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Users have access to a large library of professionally designed templates; wizards that

automatically create tables, forms, queries, and reports; and extensive local and online help resources. Access supports sharing data with other sources, including other Microsoft Office 2010 programs, Microsoft SQL Server, Windows SharePoint Services, and documents in XML, Microsoft(R) Access(R) 2010 Step by Step  
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When you open a database, the ribbon appears at the top of the main Access window, where it displays the commands in the active command tab. The ribbon contains a series of command tabs that contain commands. In Access, the main command tabs are File, Home, Create, External Data, and Database Tools. Each tab contains groups of related commands, and these groups surface some of the additional new UI elements, such as the gallery, which is a new type of control that presents choices visually. Access 2016 Help (User manual) - Microsoft Community

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Open Microsoft Access by clicking: Start Button All Programs Microsoft Office Microsoft Access 2. Click the Office Button followed by New to open the Blank Database pane on the right-hand side in the window. 3. Enter a meaningful File Name: for the database. For example Kites [ would make sense as this is

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