

NAVIGATION	
<i>To move to</i>	<i>Press</i>
Next field to the right	TAB <i>or</i> RIGHT arrow
Next field to the left	SHIFT + TAB <i>or</i> LEFT arrow
Last (rightmost) field of the record	END
First field of the record	HOME
Current field in the next record	DOWN arrow
Current field in the previous record	UP arrow
Current field in the last record	CTRL + DOWN arrow
Current field in the first record	CTRL + UP arrow
Last field of the last record in the table	CTRL + END
First field of the first record in the table	CTRL + HOME
Specific record in a datasheet	F5 (then type record #)
Down one screen	PAGE DOWN
Up one screen	PAGE UP
Right one screen	CTRL + PAGE DOWN
Left one screen	CTRL + PAGE UP
Switch between the upper and lower portions of the Design, Queries, and Filter windows	F6
DATA ENTRY & EDITING	
<i>To</i>	<i>Press</i>
Insert the current date	CTRL + ; (semicolon)
Insert the current time	CTRL + : (colon)
Insert the value from the same field in the previous record	CTRL + ' (apostrophe) <i>or</i> CTRL + " (double quote)
Insert the default value for a field (<i>if defined in the table structure</i>)	CTRL + ALT + SPACEBAR
Add a new record	CTRL + + (plus sign)
Delete the current record	CTRL + - (minus sign)



Another valuable resource from:

Dawn Bjork Buzbee

The **Software Pro**

www.SoftwarePro.com

DATA ENTRY & EDITING (continued)	
To	Press
Save changes to the current record	SHIFT + ENTER
Zoom	SHIFT + F2 or right-click on expression
Insert a new line in a field, a label, or zoom box	CTRL + ENTER
Toggle the value in a check box or option box	SPACEBAR
Open a combo box or list box	F4 or ALT + DOWN arrow
Type response in a yes/no field	0 for no, 1 for yes or spacebar to turn on/off
Switch between navigation mode (selected field) and editing mode (vertical insertion point displayed)	F2
Delete the selection or character to the left of the insertion point	BACKSPACE
Delete the selection or character to the right of the insertion point	DELETE
Select the current record or cancel the record selection (in navigation mode only)	SHIFT + SPACEBAR
Select current column	CTRL + SPACEBAR
Select all records	CTRL + A
Copy	CTRL + C
Cut	CTRL + X
Paste	CTRL + V
Undo current field/current record	ESC
Undo last changes to saved record	CTRL + Z or ALT + BACKSPACE
Find (opens dialog box)	CTRL + F
Replace (opens dialog box)	CTRL + H
Find the next occurrence of the text in the Find or Replace dialog box when the dialog box is closed	SHIFT + F4
FILE MANAGEMENT	
To	Press
Create a new database	CTRL + N
Open a database	CTRL + O
Save a table	CTRL + S
Print a table	CTRL + P
Close database	CTRL + F4
Close Access	ALT + F4