

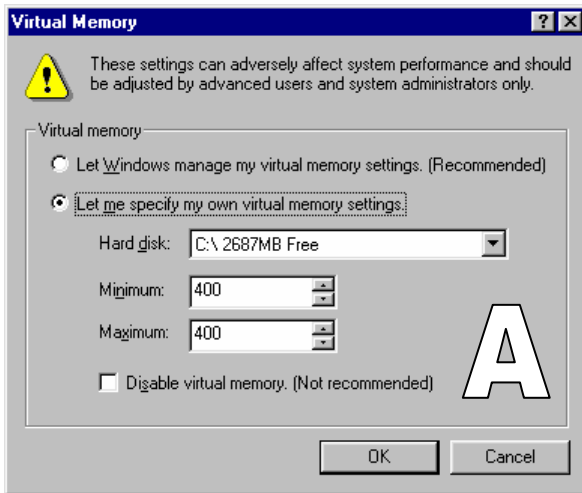


Keyboard Shortcuts & Productivity Tips for Access 2000/2002

Most users and developers alike have favorite shortcuts and tips they use when navigating through the different objects in the Access database container as well interfacing with Windows in general. This worksheet lists a number of these shortcuts and tips. Since there are literally hundreds of these, this worksheet is organized in such a way that you need only fill in the items that are applicable to your situation or of interest to your users. It is organized as follows:

- Microsoft Windows Settings and Performance
- Microsoft Access Tools Menu: Start Up, Customize and Options
- Microsoft Access Keyboard shortcuts
- Microsoft Access Productivity Tips

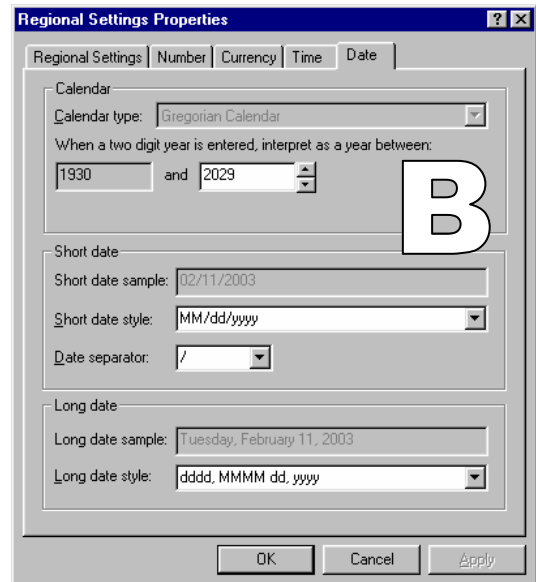
Windows Settings & Performance



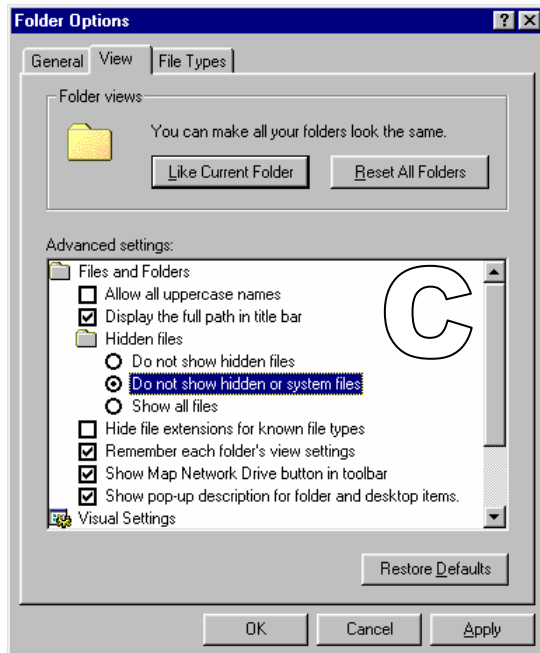
NOTES

A
Set a permanent swap drive in place of a temporary swap drive and re-boot

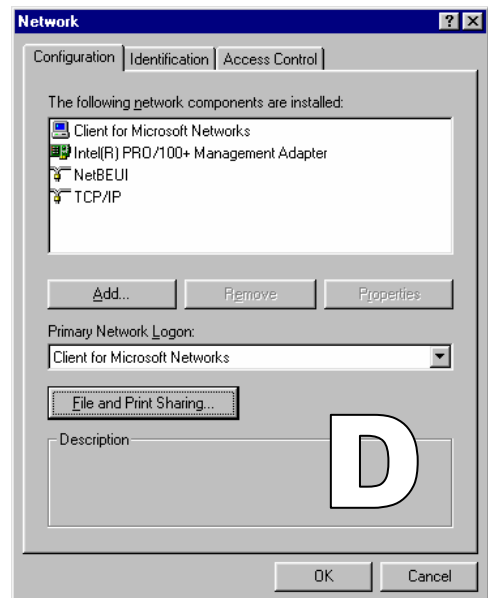
B
Control the behavior of date & time display in your Access forms and tables by setting Regional options



C
Explore the different options inside of Folder Options inside of Explorer to suit your needs



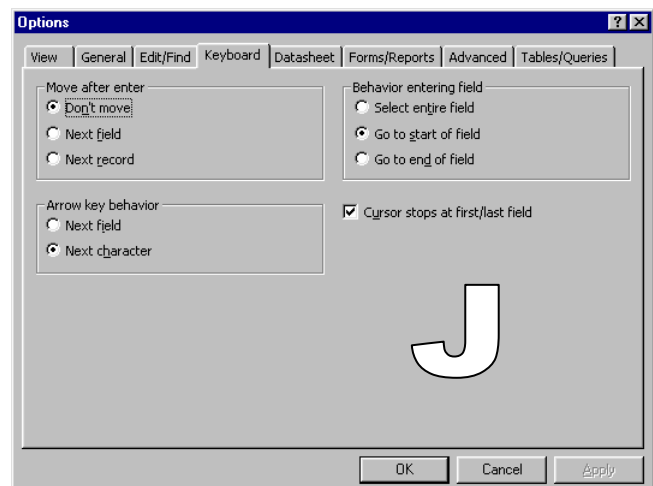
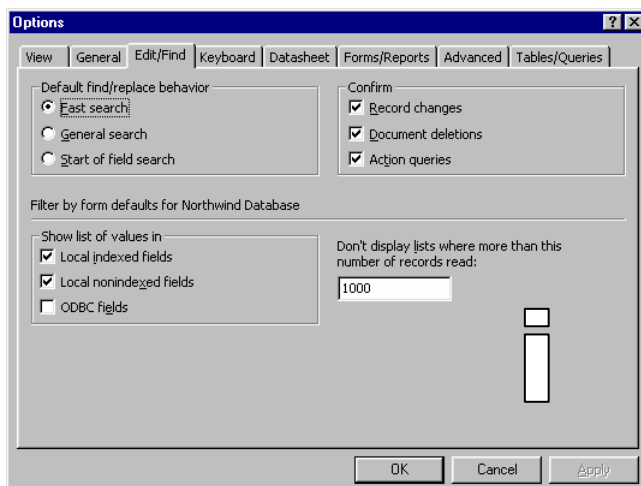
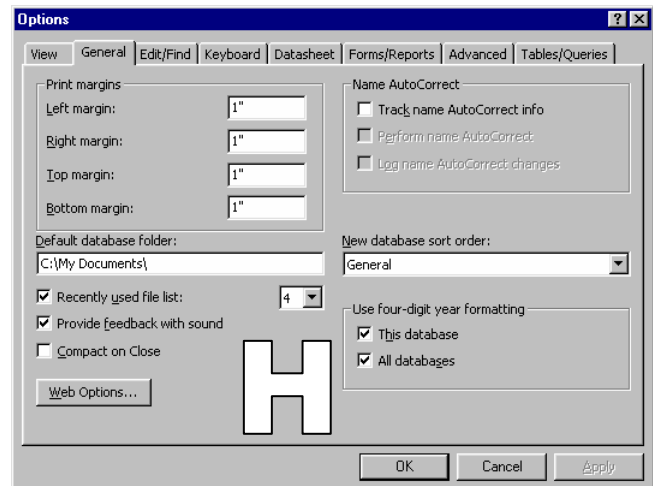
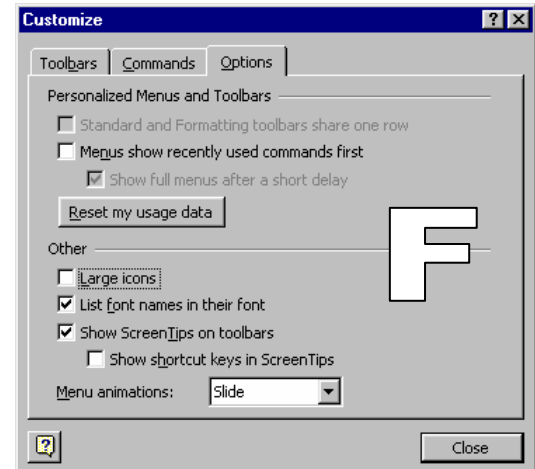
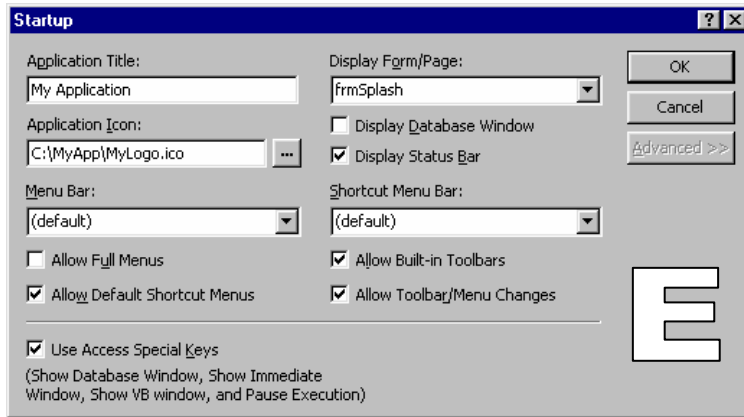
D
If you are on a network as a client and are not sharing your resources, make sure File & Print sharing is set to Off.





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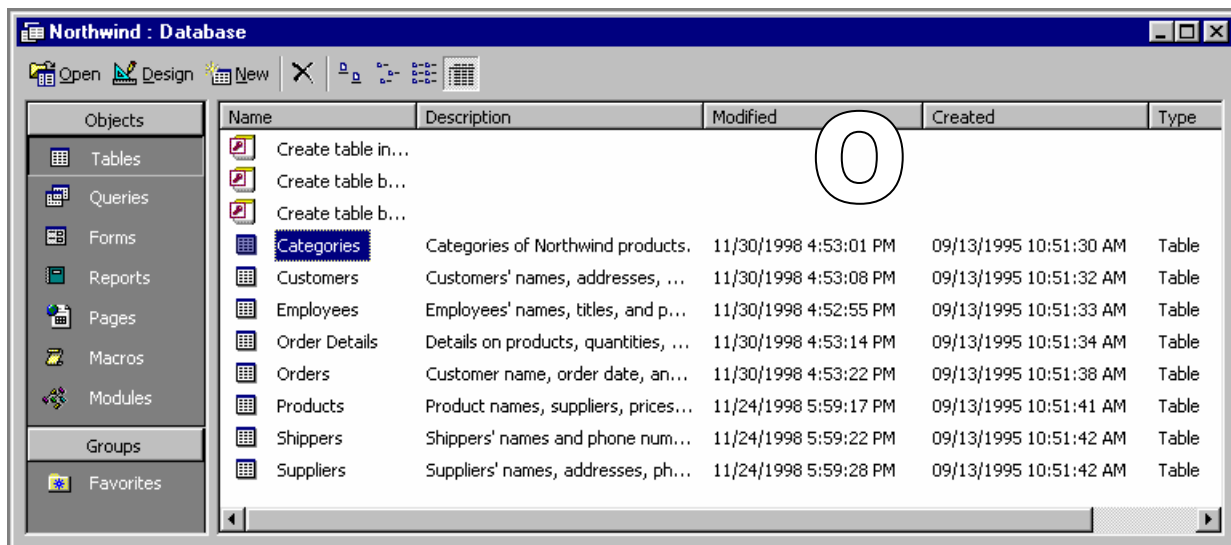
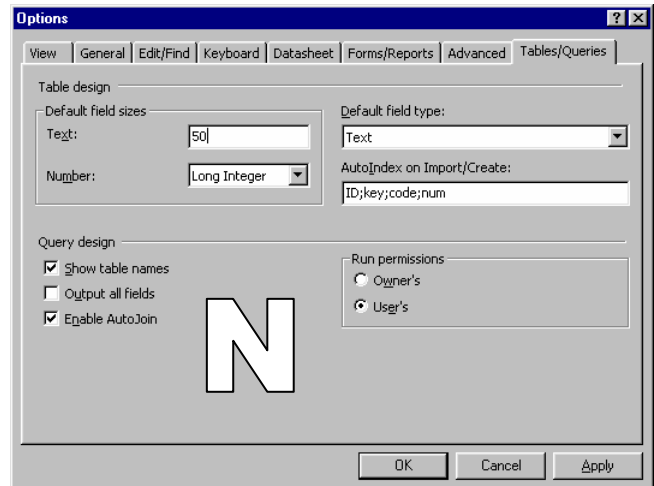
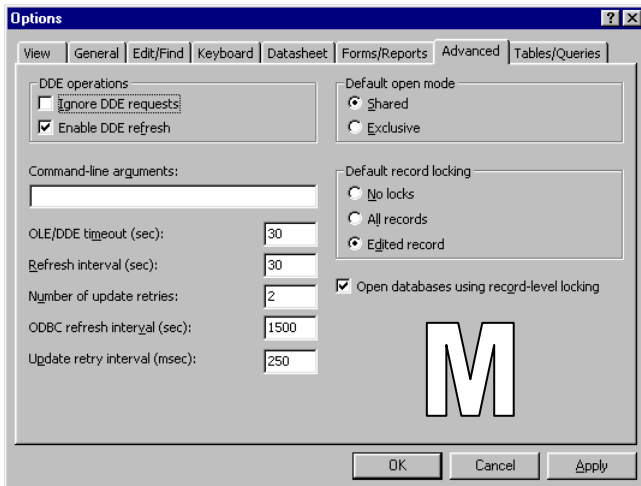
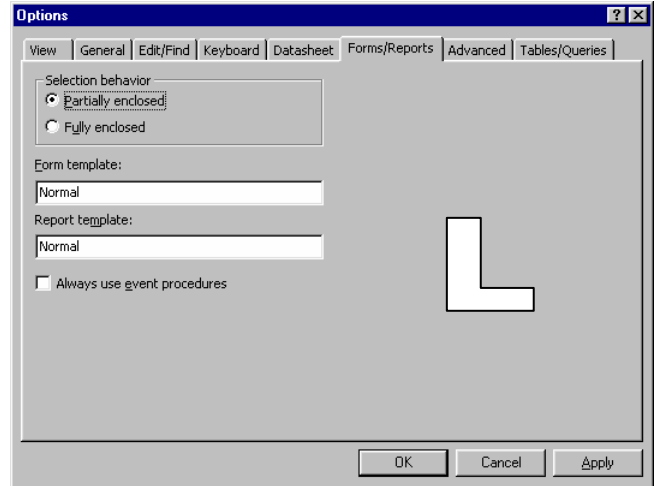
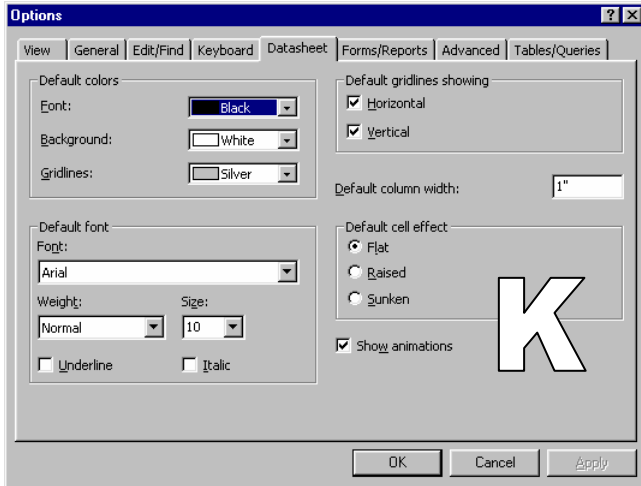
Microsoft Access Tools Menu: Start Up, Customize and Options





Keyboard Shortcuts & Productivity Tips for Access 2000/2002

Microsoft Access Tools Menu: Start Up, Customize and Options *(continued)*





Keyboard Shortcuts & Productivity Tips for Access 2000/2002

Microsoft Access Keyboard Shortcuts

The following shortcuts are grouped by object where applicable and **in no particular order**:

	Description	Shortcut
1	Bring up the database container in an MDB or MDE (full version)	F11
2	Go to the first object in the database container	HOME
3	Go to the last object in the database container	END
4	Rename an object in the database container	F2 or SINGLE CLICK
5	Undo rename if active in database container	ESCAPE
6	Bring the database container to the front (if open)	ALT F1
7	Display SAVE AS in the database container and other objects	F12
8	Go to the First letter of the next word in a table, form, query or module	CTRL RIGHT ARROW
9	Go to the First letter of the previous word in a table, form, query or module	CTRL LEFT ARROW
10	Move a control in design view in a form to the right	CTRL RIGHT ARROW
11	Move a control in design view in a form to the left	CTRL LEFT ARROW
12	Move a control in design view in a form to the bottom	CTRL DOWN ARROW
13	Move a control in design view in a form to the top	CTRL UP ARROW
14	Widen a control in design view in a form to the right	SHIFT RIGHT ARROW
15	Increase the height of a control in design view in a form	SHIFT DOWN ARROW
16	Narrow a control in design view in a form to the left	SHIFT LEFT ARROW
17	Reduce the height of a control in design view in a form	SHIFT UP ARROW
18	Go to the end of a field in single line fields	END
19	Go to the beginning of a field in single line fields	HOME
20	Cancel a command and close a dialog box	ESCAPE
21	Close an Office Assistant and tip and Pop Windows in Help	ESCAPE
22	Undo a change in a form or table or query when in the current record	ESCAPE
23	Dropdown a Combo box in a form or other object	F4 or ALT DOWN ARROW
24	Move down one page when in a combo box or list box	PAGE DOWN
25	Move up one page when in a combo box or list box	PAGE UP
26	Move to the next field in a form, query or table	TAB
27	Move to the previous next field in a form, query or table	SHIFT TAB
28	Zoom IN or OUT on a part of a page in Print Preview or Layout Preview	Z
29	Display Help or the Office Assistant, VBA, MS Contents etc	F1
30	In Form view, type record number in navigation box to go that record	ENTER
31	In datasheet view, type record number in navigation box to go that record	ENTER
32	From Form Design View, go to Form View of same form	F5
33	Refresh the current window (also used by other programs)	F5
34	Open the Page Setup Dialog Box in Print Preview and Layout Preview	S



Keyboard Shortcuts & Productivity Tips for Access 2000/2002

Microsoft Access Keyboard Shortcuts *(continued)*

The following shortcuts are grouped by object where applicable and **in no particular order**:

	Description	Shortcut
35	Display a shortcut menu that show a list of commands relevant to object	SHIFT F10
36	Open the Zoom Box in any object that supports it (forms, tables, queries)	SHIFT F2
37	Find the previous occurrence of the text specified in the Find dialog with box closed	SHIFT F4
38	Select text in a single line	SHIFT END
39	Select text in multiple lines in text control or VBA	SHIFT DOWN ARROW
40	Switch between values in an option button or check box	SPACEBAR
41	Within the Open dialog box—go to previous folder	ALT 1
42	Within the Open dialog box—go up one folder level	ALT 2
43	Within the Open dialog box—close the dialog box and open Internet Explorer search	ALT 3
44	Within the Open dialog box—delete the selected folder or file	ALT 4
45	Within the Open dialog box—create a new sub-folder	ALT 5
46	Within the Open dialog box—switch between list, detail, properties and previews	ALT 6
47	Within the Open dialog box—display the Tools Menu	ALT 7
48	Move from subform to main form regardless of number of subforms	CTRL TAB
49	Display the properties of a selected item while working in a window	ALT ENTER
50	In a MDB file, switch between Visual Basic Editor (VBE) and the previous Window	ALT F11
51	Close Microsoft Access or close other window within Microsoft Access	ALT F4
52	Check Names in the To, Cc or Bcc fields against the address book when e-mailing	ALT K
53	Activate or Open the icon menu on the toolbar of the active window	ALT SPACEBAR
54	Select all records in a table or query	CTRL A
55	Insert the value from the same field in the previous record to the current field	CTRL ' (<i>apostrophe</i>)
56	Copy selected text or records to the Windows clipboard	CTRL C
57	Insert the current time at the current cursor position	CTRL : (<i>colon</i>)
58	Insert the current date at the current cursor position	CTRL ; (<i>semi-colon</i>)
59	Insert a new line when entering data in datasheet or form view	CTRL ENTER
60	Display the Find dialog box in datasheet , form view or VBE view	CTRL F
61	Display the Replace dialog box in datasheet , form view or VBE view	CTRL H
62	Delete the current record when working in datasheet or form view	CTRL - (<i>minus sign</i>)
63	Add a new record in datasheet or form view	CTRL + (<i>plus sign</i>)
64	Save a database object	CTRL S
65	Go to the first record if cursor at beginning of text control in datasheet or form view	CTRL UP ARROW
66	Go to the last record if cursor at beginning of text control in datasheet or form view	CTRL DOWN ARROW
67	Undo the previous action in applicable objects	CTRL Z
68	Redo the previously undone action in applicable objects	CTRL Y



Keyboard Shortcuts & Productivity Tips for Access 2000/2002

Microsoft Access Keyboard Shortcuts *(continued)*

The following shortcuts are grouped by object where applicable and **in no particular order**:

	Description	Shortcut
69	Bring up the immediate Window in the Visual Basic Editor (VBE)	CTRL G
70	Go to the next line just below Private or Public in the VBE	CTRL DOWN ARROW
71	Go to the previous line just below Private or Public in the VBE	CTRL UP ARROW
72	In property Window, toggle between values or toggle through available list	DOUBLE CLICK
73	Bring up Quick Info in the VBE	CTRL I <i>(the letter i)</i>
74	Bring up the print dialog box where applicable	CTRL P
75	Bring up available methods, properties and dimensioned variables in VBE	CTRL SPACE

More Microsoft Access Productivity Tips

- When working in datasheet view, select a contiguous block of data across one or more records without selecting the entire row:

- In datasheet or form view, you want to select all the records that belong to a certain text string (customer name, city etc) -

- When assigning a numeric value to a field, Microsoft Access automatically assign a value of 0 (zero) to that field. If you rather have blank cells rather than zeroes—

- How to prevent the user, under any circumstances (except one) from closing Access or your application —

- How to enter confidential data using a data entry form and prevent it from being seen—

- How to indent entire paragraphs of code and comments in the Visual Basic Editor—



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