**Access 2007 - Getting Started**

**Office Button**
The File menu has been replaced with the Office button. From here you can create a new database, open, save, and print, and access Options for Access.

**The Ribbon**
The menu bar and toolbars have been replaced in Office 2007 by the Ribbon. The Ribbon has been designed to give you quicker access to things that you do frequently. This cheat sheet contains a brief description of how to use the Ribbon, as well as information about the most frequently used tabs.

**Create Tab**
The Create tab is the place to go if you want to add a table, form, report, or query to your database. You can use wizards to create these, or you can design them yourself.

**Home Tab**
The Home tab gives you access to the functions that you are most likely to use while using Access. From here you can format your text to your liking, maintain records, sort and filter data, and switch views of your data.

**Database Tools Tab**
The Database Tools tab lets you manage relationships between tables in your database. You can also go here to document your database structure for easier collaboration.

**External Data Tab**
Use the External Data tab to import data from other sources, such as a list of information in an Excel spreadsheet or a text file. Likewise, you can export data and objects to another database or file.

**Datasheet Tab**
The Datasheet tab is a contextual tab in the Ribbon that is only available when you are editing a table, whether you're editing the table structure or the data within it.

**Keyboard Shortcuts**
Because there are no longer menus as in previous versions of Office, some of keyboard shortcuts have been changed. The most common keyboard shortcuts you remember are still intact, such as those for creating a new document, opening, saving and printing, and cut/copy and paste. To get to other functions with the keyboard, hit the ALT key. When you do this, the ribbon will be filled with letters that you can press on the keyboard to navigate around and get to the command you want. It takes a little bit of getting used to, but now you can learn the new keyboard shortcuts without touching your mouse, and your fingers no longer have to do acrobatic exercises because you press just one key at a time.

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