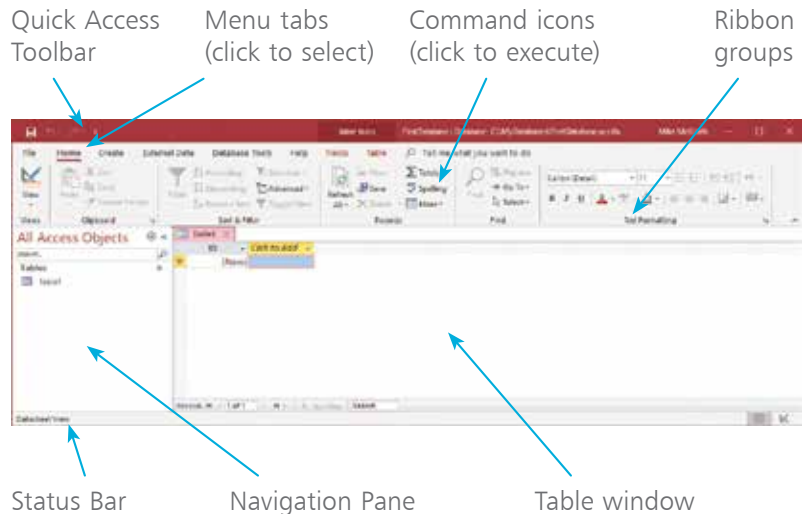


Exploring the user interface

The Access user interface comprises several components that allow you to work efficiently with databases. In common with other apps in the Microsoft Office suite there is a “Ribbon” that intelligently groups related command icons on several menu tabs. Below the Ribbon is a Navigation Pane, containing icons that represent objects within the current database, and a Table window in which to view and edit the database content. Additionally, there is an editable Quick Access Toolbar for commands you frequently use, and a Status Bar that provides useful information:



Press the **Alt** key to see keyboard shortcuts appear next to each Ribbon icon – press a shortcut key to activate the associated icon.



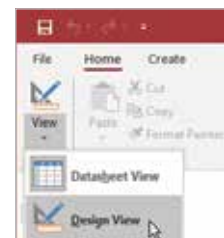
When you have a lot of windows open and space is at a premium you can close the Ribbon by double-clicking the tab that is currently selected – click any tab to reopen the Ribbon.

The Table window provides two possible views of the database:

- **Datasheet View** – displays the data within the database and allows you to enter and edit data, but does not allow you to change the format of the database.
- **Design View** – displays the format of the database and allows you to change the format of the database objects.

To choose the view of an opened Table:

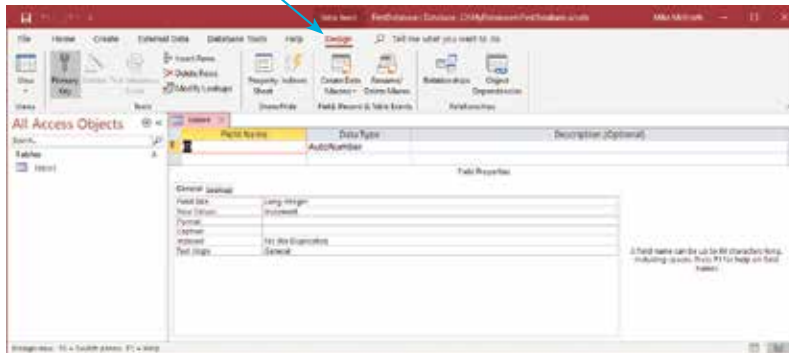
- 1 Select the **Home** tab
- 2 Click the **View** icon in the “Views” group, then choose a view option – for example, choose Design View



...cont'd

3

See Design View open in the Table window and notice that the **Design** tab has become automatically selected



When first switching to Design View, a dialog may appear allowing you to choose a table name – you can use the suggested name (“Table1”) or choose another name.

The Navigation Pane makes finding database objects such as Tables and Queries easier by filtering them according to their type, the date they were created, and their group:

1

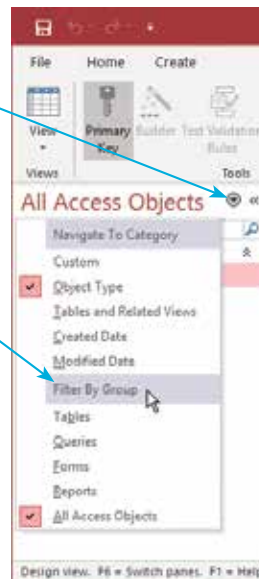
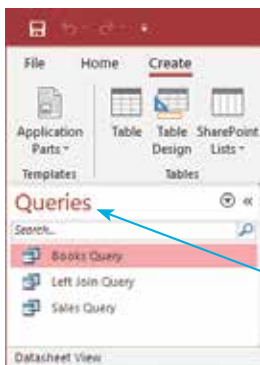
At the top of the **Navigation Pane**, click the arrow button

2

From the drop-down menu that appears, select a category by clicking the category name once – such as “Filter By Group”

3

If any object groups exist, you can further refine your filter by clicking once on a group name



Navigation Pane with the **Queries** database object type filter applied



The Navigation Pane displays all the database objects – **Tables** that store data, **Queries** that search data, **Reports** that explain data, and **Forms** for data entry.



You will add database objects as you construct an Access database. Select any object in the **Navigation Pane** to open it in the Table window for modification.