Software Solutions

Microsoft® Office Access

Key Templates

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Microsoft CERTIFIED Application Specialist

Microsoft CERTIFIED Professional

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MICROSOFT OFFICE SPECIALIST

AUTHORIZED INSTRUCTOR

Microsoft Access Shortcut Keys Software Solutions	
CTRL Keys	
Home	First Field
End	Last Field
'	Repeat above data
;	Insert Date
:	Insert Time
F4	Close
A	Select All
C	Copy
F	Find
G	Go To
H	Replace
N	New
O	Open
P	Print
S	Save
V	Paste
X	Cut
Z	Undo
Alt Keys	
Enter	Properties
F4	Exit/Close
F11	VBA Editor
Form/Report Design	
F5	View Form
Shift Keys	
←	Decrease width
→	Increase width
↑	Increase height
↓	Decrease height
Ctrl Keys	
←	Move left
→	Move right
↑	Move up
↓	Move down
Function Keys	
F1	Help
F2	Edit
F4	Open Combo box
F5	Go To
F6	Move between Panes
F7	Spell Check
F8	Show Field List
F11	Database Window
Shift Keys	
F2	Zoom
Enter	Save data

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Shortcut Keys	Home	End	'	;	:	F4	A	C	F
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G	H	N	O	P	S	V	X	Z	Enter	F4	F11
Go To	Replace	New	Open	Print	Save	Paste	Cut	Undo	Properties	Exit/Close	VBA Editor

Form/Report Design Shift Keys				Form/Report Design Ctrl Keys				Form/Report Design			
←	→	↑	↓	←	→	↑	↓	F5			
Decrease width	Increase width	Increase height	Decrease height	Move left	Move right	Move up	Move down	View Form			

		Shift Keys		Function Keys							
		F2	Enter	F1	F2	F4	F5	F6	F7	F8	F11
		Zoom	Save data	Help	Edit	Open Combo box	Go To	Move between Panes	Spell Check	Show Field List	Database Window

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