HEALTH and SAFETY

Keyboard shortcuts when using Access databases

To do this	Press
Open an existing DB	CTRL+O
To quit Access DB	ALT+F4
Print current or selected object	CRTL+P
Open the print dialog box	P or CTRL+P
Open drop down list	F4 or ALT+Down Arrow
Move down/up one line	Down/Up Arrow
Select entry in list	Enter
Move down/up one page	Page up/Down
Exit list	Tab
Open Find	CTRL+F
Open Replace	CTRL+H
Bring DB window to front	F11
Cycle between open windows	CTRL+F6
Close active window	CTRL+W or CTRL+F4
Move to beginning of form	Home
Move to end of form	End
Send active data as email attachment	ALT+F+D+A
Open the Address book	CTRL+SHIFT+B
Select next field	TAB
Undo changes in current field	ESC
Insert current date	CTRL+Semicolon (;)
Insert current time	CTRL+SHIFT+Colon (:)
Insert default value for a field	CTRL+ALT+Spacebar

Insert value from the same field from the previous record	CTRL+Apostrophe (')
Add a new record	CTRL+Plus sign (+)
Delete current record	CTRL+Minus sign (-)
Save changes to current record	SHIFT+ENTER
Switch between values in a check box or option button	Spacebar
Move to the Record No box (normally bottom left of form) then type the no required and press Enter	F5

More shortcuts are available using the Help function within Microsoft Access