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# BACKGROUND AND RATIONALE

## Disclaimer Information

### Disclaimer

#### General

We extracted the keyboard shortcuts contained in this document from the Microsoft Office document,"**Keyboard shortcuts for Access**." We have duplicated this information for ease of access, but have not verified that the keystrokes are compatible with JAWS or MAGic. The keyboard shortcuts described in this document refer to the U.S. QWERTY keyboard layout. For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press appear separated by a plus sign (+). For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press appear separated by a comma (,).

**Note**: This material focuses only on keystrokes relevant to Microsoft Office Access. For keystrokes that are common throughout the Microsoft Office 2010 Suite, see the following training document, **"Keystrokes Common Throughout the Microsoft Office 2010 Suite"** located on the Office of Learning (OL) [Visual Impairment Curriculum](http://learning.ba.ssa.gov/OL/ewd/JAWSCurriculum.asp) page.

# objective 1:

## Microsoft Office Access 2010 Global Address Shortcut Keystrokes

### Opening Databases

#### General

Open a new database = CTRL+N

Open an existing database = CTRL+O

### Printing and Saving

#### General

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

#### General

Open a combo box = F4 or ALT+DOWN ARROW

Refresh the contents of a Lookup field, 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

#### General

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 View

#### General

Switch between Edit mode (with insertion point displayed) and Navigation modein a datasheet. When working in a form or report, press ESC to leave Navigation mode = F2

Switch to the property sheet (Design View in forms and reports in both Access databases and Access projects) = 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, 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 (Design View window of forms and reports) = 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 = SHIFT+F7 or ALT+F11

### Editing Controls in Form and Report Design View

#### General

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 = UP ARROW or CTRL+UP ARROW

Move the selected control down = DOWN ARROW or CTRL+DOWN ARROW

Increase the height of the selected control = SHIFT+DOWN ARROW

Increase the width of the selected control = SHIFT+RIGHT ARROW

**Note**: If used with controls that are in a layout, the entire layout resizes.

Reduce the height of the selected control = SHIFT+UP ARROW

Reduce the width of the selected control = SHIFT+LEFT ARROW

**Note**: If used with controls that are in a layout, the entire layout resizes.

### Windows Operations

#### General

**Note**: By default, Microsoft Office Access 2010 databases display as tabbed documents. To use windowed documents, access the File tab, and then select **Access Options**. In the **Access Options** dialog box, select **Current Database** and, under **Document Window Options**, select **Overlapping Windows**.

**Note**: You will have to close and reopen the current database for the option to take effect.

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 = CTRL+F8

Display the Control menu = ALT+SPACEBAR

Display the shortcut menu = SHIFT+F10

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

#### General

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

#### General

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, report, page, PivotTable list, PivotChart report, stored procedure, or Access project (.adp) function. 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, report, page, PivotTable list, PivotChart report, stored procedure, or .adp function. If there are additional views available, successive keystrokes will move to the previous view = CTRL+LEFT ARROW or CRTL+PERIOD (.)

**Note**: CTRL+PERIOD (.) Does not work under all conditions with all objects.

### Navigation Pane Shortcuts

#### 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

Move to the first object = HOME

### Navigating and Opening Objects

#### General

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, data access page, macro, or module in Design View = CTRL+ENTER

Display the Immediate window in the Visual Basic Editor = CTRL+G

### Working with Menus

#### General

Show the shortcut menu = SHIFT+F10

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

### Working in Windows and Dialog Boxes

#### 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

#### General

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

#### General

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

### Working with Property Sheets

#### Using a Property Sheet with a Form or Report in Design View

Toggle the property sheet tab = F4

Move among choices in the control drop-down list one item at a time = DOWN ARROW or UP ARROW

Move among choices in the control drop-down list five items at a time = PAGE DOWN or PAGE UP

Move to the property sheet tabs from the control 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

#### General

Toggle the property sheet tab = 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

### Working with the Field List Pane

#### General

Toggle 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 to the upper Field List Pane from the lower pane = SHIFT+TAB

Move to the lower Field List Pane from the upper pane = TAB

### Keyboard Shortcuts for Using the Help Window

#### General

Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic = TAB

Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web site article = SHIFT+TAB

Perform the action for the selected Show All, Hide All, hidden text, or hyperlink = ENTER

Move back to the previous Help topic = ALT+LEFT ARROW

Move forward to the next Help topic = ALT+RIGHT ARROW

Open the Print dialog box = CTRL+P

Scroll small amounts up and down, respectively, within the currently-displayed Help topic = UP ARROW and DOWN ARROW

Scroll larger amounts up and down, respectively, within the currently-displayed Help topic = PAGE UP and PAGE DOWN

Display a menu of commands for the Help window; requires that the Help window have active focus (access an item in the Help window) = SHIFT+F10

# Objective 2:

## Keystrokes for Working with Text and Data

### Selecting Text and Data

#### 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

#### General

**Note**: To cancel a selection, use the opposite ARROW KEY.

Select the next field = TAB

Switch between Edit mode (with insertion point displayed) and Navigation modein 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 only = CTRL+SPACEBAR

Select the column to the right, if the current column is selected = SHIFT+RIGHT ARROW

Select the column to the left, if the current column is selected = SHIFT+LEFT ARROW

Turn on Move mode; then press the RIGHT ARROW or LEFT ARROW key to move selected column(s) to the right or left = CTRL+SHIFT+F8

### Editing Text or Data

#### Moving the Insertion Point in a Field

**Note**: If the insertion point is not visible, press F2 to display it.

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

#### General

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

#### General

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

#### General

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 = CTRL+ENTER

### Refreshing Fields with Current Data

#### General

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 list box or combo box = F9

# objective 3:

## Keystrokes for Navigating Records

### Navigating in Design View

#### General

Switch between Edit mode (with insertion point displayed) and Navigation mode = F2

Toggle the property sheet = F4

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 screen you want = F6

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

Invoke the Field List Pane in a form, report, or data access page = ALT+F8

If the Field List Pane is already open, move focus 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

Display a property sheet = ALT+ENTER

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 = UP ARROW

**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.

Move the selected control down by a pixel along the page's grid = DOWN ARROW

**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.

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) = CTRL+UP ARROW

**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.

Move the selected control down by a pixel (irrespective of the page's grid) = CTRL+DOWN ARROW

**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.

Increase the width of the selected control (to the right) by a pixel = SHIFT+RIGHT ARROW

**Note**: For controls in a stacked layout, this increases the width of the whole layout.

Decrease the width of the selected control (to the left) by a pixel = SHIFT+LEFT ARROW

**Note**: For controls in a stacked layout, this decreases the width of the whole layout.

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

### Navigating in Data Sheet View

#### Go to a Specific Record

Move to the record number box; then type the record number and press = ENTER+F5

### Navigating between Fields and Records

#### General

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

#### General

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

### Navigating in Subdatasheets

#### 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 Subdatasheets

#### General

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

#### General

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

**Note**: You can navigate between fields and records in a subdatasheet with the same shortcut keys used in Datasheet View.

### Navigating in Form View

#### Going to a Specific Record

Move to the record number box; then type the record number and press = ENTER+F5

### Navigating between Fields and Record

#### General

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

#### General

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 the Main Form and Subform

#### General

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

### Navigating in Print Preview and Layout Preview

#### 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

#### General

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

#### General

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

### Navigating in the Database Diagram Window in an Access Project

#### General

Move from a table cell to the table's title bar = ESC

Move from a table's title bar to the last cell you edited = ENTER

Move from table title bar to table title bar, or from cell to cell inside a table = TAB

Expand a list inside a table = ALT + DOWN ARROW

Scroll through the items in a drop-down list from top to bottom = DOWN ARROW

Move to the previous item in a list = UP ARROW

Select an item in a list and move to the next cell = ENTER

Change the setting in a check box = SPACEBAR

Go to the first cell in the row, or to the beginning of the current cell = HOME

Go to the last cell in the row, or to the end of the current cell = END

Scroll to the next "page" inside a table, or to the next "page" of the diagram = PAGE DOWN

Scroll to the previous "page" inside a table, or to the previous "page" of the diagram = PAGE UP

### Navigating in the Query Designer in an Access Project

#### Any Pane

Move among the Query Designer Panes =F6, SHIFT+F6

#### Diagram Pane

Move among tables, views, and functions, (and to join lines, if available) = TAB, or SHIFT+TAB

Move between columns in a table, view, or function = ARROW KEYS

Choose the selected data column for output = SPACEBAR or PLUS key

Remove the selected data column from the query output = SPACEBAR or MINUS key

Remove the selected table, view, or function, or join line from the query = DELETE

**Note**: If you have selected multiple items, pressing SPACEBAR affects all selected items. Select multiple items by holding down the SHIFT key while pressing the SPACEBAR. Toggle the selected state of a single item by holding down CTRL while pressing the SPACEBAR.

#### Grid Pane

Move among cells = ARROW KEYS or TAB or SHIFT+TAB

Move to the last row in the current column = CTRL+DOWN ARROW

Move to the first row in the current column = CTRL+UP ARROW

Move to the top left cell in the visible portion of grid = CTRL+HOME

Move to the bottom right cell = CTRL+END

Move in a drop-down list = UP ARROW or DOWN ARROW

Select an entire grid column = CTRL+SPACEBAR

Toggle between edit mode and cell selection mode = F2

Copy selected text in cell to the Clipboard (in edit mode) = CTRL+C

Cut selected text in cell and place it on the Clipboard (in edit mode) = CTRL+X

Paste text from the Clipboard (in edit mode) = CTRL+V

Toggle between insert and overstrike mode while editing in a cell = INS

Toggle the check box in the Output column = SPACEBAR

**Note**: If you have selected multiple items, pressing this key affects all selected items.

Clear the selected contents of a cell = DELETE

Remove row containing selected data column from the query = DELETE

**Note**: If you have selected multiple items, pressing this key affects all selected items.

Clear all values for a selected grid column = DELETE

Insert row between existing rows = INS (after you select grid row)

Add an Or… column = INS (after you select any Or... column)

#### SQL Pane

You can use the standard Windows editing keys when working in the SQL Pane, such as CTRL+ARROW KEYS to move between words, and the Cut, Copy, and Paste commands on the Edit menu.

**Note**: You can only insert text; there is no overstrike mode.

# Objective 4:

## Working with PivotTable Views

### PivotTable View

#### Keystrokes for Selecting Elements in PivotTable View

Move the selection from left to right, and then down = TAB

Move the selection from top to bottom, and then to the right = ENTER

Select the cell to the left. If the current cell is the leftmost cell, SHIFT+TAB selects the last cell in the previous row = SHIFT+TAB

Select the cell above the current cell. If the current cell is the topmost cell, SHIFT+ENTER selects the last cell in the previous column = SHIFT+ENTER

Select the detail cells for the next item in the row area = CTRL+ENTER

Select the detail cells for the previous item in the row area = SHIFT+CTRL+ENTER

Move the selection in the direction of the arrow key. If you have selected a row or column field, press DOWN ARROW to move to the first item of data in the field, and then press an arrow key to move to the next or previous item or back to the field. If you have selected a detail field, press DOWN ARROW or RIGHT ARROW to move to the first cell in the detail area = ARROW KEYS

Extend or reduce the selection in the direction of the arrow key = SHIFT+ARROW KEYS

Move the selection to the last cell in the direction of the arrow key = CTRL+ARROW KEYS

Move the selected item in the direction of the arrow key = SHIFT+ALT+ARROW KEYS

Select the leftmost cell of the current row = HOME

Select the rightmost cell of the current row = END

Select the leftmost cell of the first row = CTRL+HOME

Select the last cell of the last row = CTRL+END

Extend selection to the leftmost cell of the first row = SHIFT+CTRL+HOME

Extend selection to the last cell of the last row = SHIFT+CTRL+END

Select the field for the currently selected item of data, total, or detail = CTRL+SPACEBAR

Select the entire row containing the currently selected cell = SHIFT+SPACEBAR

Select the entire PivotTable View = CTRL+A

Display the next screen = PAGE DOWN

Display the previous screen = PAGE UP

Extend the selection down one screen = SHIFT+PAGE DOWN

Reduce the selection by one screen = SHIFT+PAGE UP

Display the next screen to the right = ALT+PAGE DOWN

Display the previous screen to the left = ALT+PAGE UP

Extend the selection to the page on the right = SHIFT+ALT+PAGE DOWN

Extend the selection to the page on the left = SHIFT+ALT+PAGE UP

### Keystrokes for Carrying out Commands

#### General

Display Help topics = F1

Display the shortcut menu for the selected element of the PivotTable View. Use the shortcut menus to carry out commands in the PivotTable View = SHIFT+F10

Carry out a command on the shortcut menu = Underlined letter

Close the shortcut menu without carrying out a command = ESC

Display the Properties dialog box = ALT+ENTER

Close the Properties dialog box = ALT+F4

Cancel a refresh operation in progress = ESC

Copy the selected data from the PivotTable View to the Clipboard = CTRL+C

Export the contents of the PivotTable View to Microsoft Office Excel 2010 = CTRL+E

#### Keystrokes for Displaying, Hiding, Filtering, or Sorting Data

Show or hide the expand indicators (+ and - boxes) beside items = CTRL+8

Expand the currently selected item = CTRL+PLUS SIGN (on the numeric keypad)

Hide the currently selected item = CTRL+MINUS SIGN (on the numeric keypad)

Open the list for the currently selected field = ALT+DOWN ARROW

Alternately move to the most recently selected item, the OK button, and the Cancel button in the drop-down list for a field = TAB

Move to the next item in the drop-down list for a field = ARROW KEYS

Select or clear the check box for the current item in the drop-down list for a field = SPACEBAR

Close the drop-down list for a field and apply any changes you made = ENTER

Close the drop-down list for a field without applying your changes = ESC

Turn AutoFilter on or off = CTRL+T

Sort data in the selected field or total in ascending order (A – Z 0 – 9) = CTRL+SHIFT+A

Sort data in the selected field or total in descending order (Z – A 9 – 0) = CTRL+SHIFT+Z

Move the selected member up or left = ALT+SHIFT+UP ARROW or ALT+SHIFT+LEFT ARROW

Move the selected member down or right = ALT+SHIFT+DOWN ARROW or ALT+SHIFT+RIGHT ARROW

### Keystrokes for Adding Fields and Totals and Changing the Layout of a PivotTable View

#### Keystrokes for working with the Field List Pane

Display the Field List Pane, or activate it if it is already displayed = CTRL+L

Move to the next item in the Field List Pane = ARROW KEYS

Move to the previous item and include it in the selection = SHIFT+UP ARROW

Move to the next item and include it in the selection = SHIFT+DOWN ARROW

Move to the previous item, but don't include the item in the selection = CTRL+UP ARROW

Move to the next item, but don't include the item in the selection = CTRL+DOWN ARROW

Remove the item from the selection, if the item that has focus is included in the selection, and vice versa = CTRL+SPACEBAR

Expand the current item in the Field List Pane to display its contents. Or expand Totals to display the available total fields = PLUS SIGN (numeric keypad)

Collapse the current item in the Field List Pane to hide its contents. Or collapse Totals to hide the available total fields = MINUS SIGN (numeric keypad)

Alternately move to the most recently selected item, the Add to button, and the list next to the Add to button in the Field List Pane = TAB

Open the drop-down list next to the Add to button in the Field List Pane. Use the ARROW KEYS to move to the next item in the list, and then press ENTER to select an item = ALT+DOWN ARROW

Add the highlighted field in the Field List Pane to the area in the PivotTable View that is displayed in the Add to list = ENTER

### Keystrokes for Adding Fields and Totals

#### General

Add a new total field for the selected field in the PivotTable View by using the Sum summary function = CTRL+SHIFT+S

Add a new total field for the selected field in the PivotTable View by using the Count summary function = CTRL+SHIFT+C

Add a new total field for the selected field in the PivotTable View by using the Min summary function = CTRL+SHIFT+M

Add a new total field for the selected field in the PivotTable View by using the Max summary function = CTRL+SHIFT+X

Add a new total field for the selected field in the PivotTable View by using the Average summary function = CTRL+SHIFT+E

Add a new total field for the selected field in the PivotTable View by using the Standard Deviation summary function = CTRL+SHIFT+D

Add a new total field for the selected field in the PivotTable View by using the Standard Deviation Population summary function = CTRL+SHIFT+T

Add a new total field for the selected field in the PivotTable View by using the Variance summary function = CTRL+SHIFT+V

Add a new total field for the selected field in the PivotTable View by using the Variance Population summary function = CTRL+SHIFT+R

Turn subtotals and grand totals on or off for the selected field in the PivotTable View = CTRL+SHIFT+B

Add a calculated detail field = CTRL+F

### Keystrokes for Changing the Layout

#### General

**Note**: The following four shortcuts do not work if you press the keys 1, 2, 3, or 4 from the numeric pad of your keyboard.

Move the selected field in the PivotTable View to the row area = CTRL+1

Move the selected field in the PivotTable View to the column area = CTRL+2

Move the selected field in the PivotTable View to the filter area = CTRL+3

Move the selected field in the PivotTable View to the detail area = CTRL+4

Move the selected row or column field in the PivotTable View to a higher level = CTRL+LEFT ARROW

Move the selected row or column field in the PivotTable View to a lower level = CTRL+RIGHT ARROW

### Keystrokes for Formatting Elements in PivotTable View

#### General

To use the following shortcuts, first select a detail field or a data cell for a total field.

The first seven keyboard shortcuts change the number format of the selected field.

Apply the general number format to values in the selected total or detail field = CTRL+SHIFT+~ (tilde)

Apply the currency format, with two decimal places and negative numbers in parentheses, to values in the selected total or detail field = CTRL+SHIFT+$

Apply the percentage format, with no decimal places, to values in the selected total or detail field = CTRL+SHIFT+%

Apply the exponential number format, with two decimal places, to values in the selected total or detail field = CTRL+SHIFT+^

Apply the date format, with the day, month, and year, to values in the selected total or detail field = CTRL+SHIFT+#

Apply the time format, with the hour, minute, and AM or PM, to values in the selected total or detail field = CTRL+SHIFT+@

Apply the numeric format, with two decimal places, thousands separator, and a minus sign for negative values, to values in the selected total or detail field = CTRL+SHIFT+!

Make text bold in the selected field of the PivotTable View = CTRL+B

Make text underlined in the selected field of the PivotTable View = CTRL+U

Make text italic in the selected field of the PivotTable View = CTRL+I

### Pivot Chart View

#### Keystrokes for Selecting Items in a Chart

Select the next item in the chart = RIGHT ARROW

Select the previous item in the chart = LEFT ARROW

Select the next group of items = DOWN ARROW

Select the previous group of items = UP ARROW

### Keystrokes for Working with Properties and Options

#### General

Display the Properties dialog box = ALT+ENTER

When the Properties dialog box is active, select the next item on the active tab = TAB

When a tab in the Properties dialog box is active, select the next tab = RIGHT ARROW

When a tab in the Properties dialog box is active, select the previous tab = LEFT ARROW

Display a list or palette when a button that contains a list or palette is selected = DOWN ARROW

Display the shortcut menu = SHIFT+F10

Carry out a command on the shortcut menu = Underlined letter

Close the shortcut menu without carrying out a command = ESC

### Keystrokes for Working with Fields

#### General

Open the list for the currently selected field = ALT+DOWN ARROW

In the drop-down list for a field, alternately move to the most recently selected item, the OK button, and the Cancel button = TAB

In the drop-down list for a field, move to the next item = ARROW KEYS

In the drop-down list for a field, select or clear the check box for the current item = SPACEBAR

Close the drop-down list for a field and apply any changes you made = ENTER

Close the drop-down list for a field without applying your changes = ESC

### Keystrokes for Working with the Field List Pane

#### General

Display the Field List Pane, or activate it if it is already displayed = CTRL+L

Move to the next item in the Field List Pane = ARROW KEYS

Move to the previous item and include it in the selection = SHIFT+UP ARROW

Move to the next item and include it in the selection = SHIFT+DOWN ARROW

Move to the previous item, but don't include the item in the selection = CTRL+UP ARROW

Move to the next item, but don't include the item in the selection = CTRL+DOWN ARROW

Remove the item from the selection if the item that has focus is included in the selection, and vice versa = CTRL+SPACEBAR

Expand the current item in the Field List Pane to display its contents, or expand Totals to display the available total fields = PLUS SIGN (numeric keypad)

Collapse the current item in the Field List Pane to hide its contents, or collapse Totals to hide the available total fields = MINUS SIGN (numeric keypad)

In the Field List Pane, alternately move to the most recently selected item, the Add to button, and the list next to the Add to button = TAB

Open the drop-down list next to the Add to button in the Field List Pane. Use the ARROW KEYS to move to the next item in the list, and then press ENTER to select an item = ALT+DOWN ARROW

Add the highlighted field in the Field List Pane to the drop area that is displayed in the Add to list = ENTER

# OBJECTIVE 5:

## Microsoft Office Fluent Ribbon

### Office Fluent Ribbon

#### General

1. Press ALT.

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

1. Press the letter shown in the KeyTip over the feature that you want to use.
2. Depending on which letter you press, Access might show you additional KeyTips. For example, if the External Data tab is active and you press C, the Create tab displays, along with the KeyTips for the groups on that tab.
3. 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.

**Note**: To cancel the action that you are taking and hide the KeyTips, press ALT.

# objective 6:

## Online Help

### Keyboard Shortcuts for Using the Help Window

#### General

The Help window provides access to all Office Help content. The Help window displays topics and other Help content.

#### In 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

Display a menu of commands for the Help window. This requires that the Help window have the active focus (access the Help window) = SHIFT+F10

Stop the last action (Stop button) = ESC

Refresh the window (Refresh button) = F5

Print the current Help topic = CTRL+P

**Note**: If the cursor is not in the current Help topic, press F6 and then press 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

# objective 7:

## JAWS Commands for Access

### JAWS Commands for Access

#### General

Close list box = ALT+UP ARROW

Create a join in Query Design View grid = CTRL+SHIFT+J

Create relationship = CTRL+SHIFT+C

Delete relationship = CTRL+DELETE

Read active report = CTRL+SHIFT+R

Read data sheet coordinates = INSERT+C

Clear value for join or relationship = CTRL+INSERT+C

Say record number = CTRL+INSERT+R

List controls on current form = CTRL+SHIFT+L

Select toolbox control = CTRL+SHIFT+B

Speak database summary = CTRL+SHIFT+D

Speak relationship = INSERT+UP ARROW

Speak summary of table = CTRL+SHIFT+T

Repeat Spell check information = INSERT+F7

Toggle label search on or off = INSERT+F8

Say Access version = CTRL+INSERT+V

Read Status bar = INSERT+DELETE

Up one level = ALT+1

Back = ALT+2

# Glossary

## Office Access 2010

### Terms and Definitions

#### Office Access 2010 Terms and Definitions

**Column**: An element in a table that contains attributes for each object.

**Data Entry**: The process of entering data into a database.

**Database Objects**: Fundamental database elements such as tables, forms, and reports.

**Datasheet**: A tabular sheet in an Office Access database table from where you can directly enter data into the database.

**Field**: A space allocated for information about an object. It is the smallest unit of information you can retrieve from a database.

**Form**: An interface that you can use to enter or modify data in a record or a set of related records.

**Lookup Field**: A field, used on a form or report in an Access database, that displays a list of values retrieved from a table or query, or stores a static set of values.

**Move mode**: The mode in which you can move a column in Datasheet View by using the LEFT and RIGHT ARROW KEYS.

**Navigation mode**: The mode in Microsoft Access in which Access selects an entire field and the insertion point is not visible. In Navigation mode, you can move between fields by using the ARROW KEYS

**PivotTable**: An interactive table used to quickly combine and compare large amounts of data.

**PivotTable View**: A view that summarizes and analyzes data in a datasheet or form. You can use different levels of detail or organize data by dragging the fields and items or by showing and hiding items in the drop-down lists for the fields.

**Predefined Database Solutions**: Templates used to create a database or tables.

**Query**: A request to retrieve specific information from a database. You can use a query to select records for a report.

**Record**: A row of data in a table, which is a set of attributes as defined by the schema.

**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.

**Relationships**: A connection between specific fields in a table. You can use a relationship to link one table to another table.

**Report**: A report is an output of data stored in tables in a required format. You can perform calculations in a report and can group records for output.

**Schema**: The structure of a database system.

**SharePoint List Offline**: Taking a SharePoint list offline enables editing the list from anywhere; the data source is updated when you “Link to the data source” again.

**Table**: A set of records and fields containing related information for a specific entity. In a table, the user enters data in rows and columns.

# FEEDBACK SHEET

Request to the instructor:

As you use this training package, please document errors, omissions, and revisions and notify us of any required editing. At the completion of this segment, you should mail this form to the address on the next page.

**Source of report:**

Location of training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timeframes:**

How much time did it take to present this material?

**Topics:**

Is there any material in this lesson that is covered but not relevant to your position that we should remove? If so, what?

Can you identify any topic not covered in this lesson that should be included?

**Complexity level:**

Are there any lessons which appear either too simple or too complex? Which ones? Why?

**Testing:**

How would you rate the usefulness of the tests and exercises?

1 2 3 4 5

Irrelevant Adequate Quite Helpful

Please note your corrections below or attach a photocopy of corrected pages.

Page # Correction Needed

**Comments:**

Use the space below for your comments on how we can improve this material.

**Mail to:**

Gregory Gill

Social Security Administration

EHR Ste 100

6401 Security Blvd.

Baltimore, MD 21235

Or email comments to [gregory.gill@ssa.gov](mailto:gregory.gill@ssa.gov?subject=Training%20Material%20Feedback)