


Microsoft Access 2007 Reference Guide

Office Button 	New	
	Open	
	Save	
	Save As	Access 2007 Database Access 2002 – 2003 Database Access 2000 Database Find add-ins for other file formats Save Object as
	Print	Quick Print Print Print Preview
	Manage	Back up Database Compact and Repair Database Database Properties
	E-mail	
	Publish	Document Management Server Package and Sign
	Close Database	

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TAB	RIBBON	COMMAND	TAB	RIBBON	COMMAND
Home	Views	View	Create	Tables	New Object: Table SharePoint Lists Table Table Templates
	Clipboard	Copy Cut Format Painter Paste		Forms	Blank Form New Object: Report Report Wizard Split Form Multiple Items Pivot Chart
	Font	Align Text Left Align Text Right Alternate Fill/Back Color Bold Center Fill/Back Color Font Color Gridlines Italic Underline		Reports	Blank Report Labels New Object: Report Report Report Wizard
	Rich Text	Bullets Decrease List Level Increase List Level Left-to-Right Text Direction Numbering Text Highlight Color		Other	New Object: Macro New Object: Query Query Wizard
	Records	Delete More New Refresh All Save Spelling Totals			
	Sort & Filter	Advanced Filter Options Ascending Clear All Sorts Descending Filter Selection Toggle Filter			

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		Find	Go To Replace Select			
TAB	RIBBON	COMMAND		TAB	RIBBON	COMMAND
External Data	Import	Import Access Database Import Excel Spreadsheet Import SharePoint List Import Text File Import XML File More Saved Imports		Database Tools	Macro	Convert Form's Macros to Visual Basic Create Shortcut Menu From Macro Run Macro Visual Basic
	Export	Export to Excel Spreadsheet Export to RTF File Export to Text File Export to SharePoint List More Saved Exports			Show/Hide	Message Bar Object Dependencies Property Sheet Relationships
	Collect Data	Create E-mail Manage Replies			Analyze	Analyze Performance Analyze Table Database Documenter
	SharePoint Lists	Cache List Data Discard Changes Move to SharePoint Relink Lists Synchronize Work Online			Move Data	Access Database SQL Server
					Database Tools	Add-ins Encrypt with Password Linked Table Manager Make ACCDE Switchboard Manager

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TAB	RIBBON	COMMAND	TAB	RIBBON	COMMAND
Add-ins	Menu Commands	Bluetooth	Report Layout Tools Format	Views	
				Font	Align Text Left Align Text Right Alternate Fill/Back Color Bold Center Conditional Fill/Back Color Font Color Font Size Format Painter Italic Underline
Report Layout Tools Arrange	Control Layout	Control Margins Control Padding Remove Snap to Grid Stacked Tab Order Tabular		Formatting	Format Apply Comma Number Format Apply Currency Format Apply Percent Format Decrease Decimals Increase Decimals
	Control Alignment	Align Bottom Align Left Align Right Align Bottom		Grouping & Totals	Group & Sort Hide Details Totals
	Position	Bring to Front Send to Back Size to Fit		Report Layout Tools Page Layout	Page Layout
	Tools	Property Sheet			
	Gridlines	Color Style Width			
	Control Layout	Control Margins Control Padding Remove Snap to Grid Stacked Tab Order Tabular			
	Control Alignment	Align Bottom Align Left Align Right Align Bottom			

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TAB	RIBBON	COMMAND	TAB	RIBBON	COMMAND
Report Design Tools Design	Views	Design View Layout View Print Preview Report View	Report Design Tools Design (Cont'd)	Controls	Attachment Bound Object Frame Button Checkbox Combo Box List Box Date & Time Image Insert ActiveX Control Insert Chart Insert Hyperlink Insert or Remove Page Break Insert Page Insert Page Number Line Line Color Line Thickness Line Type Label Option Button Option Group Logo Rectangle Select Select All Set Control Defaults Special Effect Subform/Subreport Tab Control Text Box Toggle Button Title Unbound Object Frame Use Control Wizards
	Font	Align Text Left Align Text Right Alternate Fill/Back Color Bold Center Conditional Fill/Back Color Font Color Font Size Gridlines Italic Underline			
	Grouping & Totals	Group & Sort Hide Details Totals			
	Gridlines	Color Style Width		Results	Add Existing Fields First 10 Records Preview Property Sheet Subreport in New Window View Code

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TAB	RIBBON	COMMAND	TAB	RIBBON	COMMAND
Report Design Tools Arrange	AutoFormat		Report Design Tools Arrange Page Setup	Page Layout	Columns Landscape Margins Page Size Portrait Print Data Only Show Margins
	Control Layout	Control Margins Control Padding Remove Snap to Grid Stacked Tab Order Tabular			
	Control Alignment	Align Bottom Align Left Align Right Align Top To Grid			
	Position	Bring to Front Decrease Horizontal Spacing Decrease Vertical Spacing Increase Horizontal Spacing Increase Vertical Spacing Make Horizontal Spacing Equal Make Vertical Spacing Equal Send to Back	Query Tools Design	Results	Run View
		Query Type		Data Definition Pass-Through Query Query Type: Append Query Type: Crosstab Query Type: Make Table Query Type: Select Query Type: Update Union Query	
	Size	Size to Fit Size to Grid Size to Narrowest Size to Shortest Size to Tallest Size to Widest		Query Setup	Builder Delete Columns Delete Rows Insert Columns Insert Rows Show Table Top Values
	Show/Hide	Grid Page Header/Footer Report Header/Footer Ruler		Show/Hide	Property Sheet Query Parameters Table Names Totals

TAB	RIBBON	COMMAND	TAB	RIBBON	COMMAND
Pivot Table Tools Design	Views	Datasheet Design View PivotChart View PivotTable View SQL View	Table Tools Design	Views	Datasheet Design View PivotChart View PivotTable View
	Show/Hide	Drop Zones Field List Hide Details Show Details			
	Selections	Group Ungroup			
	Filter & Sort	Ascending AutoFilter Clear Custom Ordering Descending Show Top/Bottom		Tools	Builder Delete Rows Insert Rows Lookup Column Primary Key Test Validation Rules
	Data	Export to Excel Refresh Pivot			
	Active Field	Collapse Field Expand Field Move Field Remove Field			
	Tools	AutoCalc Formulas Property Sheet Show As Subtotal			
			Show/Hide	Indexes Property Sheet	

TAB	RIBBON	COMMAND
Pivot Chart Tools Design	Views	Datasheet Design View PivotChart View PivotTable View SQL View
	Show/Hide	Drill Buttons Drop Zones Field List Legend
	Filter & Sort	Ascending AutoFilter By Total Descending Show Top/Bottom
	Data	Refresh Pivot
	Active Field	Collapse Field Drill Into Drill Out Expand Field Remove Field Switch Row/Column
	Type	Change Chart Type
	Tools	AutoCalc Property Sheet