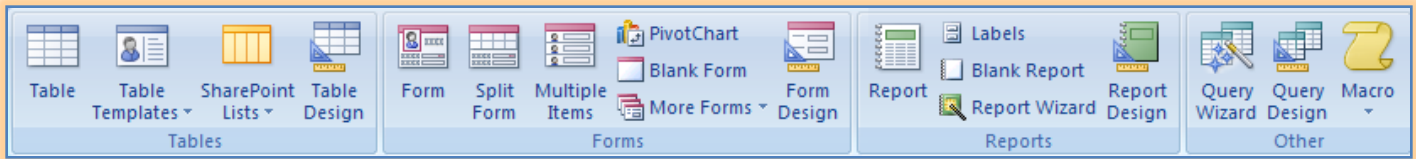


Access Ribbon-Create Tab

This ribbon replaces the menus and toolbars that were available in previous versions of Microsoft Office. Each tab contains groups of commands with buttons for performing a particular task. The Create Tab on the Access Ribbon is used to create Tables, Reports, Queries, and Forms. The table lists and describes each of the groups and items on the Create Tab.



Group/Buttons	Description
Tables Group	
Table	This button is used to create a new blank table. Fields can be defined directly in the table or by using Design View.
Table Templates	Use this button to create a table from a template. Access provides several common table types, such as Contacts, Issues, and Tasks
SharePoint Lists	To create a list on a SharePoint site and then create a table that links to that site, click this button.
Table Design	This button is used to create a table in Design View. It is possible to add fields, specify field size and type, indexing options, and other attributes for the table.
Forms Group	
Form	Click this button to create a form that contains all the fields from the selected table. A form is used to enter information into a table, one record at a time.
Split Form	To create a form where the table appears in Datasheet View at the top of the window and in form view at the bottom of the window, click this button.
Multiple Items	Use this button to create a form that displays multiple records in a Datasheet, with one record per row.
Pivot Chart	A Pivot Chart is used to display data from a table in different types of relationships. To create a Pivot Chart form, click this button.
Blank Form	This button is used to create a form that does not contain any fields or data. A list of fields will appear on the right side of the form. Fields can be moved into the form by clicking on the field and dragging it into the form.
More Forms	To display a list of additional form creation options, click this button. The different options are Form Wizard, Datasheet, Modal Dialog, and Pivot Table.
Form Design	Use this button to create a form in Design View. When this option is chosen all the fields for the form must be added to the form from the Fields list.
Report Group	
Report	To create an instant report, click this button. Once the report has been created, Design View can be used to change the report.

Group/Buttons	Description
Labels	This button is used to launch the Label Wizard where standard or customized labels may be created.
Blank Report	To create a report without any fields specified, click this button. Once the report has been created, fields can be inserted.
Report Wizard	Use this button to launch the Report Wizard. This wizard is used to create customized reports.
Report Design	Click this button to create a report in Design View. When a report is created in this view, advanced design changes can be made to the report, such as adding custom control types.
Other Group	
Query Wizard	To launch the Query Wizard, click this button. When this option is used, a Simple query, Crosstabs query, a Find Duplicates query, or a Find Unmatched query may be created.
Query Design	Use this button to create a new blank query. The Show Table dialog box will display where a table or tables may be selected for creating the query.
Macro	This button is used to insert macros or other code into the database.