

Office Button - Access

The Office Button is used to perform such tasks as opening and closing a document, printing a document, or saving a document. The purpose of this document is to explain each of the features within the Office Button.

Feature	Description
New	This feature is used to create a new blank database or to create a database using a template. When the link for this feature is clicked, the Getting Started with Microsoft Access window will display. The middle part of the window will display options for creating a blank database or for creating a database with a template.
Open	Click this link to open a previously created database. The Open dialog box will display. From this dialog box, it is possible to locate the database that is to be opened.
Save	To save a database, click this button. The Save As dialog box will appear the first time the database is saved.
Save As	When a new database is created it is automatically saved before any tables or other objects are created. When an object in a database needs to be renamed or saved in a different format, use this option. The database can also be saved in a different format using this option.
Print	Click this link to open the Print dialog box. To see additional Print options, move the mouse pointer over the Print feature. The options are Print (opens the Print dialog box), Quick Print (sends an object directly to the printer), or Print Preview (provides a preview of the object).
Manage	To compact and repair a database, choose this option. Under this option, it is also possible to backup the database and to change the database properties.
Email	This feature is used to send a database or object through an e-mail message. A list of different formats in which the database can be sent will display when the Email link is clicked.
Publish	To publish the open database object to the Web, click this button.
Close Database	Click this feature to close the currently open database.
Recent Documents	This feature is used to display the databases that were most recently opened in Access. When the database name is clicked, the database will open in the Access program.
Access Options	This feature is used to make changes to the overall format of the Access 2007 program.
Exit Access	To Exit from the Access 2007 program, click this button.