

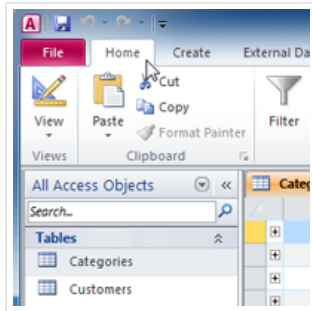
Access 2010

Getting Started in Access



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Introduction



Whenever you're learning a new program, it's important to familiarize yourself with the program window and the tools within it. Working with Access is no different. Knowing your way around the Access environment will make learning and using Access much easier.

In this lesson, you will familiarize yourself with the Access environment, including the **Ribbon**, **Backstage view**, **Navigation Pane**, **Document Tabs bar**, and **Record Navigation bar**. You will also learn how to navigate with a **navigation form**, if your database includes one.

Throughout this course, we will be using a sample database. If you would like to follow along, [download our example](#) and use it to follow the procedures demonstrated in this lesson. You will need to have Access 2010 installed on your computer in order to open the example.

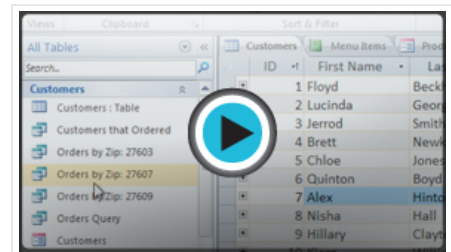
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Getting to know Access 2010

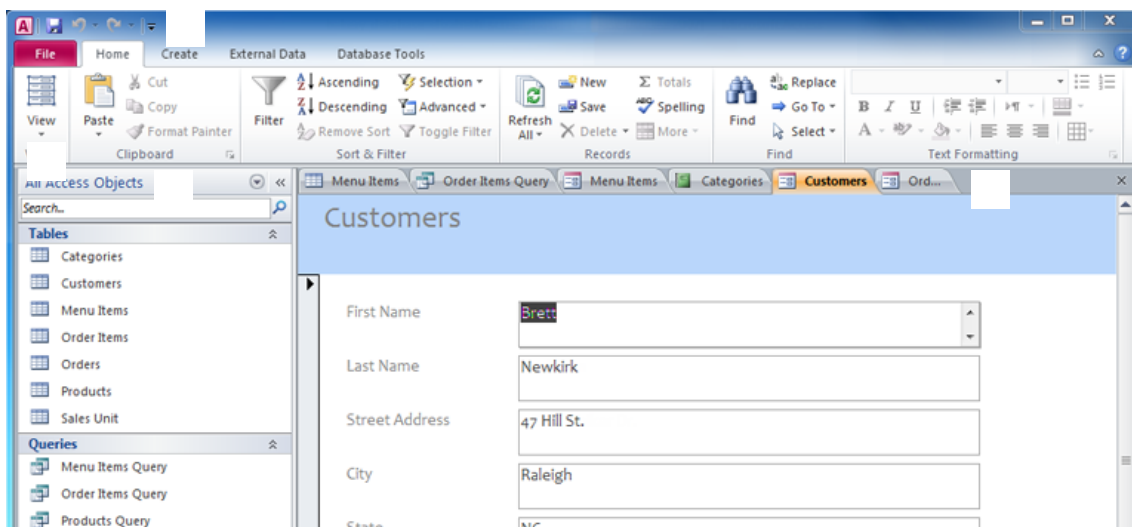
If you are familiar with Access 2007, you'll notice that there are not too many changes to the 2010 interface other than the addition of the **Backstage view**.

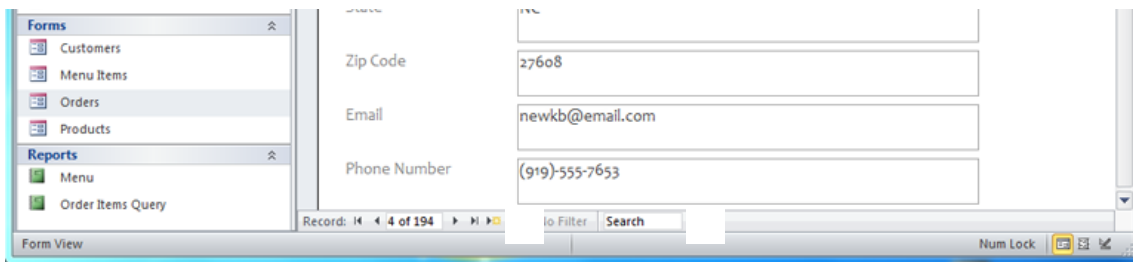
However, if you are new to Access, you will first need to take some time to familiarize yourself with the Access environment.

Video: Getting Around in Access 2010



Click the buttons in the interactive below to learn how to navigate the Access window.



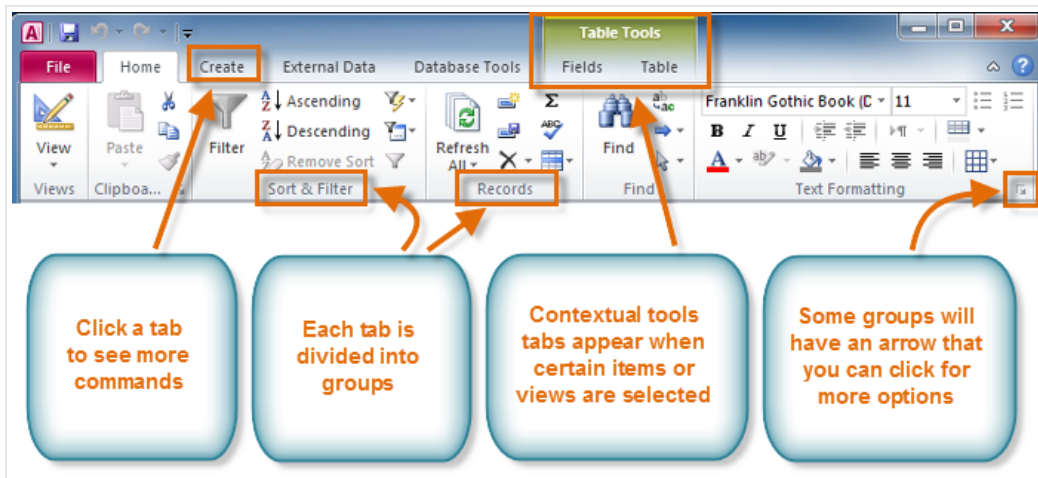


Working with your Access environment

The **Ribbon** and **Quick Access Toolbar** are where you will find the commands you will use to perform common tasks in Access. If you are familiar with Access 2007, you will find that the main difference in the Access 2010 Ribbon is that commands such as **Open** and **Print** are now housed in **Backstage view**.

The Ribbon

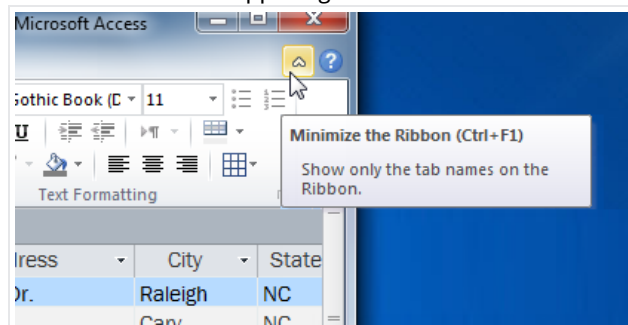
The Ribbon contains multiple **tabs**, each with several **groups** of commands. Some tabs, like **Form Layout Tools** or **Table Tools**, may appear only when you are working with certain objects like forms or tables. These tabs are called **contextual tabs**, and they are highlighted in a contrasting color to distinguish them from normal tabs.



To minimize and maximize the Ribbon:

The Ribbon is designed to be easy to use and responsive to your current task, but if you feel that it's taking up too much of your screen space you can **minimize** it.

1. Click the **arrow** in the upper-right corner of the Ribbon to minimize it.

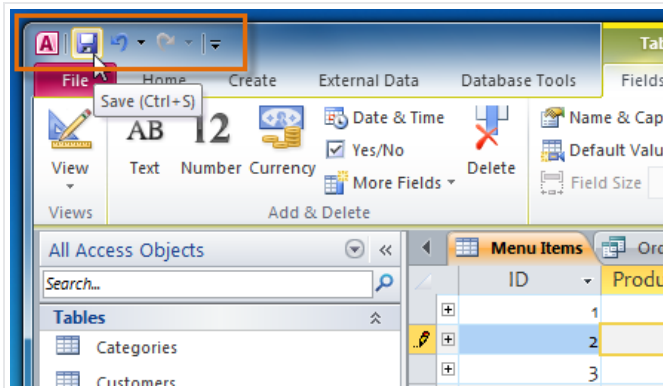


2. To maximize the Ribbon, click the arrow again.

When the Ribbon is minimized, you can make it reappear by clicking on a tab. However, the Ribbon will disappear again when you are not using it.

The Quick Access Toolbar

The **Quick Access Toolbar** is located above the Ribbon, and it lets you access common commands no matter which tab you are on. By default, it shows the **Save**, **Undo**, and **Repeat** commands. If you'd like, you can **customize** it by **adding additional commands**.



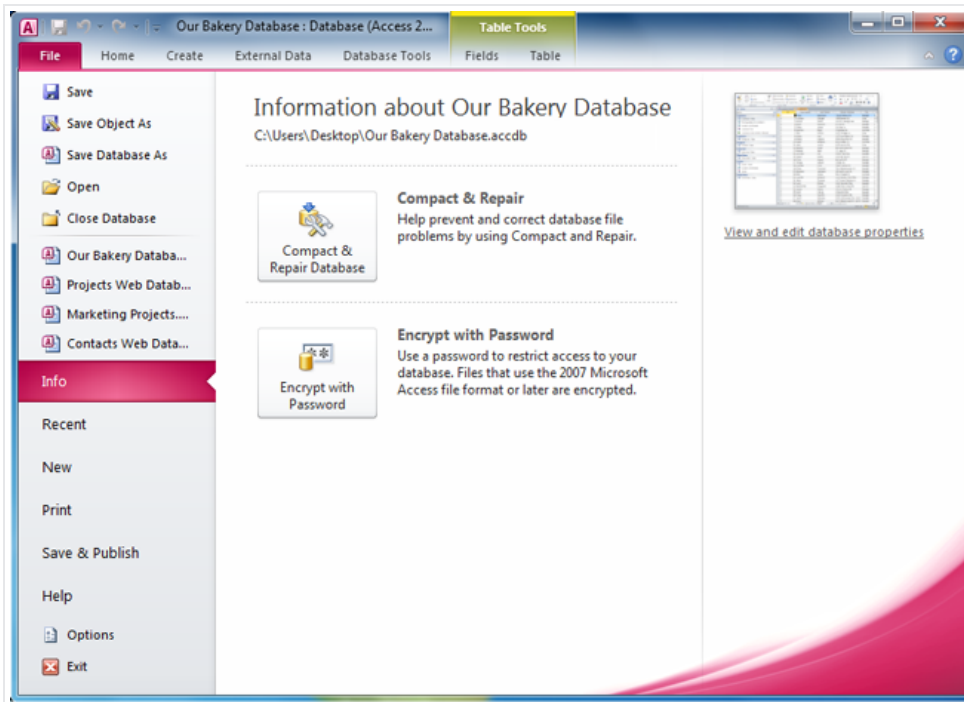
Note that the **Save** command only saves the current open object. In addition, the **Undo** command will not undo certain actions, like adding a record. Pay close attention to your information when using the **Undo** command to make sure it has the desired effect.

Backstage view

Backstage view gives you various options for opening, saving, printing, and viewing more information about your database. It is similar to the **Office Button Menu** from Access 2007 or the **File Menu** from earlier versions of Access. However, unlike those menus, it is a full-page view, which makes it easier to work with.

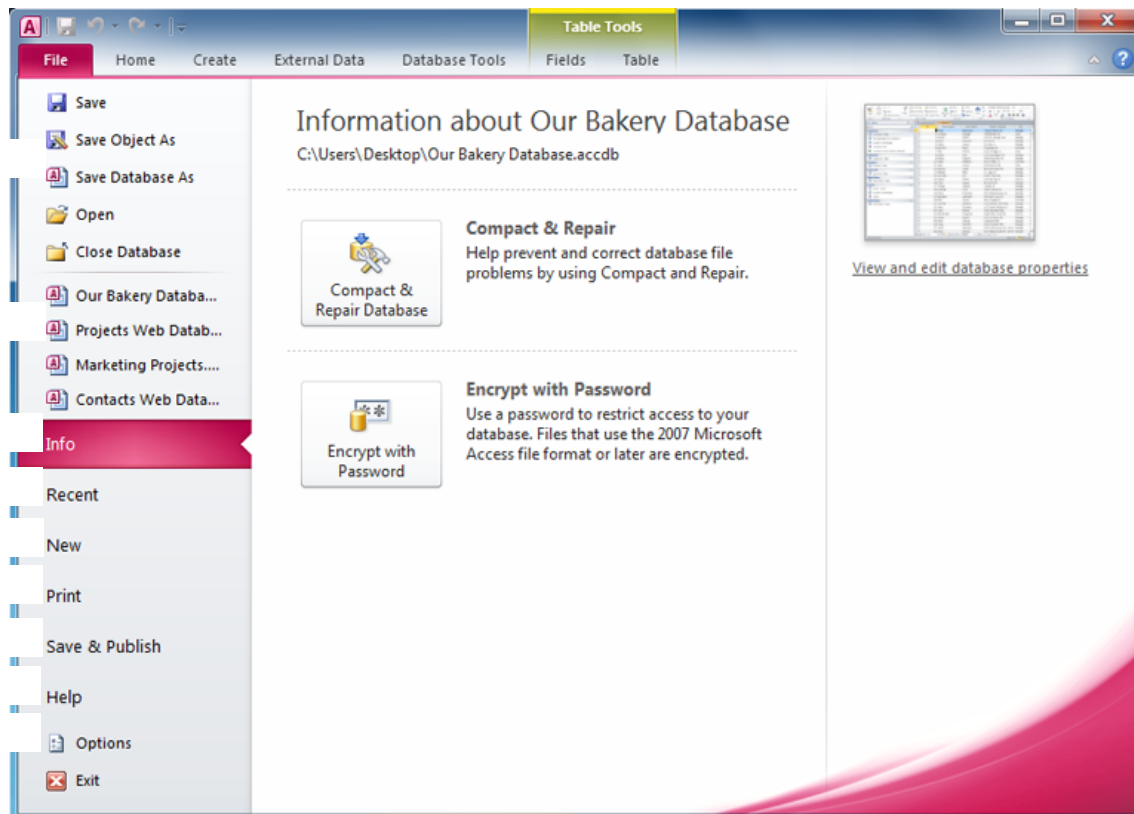
To get to Backstage view:

1. Click the **File** tab.



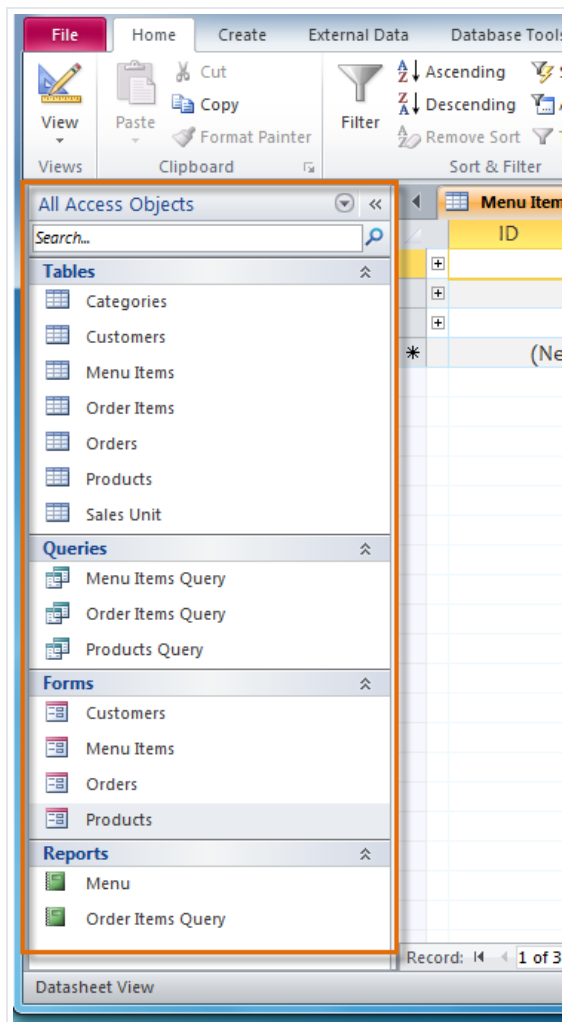
2. You can choose an option on the left side of the page.
3. To get back to your database objects, just click any tab on the Ribbon.

Click the buttons in the interactive below to learn about the different things you can do in Backstage view.



The Navigation Pane

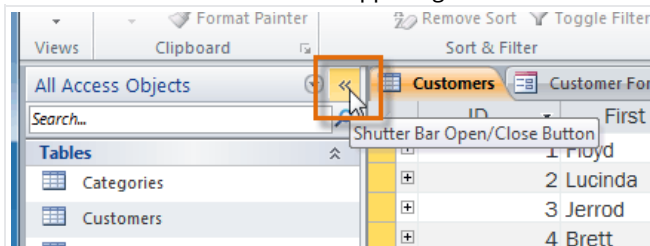
The **Navigation Pane** is a list containing every object in your database. For easier viewing, the objects are organized into groups by type. You can **open**, **rename**, and **delete** objects using the Navigation Pane.



To minimize and Maximize the Navigation Pane:

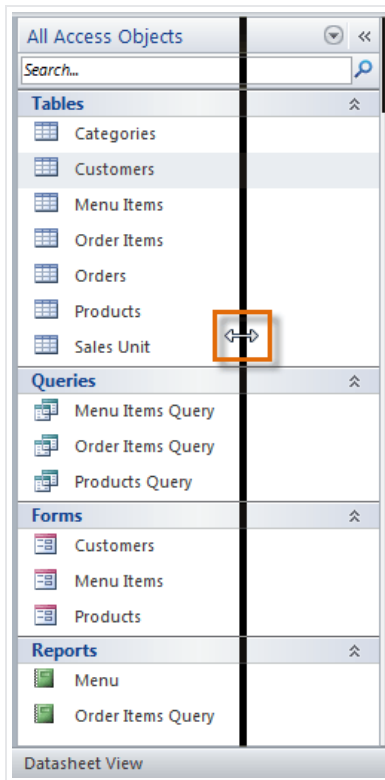
The Navigation Pane is designed to help you manage all of your objects, but if you feel that it takes up too much of your screen space you can **minimize** it.

1. Click the **double arrow** << in the upper-right corner of the Navigation Pane to minimize it.



2. To make the Navigation Pane visible again, click the **double arrow** >> to maximize it.

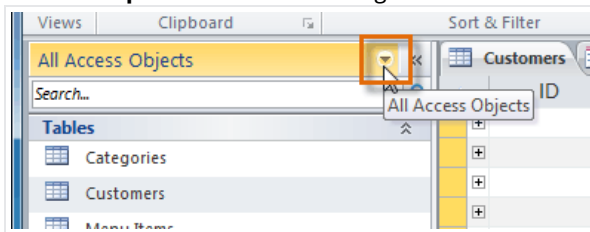
If you would like to make the Navigation Pane smaller without fully minimizing it, you can **resize** it. Simply **click** and **drag** the right border of the Navigation Pane. When it is the desired size, release your mouse.



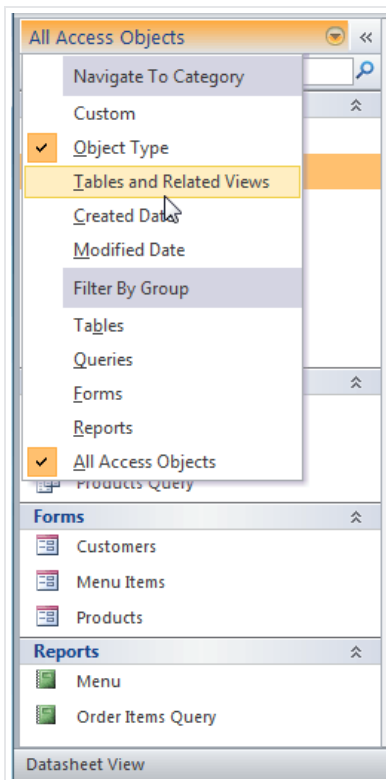
To sort objects in the Navigation Pane:

By default, your objects are sorted by type, with the tables in one group, the forms in another, and so on. However, if you wish, you can sort the objects in the Navigation Pane into groups of your choosing.

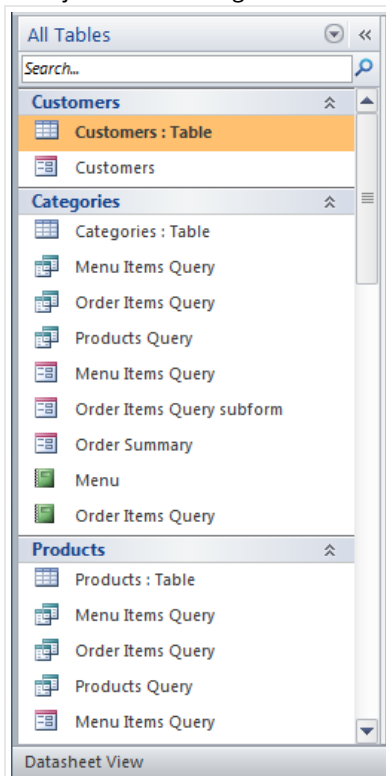
1. Click the **drop-down arrow** to the right of the words **All Access Objects**.





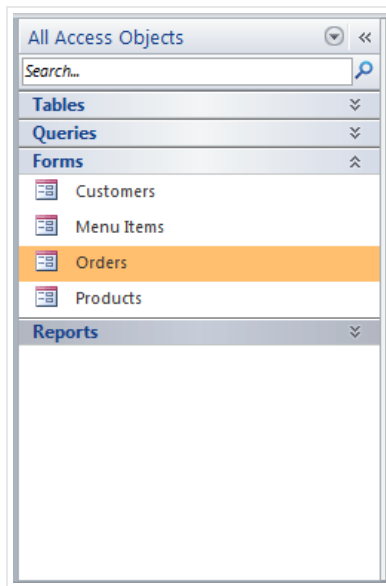
2. In the drop-down menu, select the desired sort.
 - Select **Custom** to create a custom group for sorting the objects. After applying the sort, simply drag the desired objects to the new group.
 - Select **Object Type** to group the objects by type. This is the default setting.
 - Select **Tables and Related Views** to group forms, queries, and reports together with the tables they refer to.
 - Select **Created Date** or **Modified Date** to sort the objects from most to least recently created or modified.



3. The objects in the Navigation Pane will now be sorted to reflect your choice.



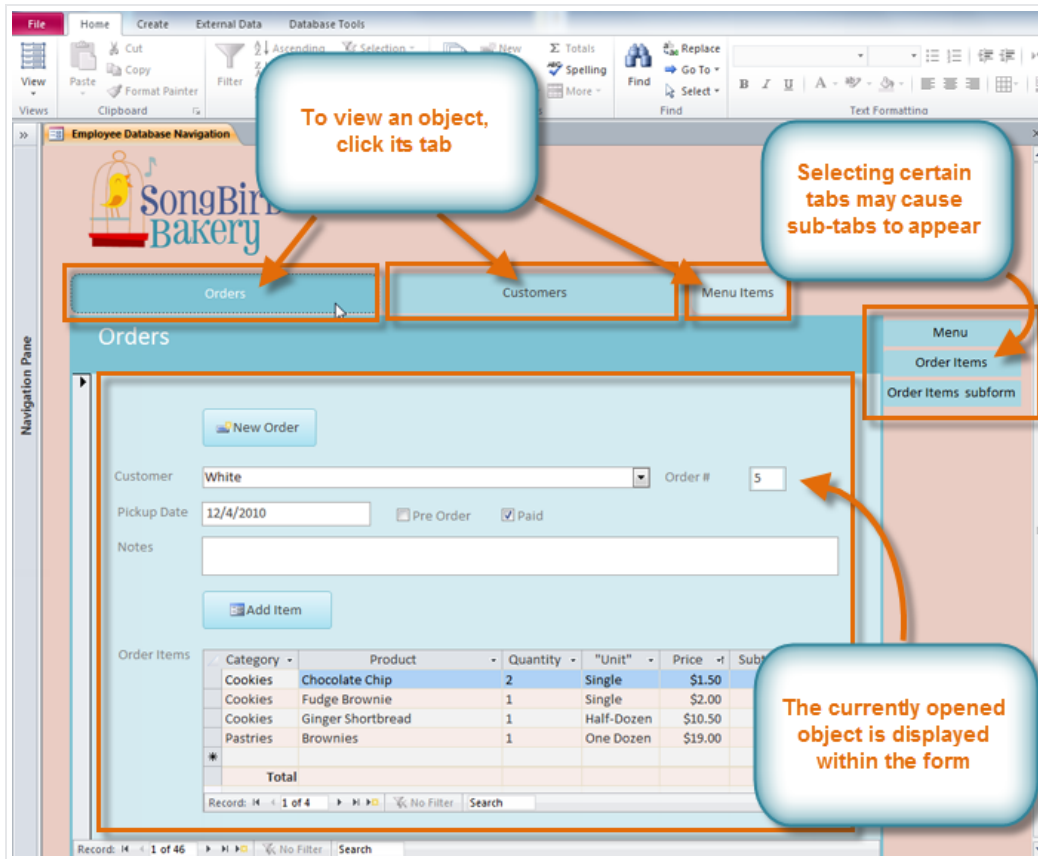
To further customize the appearance of the Navigation Pane, you can **minimize groups** of objects you don't want to see. Simply click the upward double arrow  next to the name of the group. To restore the group to its full size, click the downward double arrow .



Databases with navigation forms

Some databases include a **navigation form** that opens automatically when the database is opened. Navigation forms are designed to be a **user-friendly** replacement for the **Navigation Pane**. They contain **tabs** that allow you to view and work with common forms, queries, and reports. Having your frequently used objects available to you in one place lets you access them quickly and easily.

To **open** an object from a navigation form, simply click on its tab. The object will be displayed within the navigation form. Once an object is open, you can work with it as you normally would.



Generally, navigation forms include only the objects a typical user will need to work with fairly regularly, which is why your navigation form may not include every single form, query, or report. This makes it easier to navigate the database. By hiding tables and rarely used forms, queries, and reports, it also reduces the chance of the database being damaged by users accidentally editing or deleting necessary data.

For this reason, it's important to ask your database designer or administrator before you work with objects that are not available in your navigation form. Once you have the go-ahead, you can simply **maximize** the **Navigation Pane** and open the objects from there.

Challenge!

1. Open **Access 2010** on your computer. Open an existing database. If you would like, you can use our **sample database**.
2. Try **minimizing** and **maximizing** the Ribbon.
3. Click through all of the **tabs**, and notice how the Ribbon options change.
4. **Resize** the **Navigation Pane** to make it take up less room.
5. **Re-sort** the objects in the **Navigation Pane**.