

General			
OPEN Existing Database	<Ctrl> + <O>	OPEN New	<Ctrl> + <N>
CLOSE Active Window	<Ctrl> + <W>	PRINT	<Ctrl> + <P>
SAVE a Database	<Ctrl> + <S>	SAVE AS	<F12>
CANCEL	<Esc>	CLEAR	<Del>
UNDO	<Ctrl> + <Z>	HELP	<F1>
CLOSE / EXIT	<Alt> + <F4>	SWITCH Between Applications	<Alt> + <Tab>

Navigation			
LEFT to Right	<Tab>	RIGHT to Left	<Shift> + <Tab>
UP a Screen/Page	<Page Up>	DOWN a Screen/Page	<Page Down>
START of Database	<Ctrl> + <Home>	END of Database	<Ctrl> + <End>
START of Field	<Home>	To RECORD BOX NO.	<F5>
SORT Data Ascending	<Ctrl> + <Shift> + <A>	SORT Data Descending	<Ctrl> + <Shift> + <Z>

Editing			
COPY	<Ctrl> + <C>	CUT	<Ctrl> + <X>
PASTE	<Ctrl> + <V>	EDIT Cell	<F2>
SELECT All	<Ctrl> + <A>	SPELL Check	<F7>
DATA Entry	<Enter>	MULTIPLE Entry	<Ctrl> + <Enter>
RECALCULATE	<F9>	FIND & Replace	<Ctrl> + <F>

Formatting			
BOLD	<Ctrl> + <B>	ITALIC	<Ctrl> + <I>
UNDERLINE	<Ctrl> + <U>	SUM Function	<Alt> + <=>
DATE	<Ctrl> + <:;>	TIME	<Ctrl> + <:;>

Selection Toggle	
Navigation Pane	<F11>
Wizard	<Tab>
Property Sheet	<F4>
Field List	<Alt> + <F8>