

## Microsoft Access keyboard shortcuts

Description	Shortcut Key
To display a property sheet	Alt + Enter
To quit Microsoft Access, close a dialog box, or close a property sheet	Alt + F4
To toggle between breaking and not breaking on unhandled errors and then step to the next statement	Alt + F5
To toggle between breaking and not breaking in class modules and then continue execution	Alt + F8
To select all visible code in the Module window	Ctrl + A
To halt the execution of code or a macro	Ctrl + Break
To move to the current field in the last record, in Navigation mode	Ctrl + Down Arrow
To display the next procedure	Ctrl + Down Arrow
To move to the last field in the last record, in Navigation mode	Ctrl + End
To open the selected table, query, form, report, macro, or module in Design view	Ctrl + Enter or Alt + D
To toggle between a custom menu bar and a built-in menu bar	Ctrl + F11
To invoke a Builder	Ctrl + F2
To put focus on the Procedure Box	Ctrl + 2 (then press Tab)
To find the next occurrence of selected text	Ctrl + F3
To run code to the current insertion point and halt execution	Ctrl + F8
To turn on Move mode (MOV appears in the lower right corner of the window)	Ctrl + F8
To set the next statement	Ctrl + F9
To display the Debug window	Ctrl + G
To move to the first field in the first record, in Navigation mode	Ctrl + Home
To display quick information	Ctrl + I
To list properties and methods	Ctrl + J
To display the Calls dialog box	Ctrl + L
To move to the current field in the next record	Ctrl + Page Down

To go right one screen	Ctrl + Page Down
To move to the current field in the previous record	Ctrl + Page Up
To go left one screen	Ctrl + Page Up
To select a form or report	Ctrl + R
To return to the last line position in the previously viewed procedure	Ctrl + Shift + F2
To step out of a procedure	Ctrl + Shift + F8
To clear all breakpoints	Ctrl + Shift + F9
To display parameter information	Ctrl + Shift + I
To list constants	Ctrl + Shift + J
To exit the subform and move to the previous field in the main form or previous record	Ctrl + Shift + Tab
To complete the Visual Basic keyword	Ctrl + Spacebar
To cycle through the tab of each object's type	Ctrl + Tab
To exit the subform and move to the next field in the master form or next record	Ctrl + Tab
To move to the current field in the first record, in Navigation mode	Ctrl + Up Arrow
To display the previous procedure	Ctrl + Up Arrow
To cut the current line and copy it to the Clipboard	Ctrl + Y
To enter the selected item in a list	Ctrl + Enter or Tab
To move down one line	Down Arrow
To move to the current field in the next record	Down Arrow
To move to the last object	End
To move to the last field in the current record, in Navigation mode	End
To move to the last field in the current record, in Navigation mode	End
To open the selected report in Print Preview	Enter
To open the selected table or query in Datasheet view, or form in Form view	Enter
To run the selected macro	Enter
To enter the selected item and move the cursor to the next line	Enter
To make the list disappear	Esc
To turn off Move mode	Esc
To display context-sensitive Help about the keyword containing the insertion point	F1
To bring the Database window to the front	F11 or Alt + F1
To rename a selected object	F2
Switch between edit mode (with insertion point displayed) and navigation mode	F2
To display the complete hyperlink address for a selected hyperlink	F2

To display the Object Browser	F2
To find the next occurrence of the text specified in the Find or Replace dialog box when the dialog box is closed	F3
To switch to Form view from form design or a form module	F5
To move to the record number box;	F5 then type the record number and press Enter
To move to the record number box;	F5 then type the record number and press Enter
To continue execution of code or macro	F5
To run a parameterless subprocedure containing the insertion point, from the Module window	F5
To switch between the upper and lower portions of a window (Design view of tables, macros, and queries and the Advanced Filter/Sort window only)	F6
To switch between the upper and lower panes	F6
To cycle forward through sections	F6
To check spelling	F7
To step into a procedure (single step)	F8
To toggle a breakpoint at the selected line	F9
To move to the first object	Home
To move to the first field in the current record, in Navigation mode	Home
To move to the first field in the current record, in Navigation mode	Home
To move the selected column to the left one column in Move mode	Left Arrow
To move down one window	Page Down
To go down one page; at the end of the record, moves to the equivalent page on the next record	Page Down
To go down one screen	Page Down
To move up one window	Page Up
To go up one page; at the end of the record, moves to the equivalent page on the previous record	Page Up
To go up one screen	Page Up
Press Navigating and opening objects Press Navigate between fields and records Press To move columns	Right Arrow
To move the selected column to the right one column in Move mode	Shift + Ctrl + Tab
To cycle through the tab of each object's type right to left	Shift + Enter
To view a procedure definition, variable, or keyword	Shift + F2

To find the previous occurrence of the text specified in the Find or Replace dialog box when the dialog box is closed	Shift + F3
To reset execution of code or macro	Shift + F5
To cycle back through sections	Shift + F6
To step over a procedure	Shift + F8
To create an instant watch for a selected expression	Shift + F9
To move to the previous field	Shift + Tab
To enter the subform from the following field in the main form	Shift + Tab
To remove indentation from selected lines	Shift + Tab or Ctrl + Shift + M
To move to the previous field	Shift + Tab, or Left Arrow
To move to the next field	Tab
To enter the subform from the preceding field in the main form	Tab
To indent selected lines	Tab or Ctrl + M
To move to the next field	Tab, Enter, or Right Arrow
To move up one line	Up Arrow
To move to the current field in the previous record	Up Arrow