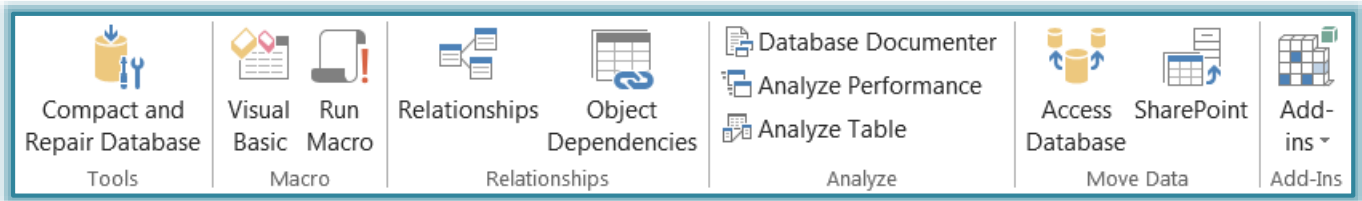


## ACCESS-DATABASE TOOLS RIBBON

This tab is used to perform some of the more advanced tasks in Access such as establishing relationships, compacting and repairing a database, and working with the SQL server. The table below describes each of the groups and buttons for this tab.



Group/Button	Description
<b>Tools Group</b>	
<b>Compact and Repair Database</b>	When the user has trouble opening or editing a database, this button is used to repair the database. It is also used to compact the database to optimize the size.
<b>Macro Group</b>	
<b>Visual Basic</b>	Click this button to open the Visual Basic Editor. This is a tool used to create, modify, and maintain Visual Basic for Applications (VBA) procedures and modules.
<b>Run Macro</b>	Use this button to run a macro in Access. A macro is a program that performs steps in a program with one or two keystrokes. An example of a macro would be using CTRL + S to save a database object.
<b>Relationships Group</b>	
<b>Relationships</b>	This option is used to establish how tables in the database are related. These relationships are usually established through the use of ID fields. The two fields in the related tables that are used to establish the relationship must match.
<b>Object Dependencies</b>	Click this button to show objects in the database that use the selected object such as a query that depend on a specific table or tables that depend on other tables.
<b>Analyze Group</b>	
<b>Database Documenter</b>	Click this button to display a detailed report of the objects within the database. It is possible to include all the objects in the table or only selected objects.
<b>Analyze Performance</b>	This button is used to analyze each object in a database. A list of modifications that can be made to the database to optimize the performance will display.
<b>Analyze Table</b>	Click this button to analyze the design of a database. A wizard will appear that walks the user through the steps of restructuring the database.

Group/Button	Description
<b>Move Data Group</b>	
<b>Access Database</b>	This button is used to split a database into two files; one containing the tables and one containing the queries, forms, and reports.
<b>SharePoint</b>	Click this button to move the tables to a SharePoint list and create links to those tables in the database.
<b>Add-Ins Group</b>	
<b>Add-Ins</b>	These are installed functionality that adds custom commands and new features to Microsoft Office programs. They can be for various kinds of new or updated features that help to increase productivity. Several add-ins are installed and registered in Access when the program is installed. By default, these add-ins run without notification.