

Access 2010

The biggest change from Access 2003 to 2010 is the way you access tools. The use of the new ribbon puts the tools needed for basic tasks under related tabs.

The Ribbon

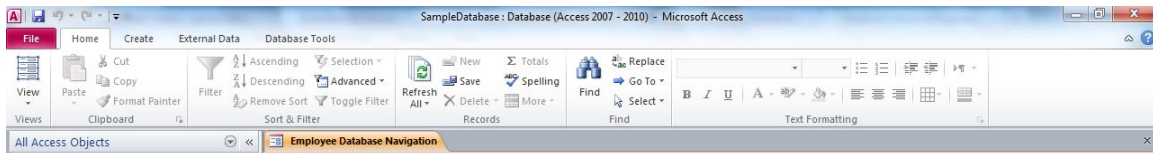
The Ribbon contains the set of commands for working in a document.

Quick Access Toolbar



The top left corner of the ribbon is home to the Quick Access Toolbar (QAT) which has the Save, Undo and Redo icons. You can customize the Quick Access Toolbar to hold any special commands that you use most often. These commands are always visible.

The Ribbon Tabs



Ribbon Groups

Each ribbon tab contains groups, which are sets of related commands. Click on any tab to display the available buttons and commands. In the example above, the "Home" tab's buttons and commands are visible.

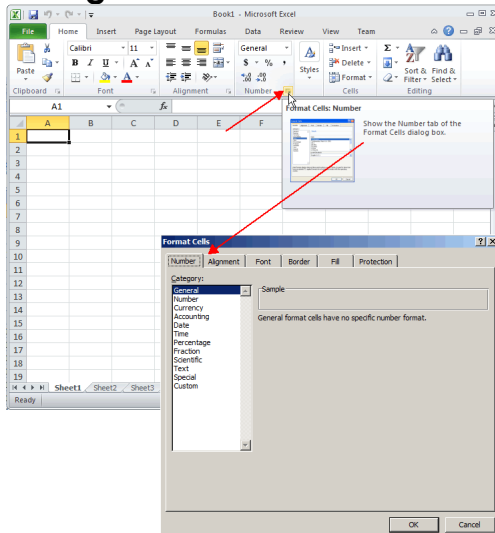
Where to Find Commands:

Access 2010	
Ribbon Name	Command Groups
Home	View, Clipboard, Sort & Filter, Find, Text Formatting
Create	Templates, Tables, Forms, Queries, Reports, Macros
External Data	Import, Export
Database Tools	Relationships, Compact & Repair

Hide the Ribbon

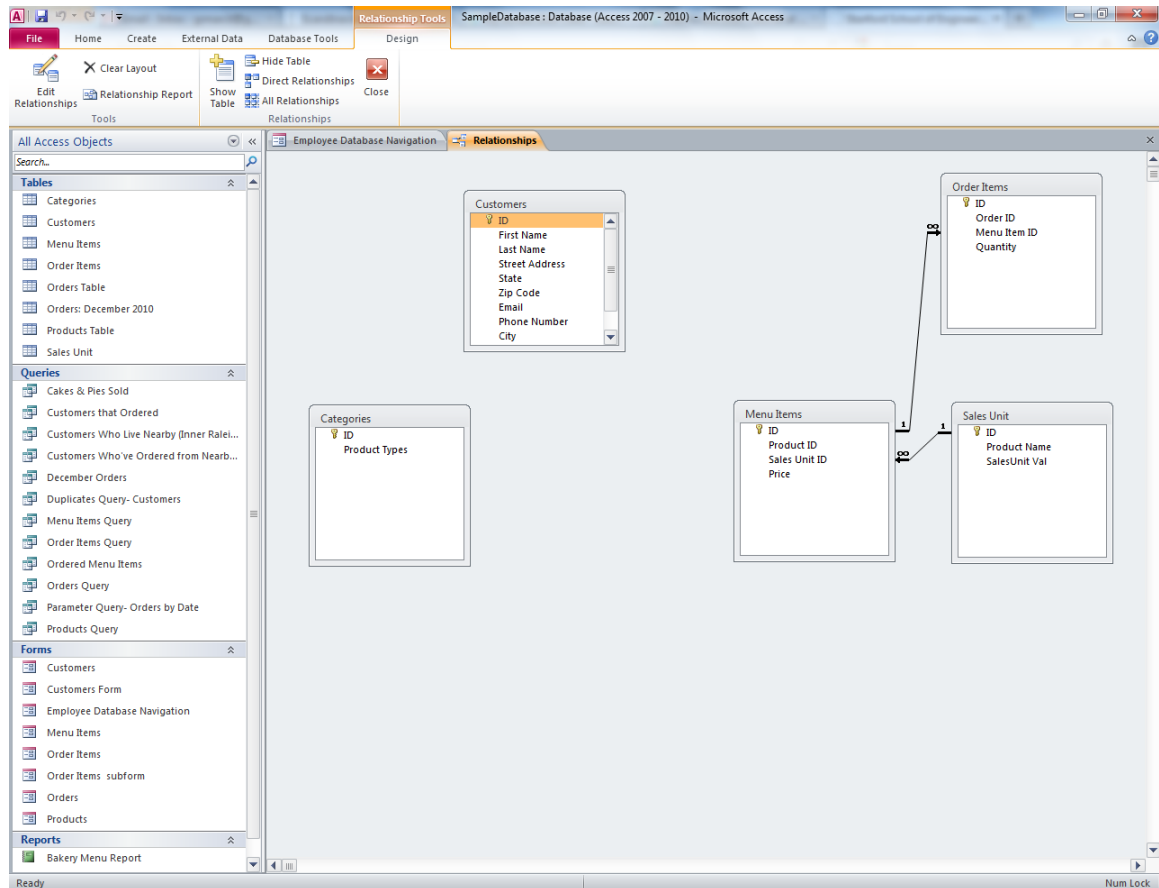
If the Ribbon takes up too much space on the screen, you can hide and show it as needed using the small arrow on the upper right hand corner of the ribbon.

Dialog Box Launchers



Some groups have additional options which are accessed by clicking the dialog box launch icon.

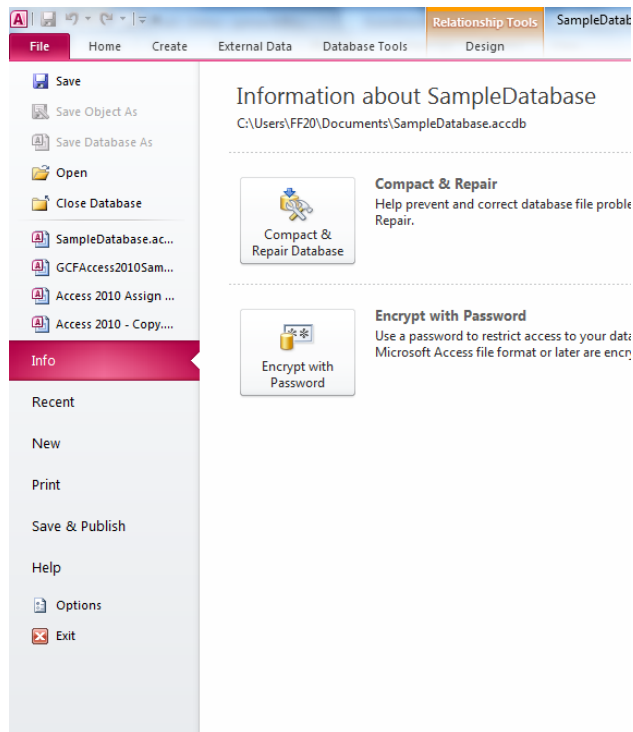
Contextual Ribbon Tabs



This example shows the contextual ribbon tab for relationships. Contextual tabs contain options and tools pertinent to special objects (eg charts, tables, pictures) that you are working with. Contextual tabs allow easy access to these tools when you need them, but disappear to minimize clutter when you don't need them.

Backstage View

Includes all the needed functionality for saving, printing, permissions, versioning, collaboration, document inspector, workflows, etc. For example: allows co-authors and multiple users to edit documents simultaneously.



Function	Keystroke
Copy	Ctrl+C
Cut	Ctrl+X
Find	Ctrl+F
Help	F1
New	Ctrl+N

Keyboard Shortcuts

Open	Ctrl+O
Paste	Ctrl+V
Print	Ctrl+P
Save	Ctrl+S
Select All	Ctrl+A
Undo	Ctrl+Z
Redo	Ctrl+Y

Other new features of Access 2010

Auto Keys – Holding the Alt key in Office 2010 will reveal letters on ribbon tabs and commands for mouse-free navigation. Press a letter to select that option, or press Alt again to dismiss options.

Navigation Pane – The 2010 Navigation Pane is intended to replace switchboards, which are no longer built in to Access 2010. While old databases will keep this functionality, the navigation pane allows custom viewing and hiding of database objects now.