

Access 2010 Shortcuts

Platform: Windows/English

Manage Databases	
Ctrl+n	Open/create new database
Ctrl+o	Open existing database
Alt+F4	Quit/ exit Access
Ctrl+p	Print the current or selected object
Ctrl+s	Save a database object (or Shift+f12)
F12	Open the Save As dialog box

Manage Access Features

Find and Replace	
Ctrl+f	Find and replace dialog box
Ctrl+h	(Find and) Replace dialog box
Shift+F4	Find next
Alt+Ctrl+f	Go to the Navigation Pane search box from anywhere in the database

Form Controls	
Ctrl+x/Ctrl+c/Ctrl+v	Cut / Copy / Paste
Arrow Keys	Move selected control up/down/left/right (Optionally, add Ctrl to key combination)
Shift+Arrow Down/Shift+Arrow Up	Increase / decrease height of the selected control
Shift+Arrow Right/Shift+Arrow Left	Increase / decrease width of the selected control

Wizards	
Tab	Toggle the focus forward between controls in the wizard
Alt+n	Move to the next page of the wizard
Alt+b	Move to the previous page of the wizard
Alt+f	Complete the wizard

Menus	
Shift+F10	Show the shortcut menu
ALT	Show the access keys (of F10)
Alt+Space	Show the program icon menu
Arrow Down/Arrow Up	Select the next / select previous command in menu
Arrow Left /Arrow Right	Select the menu to the left / menu to the right
Home/End	Select first / select last command in menu
Alt	Close the visible menu and submenu at the same time
Esc	Close the visible menu; or, with a submenu visible, to close the submenu

Dialog Boxes	
Ctrl+Tab/Ctrl+Shift+Tab	Switch to next tab / switch to previous tab in a dialog box
Tab/Shift+Tab	Move to the next / switch to previous option or option group
Arrow Keys	Move between options
Space	Select current button
Alt+Arrow Down	Open the selected drop-down list box
Esc	Close the selected drop-down list box
Enter	Perform the action assigned to the default button in the dialog box
Esc	Cancel the command and close the dialog box
Alt+F4	Close a dialog box

Text Boxes	
Home/End	Move beginning / move to end of an entry
Ctrl+Arrow Left or CTRL+Arrow Right	Move one word to the left or right
Shift+Home/Shift+End	Select from cursor to end / to beginning
Shift+Arrow Left / Shift+Arrow Right	Extend selection one character to the left / to the right

Field List Pane	
Alt+F8	Toggle the Field List pane
Enter	Add the selected field to the form or report detail section
Arrow Up/Arrow Down	Move up / move down the Field List pane
Shift+Tab	Move to the upper Field List pane from the lower pane
Tab	Move to the lower Field List pane from the upper pane

Working with Text and Data

Select and move Fields or Columns	
Tab/Shift+Tab	Select next field / select previous field
F2	Switch between Edit and Navigation Mode
Shift+Space	Switch between selecting the current record and the first field of the current record,
Shift+Arrow Up/Shift+Arrow Down	Extend selection to previous record/ to next record
Ctrl+a	Select [a]ll records (or [Ctrl]+Shift+[Space])
F8	Turn on Extend mode
Left Arrow / Arrow Right	Extend a selection to adjacent fields in the same row in Datasheet view
Arrow Up / Arrow Down	Extend a selection to adjacent rows in Datasheet view
Shift+F8	Undo the previous extension
Esc	Cancel Extend mode
Ctrl+Space	Select the current column
Shift+Arrow Right/Shift+Arrow Left	Select the column to the right / to the left, if the current column is selected
Ctrl+Shift+F8	Turn on Move mode

Edit Text and Data	
Arrow Right/Arrow Left	Move cursor one character to the right / to the left
Ctrl+Arrow Right/Ctrl+Arrow Left	Move cursor one word to the right / to the left
Home/End	Move cursor to the beginning / to the end of the field
Ctrl+Home/Ctrl+End	Move cursor to the beginning / to the end of the line in multi-line fields
Ctrl+Delete	Delete all characters to the right of the insertion point
Ctrl+z	Undo Changes
Ctrl+y	Redo Changes
Esc	Cancel / undo changes in the current field or current record

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Insert Data	
Ctrl+;	Insert the current date
Ctrl+:	Insert the current time
Ctrl+Alt+Space	Insert the default value for a field
Ctrl+'	Insert the value from the same field in the previous record
Ctrl++	Add a new record
Ctrl+-	In a datasheet, delete the current record
Shift+Enter	Save changes to the current record
Space	Switch between the values in a check box or option button
Ctrl+Enter	Insert a new line

Refresh Fields	
F9	Recalculate the fields in the window or the contents of a Lookup field
Shift+F9	Requery the underlying tables

Working with Access Views

Design View	
F2	Switch between Edit and Navigation mode
F4	Toggle the property sheet
F5	Switch to Form view from form Design view
F6	Switch between the windows, or between design panes / properties / etc
F7	Open the Visual Basic Editor from a selected property in the property sheet for a form or report
Alt+F8	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.
Shift+F7	Switch to Form or Report Design View (from Visual Basic Editor with code module open)
Alt+Enter	Display a property sheet
Ctrl+x / Ctrl+c / Ctrl+v	Cut / Copy / Paste
Arrow Keys	Move selected control up/down/left/right along the grid
Ctrl+Arrow Keys	Move selected control up/down/left/right by one pixel
Shift+Arrow Down/Shift+Arrow Up	Increase / decrease height of the selected control
Shift+Arrow Right/Shift+Arrow Left	Increase / decrease width of the selected control

Navigate in Datasheet, Subdatasheet, and Form View	
F5	Move to the record number box, type in number and press enter
Tab/Shift+Tab	Move to next / move to previous field in current record
Home/End	Move to first / move to last field in current record
Arrow Down/Arrow Up	Move to next / move to previous record
Ctrl+Arrow Down/Ctrl+Arrow Up	Move to last record / move to first record (or current field in next record / in previous record when in subdatasheet)
Ctrl+Home/Ctrl+End	Move to first field in first record / last field in last record
Page Down/Page Up	Move down one screen / move up one screen
Ctrl+Page Down/Ctrl+Page Up	Move right one screen / left one screen
Ctrl+Tab/Ctrl+Shift+Tab	In subdatasheet: Exit to next / to previous record

Ctrl+Shift+Arrow Down	Expand subdatasheet
Ctrl+Shift+Arrow Up	Collapse subdatasheet
Alt+F5	Move from subdatasheet to record number box, enter record number and press enter

Database Diagram	
Esc	Move from a table cell to the table's title bar
Enter	Move from a table's title bar to the last cell you edited
Tab	Move from table title bar to table title bar, or from cell to cell inside a table
Alt+Arrow Down	Expand a list inside a table
Arrow Down/Arrow Up	Move up / down in a list
Space	Change the setting in a check box
Home/End	Go to the first cell / go to last cell in row
Page Down/Page Up	Go to next / go to previous page of the diagram

Query Designer	
F6/Shift+F6	Move forward / backwards among the Query Designer panes
Tab/Shift+Tab	Move forward / backwards among tables, views, functions, or join line.
Arrow Keys	Move between columns in a table, view, or function
Space	Choose the selected data column for output (or use +/-)
Delete	Remove the selected table, view, function, or join line
F2	In Grid Pane: toggle between edit mode and cell selection mode
Insert	Insert row between existing columns

Pivot Table	
Tab/Shift+Tab	Move to the right / to the left
Enter/Shift+Enter	Move down / move up
Shift+Enter	Select cell above current cell
Ctrl+Enter/Ctrl+Shift+Enter	Select detail cell for next item / previous item in row
Shift+Arrow Keys	Expand selection
Ctrl+a	Select entire PivotTable View
Shift+F10	Display context menu
Alt+Enter	Display property dialog box
Alt+F4	Close property dialog box
Esc	Cancel refresh operation in progress
Ctrl+e	Export contents to Excel
Ctrl+8	Toggle expand indicators (plus and minus signs)
Ctrl++ on numeric keyboard	Expand selected item
Ctrl+- on numeric keyboard	Collapse current item
Alt+Arrow Down	Open list for currently selected item
Ctrl+t	Toggle AutoFilter
Ctrl+Shift+a	Sort data ascending (A-Z)
Ctrl+Shift+z	Sort data descending (Z-A)
Alt+Shift+Arrow Up/Alt+Shift+Arrow Up	Move selected member up / down
Alt+Shift+Arrow Right/Alt+Shift+Arrow Left	Move selected member right / left

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Ctrl+l	Display Field List pane
Ctrl+Shift+s	Add new total field using sum summary
Ctrl+Shift+c	Add new total field using count summary
Ctrl+Shift+m	Add new total field using min summary
Ctrl+Shift+x	Add new total field using max summary
Ctrl+Shift+e	Add new total field using average summary
Ctrl+Shift+d	Add new total field using standard deviation summary
Ctrl+Shift+t	Add new total field using standard deviation population summary
Ctrl+Shift+b	Turn subtotals and grand totals on or off for selected field
Ctrl+f	Add a calculated detail field
Ctrl+1	Move selected field to row area
Ctrl+2	Move selected field to column area
Ctrl+3	Move selected field to filter area
Ctrl+4	Move selected field to detail area
Ctrl+Arrow Left/Ctrl+Arrow Right	Move selection up one level / down one level
Ctrl+Shift+~	Apply the general number format to values
Ctrl+Shift+\$	Apply the currency format to values
Ctrl+Shift+%	Apply the percentage format to values
Ctrl+Shift+^	Apply the exponential number format to values
Ctrl+Shift+#	Apply the date format to values
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
Ctrl+u	Make text underlined in the selected field of the PivotTable view
Ctrl+i	Make text italic in the selected field of the PivotTable view

The Rest

Manage Windows	
F11	Toggle the Navigation Pane
Ctrl+F6	Cycle between open windows
Enter	Restore the selected minimized window when all windows are minimized
Ctrl+F8	Turn on Resize mode for the active window when it is not maximized; press the arrow keys to resize the window
Alt+Space	Display the control menu
Shift+F10	Display the shortcut menu
Ctrl+W or CTRL+F4	Close the active window
Alt+F11	Switch between the Visual Basic Editor and the previous active window

Print Preview	
ctrl+p	Open the Print dialog box (or p)
s	Open the page setup dialog box
c	Cancel print/ layout preview (or escape)

Help Window	
Tab/Shift+Tab	Go to next / go to previous text or hyperlink
Enter	Perform action for currently selected item
Alt+Arrow Left/ Alt+Arrow Right	Move back / move forward
Ctrl+p	Open the Print dialog box
Arrow Up/Arrow Down	Move up / move down in small increments
Page Up/Page Down	Move up / move down one one page
Shift+F10	Show context menu

Other Shortcuts	
F2	Display hyperlink
F7	Check spelling
Shift+F2	Open the Zoom box
Alt+Enter	Display a property sheet in Design view
Ctrl+F2	Invoke a Builder
Ctrl+Arrow Right/ Ctrl+Arrow Left	Toggle forward / toggle backwards between views when in a table, or other elements