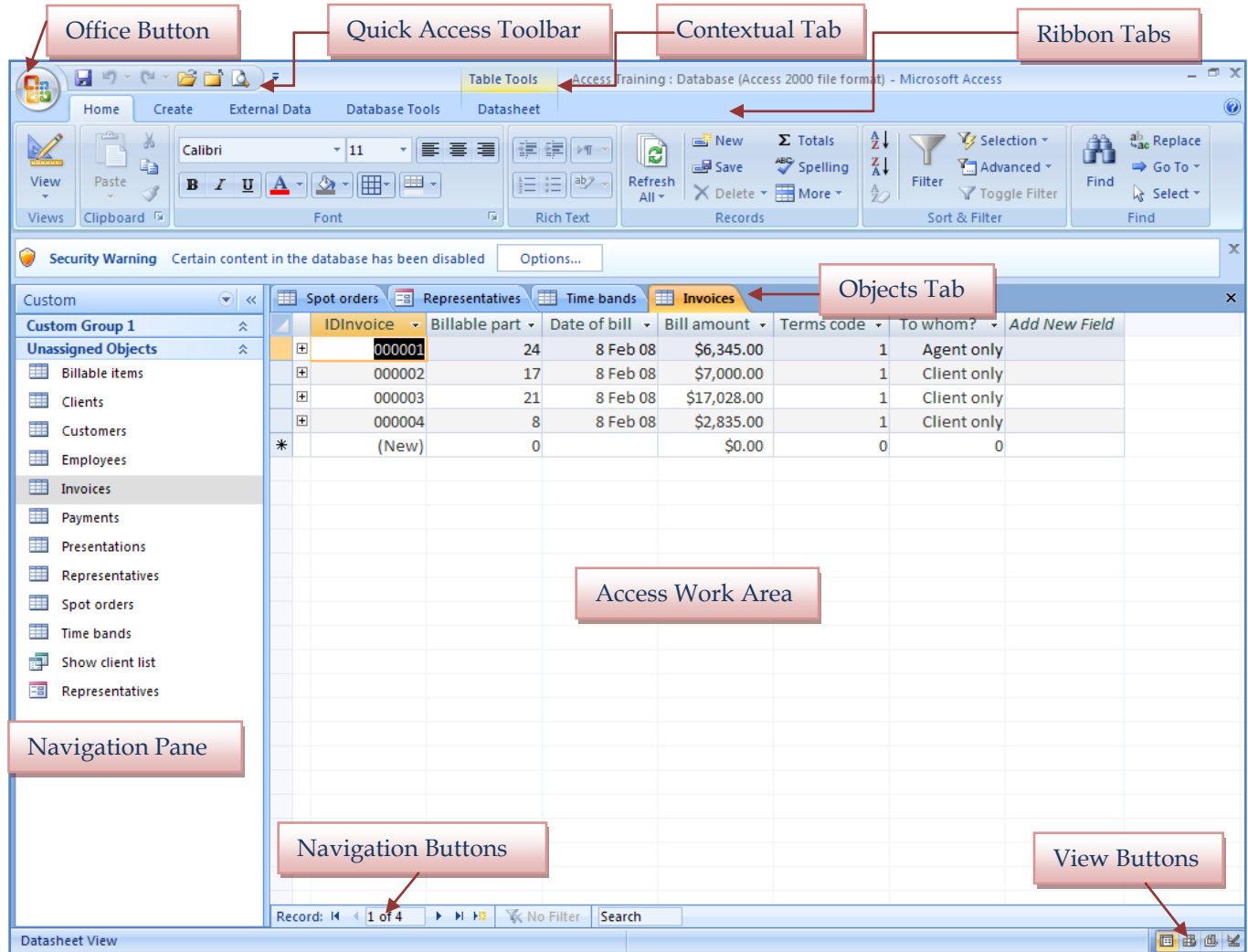


## Access Window

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 Office Button. Some of these features like the Ribbon, Quick Access Toolbar, and Office Button 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  |
|-----------------------------|--|
| <b>Office Button</b>        | This button is a central location for managing and sharing database objects. When the button is clicked, a list of commands will be displayed. |
| <b>Quick Access Toolbar</b> | This toolbar is located by default at the top of the window. It is used to access frequently used commands.                                    |
| <b>Ribbon</b>               | The ribbon is the control center for managing and working with Access objects.   |
| <b>Ribbon Tabs</b>          | Click each of these tabs to move from one object to another in the Access Work Area.   |

| Item                      | Description  |
|---------------------------|--|
| <b>Contextual Tabs</b>    | 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.  |
| <b>Navigation Pane</b>    | This pane contains a list of all the objects in the database   |
| <b>Navigation Buttons</b> | Click each of these buttons to move from record to record in a table or form.  |
| <b>Object Tabs</b>        | 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 in Access 2007, these tabs may not be available. |
| <b>Access Work Area</b>   | This is the area where tables, forms, reports, and queries are displayed.  |
| <b>View Buttons</b>       | 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.  |