70+ Keyboard shortcuts to move faster in Microsoft Access

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Keystroke	Function
Alt + B	Move to the previous window in a Wizard
Alt + D	Open a table, query, form, report, page, macro, or module in Design view
Alt + E	Open the Edit drop-down menu
Alt + F	Open the File drop-down menu Close a Wizard
Alt + H	Open the Help drop-down menu
Alt + I	Open the Insert drop-down menu
Alt + N	Create a new table, query, form, report, page, macro or module Move to the next window in a Wizard
Alt + O	Open a table, query, form, report, page, macro, or module
Alt + T	Open the Tools drop-down menu
Alt + V	Open the View drop-down menu
Alt + W	Open the Window drop-down menu
Alt + Enter	Display a property sheet in Design view
Alt + V + P	Open property sheet for the selected object in Design view
Alt + Spacebar	Display the Control menu
Alt + F2	Save As
Alt + F4	Close the active dialog box, property sheet or Microsoft Access
Alt + F11	Toggle between the Visual Basic Editor and the active window
Alt + Shift + F11	Toggle between the Microsoft Script Editor and the active window
Alt + Shift + F2	Save a database object
Ctrl + A	Select all
Ctrl + B	Bold
Ctrl + C	Copy
Ctrl + E	Export contents of the PivotTable view to Microsoft Excel
Ctrl + F	Open Find tab on the Find and Replace dialog box
Ctrl + G	Open the Immediate window in the Visual Basic Editor
Ctrl + H	Open the Replace tab on the Find and Replace dialog box
Ctrl + I	Italicize
Ctrl + K	Inset a hyperlink
Ctrl + N	Open a new database

Keystroke	Function
Ctrl + O	Open an existing database
Ctrl + P	Print
Ctrl + R	Select Form or Report
Ctrl + S	Save a database object
Ctrl + T	Turn Autofilter on or off in PivotTable view
Ctrl + U	Underline
Ctrl + V	Paste
Ctrl + W	Close the active window
Ctrl + X	Cut
Ctrl + Y	Redo last action
Ctrl + Z	Undo last action
Ctrl + F1	Open the Task Pane
Ctrl + F2	Invoke a Builder
Ctrl + F6	Cycle through open windows
Ctrl + F8	Activate Resize mode for the active window
Ctrl + F11	Toggle between a custom menu bar and a built-in menu bar
Ctrl + ' (apostrophe)	Insert the data from the same field in the previous record
Ctrl + : (colon)	Insert the current time
Ctrl + ; (semicolon)	Insert the current date
Ctrl + ' (apostrophe)	Insert the data from the same field in the previous record
Ctrl + + (plus sign)	Add a new record
Ctrl + - (minus sign)	Delete the current record
Ctrl + Backspace	Delete word to the left of the cursor
Ctrl + End	Move to the end
Ctrl + Home	Move to the beginning
Ctrl + Alt + Spacebar	Insert the default value for a field
Ctrl + Shift + Spacebar	Select all
Ctrl + Shift + A	Sort selected data in ascending order (A to Z or 0 to 9)
Ctrl + Shift + Z	Sort selected data in descending order (Z to A or 9 to 0)
Esc	Undo changes made to the current field
Esc, Esc	Undo changes made to the current record
Shift + Enter	Save changes to the current record Add a control to a section
F1	Open Microsoft Access Help

Keystroke	Function
F2	Rename Toggle between Edit mode and Navigation mode in Design view
F4	Open the property sheet Open a combo box
F5	Open Form view from form Design view Move to the record number box
F6	Toggle between upper and lower sections of a window in Design view (tables, macros, and queries) and the Advanced Filter/Sort window
F5	Refresh
F7	Spellcheck
F8	Activate Extend mode Press repeatedly to extend a selection to the word, field, record, or all records
F9	Recalculate a window's fields Refresh the contents of a list box or combo box
F10	Activate the menu bar
F11	Display the Database window
F12	Save As
Shift + F2	Open a Zoom box
Shift + F4	Find the next occurrence of the text in the Find and Replace dialog box
Shift + F7	Toggle between Visual Basic Editor and for form or report Design view Toggle between a control's property sheet and the design surface in form or report Design view
Shift + F9	Requery the underlying tables
Shift + F10	Display the shortcut menu
Shift + F12	Save a database object

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