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overview the three main components of the access user interface are the ribbon is the strip of tabs across the top of the program window that contains groups of commands the backstage view is the collection of commands that you see on the file tab on the ribbon

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summary the access user interface is easy to get used to we ll cover some of the basic features here the user interface in access 2007 2010 and 2013 are nearly identical for core features what you will learn features of the basic user interface of microsoft access getting started

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create a new blank database click the file tab select new and click the blank database button type a name for the new database and click create add a record in datasheet view click the new record button on the record navigation bar or begin adding data in the blank bottom row of the table record selector

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select the table s you want to add to the query click the add button and close the dialog box double click each field you want to include in the query click the save button on the quick access toolbar type a name for the query and click ok run a query double click a query in the navigation pane

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