Quick Access Toolbar
Save time by adding most often used tools

Navigation Pane
Shows objects in your database

Document Tabs
Switch between open tables, forms, queries, reports

Menu Tab
Each menu tab has additional choices

Record
A row in the database

Record Number
Displays which record you have selected and the total number of records

Spark
Will go to the first blank record

Quick Views
Toggle to design view or datasheet view.

Ribbon
Organizes menu options into tabs

Help

Access Terminology

- Relational Database – like a large binder or folder in which you store different “lists” or tables of data. It is relational because connections, or relationships, can be made within the data.
- Data – are pieces of information about people, products, orders or anything else.
- Objects – the data stored in database. Each of these objects is like a separate document, opened and saved individually. Objects can include tables, forms, queries, and reports.
- Tables – a database object that is similar in appearances to a spreadsheet in that data is stored in rows and columns.
- Form – a database object that allows you to create a ‘friendly’ user interface for entering data.
- Query – a database object that allows you to find specific information in your data.
- Report – a database object that is used to format, summarize and present data. Reports can be printed out, viewed on the screen, exported to other program, sent as an attachment.
- Record – each row in a table.
- Fields – one or more items. A field is similar to a cell in Excel. Field types can include text, dates, numbers, hyperlinks, attachments
- Wizards – short cuts that guide you through questions to generate results. There are wizards for queries, forms, and reports.
- Primary Key – a unique identifier used to associate data across multiple tables in the database.