

# Keyboard Shortcuts for MS-Access

This is not an exhaustive list, but these ones will save you lots of time when using an Access database.

Key	Purpose/Effect
<Ctrl> 2	<b>Copies</b> the value from the same field in the previous record.
<Ctrl> ; (semi-colon)	Enters today's <b>date</b> (in a date field!)
<Ctrl> <Pg Down>	Move <b>down</b> in a list of items (saves tabbing through all the fields)
<Ctrl> <Pg Up>	Move <b>up</b> in a list of items
<Shift> <F2>	<b>Zoom</b> a field up into a big box for editing/viewing
<F2>	Toggle between REPLACE and <b>EDIT</b> in a field
<F4>	" <b>Drop down</b> " a combo box (dropdown list), so you can see the options
<F11>	Open the <b>Database Window</b>
<Ctrl> z	<b>Undo</b> the last action
<Ctrl> - (minus)	<b>Delete</b> the current record
<Ctrl> <Enter>	Insert a <b>new line</b> – eg in a memo field (long text box)
<Ctrl> <Tab>	In a tabbed index card, move to <b>next tab</b>
<Shift> <Enter>	<b>Save</b> the current record
<Shift> <Delete>	<b>Cut</b> (<Ctrl>-x works too or <Ctrl>-c if you want to <i>copy</i> rather than <i>cut</i> )
<Shift> <Insert>	<b>Paste</b> (<Ctrl>-v works too)