F12 is handy to remember to Save As so you can pick a new name, or modify the existing name.

Form

Alt **↓**	Drop a list. Press **Esc** to collapse.
← , **→** , **Home** , etc	Navigation – cursor control keys when looking at data
F5	Requery
F9	Requery a combo or listbox that you're in
Ctrl **Tab**	exit subform and go to next control on mainform
Ctrl **Shift** **Tab**	exit subform and go to previous control on mainform
Tab , **Shift** **Tab**	Move to next or previous control

You can make your own HotKeys by prefacing a letter in a Caption with &. To literally display & in the Caption, use &&. Hotkeys appear with an underline. The Caption for the associated label for the first date is "&Start Date:"

Date Range Start Date: [____] End Date: [____]	**Alt** **S** go to Start Date **Alt** **E** go to End Date

Report

P or **Ctrl** **P**	Print Dialog box

Form/Report Design

F5	Run the form – switch to Form View from Form Design
F7	Code window (goto code behind form or report)
Alt **Enter**	Show or Hide Property Sheet
Alt **F8**	Field List
↑ **↓** **←** **→**	move selected control(s)

Modules

Many of the shortcut keys in different sections of this handout also work in modules like Ctrl-F, Ctrl-H, and Navigation keys.

Ctrl **Spacebar**	Activate Intellisense
F1	Help (on keyword – works in Immediate window too)
F2	Object Browser
Shift **F2**	Goto Definition
Ctrl **Shift** **F2**	Goto Last Position
Ctrl **↑**	Goto top of current procedure
Ctrl **↓**	Goto top of next procedure
F3	Find Next
Shift **F3**	Find Previous
Tab	indent (works on multiple selected lines)
Shift **Tab**	decrease indent (works on multiple selected lines)
F9	Toggle breakpoint
Ctrl **Shift** **F9**	Clear all breakpoints
Ctrl **Y**	Delete current line
Ctrl **G**	Goto the Immediate Window (anywhere in Access)

Debugging

Ctrl **Pause** **Break**	break code. If your keyboard doesn't have a break key, you can try Ctrl-Fn-B, Ctl-NumLock, Ctl-ScrLock, Ctrl-Pause, Ctrl-Fn-End, or something else.
F8	Single-step
Shift **F8**	Single-step over. Called code is one step, not single steps.
Ctrl **Shift** **F8**	finish executing current procedure and step out
F5	continue execution *(if not debugging, Run current procedure)*
Ctrl **F9**	Set Next Statement
Ctrl **F8**	Run to cursor (set temporary breakpoint)
Ctrl **L**	display CaLL Stack

Navigation Pane

F11	Show/Hide the Navigation Pane
Ctrl **F**	show and activate the Search bar / Find box
Enter	Open selected object
Ctrl **Enter**	Open selected object in Design View

Steps

Copy Name of object to Windows Clipboard

1. press **F2** on selected object to pretend to rename
2. the whole value will be selected, press **Ctrl** **C** to copy the value
3. press **Esc** to not change anything and get out of the edit mode

Change a Name or Value

… such as a Name in the Navigation Pane … and anywhere you can edit

1. press **F2** to **Rename** selected object in Navigation Pane, or to toggle **Edit Mode** from Navigation Mode for value
2. press **Home** to go to the beginning of the value to type a prefix
   OR
   use **←** and **→** keys to move within value – or **Click** where you want to add or cut
   OR
   if you want to add something to the end, start typing since that is where the cursor will be … or press **End** first if it's somewhere else.
   If the value is multiple lines, **Home** and **End** act on each line. To go to the very beginning, use **Ctrl** **Home**, or **Ctrl** **End** for the very end of the value.
3. press **Enter** to finish changing
   … OR! if you really don't want to change anything …
   … perhaps first press **Ctrl** **C** on the entire value to copy to the Windows Clipboard (for pasting somewhere else)
   – and then, or just then, press **Esc** to not really change anything.

Ribbon

Ctrl **F1**	Expand or collapse ribbon
Alt	Activate Ribbon

About

I love creating applications with Access and teaching others. Shortcut keys help me be more efficient. I hope you like them as much as I do! Download this Shortcut Key handout from **msAccessGurus.com**
https://msaccessgurus.com/tool/ShortcutKeys.htm

On my website, you'll find lots of free code, tools, videos, and articles. One of my favorite things to do is connect to others who are building databases and team-develop. Together we build successful applications. If you want to connect to me and work on your project together, I'd love to hear from you. I help you only when you need me. Email Training@msAccessGurus.com

have fun on the Access learning curve ~ crystal