



Microsoft® Access 2010



Access is a tool for creating and managing databases – collections of related records structured in an easily accessible format such as a table, form, or report. You can use Access databases to store, organize, analyze, and retrieve data. The Ribbon in Access 2010 is now completely customizable, and you'll find a number of improvements to both the layout and application of database creation

tools, all conveniently stored on the **Create** tab. Many features introduced in 2007 have also been enhanced, including Conditional Formatting, Calculated Fields, Split Forms, and Filters.

File button. See *Using the Backstage View*, below.

Tabbed objects.

AutoFilters. See *Editing, Entering and Filtering Data*, page 2.

Navigation Pane. See *Using the Navigation Pane*, page 6.

Totals row. See *To calculate totals in a table or query*, page 5.

The Ribbon. See *Using the Ribbon*, below.

Help button. Click to open Microsoft Online Help.

Object Dependencies pane. See *Displaying Object Discrepancies*, page 6.

View selector.

★ Using the Backstage View

The Backstage View replaces the File menu and Office Button from previous versions of Microsoft Office. You can access common commands such as **Open**, **Save**, and **Print** here.

To save a database: press CTRL+S, or click **File** ► **Save**. If needed, type a file name, choose a location to save the file to, and click **Save**.

To open a database: press CTRL+O, or click **File** ► **Open**. Select the database and click **Open**, or click the arrow **Open** for a menu of options (e.g. **Open Read-Only**).

To print a database: press CTRL+P, or click **File** ► **Print**. Set printing options using the drop-down menus, then click the **Print** button.

To access program preferences: click **File**, then click **Options**.

Using the Ribbon

The Ribbon contains common commands and tasks used to make changes in Access, grouped in context-sensitive tabs.

★ **To fully customize the Ribbon:** right-click anywhere on the Ribbon and choose **Customize the Ribbon**.

Using the Quick Access Toolbar

To add a command to the Quick Access Toolbar: right-click the command icon on the Ribbon and choose **Add to Quick Access Toolbar**.

To customize the Quick Access Toolbar: right-click anywhere on the Ribbon and choose **Customize Quick Access Toolbar**.

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