Microsoft Access is a powerful database management system that offers a wide range of tools and features to create robust databases and develop efficient data-driven solutions. To help you navigate and manipulate your databases more effectively, we have compiled a sheet of comprehensive shortcuts specifically tailored for Microsoft Access. We recommend keeping a copy of our Microsoft Access shortcuts sheet accessible on your desktop, enabling you to effortlessly utilize the full potential of Access and optimize your database management projects.

## Basic Shortcut Keys

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|---|---|
| **Tab** | Sets focus to the next field |
| **Ctrl + Enter** | Inserts a new line in multi-line controls |
| **Shift + F2** | Opens the zoom box to edit the current field in a large window |
| **Shift + F10** | Display the shortcut menu for the select item |
| **Esc** | Undoes changes to the current field or current record |
| **Ctrl + N** | Start a new database |
| **Ctrl + O** | Open an existing database |
| **F11** | Show or hide the Navigation Pane |
| **F4** | Show or hide a property sheet |
| **F2** | Switch between Edit mode and Navigation mode |
| **F5** | Switch to Form view from form Design view |
| **S** | Open the Page Setup dialog box (for forms and reports) |
| **Z** | Zoom in or out on a part of the page |
| **Ctrl + F** | Open the Find tab |
| **Ctrl + H** | Open the Replace tab |
| **Ctrl + (+) plus sign** | Add a new record in Datasheet view or Form view |
| **F1** | Open the Help window |
| **Alt + F4** | Exit Access |
| **F6** | Move the focus to a different pane of the window |
| **Ctrl + S** | Save the database object |
| **Ctrl + P** | Print the current or selected object |
| **Tab or Shift+Tab** | Move to the next or previous field in the Datasheet view |
| **Alt + F5** | Go to a specific record in the Datasheet view |

Put these keyboard shortcuts into use in our Access training. We offer two levels: **Level 1 (Basic)** and **Level 2 (Advanced)**. For those interested in learning about VBA, we also offer **Access VBA Complete**.

**Contact us** today to learn about your training options.