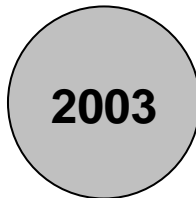


Access

Shortcut Keys



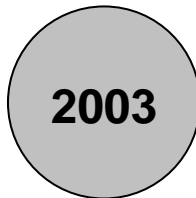
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Command	Keystroke
Add new record	Ctrl +
Builder	Ctrl-F2
Check/uncheck box or option button	spacebar
Close	Ctrl-W
Copy	Ctrl-C
Cut	Ctrl-X
Cut current line and copy to Clipboard	Ctrl-Y
Cycle through sections	F6/Shift-F6
Cycle through tab of each object's type (toggle)	Ctrl-Tab/Shift-Ctrl-Tab
Database window	F11
Delete current record	Ctrl -
Edit/Navigation mode (toggle)	F2
Exit subform and move to next/previous field in next record	Ctrl-Tab/Shift-Tab
Extend selection to next/previous record	Shift-Dn/Up
File/Save As	F12
Find	Ctrl-F
Find Next	Shift-F4
Find Previous	Shift-F3
GoTo	Ctrl-G
Insert current date	Ctrl ;
Insert current time	Ctrl :
Insert default value	Ctrl-Alt-spacebar
Insert new line	Ctrl-Enter
Insert value from same field in previous record	Ctrl '
Menu bar	F10
Move to beginning/end of multiple-line field	Ctrl-Home/End
Move to current field in first/last record (Navigation mode)	Ctrl-Up/Dn
Move to first field in first record (Navigation mode)	Ctrl-Home
Move to first/last field in current record (Navigation mode)	Home/End
Move to last field in last record (Navigation mode)	Ctrl-End
Move to left edge of page	Home or Ctrl-Left
Move to page number/record number box	F5
Move to right edge of page	End or Ctrl-Right
Next window	Ctrl-F6
Open combo box	F4
Open in Design view	Ctrl-Enter

Access

Shortcut Keys



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Command	Keystroke
Paste	Ctrl-V
Print	Ctrl-P
Property sheet	Alt-Enter
Refresh combo box	F9
Replace	Ctrl-H
Requery underlying tables in subform	Shift-F9
Save current record	Shift-Enter
Screen left/right	Ctrl-PgUp/PgDn
Select/unselect column (Navigation mode)	Ctrl-spacebar
Switch to Form view	F5
Turn on Move mode	Ctrl-F8
Undo	Ctrl-Z
Undo previous extension	Shift-F8
Zoom box	Shift-F2