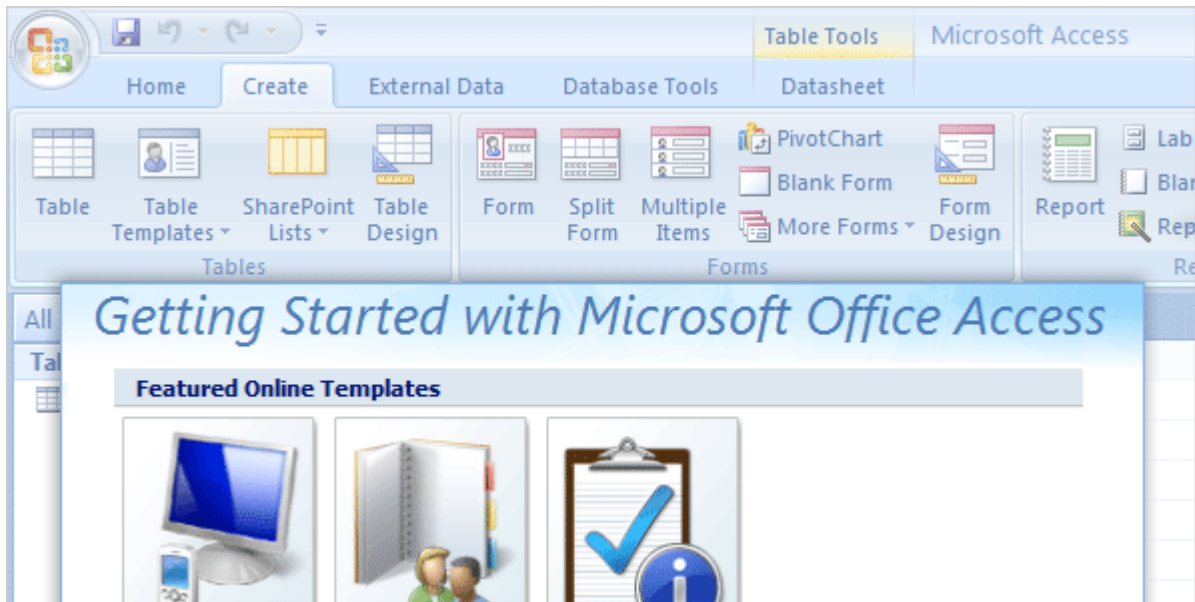
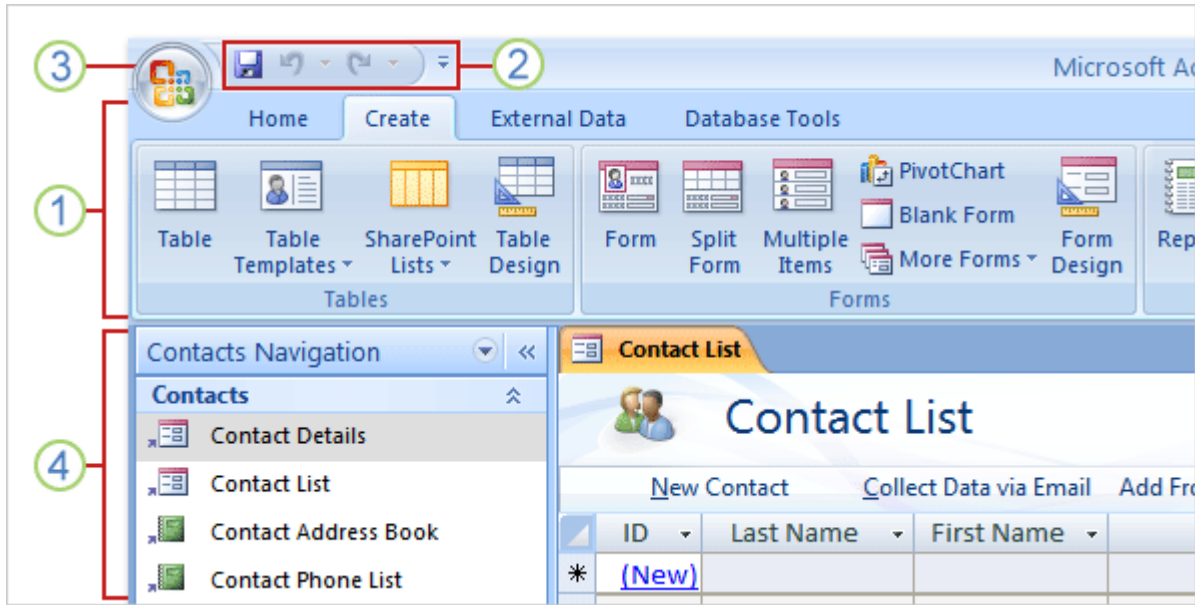


# Learning Microsoft Access 2007



Right from the start, Access 2007 is designed for ease and convenience. Clearly visible, functionally arranged, features and commands follow the logic of your work to make you more productive.

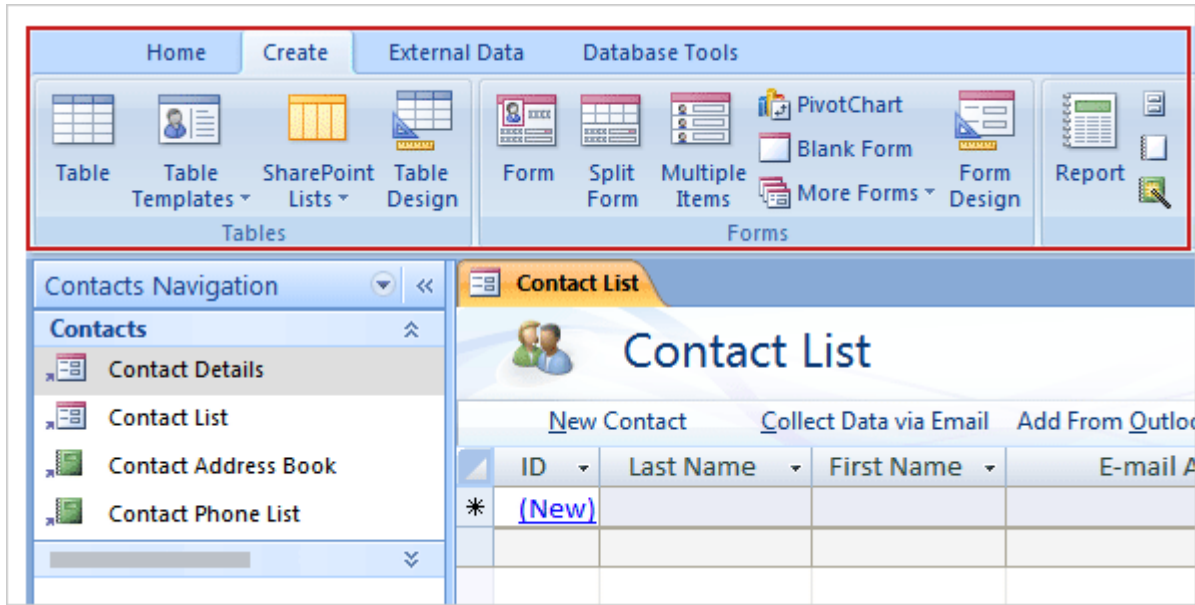
When you start Access 2007, you see the new Getting Started page. Here you'll find that this version of Access has already done a lot of your work for you. Categorized templates let you start your job in the middle. Templates are pre-built, task-focused databases that you can download and use right away. Pick, click — it's really quick. More about templates in the next lesson, but first some other big improvements.



When you create or open an Access 2007 database, here's what you see. These are your new friends, the keys to success with Access 2007. Take a minute and learn their names:

- 1 The Ribbon
- 2 The Quick Access Toolbar
- 3 The Microsoft Office Button
- 4 The Navigation Pane

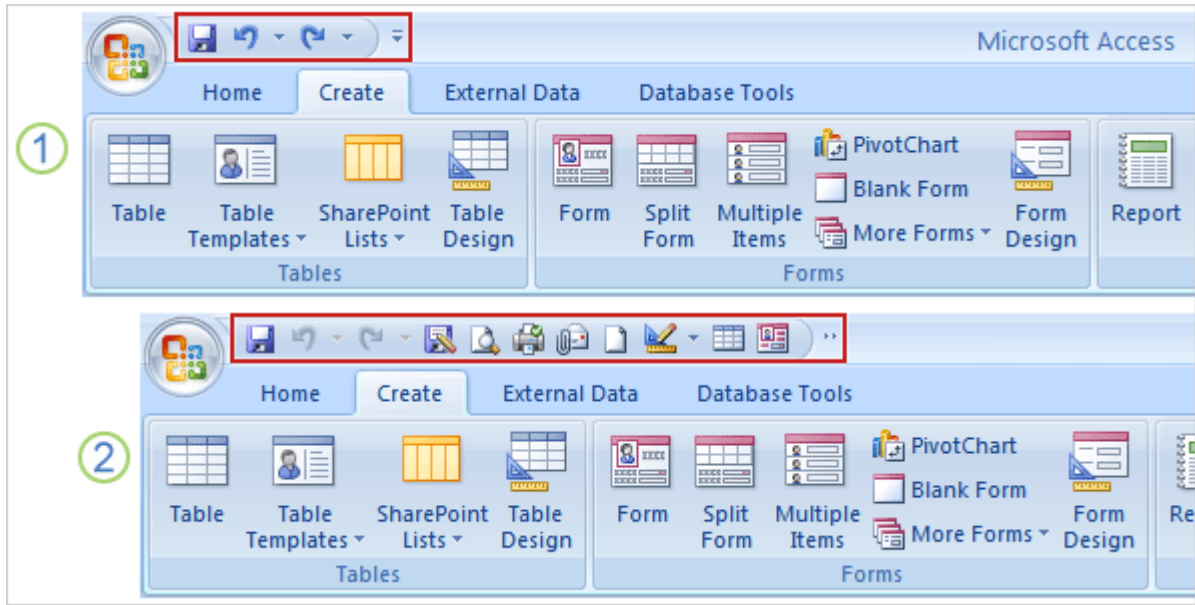
The Navigation Pane shows you just what's in the database you're using. Tables, forms, reports, queries — they're all visible here, handy while you work. And you do your work by using the Ribbon. That's next.



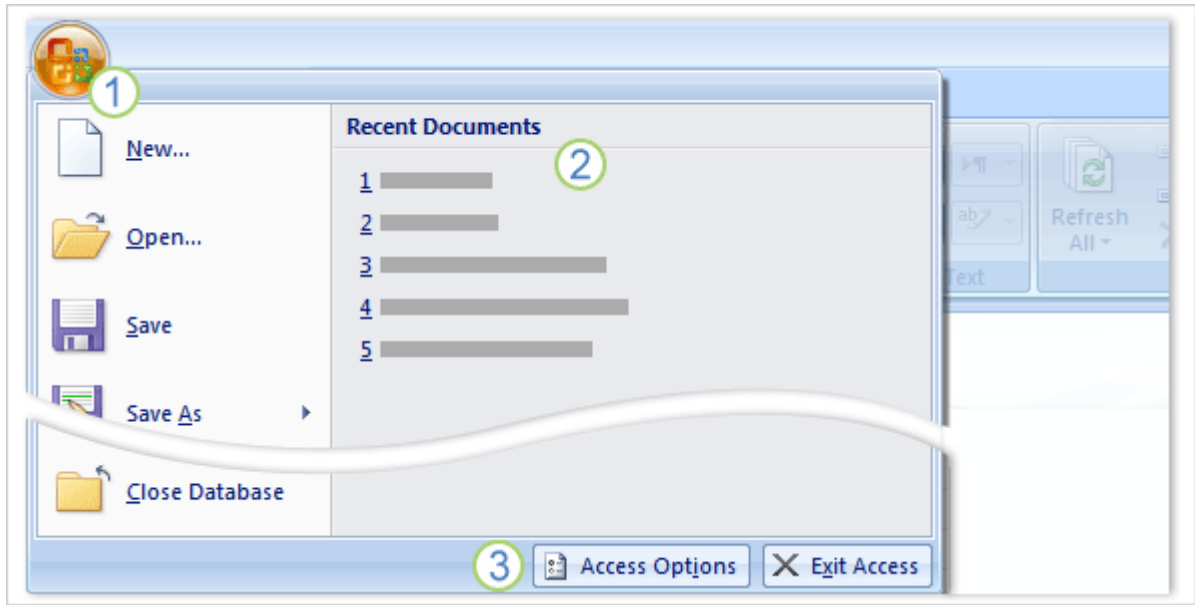
Much more than a new look, the Ribbon represents years of research on user experience. Designed with your work in mind, it puts the power of Access where you can see it at once, without hunting through the program. And it makes your work more efficient.

The Ribbon is organized around common activities. Each Ribbon **tab** contains the commands you need for that activity, gathered into logical **groups**. Here you see the **Tables** group and the **Forms** group on the **Create** tab.

Commands are easy to find, and they're easy to use. The Ribbon is your command center for working in Access 2007.



Everybody has favorite commands. Put yours on the Quick Access Toolbar, and they'll always be close at hand. Just right-click any command, and then click **Add to Quick Access Toolbar**. Whatever tab you're on, these commands stay right in reach.



Click the **Microsoft Office Button**  and you'll see:

- 1 A menu of basic commands for working with files.
- 2 A list of your recent documents.
- 3 A button that you click to view and select various program settings.

If this menu reminds you of the **File** menu in previous versions of Access, then you know what to look for here. You'll see the full menu in the practice, and that's next.