Applies to: Access 2013

Access app shortcut keys

To do this	Press
Design-time shortcut keys	
Advance through all tables and views (when not in Edit mode)	TAB
Move a table or view selector	Arrow keys
Show or hide the Navigation Pane	F11
Advance through the controls on a view (when in Edit mode)	TAB
Move the selected control(s)	Arrow keys
Open or close the properties for the selected control	F4
Show or hide the Field List	Alt+F8
Runtime (browser) shortcut keys	
New item	N
Delete item	Delete
Edit item	E
Save item	Ctrl+S
Cancel	Escape
Edit filter	/
Close a popup view	Escape

Desktop database shortcut keys

Global Access shortcut keys

To do this	Press
Opening databases	
Open a new database	CTRL+N
Open an existing database	CTRL+O
Printing and saving	
Print the current or selected object	CTRL+P
Open the Print dialog box from Print Preview	P or CTRL+P
Open the Page Setup dialog box from Print Preview	S
Cancel Print Preview or Layout Preview	C or ESC
Save a database object	CTRL+S or SHIFT+F12
Open the Save As dialog box	F12
Using a combo box or list box	

Open a combo box	F4 or ALT+DOWN ARROW
Refresh the contents of a Lookup field (Lookup field: A field, used on a form or report in an Access database, that either displays a list of values retrieved from a table or query, or stores a static set of values.) list box or combo box	F9
Move down one line	DOWN ARROW
Move down one page	PAGE DOWN
Move up one line	UP ARROW
Move up one page	PAGE UP
Exit the combo box or list box	TAB
Finding and replacing text or data	
Open the Find tab in the Find and Replace dialog box (Datasheet view and Form view only)	CTRL+F
Open the Replace tab in the Find and Replace dialog box (Datasheet view and Form view only)	CTRL+H
Find the next occurrence of the text specified in the Find and Replace dialog box when the dialog box is closed (Datasheet view and Form view only)	SHIFT+F4
Working in Design, Layout, or Datasheet view	
Switch between Edit mode (with insertion point displayed) and Navigation mode (Navigation mode: The mode in Microsoft Access in which an entire field is selected and the insertion point is not visible. In Navigation mode, you can move between fields by using the arrow keys.) in a datasheet. When working in a form or report, press ESC to leave Navigation mode.	F2
Switch to the property sheet (Design view and Layout view in forms and reports)	F4
Switch to Form view from form Design view	F5
Switch between the upper and lower portions of a window (Design view of queries, and the Advanced Filter/Sort window)	F6
Cycle through the field grid, field properties, the Navigation Pane, access keys in the Keyboard Access System, Zoom controls, and the security bar (Design view of tables)	F6
Open the Choose Builder dialog box from a selected control on a form or report (Design view only)	F7
Open the Visual Basic Editor from a selected property in the property sheet for a form or report	F7
Switch from the Visual Basic Editor back to form or report Design view	ALT+F11
Editing controls in form and report Design view	
Copy the selected control to the Clipboard	CTRL+C
Cut the selected control and copy it to the Clipboard	CTRL+X
Paste the contents of the Clipboard in the upper-left corner of the selected section	CTRL+V
Move the selected control to the right (except controls that are part of a layout)	RIGHT ARROW or CTRL+RIGHT ARROW
Move the selected control to the left (except controls that are part of a layout)	LEFT ARROW or CTRL+LEFT ARROW
Move the selected control up (except controls that are part of a layout)	UP ARROW or CTRL+UP

	ARROW
Move the selected control down (except controls that are part of a layout)	DOWN ARROW or CTRL+DOWN ARROW
Increase the height of the selected control Note If used with controls that are in a layout, the entire row of the layout is resized.	SHIFT+DOWN ARROW
Increase the width of the selected control Note If used with controls that are in a layout, the entire column of the layout is resized.	SHIFT+RIGHT ARROW
Reduce the height of the selected control Note If used with controls that are in a layout, the entire row of the layout is resized.	SHIFT+UP ARROW
Reduce the width of the selected control Note If used with controls that are in a layout, the entire column of the layout is resized.	SHIFT+LEFT ARROW
Window operations	
Toggle the Navigation Pane	F11
Cycle between open windows	CTRL+F6
Restore the selected minimized window when all windows are minimized	ENTER
Turn on Resize mode for the active window when it is not maximized; press the arrow keys to resize the window, then press Enter to apply the new size.	CTRL+F8
Display the control menu	ALT+SPACEBAR
Display the shortcut menu	Shortcut menu key (near the lower right of most keyboards)
Close the active window	CTRL+W or CTRL+F4
Switch between the Visual Basic Editor and the previous active window	ALT+F11
Working with Wizards	
Toggle the focus forward between controls in the wizard	TAB
Move to the next page of the wizard	ALT+N
Move to the previous page of the wizard	ALT+B
Complete the wizard	ALT+F
Miscellaneous	
Display the complete hyperlink address for a selected hyperlink	F2
Check spelling	F7
Open the Zoom box to conveniently enter expressions and other text in small input areas	SHIFT+F2
Display a property sheet in Design view	ALT+ENTER
Exit Access	ALT+F4
Invoke a Builder	CTRL+F2
Toggle forward between views when in a table, query, form, or report. If there are additional views available, successive keystrokes will move to the next available view.	CTRL+RIGHT ARROW or CRTL+COMMA

	(,)
Toggle back between views when in a table, query, form, or report. If there are additional views available, successive keystrokes will move to the previous view. Note CTRL+PERIOD (.) does not work under all conditions with all objects.	CTRL+LEFT ARROW or CRTL+PERIOD (.)

The Navigation Pane shortcut keys

To do this	Press
Show or hide the Navigation Pane	F11
Go to the Navigation Pane Search box (if focus is already on the Navigation Pane)	CTRL+F
Editing and navigating the Object list	
Rename a selected object	F2
Move down one line	DOWN ARROW
Move down one window	PAGE DOWN
Move to the last object	END
Move up one line	UP ARROW
Move up one window	PAGE UP
Navigating and opening objects	
Open the selected table or query in Datasheet view	ENTER
Open the selected form or report	ENTER
Run the selected macro	ENTER
Open the selected table, query, form, report, macro, or module in Design view	CTRL+ENTER
Display the Immediate window in the Visual Basic Editor	CTRL+G
Work with menus	
Show the shortcut menu	Shortcut key (near the lower right of most keyboards)
Show the access keys	ALT or F10
Show the program icon menu (on the program title bar)	ALT+SPACEBAR
With the menu or submenu visible, select the next or previous command	DOWN ARROW or UP ARROW
Select the menu to the left or right; or, when a submenu is visible, to switch between the main menu and the submenu	LEFT ARROW or RIGHT ARROW
Select the first or last command on the menu or submenu	HOME or END
Close the visible menu and submenu at the same time	ALT
Close the visible menu; or, with a submenu visible, to close the submenu only	ESC

Work in windows and dialog boxes

To do this	Press
Using a program window	
Switch to the next program	ALT+TAB
Switch to the previous program	ALT+SHIFT+TAB

Show the Windows Start menu	CTRL+ESC
Close the active database window	CTRL+W
Switch to the next database window	CTRL+F6
Switch to the previous database window	CTRL+SHIFT+F6
Restore the selected minimized window when all windows are minimized	ENTER
Using a dialog box	
Switch to the next tab in a dialog box	CTRL+TAB
Switch to the previous tab in a dialog box	CTRL+SHIFT+TAB
Move to the next option or option group	TAB
Move to the previous option or option group	SHIFT+TAB
Move between options in the selected drop-down list box, or to move between some options in a group of options	Arrow keys
Perform the action assigned to the selected button; select or clear the check box	SPACEBAR
Move to the option by the first letter in the option name in a drop-down list box	Letter key for the first letter in the option name you want (when a drop-down list box is selected)
Select the option, or to select or clear the check box by the letter underlined in the option name	ALT+letter key
Open the selected drop-down list box	ALT+DOWN ARROW
Close the selected drop-down list box	ESC
Perform the action assigned to the default button in the dialog box	ENTER
Cancel the command and close the dialog box	ESC
Editing in a text box	
Move to the beginning of the entry	HOME
Move to the end of the entry	END
Move one character to the left or right	LEFT ARROW or RIGHT ARROW
Move one word to the left or right	CTRL+LEFT ARROW or CTRL+RIGHT ARROW
Select from the insertion point to the beginning of the text entry	SHIFT+HOME
Select from the insertion point to the end of the text entry	SHIFT+END
Change the selection by one character to the left	SHIFT+LEFT ARROW
Change the selection by one character to the right	SHIFT+RIGHT ARROW
Change the selection by one word to the left	CTRL+SHIFT+LEFT ARROW
Change the selection by one word to the right	CTRL+SHIFT+RIGHT ARROW

Work with property sheets

To do this	Press
Using a property sheet with a form or report in Design view or Layout view	
Show or hide the Property Sheet	F4

Move among choices in the control selection drop-down list one item at a time	DOWN ARROW or UP ARROW
Move among choices in the control selection drop-down list one page at a time	PAGE DOWN or PAGE UP
Move to the property sheet tabs from the control selection drop-down list	TAB
Move among the property sheet tabs with a tab selected, but no property selected	LEFT ARROW or RIGHT ARROW
With a property already selected, move down one property on a tab	TAB
With a property selected, move up one property on a tab; or if already at the top, move to the tab	SHIFT+TAB
Toggle forward between tabs when a property is selected	CTRL+TAB
Toggle backward between tabs when a property is selected	CTRL+SHIFT+TAB
Using a property sheet with a table or query in Design view	
Show or hide the Property Sheet	F4
With a tab selected, but no property selected, move among the property sheet tabs	LEFT ARROW or RIGHT ARROW
Move to the property sheet tabs when a property is selected	CTRL+TAB
Move to the first property of a tab when no property is selected	TAB
Move down one property on a tab	TAB
Move up one property on a tab; or if already at the top, select the tab itself	SHIFT+TAB
Toggle forward between tabs when a property is selected	CTRL+TAB
Toggle backward between tabs when a property is selected	CTRL+SHIFT+TAB
Using theÂ Field ListÂ pane with a form or report in Design view or Layout view	
Show or hide the Field List pane	ALT+F8
Add the selected field to the form or report detail section	ENTER
Move up or down the Field List pane	UP ARROW or DOWN ARROW
Move between the upper and lower panes of the Field List	TAB

Keys for working with text and data

Select text and data

To do this	Press
Selecting text in a field	
Change the size of the selection by one character to the right	SHIFT+RIGHT ARROW
Change the size of the selection by one word to the right	CTRL+SHIFT+RIGHT ARROW
Change the size of the selection by one character to the left	SHIFT+LEFT ARROW
Change the size of the selection by one word to the left	CTRL+SHIFT+LEFT ARROW
Selecting a field or record	
Select the next field	TAB

To do this	Press
Switch between Edit mode (with insertion point displayed) and Navigation mode (Navigation mode: The mode in Microsoft Access in which an entire field is selected and the insertion point is not visible. In Navigation mode, you can move between fields by using the arrow keys.) in a datasheet. When using a form or report, press ESC to leave Navigation mode.	F2
Switch between selecting the current record and the first field of the current record, in Navigation mode	SHIFT+SPACEBAR
Extend selection to the previous record, if the current record is selected	SHIFT+UP ARROW
Extend selection to the next record, if the current record is selected	SHIFT+DOWN ARROW
Select all records	CTRL+A or CTRL+SHIFT+SPACEBAR
Extending a selection	
Turn on Extend mode (in Datasheet view, Extended Selection appears in the lower-right corner of the window); pressing F8 repeatedly extends the selection to the word, the field, the record, and all records	F8
Extend a selection to adjacent fields in the same row in Datasheet view	LEFT ARROW or RIGHT ARROW
Extend a selection to adjacent rows in Datasheet view	UP ARROW or DOWN ARROW
Undo the previous extension	SHIFT+F8
Cancel Extend mode	ESC
Selecting and moving a column in Datasheet view	
Select the current column or cancel the column selection, in Navigation mode (Navigation mode: The mode in Microsoft Access in which an entire field is selected and the insertion point is not visible. In Navigation mode, you can move between fields by using the arrow keys.) only	CTRL+SPACEBAR
Extend the selection one column to the right, if the current column is selected	SHIFT+RIGHT ARROW
Extend the selection one column to the left, if the current column is selected	SHIFT+LEFT ARROW
Turn on Move mode (Move mode: The mode in which you can move a column in Datasheet view by using the left and right arrow keys.); then press the RIGHT ARROW or LEFT ARROW key to move selected column(s) to the right or left	CTRL+SHIFT+F8

Edit text and data

To do this	Press
Moving the insertion point in a field	
Move the insertion point one character to the right	RIGHT ARROW
Move the insertion point one word to the right	CTRL+RIGHT ARROW
Move the insertion point one character to the left	LEFT ARROW
Move the insertion point one word to the left	CTRL+LEFT ARROW
Move the insertion point to the end of the field, in single-line fields; or to move it to the end of the line in multi-line fields	END
Move the insertion point to the end of the field, in multiple-line fields	CTRL+END
Move the insertion point to the beginning of the field, in single-line fields; or to move it to the beginning of the line in multi-line fields	HOME

Move the insertion point to the beginning of the field, in multiple-line fields	CTRL+HOME
Copying, moving, or deleting text	
Copy the selection to the Clipboard	CTRL+C
Cut the selection and copy it to the Clipboard	CTRL+X
Paste the contents of the Clipboard at the insertion point	CTRL+V
Delete the selection or the character to the left of the insertion point	BACKSPACE
Delete the selection or the character to the right of the insertion point	DELETE
Delete all characters to the right of the insertion point	CTRL+DELETE
Undoing changes	
Undo typing	CTRL+Z or ALT+BACKSPACE
Undo changes in the current field or current record; if both have been changed, press ESC twice to undo changes, first in the current field and then in the current record	ESC
Entering data in Datasheet or Form view	
Insert the current date	CTRL+SEMICOLON (;)
Insert the current time	CTRL+SHIFT+COLON (:)
Insert the default value for a field	CTRL+ALT+SPACEBAR
Insert the value from the same field in the previous record	CTRL+APOSTROPHE (')
Add a new record	CTRL+PLUS SIGN (+)
In a datasheet, delete the current record	CTRL+MINUS SIGN (-)
Save changes to the current record	SHIFT+ENTER
Switch between the values in a check box or option button	SPACEBAR
Insert a new line in a Short Text or Long Text field	CTRL+ENTER
Refreshing fields with current data	
Recalculate the fields in the window	F9
Requery the underlying tables; in a subform, this requeries the underlying table for the subform only	SHIFT+F9
Refresh the contents of a Lookup field (Lookup field: A field, used on a form or report in an Access database, that either displays a list of values retrieved from a table or query, or stores a static set of values.) list box or combo box	F9

Keys for navigating records

To do this	Press
Navigate in Design view	
Switch between Edit mode (with insertion point displayed) and Navigation mode	F2
Toggle the property sheet	F4 or ALT+ENTER
Switch to Form view from form Design view	F5
Switch between the upper and lower portions of a window (Design view of macros, queries, and the Advanced Filter/Sort window) Use F6 when the TAB key does not take you to the section of the	F6

screen you want.	
Toggle forward between the design pane, properties, Navigation Pane, access keys, and Zoom controls (Design view of tables, forms, and reports)	F6
Open the Visual Basic Editor from a selected property in the property sheet for a form or report	F7
Invokes the Field List pane in a form, or report. If the Field List pane is already open, focus moves to the Field List pane.	ALT+F8
When you have a code module open, switch from the Visual Basic Editor to form or report Design view	SHIFT+F7
Switch from a control's property sheet in form or report Design view to the design surface without changing the control focus	SHIFT+F7
Copy the selected control to the Clipboard	CTRL+C
Cut the selected control and copy it to the Clipboard	CTRL+X
Paste the contents of the Clipboard in the upper-left corner of the selected section	CTRL+V
Move the selected control to the right by a pixel along the page's grid	RIGHT ARROW
Move the selected control to the left by a pixel along the page's grid	LEFT ARROW
Move the selected control up by a pixel along the page's grid Note For controls in a stacked layout, this switches the position of the selected control with the control directly above it, unless it is already the uppermost control in the layout.	UP ARROW
Move the selected control down by a pixel along the page's grid Note For controls in a stacked layout, this switches the position of the selected control with the control directly below it, unless it is already the lowermost control in the layout.	DOWN ARROW
Move the selected control to the right by a pixel (irrespective of the page's grid)	CTRL+RIGHT ARROW
Move the selected control to the left by a pixel (irrespective of the page's grid)	CTRL+LEFT ARROW
Move the selected control up by a pixel (irrespective of the page's grid) Note For controls in a stacked layout, this switches the position of the selected control with the control directly above it, unless it is already the uppermost control in the layout.	CTRL+UP ARROW
Move the selected control down by a pixel (irrespective of the page's grid) Note For controls in a stacked layout, this switches the position of the selected control with the control directly below it, unless it is already the lowermost control in the layout.	CTRL+DOWN ARROW
Increase the width of the selected control (to the right) by a pixel Note For controls in a stacked layout, this increases the width of the whole layout.	SHIFT+RIGHT ARROW
Decrease the width of the selected control (to the left) by a pixel Note For controls in a stacked layout, this decreases the width of the whole layout.	SHIFT+LEFT ARROW
Decrease the height of the selected control (from the bottom) by a pixel	SHIFT+UP ARROW
Increase the height of the selected control (from the bottom) by a pixel	SHIFT+DOWN ARROW
Navigate in Datasheet view	

Going to a specific record	
Move to the record number box (record number box: A small box that displays the current record number in the lower-left corner in Datasheet view and Form view. To move to a specific record, you can type the record number in the box, and press ENTER.); then type the record number and press ENTER	F5
Navigating between fields and records	
Move to the next field	TAB or RIGHT ARROW
Move to the last field in the current record, in Navigation mode	END
Move to the previous field	SHIFT+TAB, or LEFT ARROW
Move to the first field in the current record, in Navigation mode	HOME
Move to the current field in the next record	DOWN ARROW
Move to the current field in the last record, in Navigation mode	CTRL+DOWN ARROW
Move to the last field in the last record, in Navigation mode	CTRL+END
Move to the current field in the previous record	UP ARROW
Move to the current field in the first record, in Navigation mode	CTRL+UP ARROW
Move to the first field in the first record, in Navigation mode	CTRL+HOME
Navigating to another screen of data	
Move down one screen	PAGE DOWN
Move up one screen	PAGE UP
Move right one screen	CTRL+PAGE DOWN
Move left one screen	CTRL+PAGE UP

Navigate in subdatasheets

To do this	Press
Going to a specific record	
Move from the subdatasheet to move to the record number box; then type the record number and press ENTER	ALT+F5
Expanding and collapsing subdatasheet	
Move from the datasheet to expand the record's subdatasheet	CTRL+SHIFT+DOWN ARROW
Collapse the subdatasheet	CTRL+SHIFT+UP ARROW
Navigating between the datasheet and subdatasheet	
Enter the subdatasheet from the last field of the previous record in the datasheet	TAB
Enter the subdatasheet from the first field of the following record in the datasheet	SHIFT+TAB

Exit the subdatasheet and move to the first field of the next record in the datasheet	CTRL+TAB
Exit the subdatasheet and move to the last field of the previous record in the datasheet	CTRL+SHIFT+TAB
From the last field in the subdatasheet to enter the next field in the datasheet	TAB
From the datasheet to bypass the subdatasheet and move to the next record in the datasheet	DOWN ARROW
From the datasheet to bypass the subdatasheet and move to the previous record in the datasheet	UP ARROW

Navigate in Form view

To do this	Press
Going to a specific record	
Move to the record number box; then type the record number and press ENTER	F5
Navigating between fields and records	
Move to the next field	TAB
Move to the previous field	SHIFT+TAB
Move to the last control on the form and remain in the current record, in Navigation mode	END
Move to the last control on the form and set focus in the last record, in Navigation mode	CTRL+END
Move to the first control on the form and remain in the current record, in Navigation mode	HOME
Move to the first control on the form and set focus in the first record, in Navigation mode	CTRL+HOME
Move to the current field in the next record	CTRL+PAGE DOWN
Move to the current field in the previous record	CTRL+PAGE UP
Navigating in forms with more than one page	
Move down one page; at the end of the record, moves to the equivalent page on the next record	PAGE DOWN
Move up one page; at the end of the record, moves to the equivalent page on the previous record	PAGE UP
Navigating between a main form and a subform	
Enter the subform from the preceding field in the main form	TAB
Enter the subform from the following field in the main form	SHIFT+TAB
Exit the subform and move to the next field in the master form or next record	CTRL+TAB
Exit the subform and move to the previous field in the main form or previous record	CTRL+SHIFT+TAB

Navigate in Print Preview and Layout Preview

To do this	Press
Dialog box and window operations	
Open the Print dialog box from Print	CTRL+P (for datasheets, forms, and reports)
Open the Page Setup dialog box (forms and reports only)	S

Zoom in or out on a part of the page	Z
Cancel Print Preview or Layout Preview	C or ESC
Viewing different pages	
Move to the page number box; then type the page number and press ENTER	ALT+F5
View the next page (when Fit To Window is selected)	PAGE DOWN or DOWN ARROW
View the previous page (when Fit To Window is selected)	PAGE UP or UP ARROW
Navigating in Print Preview and Layout Preview	
Scroll down in small increments	DOWN ARROW
Scroll down one full screen	PAGE DOWN
Move to the bottom of the page	CTRL+DOWN ARROW
Scroll up in small increments	UP ARROW
Scroll up one full screen	PAGE UP
Move to the top of the page	CTRL+UP ARROW
Scroll to the right in small increments	RIGHT ARROW
Move to the right edge of the page	END
Move to the lower-right corner of the page	CTRL+END
Scroll to the left in small increments	LEFT ARROW
Move to the left edge of the page	HOME
Move to the upper-left corner of the page	CTRL+HOME

Ribbon commands

Ribbon keyboard shortcuts

1. Press ALT.

The KeyTips are displayed over each feature that is available in the current view.

2. Press the letter shown in the KeyTip over the feature that you want to use.
3. Depending on which letter you press, you might be shown additional KeyTips. For example, if the**External DataÂ** tab is active and you press C, theÂ **Create**Â tab is displayed, along with the KeyTips for the groups on that tab.
4. Continue pressing letters until you press the letter of the command or control that you want to use. In some cases, you must first press the letter of the group that contains the command.

Â NOTEÂ Â Â To cancel the action that you are taking and hide the KeyTips, press ALT.

Online Help

To do this	Press
Keyboard shortcuts for using the Help window	
Open the Help window.	F1
Switch between the Help window and the active program.	ALT+TAB

Go back to *Program Name* Home.	ALT+HOME
Select the next item in the Help window.	TAB
Select the previous item in the Help window.	SHIFT+TAB
Perform the action for the selected item.	ENTER
In the Browse *Program Name* Help section of the Help window, select the next or previous item, respectively.	TAB or SHIFT+TAB
In the Browse *Program Name* Help section of the Help window, expand or collapse the selected item, respectively.	ENTER
Select the next hidden text or hyperlink, including Show All or Hide All at the top of a topic.	TAB
Select the previous hidden text or hyperlink.	SHIFT+TAB
Perform the action for the selected Show All, Hide All, hidden text, or hyperlink.	ENTER
Move back to the previous Help topic (Back button).	ALT+LEFT ARROW or BACKSPACE
Move forward to the next Help topic (Forward button).	ALT+RIGHT ARROW
Scroll small amounts up or down, respectively, within the currently displayed Help topic.	UP ARROW, DOWN ARROW
Scroll larger amounts up or down, respectively, within the currently displayed Help topic.	PAGE UP, PAGE DOWN
Stop the last action (Stop button).	ESC
Refresh the window (Refresh button).	F5
Print the current Help topic. Note If the cursor is not in the current Help topic, press F6, and then press CTRL+P.	CTRL+P
Change the connection state.	F6, and then press ENTER to open the list of choices
Switch among areas in the Help window; for example, switch between the toolbar and the Search list.	F6
In a Table of Contents in tree view, select the next or previous item, respectively.	UP ARROW, DOWN ARROW
In a Table of Contents in tree view, expand or collapse the selected item, respectively.	LEFT ARROW, RIGHT ARROW

Microsoft Office basics

To do this	Press
UseÂ OpenÂ andÂ Save AsÂ in the Backstage	
View Open in the Backstage.	Ctrl+O
View Save As in the Backstage.	Ctrl+S
Continue saving an Office file (after giving the file a name and location)	Ctrl+S
View Save As in the Backstage (after giving the file a name and location)	Alt+F+S

Return to your Office file.	Esc

View the Open dialog box.	Ctrl+F12
View the Save As dialog box.	F12
Open the selected folder or file.	ENTER
Open the folder one level above the selected folder.	BACKSPACE
Delete the selected folder or file.	DELETE
Display a shortcut menu for a selected item such as a folder or file.	SHIFT+F10
Move forward through options.	TAB
Move back through options.	SHIFT+TAB
Open the Look in list.	F4 or ALT+I
Display and use windows	
Switch to the next window.	ALT+TAB
Switch to the previous window.	ALT+SHIFT+TAB
Close the active window.	CTRL+W or CTRL+F4
Move to a task pane from another pane in the program window (clockwise direction). You might need to press F6 more than once. Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the ribbon and then pressing CTRL+TAB to move to the task pane.	F6
When more than one window is open, switch to the next window.	CTRL+F6
Switch to the previous window.	CTRL+SHIFT+F6
When a document window is not maximized, perform the Size command (on the Control menu for the window). Press the arrow keys to resize the window, and, when finished, press ENTER.	CTRL+F8
Minimize a window to an icon (works for only some Microsoft Office programs).	CTRL+F9
Maximize or restore a selected window.	CTRL+F10
Copy a picture of the screen to the Clipboard.	PRINT SCREEN
Copy a picture of the selected window to the Clipboard.	ALT+PRINT SCREEN
Move around in text or cells	
Move one character to the left.	LEFT ARROW
Move one character to the right.	RIGHT ARROW
Move one line up.	UP ARROW
Move one line down.	DOWN ARROW
Move one word to the left.	CTRL+LEFT ARROW
Move one word to the right.	CTRL+RIGHT ARROW
Move to the end of a line.	END
Move to the beginning of a line.	HOME
Move up one paragraph.	CTRL+UP ARROW

Move down one paragraph.	CTRL+DOWN ARROW
Move to the end of a text box.	CTRL+END
Move to the beginning of a text box.	CTRL+HOME
Repeat the last Find action.	SHIFT+F4
Move around in and work in tables	
Move to the next cell.	TAB
Move to the preceding cell.	SHIFT+TAB
Move to the next row.	DOWN ARROW
Move to the preceding row.	UP ARROW
Insert a tab in a cell.	CTRL+TAB
Start a new paragraph.	ENTER
Add a new row at the bottom of the table.	TAB at the end of the last row
Access and use task panes	
Move to a task pane from another pane in the program window. (You might need to press F6 more than once.) Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place the focus on the ribbon and then pressing CTRL+TAB to move to the task pane.	F6
When a task pane is active, select the next or previous option in the task pane.	TAB or SHIFT+TAB
Display the full set of commands on the task pane menu.	CTRL+DOWN ARROW
Move among choices on a selected submenu; move among certain options in a group of options in a dialog box.	DOWN ARROW or UP ARROW
Open the selected menu, or perform the action assigned to the selected button.	SPACEBAR or ENTER
Open a shortcut menu; open a drop-down menu for the selected gallery item.	SHIFT+F10
When a menu or submenu is visible, select the first or last command on the menu or submenu.	HOME or END
Scroll up or down in the selected gallery list.	PAGE UP or PAGE DOWN
Move to the top or bottom of the selected gallery list.	CTRL+HOME or CTRL+END

Tips

To do this	Press
Use dialog boxes	
Move to the next option or option group.	TAB
Move to the previous option or option group.	SHIFT+TAB
Switch to the next tab in a dialog box.	CTRL+TAB
Switch to the previous tab in a dialog box.	CTRL+SHIFT+TAB

Move between options in an open drop-down list, or between options in a group of options.	Arrow keys
Perform the action assigned to the selected button; select or clear the selected check box.	SPACEBAR
Open the list if it is closed and move to that option in the list.	First letter of an option in a drop-down list
Select an option; select or clear a check box.	ALT+ the letter underlined in an option
Open a selected drop-down list.	ALT+DOWN ARROW
Close a selected drop-down list; cancel a command and close a dialog box.	ESC
Perform the action assigned to a default button in a dialog box.	ENTER
Use edit boxes within dialog boxes	
Move to the beginning of the entry.	HOME
Move to the end of the entry.	END
Move one character to the left or right.	LEFT ARROW or RIGHT ARROW
Move one word to the left.	CTRL+LEFT ARROW
Move one word to the right.	CTRL+RIGHT ARROW
Select or cancel selection one character to the left.	SHIFT+LEFT ARROW
Select or cancel selection one character to the right.	SHIFT+RIGHT ARROW
Select or cancel selection one word to the left.	CTRL+SHIFT+LEFT ARROW
Select or cancel selection one word to the right.	CTRL+SHIFT+RIGHT ARROW
Select from the insertion point to the beginning of the entry.	SHIFT+HOME
Select from the insertion point to the end of the entry.	SHIFT+END

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Original source : office.microsoft.com/en-us/access-help/keyboard-shortcuts-for-access-HA102840200.aspx