

Useful Access shortcut key

Microsoft Access is part of the Microsoft Office toolkit and comes with all Microsoft Office versions. The following article is a summary of the most popular and useful shortcuts in Microsoft Access.

Microsoft Access is Microsoft's database management system (DBMS), combining Microsoft Jet Database Engine with a graphical interface and software development tool. It is part of the Microsoft Office toolkit and comes with all Microsoft Office versions. So if you want to use Microsoft Access, make sure the office suite you bought has this application integrated. The following article is a summary of the most popular and useful shortcuts in Microsoft Access.

Common Microsoft Access shortcuts

1. These shortcuts are often used
2. Open and save the database
3. Navigate in Access workspace
4. Function keys for Fields / Grids / Text boxes

Access shortcuts are often used

Uses

Shortcuts

Select the active tab on the ribbon and activate **KeyTips** Alt or F10 (to move to another tab, use **KeyTips** or arrow keys) Open the **Home** Alt tab + H Open the **Tell me** box on the ribbon Alt + Q, then enter search word Show shortcut menu for selected item Shift + F10 Move focus to another frame of window F6 Open an existing database Ctrl + O or Ctrl + F12 Show or hide the control panel **Navigation** F11 Display or hide the attribute table F4 Switch between **Edit mode** (with the insertion point displayed) and **Navigation mode** in the **Datasheet** view or **Design** F2 Switch from the **Form** view to **Design** F5 view Move to school Next or previous in **Datasheet** view Tab Tab or Shift + Tab Go to a specific record in **Datasheet** F view mode 5 (then enter the number of records in the corresponding box and press **Enter**) Open the **Print** dialog box (for datasheet, forms and reports) Ctrl + P Open the **Page Setup** dialog box (for forms and reports) S Launch to or from a part of the Z page Open the **Find** tab in the **Find and Replace** dialog box in the **Datasheet** or **Form** Ctrl + F view Open the **Replace** tab in the **Find and Replace** dialog box in the **Datasheet** view or **Form** Ctrl + H Add a record New in view mode **Datasheet** or **Form** Ctrl + (+) Open the **Help** window F1 Exit Access Alt + F4

Access shortcut opens and saves the database

Uses

Shortcuts

Open a new database Ctrl + N Open an existing database Ctrl + O or Ctrl + F12 Open the selected folder or file Enter key Open the folder above one level compared to the selected item Backspace key Delete Selected folder or file Delete key Displays shortcut menu for a selected item, such as folder or file Shift + F10 Move to the next option in the Tab list Back to next option in the Shift + list Tab Open **Look** in the list F4 or Alt + I Save a database object Ctrl + S or Shift + F12 Open the **Save As** F12 or Alt + F + S dialog box

Shortcut Access to navigate in the workspace

Uses

Shortcuts

Show or hide the **Navigation** Panel F11 Go to the **Search** box in the **Navigation** panel (provided you are in this panel) Ctrl + F Switch to the next or previous control panel in the workspace. You may need to press **F6** several times. If pressing **F6** does not display the task panel you need, press **Alt** to move the focus on the ribbon and then press **Ctrl + Tab** to move to the desired task panel. F6 or Shift + F6 Switch to the next database window or earlier Ctrl + F6 or Ctrl + Shift + F6 Restore the selected thumbnail window when all windows are minimized Enter Activate **Resize mode** for the active window when it is not fully zoomed in Ctrl + F8 (press the arrow key to resize the window, and then press **Enter** to apply the new size) Close the database window active Ctrl + W or Ctrl + F4 Switch between **Visual Basic Editor** and previous active window Alt + F11 Zoom in full size or restore a selected window Ctrl + F10

Function keys for Fields / Grids / Text boxes

Keys

Function

F2 Switch between displaying caret to edit and select the entire field. Shift + F2 Open the **Zoom** box to make typing expressions and text easier. F4 Open a list box or drop-down combo list. Shift + F4 Find the next match of the text entered in the **Find** or **Replace** dialog box , if this dialog box is closed. F5 Move the caret (^) to the log gearbox. Enter the number of records you want to display. F6 In **Table Design** view , change the period between the top and bottom of the window. In the **Form Design** view mode , change the periodic circulation between the header, body (detail section) and footer. F7 Start spell checking. F8 Turn on extended mode. Press **F8** again to expand the selection to a word, the entire field, the entire record and then all the records. Shift + F8 Reverse the selection process **F8**. Ctrl + F Open the **Find and Replace** dialog box with the active **Find** page. Ctrl + H Open the **Find and Replace** dialog box with the **Replace** page active. Ctrl + (+) Add a new record to the current table or query, if the table or query can be updated. Shift + Enter Save changes to the activity log in the table. Esc Undo changes in the current record or field. By pressing **Esc** twice, you can undo changes in the field and the current record, and cancel the expansion mode.

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