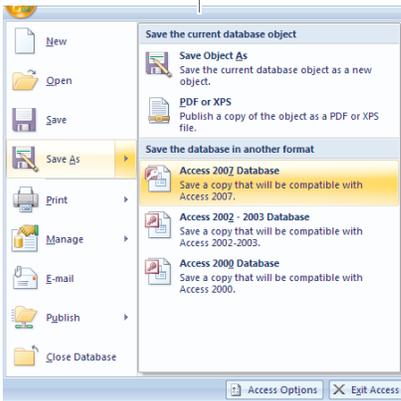


# Microsoft® Office Access 2007 Quick Reference

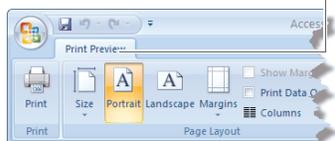


## Microsoft Office Access 2007 Interface

**Microsoft Office Button** - Opens the menu as shown, which contains commands commonly used to manage databases. The illustration below shows the Save As command highlighted with its submenu items displayed. It also shows the different file formats in which a database or database object may be saved.



**Program tabs** - Will appear in place of the standard Ribbon tabs when a different view or mode is activated, e.g., Print Preview.



**Contextual tabs** - Will appear (in addition to the standard tabs) containing tools that may be used when a particular view is used, e.g., Design view.



### Using the Ribbon

When using the mouse with the Ribbon, it is a straightforward point-and-click action. If desired, you may use the keyboard to select Ribbon items.

#### ■ Selecting Ribbon Commands Using the Keyboard

1. Press the **ALT** key.
2. Press the desired letter or number associated with the desired tab or command, e.g., press **N** to select the **Insert** tab.
3. If required, press the indicated key(s) again to select a command.
  - Press **ESC** to back up or cancel the keyboard selection of commands.



#### ■ Minimizing and Restoring the Ribbon

1. Click the **Customize Quick Access Toolbar** button.
2. Select/deselect **Minimize the Ribbon** to minimize/restore the Ribbon.
 

**Note:** While the Ribbon is minimized, tab names are still visible, but groups are hidden.

- OR -

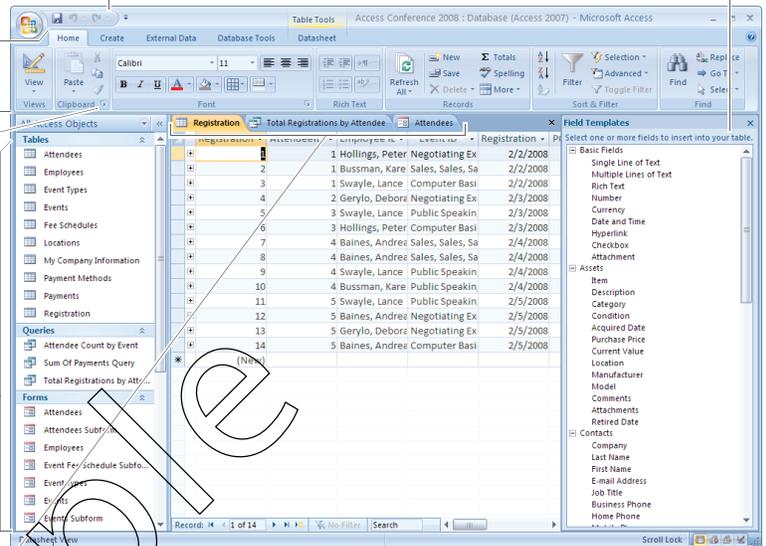
**Quick Access Toolbar** - Used to allow quick access to button commands you use often. Click the to change behavioral properties and customize the Quick Access Toolbar by adding and removing button commands.

**Ribbon** - Used as the primary means of navigation in Access 2007, the Ribbon is organized into three levels: tabs (e.g., **Create**), and groups which contain buttons or menu commands (e.g., **Labels**) used to perform tasks.

**Dialog Box Launcher** - Used to open the dialog box or task pane associated with the group. Click this button to provide additional commands if required.

**Navigation Pane** - Used to open, manage, and navigate between all database objects. For easier and more organized navigation, the Navigation Pane can filter the display by object type or by custom category groups.

**Object Tabs** - Can be used to quickly and easily navigate between open objects at a glance, or open/close multiple objects at a time.



**Status bar** - Displays various status and mode indicators, e.g., the current view or Scroll Lock.

**Task Panes** - The task panes (such as the **Fields List** and **Field Templates** task panes) allow easy access to a vertical list of often-used commands or components specific to the current view.

**View buttons** - Click the appropriate button to select the desired view: **Normal**, **Page Layout**, or **Page Break Preview**.

**Record Navigation Buttons** - Used when displaying **Tables**, **Queries**, and **Forms** to navigate between records, create new records, filter, and search.



### Using the Ribbon... cont'd

Press **CTRL+F1** to minimize/restore the Ribbon.

-- OR --

1. Double-click the active Ribbon tab to minimize the Ribbon, and double-click any tab to restore it.
 

**Note:** To temporarily restore the minimized Ribbon, click a tab and select a command. As soon as the action is performed, the Ribbon will return to being minimized.

### Useful Keyboard Shortcuts

<b>F11</b>	Hides/unhides the Navigation Pane.
<b>CTRL+F6</b>	Moves forward to the next open object.
<b>CTRL+SHIFT+F6</b>	Moves backward to the next open object.
<b>CTRL+N</b>	Creates a new database, opening the Getting Started with Microsoft Access window.
<b>CTRL+O</b>	Opens an existing database.
<b>CTRL+P</b>	Opens the Print dialog box to print the selected object.
<b>F12</b>	Opens the Save As dialog box to save a copy of an object under a new name.

### Useful Keyboard Shortcuts... cont'd

<b>CTRL+W</b>	Closes the active object.
<b>CTRL+,</b> <b>CTRL+.</b>	Allows you to move forward and backwards between the available views for the open object.
<b>ALT+F8</b>	Toggles the Field List pane (only in those views where it is available).
<b>CTRL+S</b>	Saves the current object.
<b>CTRL+Z</b>	Reverses the last text entry.
<b>F9</b>	Refreshes the contents of an open object.
<b>SHIFT+F9</b>	Requeries the related tables and refreshes the contents of an open object.

### Getting Started

#### ■ Starting and Exiting Microsoft Office Access 2007

1. Select **Start > All Programs > Microsoft Office > Microsoft Office Access 2007**.
  - To exit Access, click the **Microsoft Office Button** and select the **Exit Access** button.
  - OR -
  - Click the Access application **Close** button.