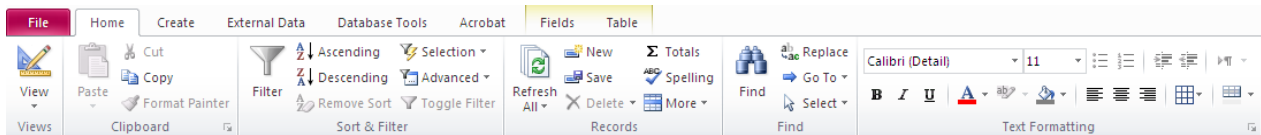


The Ribbon

The ribbon is the panel at the top portion of the document. It has four tabs: Home, Create, External Data, and Database Tools. Each tab is divided into groups. The groups are logical collections of features designed to perform function that you will utilize in developing or editing your Access database.



Commonly utilized features are displayed on the Ribbon. To view additional features within each group, click the arrow at the bottom right corner of each group.

