# Access 2013 Keyboard Shortcuts

Access app shortcut keys

─Design-time shortcut keys

These shortcut keys are available when you are customizing an app in Access. Many of the shortcuts listed under Desktop database shortcut keys are also available when customizing an app.

| To do this | Press |
|---|---|
| Advance through all tables and views (when not in Edit mode) | TAB |
| Move a table or view selector | Arrow keys |
| Show or hide the Navigation Pane | F11 |
| Advance through the controls on a view (when in Edit mode) | TAB |
| Move the selected control(s) | Arrow keys |
| Open or close the properties for the selected control | F4 |
| Show or hide the Field List | Alt+F8 |

─Runtime (browser) shortcut keys

These shortcut keys are available when you are using an Access app in the browser. You can also use any shortcut keys that are provided by the browser itself.

| To do this | Press |
|---|---|
| New item | N |
| Delete item | Delete |
| Edit item | E |
| Save item | Ctrl+S |
| Cancel | Escape |
| Edit filter | / |
| Close a popup view | Escape |

When working in the browser, press Tab, Shift+Tab, and the arrow keys to move between the table list, the view selector, the action bar, the search box, and controls on views.

Desktop database 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 (Lookup field: A field, used on a form or report in an Access database, that either displays a list of values retrieved from a table or query, or stores a static set of values.) 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, Layout, or Datasheet view

| To do this | Press |
|---|---|
| Switch between Edit mode (with insertion point displayed) and Navigation mode (Navigation mode: The mode in Microsoft Access in which an entire field is selected and the insertion point is not visible. In Navigation mode, you can move between fields by using the arrow keys.) in a datasheet. When working in a form or report, press ESC to leave Navigation mode. | F2 |

| | |
|---|---|
| Switch to the property sheet (Design view and Layout view in forms and reports) | 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 from a selected control on a form or report (Design view only) | 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 | 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 |
| 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 (except controls that are part of a layout) | UP ARROW or CTRL+UP ARROW |
| Move the selected control down (except controls that are part of a layout) | DOWN ARROW or CTRL+DOWN ARROW |
| Increase the height of the selected control<br><br> Note   If used with controls that are in a layout, the entire row of the layout is resized. | SHIFT+DOWN ARROW |
| Increase the width of the selected control<br><br> Note   If used with controls that are in a layout, the entire column of the layout is resized. | SHIFT+RIGHT ARROW |
| Reduce the height of the selected control<br><br> Note   If used with controls that are in a layout, the entire row of the layout is resized. | SHIFT+UP ARROW |
| Reduce the width of the selected control<br><br> Note   If used with controls that are in a layout, the entire column of the layout is resized. | SHIFT+LEFT ARROW |

—Window operations

By default, 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, then press Enter to apply the new size. | CTRL+F8 |
| Display the control menu | ALT+SPACEBAR |
| Display the shortcut menu | Shortcut menu key (near the lower right of most keyboards) |
| 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, or report. If there are additional views available, successive keystrokes will move to the next available view. | CTRL+RIGHT ARROW or CRTL+COMMA (,) |
| Toggle back between views when in a table, query, form, or report. If there are additional views available, successive keystrokes will move to the previous view. | CTRL+LEFT ARROW or CRTL+PERIOD (.) |

Note   CTRL+PERIOD (.) does not work under all conditions with all objects.

─The Navigation Pane shortcut keys

| To do this | Press |
|---|---|
| Show or hide the Navigation Pane | F11 |
| Go to the Navigation Pane Search box (if focus is already on the Navigation Pane) | 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 |

─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, 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 | Shortcut key (near the lower right of most keyboards) |
| 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 |
| 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) |
| 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 or Layout view

| To do this | Press |
|---|---|
| Show or hide the Property Sheet | F4 |
| Move among choices in the control selection drop-down list one item at a time | DOWN ARROW or UP ARROW |
| Move among choices in the control selection drop-down list one page at a time | PAGE DOWN or PAGE UP |
| Move to the property sheet tabs from the control selection 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 in Design view

| To do this | Press |
|---|---|
| Show or hide the Property Sheet | 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 |

─Using the Field List pane with a form or report in Design view or Layout view

| To do this | Press |
|---|---|
| Show or hide 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 between the upper and lower panes of the Field List | TAB |

Keys for working with text and data

─Select text and data

─Selecting text in a field

| To do this | Press |
|---|---|
| Change the size of the selection by one character to the right | SHIFT+RIGHT ARROW |
| Change the size of the selection by one word to the right | CTRL+SHIFT+RIGHT ARROW |
| Change the size of the selection by one character to the left | SHIFT+LEFT ARROW |
| Change the size of the selection by one word to the left | CTRL+SHIFT+LEFT ARROW |

─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 (Navigation mode: The mode in Microsoft Access in which an entire field is selected and the insertion point is not visible. In Navigation mode, you can move between fields by using the arrow keys.) in a datasheet. When using a form or report, press ESC to leave Navigation mode. | F2 |
| 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 (Navigation mode: The mode in Microsoft Access in which an entire field is selected and the insertion point is not visible. In Navigation mode, you can move between fields by using the arrow keys.) only | CTRL+SPACEBAR |
| Extend the selection one column to the right, if the current column is selected | SHIFT+RIGHT ARROW |
| Extend the selection one column to the left, if the current column is selected | SHIFT+LEFT ARROW |
| Turn on Move mode (Move mode: The mode in which you can move a column in Datasheet view by using the left and right arrow keys.); 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 in a Short Text or Long Text field | 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 (Lookup field: A field, used on a form or report in an Access database, that either displays a list of values retrieved from a table or query, or stores a static set of values.) 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 or ALT+ENTER |
| 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, or report. 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 |
| 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  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  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 |

| | |
|---|---|
| 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)<br><br> 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)<br><br> 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<br><br> 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<br><br> 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 (record number box: A small box that displays the current record number in the lower-left corner in Datasheet view and Form view. To move to a specific record, you can type the record number in the box, and press ENTER.); 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 |
| 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 |
| 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 |

 Note   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 a main form and a 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 (for 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 |

─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 |

 Note   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 |

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| | |
|---|---|
| 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 |
| 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 | SPACEBAR |

 Note   If multiple items are selected, pressing this key affects all selected items.

| | |
|---|---|
| Clear the selected contents of a cell | DELETE |
| Clear all values for a selected grid column | DELETE |

─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 Home tab.

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

Ribbon commands

─Ribbon keyboard shortcuts

Press ALT.

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

Press the letter shown in the KeyTip over the feature that you want to use.

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.

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.

 Note   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 |
| Stop the last action (Stop button). | ESC |
| 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

─Use Open and Save As in the Backstage

Microsoft

| To do this | Press |
|---|---|
| View Open in the Backstage. | Ctrl+O |
| View Save As in the Backstage. | Ctrl+S |
| Continue saving an Office file (after giving the file a name and location) | Ctrl+S |
| View Save As in the Backstage (after giving the file a name and location) | Alt+F+S |
| Return to your Office file. | Esc |

─Use the Open and Save As dialog boxes

| To do this | Press |
|---|---|
| View the Open dialog box. | Ctrl+F12 |
| View the Save As dialog box. | F12 |
| Open the selected folder or file. | ENTER |
| Open the folder one level above the selected folder. | BACKSPACE |
| Delete the selected folder or file. | DELETE |
| Display a shortcut menu for a selected item such as a folder or file. | SHIFT+F10 |
| Move forward through options. | TAB |
| Move back through options. | SHIFT+TAB |
| Open the Look in list. | F4 or ALT+I |

─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.<br><br> Note   If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the 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 |

| | |
|---|---|
| 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 |
| 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 |
|---|---|

Microsoft

| | |
|---|---|
| Move to a task pane from another pane in the program window. (You might need to press F6 more than once.) | F6 |

 Note    If pressing F6 doesn't display the task pane you want, try pressing ALT to place the focus on the ribbon and then pressing CTRL+TAB to move to the task pane.

| | |
|---|---|
| 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

–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 |
| 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 |