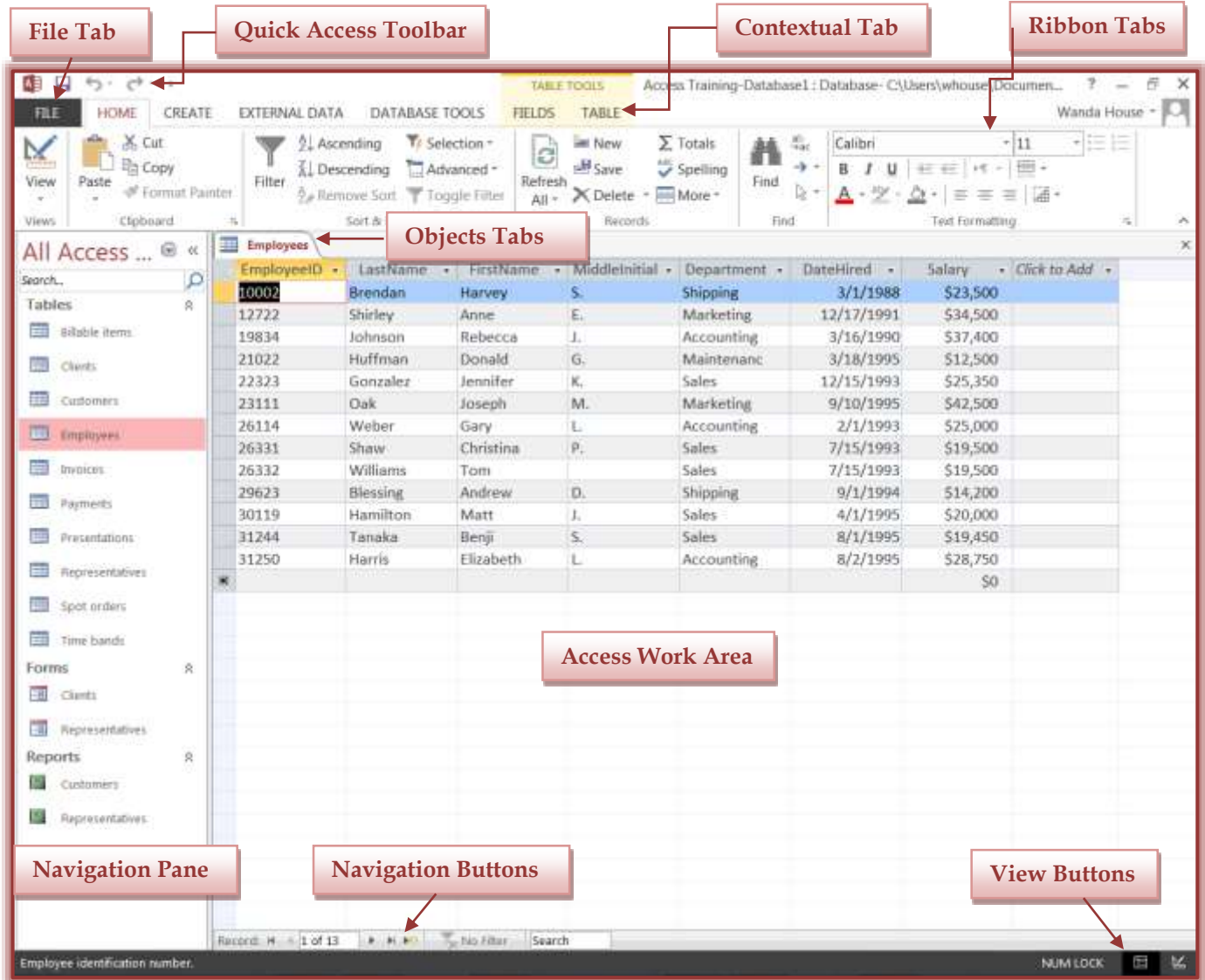


Access Window

This window consists of a number of components to make working in Access easier and more efficient. These components consist of the Navigation Pane, Access work area, Ribbon, Mini Toolbar, shortcut menus, Quick Access Toolbar, and File Tab (Backstage View). Some of these features like the Ribbon, Quick Access Toolbar, and File Tab are common to all Microsoft Office programs. Others, such as the Navigation Pane, are unique to Access.



The table below lists and describes each of the items in the Access window.

Item	Description
File Tab	When this tab is clicked, Backstage View will display. This view is used when creating new databases and for sharing, saving and printing database objects. It can also be used to change Access program options.
Quick Access Toolbar	This toolbar is located by default at the top of the window. It is used to access frequently used commands.
Ribbon	The ribbon is the control center for managing and working with Access objects.

Item	Description
Ribbon Tabs	Click each of these tabs to move from one set of commands to another in the Access Work Area.
Contextual Tabs	These tabs are displayed when an object is selected in Access. The groups and buttons for each tab pertain to working with the object that has been selected.
Navigation Pane	This pane contains a list of all the objects in the database. The objects on the Navigation Pane can be displayed in different ways such as by Tables and Related Views, Created Date, or Modified Date.
Navigation Buttons	Click each of these buttons to move from record to record in a table or form. Type a number in the record number box to move to a specific record.
Object Tabs	These tabs will appear at the top of the Access Work Area when a table, query, form, or report is open. When objects from older versions of Access are opened, these tabs may not be available.
Access Work Area	This is the area where tables, forms, reports, and queries are displayed.
View Buttons	These buttons are located in the lower right corner of the database window. They are used to display the selected object in different views, such as Design View or Layout View. The available buttons change depending on which object is being viewed.