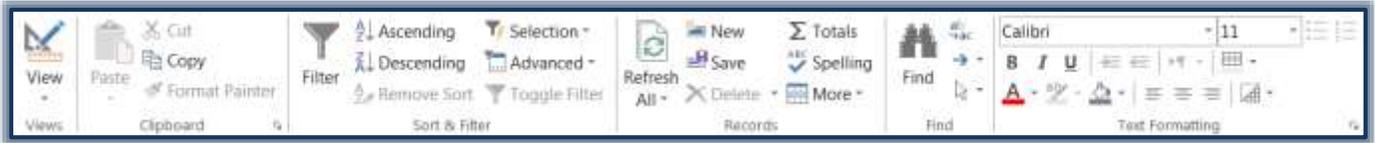# Access Ribbon – Home Tab

The Home Tab is used to perform common Access tasks such as changing views when working with Tables, Reports, Queries, and Forms. It is also possible to change Font attributes, save records, add new records, delete records, sort and filter records, check spelling, and find and/or replace data in a record. Each tab contains groups of commands with buttons for performing a particular task. The table below lists and describes each of the groups and items on the Home Tab.

Group/Button	Description
Views Group	
View	Click the list arrow for this button to select from four different views while working with the table. For information on the views available for each object in an Access database, see the **Access Object Views** document on the **Access 2013 Training Web Page**.
Clipboard Group	
Paste	This button is used to add information to the table after it has been either copied or removed from a cell in the table.
Cut	To remove information from a cell and store it on the clipboard for placement in another cell, click this button.
Copy	Use this button to make a copy of information in a cell and place it on the clipboard. The information can then be inserted into another area in Access or another Office program.
Format Painter	This button is used to copy formatting from one area and apply it to another one.
Clipboard Task Pane Launcher	Click this button to open the Office Clipboard Task Pane. This Task Pane can be used to store up to 24 items on the clipboard and then paste them into another area of the database or into another Office document.
Sort and Filter Group	
Filter	Click this button to open the Filter menu. In this menu it is possible to specify criteria for displaying records in a table.
Ascending	To sort records in ascending (A-Z, 0-100) order, click this button.
Descending	Use this button to sort records in descending (Z-A, 100-0) order.
Remove Sort	This button is used to clear the sort order that was applied to a table with the Ascending and Descending buttons.
Selection	To select records that meet specified criteria in a table field, click this button. A list of entries in the field will display. Click the item in the list to display the record(s) that match that criterion.
Advanced	Use this button to open the Advanced Filter menu. This menu is used to specify more advanced filtering options.
Toggle Filter	After criteria have been specified for a filter, this button is used to display the filtered records and all the records in a table.

Group/Button	Description
Records Group	
Refresh All	Click this button to refresh records when in Datasheet View or in a Form.
New	To create a new record in Datasheet View or in a Form, click this button.
Save	This button is used to save a record when in Datasheet View or in a form.
Delete	When a record needs to be removed from a table, click this button. A message will appear warning that the record will be permanently deleted. When records are deleted from the database, they cannot be retrieved.
Totals	Use this button to insert a Total row into a table when in Datasheet View.
Spelling	This button is used to spell check the entries in a table. The Spelling dialog box will display when an error is located.
More	When changes to the attributes such as hiding or freezing columns in a table need to be made, click this button. This button is only available in Datasheet View.
Find Group	
Find	To locate a record meeting specified criterion, click this button. The Find and Replace dialog box will display where the criterion can be specified.
Replace	Use this button to locate data in an Access table and replace it with new data. The Find and Replace dialog box will display. This is the area where the criterion can be specified.
Go To	This button is used to move to the First, Previous, Next, Last, or New record in a table. A list of choices will appear.
Select	To select the record where the insertion point is located or All records in a table, click this button.
Text Formatting Group	
Font Type	To select a different font type for a table or report, click the list arrow for this option. A gallery of different font types will appear.
Font Size	Click the list arrow for this option to select a different font size.
Bullets	This field is used to start a bulleted list in a Long Text Field. This feature is only available when a Long Text field type is used. The Long Text field must be changed to rich text format.
Numbering	To start a number list in a Long Text Field, click this button. This feature is only available when a Long Text field type is used. The Long Text field must be changed to rich text format.
Bold	When working with reports or forms, this button is used to apply bold formatting to an item.
Italics	Use this button to italicize items in a report or form.
Underline	This button is used to underline items in a report or form.

Group/Button	Description
Left-to-Right Text Direction	Use this option to allow users to add text from right-to-left or left-to-right. This feature is only available when a Long Text field type is used. The Long Text field must be changed to rich text format.
Alternate Row Color	This button is used to add a background to alternate rows in a table.
Increase List Level	This button is used to move the bullet level in one level when working with Access objects. This feature is only available when a Long Text field type is used. The Long Text field must be changed to rich text format.
Decrease List Level	When working with lists in Access objects, this button is used to move the bullet in one level. This feature is only available when a Long Text field type is used. The Long Text field must be changed to rich text format.
Font Color	Click this button to change the color of an item in a form or report.
Text Highlight Color	Use this button to make text in a Long Text field look like it was highlighted with a highlighter pen. This feature is only available when a Long Text field type is used. The Long Text field must be changed to rich text format.
Background Color	To change the background color when working with a table, click this button.
Left Align	This button is used to align items in a table, report, or form to the left.
Center Align	Use this button to center items in a table, report, or form.
Right Align	To align items to the right in a table, report, or form, click this button.
Gridlines	Use this button to display gridlines when working with a table. The options are **Gridlines: Both**, **Gridlines: Vertical**, **Gridlines: Horizontal**, and **Gridlines: None**.
Datasheet Formatting Dialog Box Launcher	To open the Datasheet Formatting dialog box, click this button. This dialog box is used to add different effects to the datasheet such as Cell Effects or Border and Line Styles.