ACCESS

KEYBOARD TIME-SAVERS
Do you like to use the fastest method possible to get your work done? If so, you probably use keyboard shortcuts whenever possible, rather than going through the menu system. Access 2000 and 2002 support a number of keyboard shortcuts that can save you time when you're entering records or working on a new project.

Keep this list of shortcuts handy for easy reference:
* [ALT][F11] switches between the Visual Basic Editor and the previous active window.

* [CTRL]' inserts the data from the same field in the previous record.

* [CTRL]: inserts the current time.

* [CTRL]; inserts the day's date.

* [CTRL][ENTER] inserts a carriage return in a memo or text field.

* [CTRL]C copies the current selection.

* [CTRL]F summons the Find And Replace dialog box.

* [CTRL]N opens a new database.

* [CTRL]O summons the Open dialog box.

* [CTRL]P summons the Print dialog box.

* [CTRL]S saves the current database.

* [CTRL]V pastes the contents from the clipboard.

* [CTRL]Z undoes the most recent change you've made.

* [ESC] undoes changes made to the current field.

* [ESC][ESC] undoes changes made to the current record.

* [F11] displays the database window.