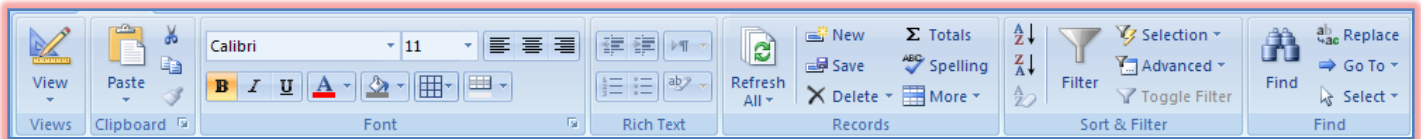


## Access Ribbon – Home Tab

The ribbon replaces the menus and toolbars that were available in previous versions of Microsoft Office. The Home Tab on the Access Ribbon 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 lists and describes each of the groups and items on the Home Tab.



Group/Button	Description
<b>Views Group</b>	
<b>View</b>	Click the list arrow for this button to select from four different views when working with the table. For information on the views available for each object in an Access database, see the <b>Access Object Views</b> document on the <b>Access 2007 Training Web Page</b> .
<b>Clipboard Group</b>	
<b>Paste</b>	This button is used to add information to the table after it has been either copied or removed from a cell in the table.
<b>Cut</b>	To remove information from a cell and store it on the clipboard for placement in another cell, click this button.
<b>Copy</b>	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 2007 program.
<b>Format Painter</b>	This button is used to copy formatting from one area and apply it to another one.
<b>Task Pane Launcher</b>	Click this button to open the Office Clipboard Task Pane.
<b>Font Group</b>	
<b>Font Type</b>	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.
<b>Font Size</b>	Click the list arrow for this option to select a different font size.
<b>Left Align</b>	This button is used to align items in a table, report, or form to the left.
<b>Center Align</b>	Use this button to center items in a table, report, or form.
<b>Right Align</b>	To align items to the right in a table, report, or form, click this button.
<b>Bold</b>	When working with reports or forms, this button is used to apply bold formatting to an item.
<b>Italics</b>	Use this button to italicize items in a report or form.
<b>Underline</b>	This button is used to underline items in a report or form.
<b>Font Color</b>	Click this button to change the color of an item in a form or report.
<b>Fill/Back Color</b>	To change the background color when working with a table, click this button.

<b>Group/Button</b>	<b>Description</b>
<b>Gridlines</b>	Use this button to display gridlines when working with a table. The options are Gridlines: Both, Gridlines: Vertical, Gridlines: Horizontal, and Gridlines: None.
<b>Alternate Fill/Back Color</b>	This button is used to add a background to alternate rows in a table.
<b>Dialog Box Launcher</b>	To open the Datasheet Formatting dialog box, click this button.
<b>Rich Text Group</b>	
<b>Decrease List Level</b>	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 Memo field type is used. The Memo Field must be changed to rich text format.
<b>Increase List Level</b>	This button is used to move the bullet level in one level when working with Access objects. This feature is only available when a Memo field type is used. The Memo Field must be changed to rich text format.
<b>Left-to-Right Text Direction</b>	Use this option to allow users to add text from right-to-left or left-to-right. This feature is only available when a Memo field type is used. The Memo Field must be changed to rich text format.
<b>Numbering</b>	To start a number list in a Memo Field, click this button. This feature is only available when a Memo field type is used. The Memo Field must be changed to rich text format.
<b>Bullets</b>	This field is used to start a bulleted list in a Memo Field. This feature is only available when a Memo field type is used. The Memo Field must be changed to rich text format.
<b>Text Highlight Color</b>	Use this button to make text in a Memo Field look like it was highlighted with a highlighter pen. This feature is only available when a Memo field type is used. The Memo Field must be changed to rich text format.
<b>Records Group</b>	
<b>Refresh All</b>	Click this button to refresh records when in Datasheet View or in a Form.
<b>New</b>	To create a new record in Datasheet View or in a Form, click this button.
<b>Save</b>	This button is used to save a record when in Datasheet View or in a form.
<b>Delete</b>	When a record needs to be removed from a table, click this button.
<b>Totals</b>	Use this button to insert a Total row into a table when in Datasheet View.
<b>Spelling</b>	This button is used to spell check the entries in a table. The Spelling dialog box will display when an error is located.
<b>More</b>	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.

Group/Button	Description
<b>Sort and Filter Group</b>	
<b>Ascending</b>	To sort records in ascending (A-Z, 0-100) order, click this button.
<b>Descending</b>	Use this button to sort records in descending (Z-A, 100-0) order.
<b>Clear All Sorts</b>	This button is used to clear the sort order that was applied to a table with the Ascending and Descending buttons.
<b>Filter</b>	Click this button to open the Filter menu. In this menu it is possible to specify criteria for displaying records in a table.
<b>Selection</b>	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.
<b>Advanced</b>	Use this button to open the Advanced Filter menu. This menu is used to specify more advanced filtering options.
<b>Toggle Filter</b>	After criteria have been specified for a filter, this button is used to display the filtered records and all the records in a table.
<b>Find Group</b>	
<b>Find</b>	To locate a record meeting specified criterion, click this button. The Find and Replace dialog box will display where the criterion can be specified.
<b>Replace</b>	Use this button to locate data in an Access table and replace it with new data. The Find and Replace dialog box will display where the criterion can be specified.
<b>Go To</b>	This button is used to move to the First, Previous, Next, Last, or New record in a table. A list of choices will appear.
<b>Select</b>	To select the record where the insertion point is located or All records in a table, click this button.