

Keyboard shortcuts for Access

Applies To: Access 2010, 2013, 2016 [More...](#) [Less](#)

You can use keyboard shortcuts for quick access to frequently used commands or operations. The following sections list the keyboard shortcuts available in Microsoft Access. You can also use keyboard shortcuts to move the focus to a menu, command, or control without using the mouse.

General shortcut keys

Global Access shortcut keys

Opening databases

To do this	Press
Open a new database	CTRL+N
Open an existing database	CTRL+O

Printing and saving

To do this	Press
Print the current or selected object	CTRL+P
Open the Print dialog box from Print Preview	P or CTRL+P
Open the Page Setup dialog box from Print Preview	S
Cancel Print Preview or Layout Preview	C or ESC
Save a database object	CTRL+S or SHIFT+F12
Open the Save As dialog box	F12

Using a combo box or list box

To do this	Press
Open a combo box	F4 or ALT+DOWN ARROW
Refresh the contents of a Lookup field list box or combo box	F9
Move down one line	DOWN ARROW
Move down one page	PAGE DOWN
Move up one line	UP ARROW
Move up one page	PAGE UP
Exit the combo box or list box	TAB

Finding and replacing text or data

To do this	Press
Open the Find tab in the Find and Replace dialog box (Datasheet view and Form view only)	CTRL+F
Open the Replace tab in the Find and Replace dialog box (Datasheet view and Form view only)	CTRL+H
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)	SHIFT+F4

Working in Design view

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

Editing controls in form and report Design view

To do this	Press
Copy the selected control to the Clipboard	CTRL+C
Cut the selected control and copy it to the Clipboard	CTRL+X
Paste the contents of the Clipboard in the upper-left corner of the selected section	CTRL+V

To do this	Press
Move the selected control to the right (except controls that are part of a layout)	RIGHT ARROW or CTRL+RIGHT ARROW
Move the selected control to the left (except controls that are part of a layout)	LEFT ARROW or CTRL+LEFT ARROW
Move the selected control up	UP ARROW or CTRL+UP ARROW
Move the selected control down	DOWN ARROW or CTRL+DOWN ARROW
Increase the height of the selected control	SHIFT+DOWN ARROW
Increase the width of the selected control	SHIFT+RIGHT ARROW
If used with controls that are in a layout, the entire layout is resized	SHIFT+RIGHT ARROW
Reduce the height of the selected control	SHIFT+UP ARROW
Reduce the width of the selected control	SHIFT+LEFT ARROW
If used with controls that are in a layout, the entire layout is resized	SHIFT+LEFT ARROW

Window operations

By default, Microsoft Access databases display as tabbed documents. To use windowed documents, Click the **File** tab., and then click **Options**. In the **Access Options** dialog box, click **Current Database** and, under **Document Window Options**, click **Overlapping Windows**.

Note: You will have to close and reopen the current database for the option to take effect.

To do this	Press
Toggle the Navigation Pane	F11
Cycle between open windows	CTRL+F6
Restore the selected minimized window when all windows are minimized	ENTER
Turn on Resize mode for the active window when it is not maximized; press the arrow keys to resize the window	CTRL+F8
Display the control menu	ALT+SPACEBAR
Display the shortcut menu	SHIFT+F10

To do this**Press**

Close the active window

CTRL+W or
CTRL+F4

Switch between the Visual Basic Editor and the previous active window

ALT+F11

Working with Wizards**To do this****Press**

Toggle the focus forward between controls in the wizard TAB

Move to the next page of the wizard

ALT+N

Move to the previous page of the wizard

ALT+B

Complete the wizard

ALT+F

Miscellaneous**To do this****Press**

Display the complete hyperlink address for a selected hyperlink

F2

Check spelling

F7

Open the Zoom box to conveniently enter expressions and other text in small input areas

SHIFT+F2

Display a property sheet in Design view

ALT+ENTER

Exit Access

ALT+F4

Invoke a Builder

CTRL+F2

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.

CTRL+RIGHT
ARROW or
CTRL+COMMA (,)

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.

CTRL+LEFT ARROW
or CTRL+PERIOD (.)**Note:** CTRL+PERIOD (.) does not work under all conditions with all objects.**The Navigation Pane shortcut keys**

To do this**Press**

Go to the Navigation Pane Search box from anywhere in the database. ALT+CTRL+F

Editing and navigating the Object list**To do this****Press**

Rename a selected object F2

Move down one line DOWN ARROW

Move down one window PAGE DOWN

Move to the last object END

Move up one line UP ARROW

Move up one window PAGE UP

Move to the first object HOME

Navigating and opening objects**To do this****Press**

Open the selected table or query in Datasheet view

ENTER

Open the selected form or report

ENTER

Run the selected macro

ENTER

Open the selected table, query, form, report, data access page, macro, or module in Design view

CTRL+ENTER

Display the Immediate window in the Visual Basic Editor

CTRL+G

Work with menus**To do this****Press**

Show the shortcut menu

SHIFT+F10

Show the access keys

ALT or F10

Show the program icon menu (on the program title bar)

ALT+SPACEBAR

With the menu or submenu visible, select the next or previous command

DOWN ARROW or UP ARROW

Select the menu to the left or right; or, when a submenu is visible, to switch between the main menu and the submenu

LEFT ARROW or RIGHT ARROW

To do this	Press
Select the first or last command on the menu or submenu	HOME or END
Close the visible menu and submenu at the same time	ALT
Close the visible menu; or, with a submenu visible, to close the submenu only	ESC

Work in windows and dialog boxes

Using a program window

To do this	Press
Switch to the next program	ALT+TAB
Switch to the previous program	ALT+SHIFT+TAB
Show the Windows Start menu	CTRL+ESC
Close the active database window	CTRL+W
Switch to the next database window	CTRL+F6
Switch to the previous database window	CTRL+SHIFT+F6
Restore the selected minimized window when all windows are minimized	ENTER

Using a dialog box

To do this	Press
Switch to the next tab in a dialog box	CTRL+TAB
Switch to the previous tab in a dialog box	CTRL+SHIFT+TAB
Move to the next option or option group	TAB
Move to the previous option or option group	SHIFT+TAB
Move between options in the selected drop-down list box, or to move between some options in a group of options	Arrow keys
Perform the action assigned to the selected button; select or clear the check box	SPACEBAR
Move to the option by the first letter in the option name in a drop-down list box	Letter key for the first letter in the option name you want (when a drop-down list box is selected)

To do this	Press
Select the option, or to select or clear the check box by the letter underlined in the option name	ALT+letter key
Open the selected drop-down list box	ALT+DOWN ARROW
Close the selected drop-down list box	ESC
Perform the action assigned to the default button in the dialog box	ENTER
Cancel the command and close the dialog box	ESC

Editing in a text box

To do this	Press
Move to the beginning of the entry	HOME
Move to the end of the entry	END
Move one character to the left or right	LEFT ARROW or RIGHT ARROW
Move one word to the left or right	CTRL+LEFT ARROW or CTRL+RIGHT ARROW
Select from the insertion point to the beginning of the text entry	SHIFT+HOME
Select from the insertion point to the end of the text entry	SHIFT+END
Change the selection by one character to the left	SHIFT+LEFT ARROW
Change the selection by one character to the right	SHIFT+RIGHT ARROW
Change the selection by one word to the left	CTRL+SHIFT+LEFT ARROW
Change the selection by one word to the right	CTRL+SHIFT+RIGHT ARROW

Work with property sheets

Using a property sheet with a form or report in Design view

To do this	Press
Toggle the property sheet tab	F4
Move among choices in the control drop-down list one item at a time	DOWN ARROW or UP ARROW

To do this	Press
Move among choices in the control drop-down list five items at a time	PAGE DOWN or PAGE UP
Move to the property sheet tabs from the control drop-down list	TAB
Move among the property sheet tabs with a tab selected, but no property selected	LEFT ARROW or RIGHT ARROW
With a property already selected, move down one property on a tab	TAB
With a property selected, move up one property on a tab; or if already at the top, move to the tab	SHIFT+TAB
Toggle forward between tabs when a property is selected	CTRL+TAB
Toggle backward between tabs when a property is selected	CTRL+SHIFT+TAB

Using a property sheet with a table or query

To do this	Press
Toggle the property sheet tab	F4
With a tab selected, but no property selected, move among the property sheet tabs	LEFT ARROW or RIGHT ARROW
Move to the property sheet tabs when a property is selected	CTRL+TAB
Move to the first property of a tab when no property is selected	TAB
Move down one property on a tab	TAB
Move up one property on a tab; or if already at the top, select the tab itself	SHIFT+TAB
Toggle forward between tabs when a property is selected	CTRL+TAB
Toggle backward between tabs when a property is selected	CTRL+SHIFT+TAB

Work with the Field List pane

To do this	Press
Toggle the Field List pane	ALT+F8
Add the selected field to the form or report detail section	ENTER
Move up or down the Field List pane	UP ARROW or DOWN ARROW
Move to the upper Field List pane from the lower pane	SHIFT+TAB

To do this	Press
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Move to the lower Field List pane from the upper pane	TAB
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Keyboard shortcuts for using the Help window

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

Select text and data

Selecting text in a field

To do this	Press
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Change the size of the selection by one character to the right	SHIFT+RIGHT ARROW
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Change the size of the selection by one word to the right	CTRL+SHIFT+RIGHT ARROW
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Change the size of the selection by one character to the left	SHIFT+LEFT ARROW
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Change the size of the selection by one word to the left	CTRL+SHIFT+LEFT ARROW
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Selecting a field or record

Note: To cancel a selection, use the opposite arrow key.

To do this	Press
Select the next field	TAB
Switch between Edit mode (with insertion point displayed) and Navigation mode in a datasheet. When using a form or report, press F2 ESC to leave Navigation mode.	
Switch between selecting the current record and the first field of the current record, in Navigation mode	SHIFT+SPACEBAR
Extend selection to the previous record, if the current record is selected	SHIFT+UP ARROW
Extend selection to the next record, if the current record is selected	SHIFT+DOWN ARROW
Select all records	CTRL+A or CTRL+SHIFT+SPACEBAR

Extending a selection

To do this	Press
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	F8
Extend a selection to adjacent fields in the same row in Datasheet view	LEFT ARROW or RIGHT ARROW
Extend a selection to adjacent rows in Datasheet view	UP ARROW or DOWN ARROW
Undo the previous extension	SHIFT+F8
Cancel Extend mode	ESC

Selecting and moving a column in Datasheet view

To do this	Press
Select the current column or cancel the column selection, in Navigation mode only	CTRL+SPACEBAR
Select the column to the right, if the current column is selected	SHIFT+RIGHT ARROW
Select the column to the left, if the current column is selected	SHIFT+LEFT ARROW

To do this**Press**

Turn on Move mode; then press the RIGHT ARROW or LEFT ARROW key to move selected column(s) to the right or left

CTRL+SHIFT+F8

Edit text and data

Note: If the insertion point is not visible, press F2 to display it.

Moving the insertion point in a field**To do this****Press**

Move the insertion point one character to the right

RIGHT ARROW

Move the insertion point one word to the right

CTRL+RIGHT
ARROW

Move the insertion point one character to the left

LEFT ARROW

Move the insertion point one word to the left

CTRL+LEFT
ARROW

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

END

Move the insertion point to the end of the field, in multiple-line fields

CTRL+END

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

HOME

Move the insertion point to the beginning of the field, in multiple-line fields

CTRL+HOME

Copying, moving, or deleting text**To do this****Press**

Copy the selection to the Clipboard

CTRL+C

Cut the selection and copy it to the Clipboard

CTRL+X

Paste the contents of the Clipboard at the insertion point

CTRL+V

Delete the selection or the character to the left of the insertion point

BACKSPACE

Delete the selection or the character to the right of the insertion point

DELETE

Delete all characters to the right of the insertion point

CTRL+DELETE

Undoing changes

To do this	Press
Undo typing	CTRL+Z or ALT+BACKSPACE
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	ESC

Entering data in Datasheet or Form view

To do this	Press
Insert the current date	CTRL+SEMICOLON (;)
Insert the current time	CTRL+SHIFT+COLON (:)
Insert the default value for a field	CTRL+ALT+SPACEBAR
Insert the value from the same field in the previous record	CTRL+APOSTROPHE (')
Add a new record	CTRL+PLUS SIGN (+)
In a datasheet, delete the current record	CTRL+MINUS SIGN (-)
Save changes to the current record	SHIFT+ENTER
Switch between the values in a check box or option button	SPACEBAR
Insert a new line	CTRL+ENTER

Refreshing fields with current data

To do this	Press
Recalculate the fields in the window	F9
Requery the underlying tables; in a subform, this requeries the underlying table for the subform only	SHIFT+F9
Refresh the contents of a Lookup field list box or combo box	F9

Keys for navigating records

Navigate in Design view

To do this	Press
Switch between Edit mode (with insertion point displayed) and Navigation mode	F2
Toggle the property sheet	F4

To do this	Press
Switch to Form view from form Design view	F5
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.	F6
Toggle forward between the design pane, properties, Navigation Pane, access keys, and Zoom controls (Design view of tables, forms, and reports)	F6
Open the Visual Basic Editor from a selected property in the property sheet for a form or report	F7
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.	ALT+F8
When you have a code module open, switch from the Visual Basic Editor to form or report Design view	SHIFT+F7
Switch from a control's property sheet in form or report Design view to the design surface without changing the control focus	SHIFT+F7
Display a property sheet	ALT+ENTER
Copy the selected control to the Clipboard	CTRL+C
Cut the selected control and copy it to the Clipboard	CTRL+X
Paste the contents of the Clipboard in the upper-left corner of the selected section	CTRL+V
Move the selected control to the right by a pixel along the page's grid	RIGHT ARROW
Move the selected control to the left by a pixel along the page's grid	LEFT ARROW
Move the selected control up by a pixel along the page's grid	UP ARROW
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.	UP ARROW
Move the selected control down by a pixel along the page's grid	DOWN ARROW
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.	DOWN ARROW
Move the selected control to the right by a pixel (irrespective of the page's grid)	CTRL+RIGHT ARROW

To do this	Press
Move the selected control to the left by a pixel (irrespective of the page's grid)	CTRL+LEFT ARROW
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.	CTRL+UP ARROW
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.	CTRL+DOWN ARROW
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.	SHIFT+RIGHT ARROW
Decrease the width of the selected control (to the left) by a pixel	
Note: For controls in a stacked layout, this decreases the width of the whole layout.	SHIFT+LEFT ARROW
Decrease the height of the selected control (from the bottom) by a pixel	SHIFT+UP ARROW
Increase the height of the selected control (from the bottom) by a pixel	SHIFT+DOWN ARROW

Navigate in Datasheet view

Going to a specific record

To do this	Press
Move to the record number box; then type the record number and press ENTER	F5

Navigating between fields and records

To do this	Press
Move to the next field	TAB or RIGHT ARROW
Move to the last field in the current record, in Navigation mode	END
Move to the previous field	SHIFT+TAB, or LEFT ARROW
Move to the first field in the current record, in Navigation mode	HOME

To do this**Press**

Move to the current field in the next record

DOWN ARROW

Move to the current field in the last record, in Navigation mode

CTRL+DOWN ARROW

Move to the last field in the last record, in Navigation mode

CTRL+END

Move to the current field in the previous record

UP ARROW

Move to the current field in the first record, in Navigation mode

CTRL+UP ARROW

Move to the first field in the first record, in Navigation mode

CTRL+HOME

Navigating to another screen of data**To do this****Press**

Move down one screen

PAGE DOWN

Move up one screen

PAGE UP

Move right one screen

CTRL+PAGE DOWN

Move left one screen

CTRL+PAGE UP

Navigate in subdatasheets**Going to a specific record****To do this****Press**

Move from the subdatasheet to move to the record number box; then type the record number and press ENTER

ALT+F5

Expanding and collapsing subdatasheet**To do this****Press**

Move from the datasheet to expand the record's subdatasheet

CTRL+SHIFT+DOWN ARROW

Collapse the subdatasheet

CTRL+SHIFT+UP ARROW

Navigating between the datasheet and subdatasheet**To do this****Press**

Enter the subdatasheet from the last field of the previous record in the datasheet

TAB

Enter the subdatasheet from the first field of the following record in the datasheet

SHIFT+TAB

To do this	Press
Exit the subdatasheet and move to the first field of the next record in the datasheet	CTRL+TAB
Exit the subdatasheet and move to the last field of the previous record in the datasheet	CTRL+SHIFT+TAB
From the last field in the subdatasheet to enter the next field in the datasheet	TAB
From the datasheet to bypass the subdatasheet and move to the next record in the datasheet	DOWN ARROW
From the datasheet to bypass the subdatasheet and move to the previous record in the datasheet	UP ARROW

You can navigate between fields and records in a subdatasheet with the same shortcut keys used in Datasheet view.

Navigate in Form view

Going to a specific record

To do this	Press
Move to the record number box; then type the record number and press ENTER	F5

Navigating between fields and records

To do this	Press
Move to the next field	TAB
Move to the previous field	SHIFT+TAB
Move to the last control on the form and remain in the current record, in Navigation mode	END
Move to the last control on the form and set focus in the last record, in Navigation mode	CTRL+END
Move to the first control on the form and remain in the current record, in Navigation mode	HOME
Move to the first control on the form and set focus in the first record, in Navigation mode	CTRL+HOME
Move to the current field in the next record	CTRL+PAGE DOWN
Move to the current field in the previous record	CTRL+PAGE UP

Navigating in forms with more than one page

To do this	Press
Move down one page; at the end of the record, moves to the equivalent page on the next record	PAGE DOWN
Move up one page; at the end of the record, moves to the equivalent page on the previous record	PAGE UP

Navigating between the main form and subform

To do this	Press
Enter the subform from the preceding field in the main form	TAB
Enter the subform from the following field in the main form	SHIFT+TAB
Exit the subform and move to the next field in the master form or next record	CTRL+TAB
Exit the subform and move to the previous field in the main form or previous record	CTRL+SHIFT+TAB

Navigate in Print Preview and Layout Preview

Dialog box and window operations

To do this	Press
Open the Print dialog box from Print	CTRL+P (or datasheets, forms, and reports)
Open the Page Setup dialog box (forms and reports only)	S
Zoom in or out on a part of the page	Z
Cancel Print Preview or Layout Preview	C or ESC

Viewing different pages

To do this	Press
Move to the page number box; then type the page number and press ENTER	ALT+F5
View the next page (when Fit To Window is selected)	PAGE DOWN or DOWN ARROW
View the previous page (when Fit To Window is selected)	PAGE UP or UP ARROW

Navigating in Print Preview and Layout Preview

To do this	Press
Scroll down in small increments	DOWN ARROW
Scroll down one full screen	PAGE DOWN
Move to the bottom of the page	CTRL+DOWN ARROW
Scroll up in small increments	UP ARROW
Scroll up one full screen	PAGE UP
Move to the top of the page	CTRL+UP ARROW
Scroll to the right in small increments	RIGHT ARROW
Move to the right edge of the page	END
Move to the lower-right corner of the page	CTRL+END
Scroll to the left in small increments	LEFT ARROW
Move to the left edge of the page	HOME
Move to the upper-left corner of the page	CTRL+HOME

Navigate in the Database Diagram window in an Access project

To do this	Press
Move from a table cell to the table's title bar	ESC
Move from a table's title bar to the last cell you edited	ENTER
Move from table title bar to table title bar, or from cell to cell inside a table	TAB
Expand a list inside a table	ALT + DOWN ARROW
Scroll through the items in a drop-down list from top to bottom	DOWN ARROW
Move to the previous item in a list	UP ARROW
Select an item in a list and move to the next cell	ENTER
Change the setting in a check box	SPACEBAR
Go to the first cell in the row, or to the beginning of the current cell	HOME
Go to the last cell in the row, or to the end of the current cell	END

To do this**Press**

Scroll to the next "page" inside a table, or to the next "page" of the diagram

PAGE DOWN

Scroll to the previous "page" inside a table, or to the previous "page" of the diagram

PAGE UP

Navigate in the Query Designer in an Access project**Any Pane****To do this****Press**

Move among the Query Designer panes F6, SHIFT+F6

Diagram Pane**To do this****Press**

Move among tables, views, and functions, (and to join lines, if available) TAB, or SHIFT+TAB

Move between columns in a table, view, or function

Arrow keys

Choose the selected data column for output

SPACEBAR or PLUS key

Remove the selected data column from the query output

SPACEBAR or MINUS key

Remove the selected table, view, or function, or join line from the query DELETE

If multiple items are selected, pressing SPACEBAR affects all selected items. Select multiple items by holding down the SHIFT key while clicking them. Toggle the selected state of a single item by holding down CTRL while clicking it.

Grid Pane**To do this****Press**

Move among cells

Arrow keys or TAB or SHIFT+TAB

Move to the last row in the current column

CTRL+DOWN ARROW

Move to the first row in the current column

CTRL+UP ARROW

Move to the top left cell in the visible portion of grid

CTRL+HOME

Move to the bottom right cell

CTRL+END

Move in a drop-down list

UP ARROW or DOWN ARROW

To do this	Press
Select an entire grid column	CTRL+SPACEBAR
Toggle between edit mode and cell selection mode	F2
Copy selected text in cell to the Clipboard (in edit mode)	CTRL+C
Cut selected text in cell and place it on the Clipboard (in edit mode)	CTRL+X
Paste text from the Clipboard (in edit mode)	CTRL+V
Toggle between insert and overstrike mode while editing in a cell	INS
Toggle the check box in the Output column Note If multiple items are selected, pressing this key affects all selected items.	SPACEBAR
Clear the selected contents of a cell	DELETE
Remove row containing selected data column from the query Note If multiple items are selected, pressing this key affects all selected items.	DELETE
Clear all values for a selected grid column	DELETE
Insert row between existing rows	INS (after you select grid row)
Add an Or ... column	INS (after you select any Or ... column)

SQL Pane

You can use the standard Windows editing keys when working in the SQL pane, such as CTRL+ arrow keys to move between words, and the **Cut**, **Copy**, and **Paste** commands on the **Edit** menu.

Note: You can only insert text; there is no overstrike mode.

Work with PivotTable views

PivotTable view

Keys for selecting elements in PivotTable view

To do this	Press
Move the selection from left to right, and then down	The TAB key
Move the selection from top to bottom, and then to the right	ENTER
Select the cell to the left. If the current cell is the leftmost cell, SHIFT+TAB selects the last cell in the previous row.	SHIFT+TAB

To do this	Press
Select the cell above the current cell. If the current cell is the topmost cell, SHIFT+ENTER selects the last cell in the previous column.	SHIFT+ENTER
Select the detail cells for the next item in the row area	CTRL+ENTER
Select the detail cells for the previous item in the row area	SHIFT+CTRL+ENTER
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.	Arrow keys
Extend or reduce the selection in the direction of the arrow key	SHIFT+arrow keys
Move the selection to the last cell in the direction of the arrow key	CTRL+arrow keys
Move the selected item in the direction of the arrow key	SHIFT+ALT+arrow keys
Select the leftmost cell of the current row	HOME
Select the rightmost cell of the current row	END
Select the leftmost cell of the first row	CTRL+HOME
Select the last cell of the last row	CTRL+END
Extend selection to the leftmost cell of the first row	SHIFT+CTRL+HOME
Extend selection to the last cell of the last row	SHIFT+CTRL+END
Select the field for the currently selected item of data, total, or detail	CTRL+SPACEBAR
Select the entire row containing the currently selected cell	SHIFT+SPACEBAR
Select the entire PivotTable view	CTRL+A
Display the next screen	PAGE DOWN
Display the previous screen	PAGE UP
Extend the selection down one screen	SHIFT+PAGE DOWN
Reduce the selection by one screen	SHIFT+PAGE UP
Display the next screen to the right	ALT+PAGE DOWN
Display the previous screen to the left	ALT+PAGE UP

To do this**Press**

Extend the selection to the page on the right

SHIFT+ALT+PAGE
DOWN

Extend the selection to the page on the left

SHIFT+ALT+PAGE UP

Keys for carrying out commands**To do this****Press**

Display Help topics

F1

Display the shortcut menu for the selected element of the PivotTable view. Use the shortcut menus to carry out commands in the PivotTable view.

SHIFT+F10

Carry out a command on the shortcut menu

Underlined
letter

Close the shortcut menu without carrying out a command

ESC

Display the **Properties** dialog box

ALT+ENTER

Cancel a refresh operation in progress



ESC

Copy the selected data from the PivotTable view to the Clipboard

CTRL+C

Export the contents of the PivotTable view to Microsoft Excel

CTRL+E

Keys for displaying, hiding, filtering, or sorting data**To do this****Press**Show or hide the expand indicators ( and  boxes) beside items

CTRL+8

Expand the currently selected item

CTRL+PLUS SIGN (on the numeric
keypad)

Hide the currently selected item

CTRL+MINUS SIGN (on the numeric
keypad)

Open the list for the currently selected field

ALT+DOWN ARROW

Alternately move to the most recently selected item, the **OK** button, and the **Cancel** button in the drop-down list for a field

The TAB key

Move to the next item in the drop-down list for a field

Arrow keys

Select or clear the check box for the current item in the drop-down list for a field

SPACEBAR

To do this	Press
Close the drop-down list for a field and apply any changes you made	ENTER
Close the drop-down list for a field without applying your changes	ESC
Turn AutoFilter on or off	CTRL+T
Sort data in the selected field or total in ascending order (A – Z 0 – 9)	CTRL+SHIFT+A
Sort data in the selected field or total in descending order (Z – A 9 – 0)	CTRL+SHIFT+Z
Move the selected member up or left	ALT+SHIFT+UP ARROW or ALT+SHIFT+LEFT ARROW
Move the selected member down or right	ALT+SHIFT+DOWN ARROW or ALT+SHIFT+RIGHT ARROW

Keys for adding fields and totals and changing the layout of a PivotTable view

Keys for working with the Field List pane

To do this	Press
Display the Field List pane, or activate it if it is already displayed	CTRL+L
Move to the next item in the Field List pane	Arrow keys
Move to the previous item and include it in the selection	SHIFT+UP ARROW
Move to the next item and include it in the selection	SHIFT+DOWN ARROW
Move to the previous item, but don't include the item in the selection	CTRL+UP ARROW
Move to the next item, but don't include the item in the selection	CTRL+DOWN ARROW
Remove the item from the selection, if the item that has focus is included in the selection, and vice versa	CTRL+SPACEBAR
Expand the current item in the Field List pane to display its contents. Or expand Totals to display the available total fields.	PLUS SIGN (numeric keypad)
Collapse the current item in the Field List pane to hide its contents. Or collapse Totals to hide the available total fields.	MINUS SIGN (numeric keypad)
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	The TAB key

To do this

Press

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.

ALT+DOWN ARROW

Add the highlighted field in the **Field List** pane to the area in the PivotTable
view that is displayed in the **Add to** list

ENTER

Keys for adding fields and totals

To do this

Press

Add a new total field for the selected field in the PivotTable view by using the **Sum**
summary function

CTRL+SHIFT+S

Add a new total field for the selected field in the PivotTable view by using the
Count summary function

CTRL+SHIFT+C

Add a new total field for the selected field in the PivotTable view by using the **Min**
summary function

CTRL+SHIFT+M

Add a new total field for the selected field in the PivotTable view by using the **Max**
summary function

CTRL+SHIFT+X

Add a new total field for the selected field in the PivotTable view by using the
Average summary function

CTRL+SHIFT+E

Add a new total field for the selected field in the PivotTable view by using the
Standard Deviation summary function

CTRL+SHIFT+D

Add a new total field for the selected field in the PivotTable view by using the
Standard Deviation Population summary function

CTRL+SHIFT+T

Add a new total field for the selected field in the PivotTable view by using the
Variance summary function

CTRL+SHIFT+V

Add a new total field for the selected field in the PivotTable view by using the
Variance Population summary function

CTRL+SHIFT+R

Turn subtotals and grand totals on or off for the selected field in the PivotTable
view

CTRL+SHIFT+B

Add a calculated detail field

CTRL+F

Keys for changing the layout

Note: The following four shortcuts do not work if you press the keys 1, 2, 3, or 4 from the numeric pad
of your keyboard.

To do this	Press
Move the selected field in the PivotTable view to the row area	CTRL+1
Move the selected field in the PivotTable view to the column area	CTRL+2
Move the selected field in the PivotTable view to the filter area	CTRL+3
Move the selected field in the PivotTable view to the detail area	CTRL+4
Move the selected row or column field in the PivotTable view to a higher level	CTRL+LEFT ARROW
Move the selected row or column field in the PivotTable view to a lower level	CTRL+RIGHT ARROW

Keys for formatting elements in PivotTable view

To use the following shortcuts, first select a detail field or a data cell for a total field.

The first seven keyboard shortcuts change the number format of the selected field.

To do this	Press
Apply the general number format to values in the selected total or detail field	CTRL+SHIFT+~ (tilde)
Apply the currency format, with two decimal places and negative numbers in parentheses, to values in the selected total or detail field	CTRL+SHIFT+\$
Apply the percentage format, with no decimal places, to values in the selected total or detail field	CTRL+SHIFT+%
Apply the exponential number format, with two decimal places, to values in the selected total or detail field	CTRL+SHIFT+^
Apply the date format, with the day, month, and year, to values in the selected total or detail field	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+SHIFT+!
Make text bold in the selected field of the PivotTable view	CTRL+B
Make text underlined in the selected field of the PivotTable view	CTRL+U
Make text italic in the selected field of the PivotTable view	CTRL+I

PivotChart view

Keys for selecting items in a chart

To do this	Press
Select the next item in the chart	RIGHT ARROW
Select the previous item in the chart	LEFT ARROW
Select the next group of items	DOWN ARROW
Select the previous group of items	UP ARROW

Keys for working with properties and options

To do this	Press
Display the Properties dialog box	ALT+ENTER
When the Properties dialog box is active, select the next item on the active tab	The TAB key
When a tab in the Properties dialog box is active, select the next tab	RIGHT ARROW
When a tab in the Properties dialog box is active, select the previous tab	LEFT ARROW
Display a list or palette when a button that contains a list or palette is selected	DOWN ARROW
Display the shortcut menu	SHIFT+F10
Carry out a command on the shortcut menu	Underlined letter
Close the shortcut menu without carrying out a command	ESC

Keys for working with fields

To do this	Press
Open the list for the currently selected field	ALT+DOWN ARROW
In the drop-down list for a field, alternately move to the most recently selected item, the OK button, and the Cancel button	The TAB key
In the drop-down list for a field, move to the next item	Arrow keys
In the drop-down list for a field, select or clear the check box for the current item	SPACEBAR
Close the drop-down list for a field and apply any changes you made	ENTER
Close the drop-down list for a field without applying your changes	ESC

Keys for working with the Field List pane

To do this	Press
Display the Field List pane, or activate it if it is already displayed	CTRL+L
Move to the next item in the Field List pane	Arrow keys
Move to the previous item and include it in the selection	SHIFT+UP ARROW
Move to the next item and include it in the selection	SHIFT+DOWN ARROW
Move to the previous item, but don't include the item in the selection	CTRL+UP ARROW
Move to the next item, but don't include the item in the selection	CTRL+DOWN ARROW
Remove the item from the selection if the item that has focus is included in the selection, and vice versa	CTRL+SPACEBAR
Expand the current item in the Field List pane to display its contents, or expand Totals to display the available total fields	PLUS SIGN (numeric keypad)
Collapse the current item in the Field List pane to hide its contents, or collapse Totals to hide the available total fields.	MINUS SIGN (numeric keypad)
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	The TAB key
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.	ALT+DOWN ARROW
Add the highlighted field in the Field List pane to the drop area that is displayed in the Add to list	ENTER

Microsoft Office Fluent Ribbon

Office Fluent Ribbon

1. Press ALT.

The KeyTips are displayed over each feature that is available in the current view.

2. Press the letter shown in the KeyTip over the feature that you want to use.
3. Depending on which letter you press, you might be shown additional KeyTips. For example, if the **External Data** tab is active and you press C, the **Create** tab is displayed, along with the KeyTips for the groups on that tab.
4. Continue pressing letters until you press the letter of the command or control that you want to use. In some cases, you must first press the letter of the group that contains the command.

To cancel the action that you are taking and hide the KeyTips, press ALT.

Online Help

Keyboard shortcuts for using the Help window

The Help window provides access to all Office Help content. The Help window displays topics and other Help content.

In the Help window

To do this	Press
Open the Help window.	F1
Switch between the Help window and the active program.	ALT+TAB
Go back to Program Name Home.	ALT+HOME
Select the next item in the Help window.	TAB
Select the previous item in the Help window.	SHIFT+TAB
Perform the action for the selected item.	ENTER
In the Browse Program Name Help section of the Help window, select the next or previous item, respectively.	TAB or SHIFT+TAB
In the Browse Program Name Help section of the Help window, expand or collapse the selected item, respectively.	ENTER
Select the next hidden text or hyperlink, including Show All or Hide All at the top of a topic.	TAB
Select the previous hidden text or hyperlink.	SHIFT+TAB
Perform the action for the selected Show All , Hide All , hidden text, or hyperlink.	ENTER
Move back to the previous Help topic (Back button).	ALT+LEFT ARROW or BACKSPACE
Move forward to the next Help topic (Forward button).	ALT+RIGHT ARROW
Scroll small amounts up or down, respectively, within the currently displayed Help topic.	UP ARROW, DOWN ARROW
Scroll larger amounts up or down, respectively, within the currently displayed Help topic.	PAGE UP, PAGE DOWN
Display a menu of commands for the Help window. This requires that the Help window have the active focus (click in the Help window).	SHIFT+F10
Stop the last action (Stop button).	ESC

To do this	Press
Refresh the window (Refresh button).	F5
Print the current Help topic.	
Note: If the cursor is not in the current Help topic, press F6, and then press CTRL+P.	CTRL+P
Change the connection state.	F6, and then press ENTER to open the list of choices
Switch among areas in the Help window; for example, switch between the toolbar and the Search list.	F6
In a Table of Contents in tree view, select the next or previous item, respectively.	UP ARROW, DOWN ARROW
In a Table of Contents in tree view, expand or collapse the selected item, respectively.	LEFT ARROW, RIGHT ARROW

Microsoft Office basics

Display and use windows

To do this	Press
Switch to the next window.	ALT+TAB
Switch to the previous window.	ALT+SHIFT+TAB
Close the active window.	CTRL+W or CTRL+F4
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.	F6
When more than one window is open, switch to the next window.	CTRL+F6
Switch to the previous window.	CTRL+SHIFT+F6
When a document window is not maximized, perform the Size command (on the Control menu for the window). Press the arrow keys to resize the window, and, when finished, press ENTER.	CTRL+F8
Minimize a window to an icon (works for only some Microsoft Office programs).	CTRL+F9

To do this**Press**

Maximize or restore a selected window.

CTRL+F10

Copy a picture of the screen to the Clipboard.

PRINT SCREEN

Copy a picture of the selected window to the Clipboard.

ALT+PRINT
SCREEN

Move around in text or cells**To do this****Press**

Move one character to the left.

LEFT ARROW

Move one character to the right.

RIGHT ARROW

Move one line up.

UP ARROW

Move one line down.

DOWN ARROW

Move one word to the left.

CTRL+LEFT ARROW

Move one word to the right.

CTRL+RIGHT ARROW

Move to the end of a line.

END

Move to the beginning of a line.

HOME

Move up one paragraph.

CTRL+UP ARROW

Move down one paragraph.

CTRL+DOWN ARROW

Move to the end of a text box.

CTRL+END

Move to the beginning of a text box.

CTRL+HOME

Repeat the last **Find** action.

SHIFT+F4

Move around in and work in tables**To do this****Press**

Move to the next cell.

TAB

Move to the preceding cell.

SHIFT+TAB

Move to the next row.

DOWN ARROW

Move to the preceding row.

UP ARROW

Insert a tab in a cell.

CTRL+TAB

To do this**Press**

Start a new paragraph.

ENTER

Add a new row at the bottom of the table. TAB at the end of the last row

Access and use task panes**To do this****Press**

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.

F6

When a menu or toolbar is active, move to a task pane. (You might need to press CTRL+TAB more than once.)

CTRL+TAB

When a task pane is active, select the next or previous option in the task pane.

TAB or SHIFT+TAB

Display the full set of commands on the task pane menu.

CTRL+DOWN
ARROW

Move among choices on a selected submenu; move among certain options in a group of options in a dialog box.

DOWN ARROW or
UP ARROW

Open the selected menu, or perform the action assigned to the selected button.

SPACEBAR or
ENTER

Open a shortcut menu; open a drop-down menu for the selected gallery item.

SHIFT+F10

When a menu or submenu is visible, select the first or last command on the menu or submenu.

HOME or END

Scroll up or down in the selected gallery list.

PAGE UP or PAGE
DOWN

Move to the top or bottom of the selected gallery list.

CTRL+HOME or
CTRL+END

Tips**Resize and move toolbars, menus, and task panes**

1. Press ALT to select the menu bar.
2. Press CTRL+TAB repeatedly to select the toolbar or task pane that you want.
3. Do one of the following:

Resize a toolbar

- a. On the toolbar, press CTRL+SPACEBAR to display the **Toolbar Options** menu.
- b. Click the **Size** command, and then press ENTER.
- c. Use the arrow keys to resize the toolbar. Press CTRL+ the arrow keys to resize one pixel at a time.

Move a toolbar

- d. On the toolbar, press CTRL+SPACEBAR to display the **Toolbar Options** menu.
- e. Click the **Move** command, and then press ENTER.
- f. Use the arrow keys to position the toolbar. Press CTRL+ the arrow keys to move one pixel at a time. To undock the toolbar, press the DOWN ARROW repeatedly. To dock the toolbar vertically on the left or right side, press the LEFT ARROW or the RIGHT ARROW, respectively, when the toolbar is positioned all the way to the left or the right side.

Resize a task pane

- g. In the task pane, press CTRL+SPACEBAR to display a menu of additional commands.
- h. Use the DOWN ARROW key to select the **Size** command, and then press ENTER.
- i. Use the arrow keys to resize the task pane. Use CTRL+ the arrow keys to resize one pixel at a time.

Move a task pane

- j. In the task pane, press CTRL+SPACEBAR to display a menu of additional commands.
- k. Use the DOWN ARROW key to select the **Move** command, and then press ENTER.
- l. Use the arrow keys to position the task pane. Use CTRL+ the arrow keys to move one pixel at a time.

4. When you finish moving or resizing, press ESC.

Use dialog boxes

To do this	Press
Move to the next option or option group.	TAB
Move to the previous option or option group.	SHIFT+TAB
Switch to the next tab in a dialog box.	CTRL+TAB
Switch to the previous tab in a dialog box.	CTRL+SHIFT+TAB
Move between options in an open drop-down list, or between options in a group of options.	Arrow keys

To do this**Press**

Perform the action assigned to the selected button; select or clear the selected check box.

SPACEBAR

Open the list if it is closed and move to that option in the list.

First letter of an option in a drop-down list

Select an option; select or clear a check box.

ALT+ the letter underlined in an option

Open a selected drop-down list.

ALT+DOWN ARROW

Close a selected drop-down list; cancel a command and close a dialog box.

ESC

Perform the action assigned to a default button in a dialog box.

ENTER

Use edit boxes within dialog boxes

An edit box is a blank in which you type or paste an entry, such as your user name or the path of a folder.

To do this**Press**

Move to the beginning of the entry.

HOME

Move to the end of the entry.

END

Move one character to the left or right.

LEFT ARROW or RIGHT ARROW

Move one word to the left.

CTRL+LEFT ARROW

Move one word to the right.

CTRL+RIGHT ARROW

Select or cancel selection one character to the left.

SHIFT+LEFT ARROW

Select or cancel selection one character to the right.

SHIFT+RIGHT ARROW

Select or cancel selection one word to the left.

CTRL+SHIFT+LEFT ARROW

Select or cancel selection one word to the right.

CTRL+SHIFT+RIGHT ARROW

Select from the insertion point to the beginning of the entry.

SHIFT+HOME

Select from the insertion point to the end of the entry.

SHIFT+END