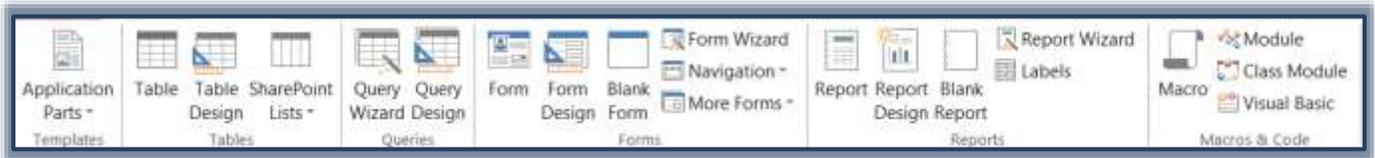# Access Ribbon-Create Tab

Each tab on this ribbon contains groups of commands with buttons for performing a particular task. This ribbon is used to create Tables, Reports, Queries, and Forms. The table lists and describes each of the groups and items on the Create Tab.

Group/Buttons	Description
Templates	
Application Parts	Use this button to insert or create portions of a database or an entire database. With this option, it is possible to create tables, formats, and reports. When the button is clicked, a gallery of different database parts will display.
Tables Group	
Table	This button is used to create a new blank table. Fields can be defined directly in the table or by using Design View.
Table Design	This button is used to create a table in Design View. It is possible to add fields, specify field size and type, indexing options, and other attributes for the table.
SharePoint Lists	To create a list on a SharePoint site and then create a table that links to that site, click this button.
Query Group	
Query Wizard	To launch the Query Wizard, click this button. When this option is used, a Simple query, Crosstabs query, a Find Duplicates query, or a Find Unmatched query may be created.
Query Design	Use this button to create a new blank query. The Show Table dialog box will display where a table or tables may be selected for creating the query.
Forms Group	
Form	Click this button to create a form that contains all the fields from the selected table. A form is used to enter information into a table, one record at a time.
Form Design	Use this button to create a form in Design View. When this option is chosen all the fields that are to appear in the form must be added from the Fields list. The Form can be created using all the fields in the underlying table or selected fields can be added.
Blank Form	This button is used to create a form that does not contain any fields or data. A list of fields will appear on the right side of the form. Fields can be moved into the form by clicking on the field and dragging it into the form.
Form Wizard	This button is used to create simple, customized forms. A new window appears for each step in the process.

Group/Buttons	Description
Navigation	To create a form that allows users to browse to other forms and reports, select this option.
More Forms	To create other types of forms such as Multiple Items Forms, Split Forms, PivotTable Forms, PivotChart Forms, or Datasheet Forms click this button.
Report Group	
Report	To create an instant report, click this button. Once the report has been created, Layout View and Design View can be used to change the report.
Report Design	Click this button to create a report in Design View. When a report is created in this view, advanced design changes can be made to the report, such as adding custom control types.
Blank Report	To create a report without any fields specified, click this button. Once the report has been created, fields can be inserted.
Report Wizard	Use this button to launch the Report Wizard. This wizard is used to create customized reports. It provides a step-by-step process for creating the report.
Labels	This button is used to launch the Label Wizard where standard or customized labels may be created.
Macros & Code	
Macro	This button is used to insert macros or other code into the database. Macros can be used to add logic to the database, to automate repetitive tasks, and create more usable interfaces.
Module	Modules are objects that can be used to add functionality to a database. They are written in the Visual Basic Programming language. They are a collection of declarations, statements, and procedures that are stored together as a unit. They contain general procedures that aren't associated with any other object.
Class Module	These modules are attached to forms or reports. They usually contain procedures that are specific to the form or report to which they are attached.
Visual Basic	Use this button to open the Visual Basic Editor.