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Most Frequently Used Access Shortcuts

PC Edition

If you've found yourself trawling through the ribbon to find the right function or tool in Microsoft Access, then there's probably a quicker way to achieve what you want.

This quicker way is normally a shortcut. According to Microsoft, these are the most frequently used ones in MS Access. Master this one page and take that time back!

Select the active tab of the ribbon and activate KeyTips



(to move to a different tab, use KeyTips or the arrow keys)

Open the Home tab



Open the Tell me box on the ribbon



and then enter the search term

Display the shortcut menu for the selected item



Move the focus to a different pane of the window



Open an existing database



or



Show or hide the Navigation Pane



Switch between Edit mode (with insertion point displayed) and Navigation mode in the Datasheet or Design view



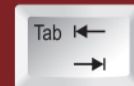
Switch to Form view from the form Design view



Open the Help window



Move to the next or previous field in the Datasheet view



or



Go to a specific record in the Datasheet view



(then, in the record number box, type the record number and press Enter)

Open the Print dialog box from Print (for datasheets, forms, and reports)



Open the Page Setup dialog box (for forms and reports)



Zoom in or out on a part of the page



Open the Find tab in the Find and Replace dialog box in the Datasheet view or Form view



Open the Replace tab in the Find and Replace dialog box in the Datasheet view or Form view



Add a new record in Datasheet view or Form view



Exit Access



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The full Microsoft list can be found here:

<https://support.office.com/en-us/article/Keyboard-shortcuts-for-Access-70A673E4-4F7B-4300-B8E5-3320FA6606E2t>