



MS Office 2010 Upgrade Training Booklet



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MS Office 2010 Learning Objective

Given access to training files, NSU seasoned MS Office users will be able to:

- Transition to Microsoft Office 2010 smoothly by navigating the improved interface.

Enabling Objectives:

- Navigate the MS Office 2010 interface with ease.
- Use new features of MS Office 2010.
- Use new features of MS Word 2010.
- Use new features of MS Outlook 2010.
- Use new features of MS Excel 2010.
- Use new features of MS PowerPoint 2010.
- Use new features of MS Access 2010.

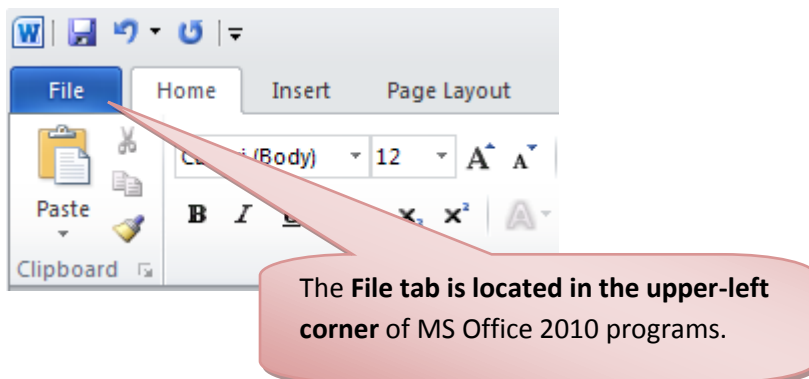


New Features of MS Office 2010

Backstage View

MS Office Backstage view is the set of commands you use to do things to a document. The Backstage view is used to manage your documents and related data about them. The user can create, save, and send documents, inspect documents for hidden metadata or personal information, set options such as turning on or off AutoComplete suggestions, and more.

Where do I find the backstage view?



Familiar Tasks

Backstage View [Compatibility Mode] - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Save
Save As
Open
Close

Info
Recent
New
Print
Save & Send
Help
Options
Exit

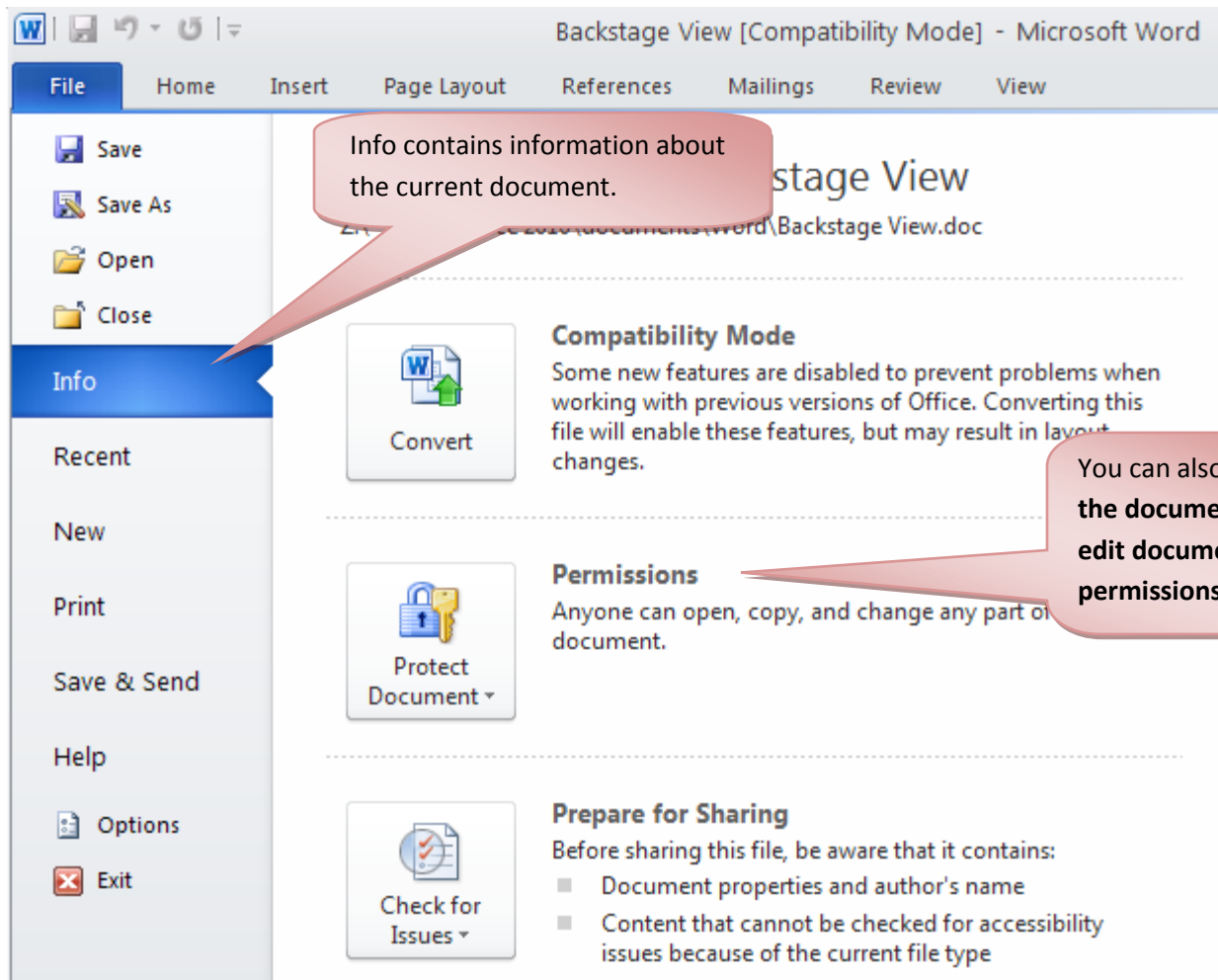
Compatibility Mode
Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.

Permissions
Anyone can open, copy, and change any part of this document.

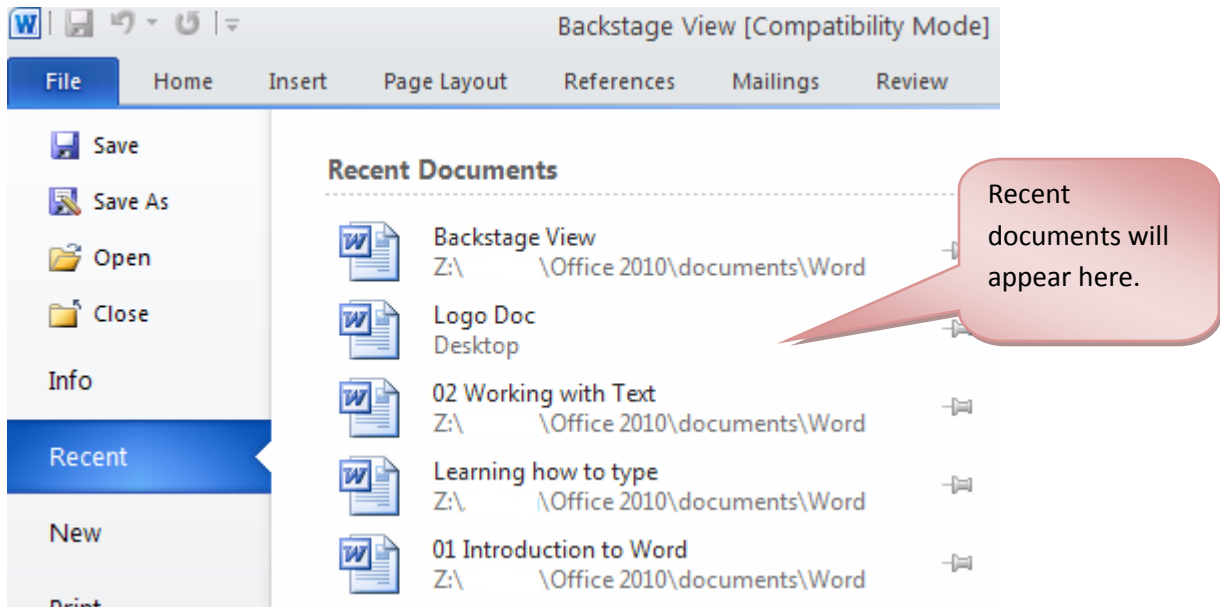
Prepare for Sharing
Before sharing this file, be aware that it contains:

- Document properties and author's name
- Content that cannot be checked for accessibility issues because of the current file type






Info



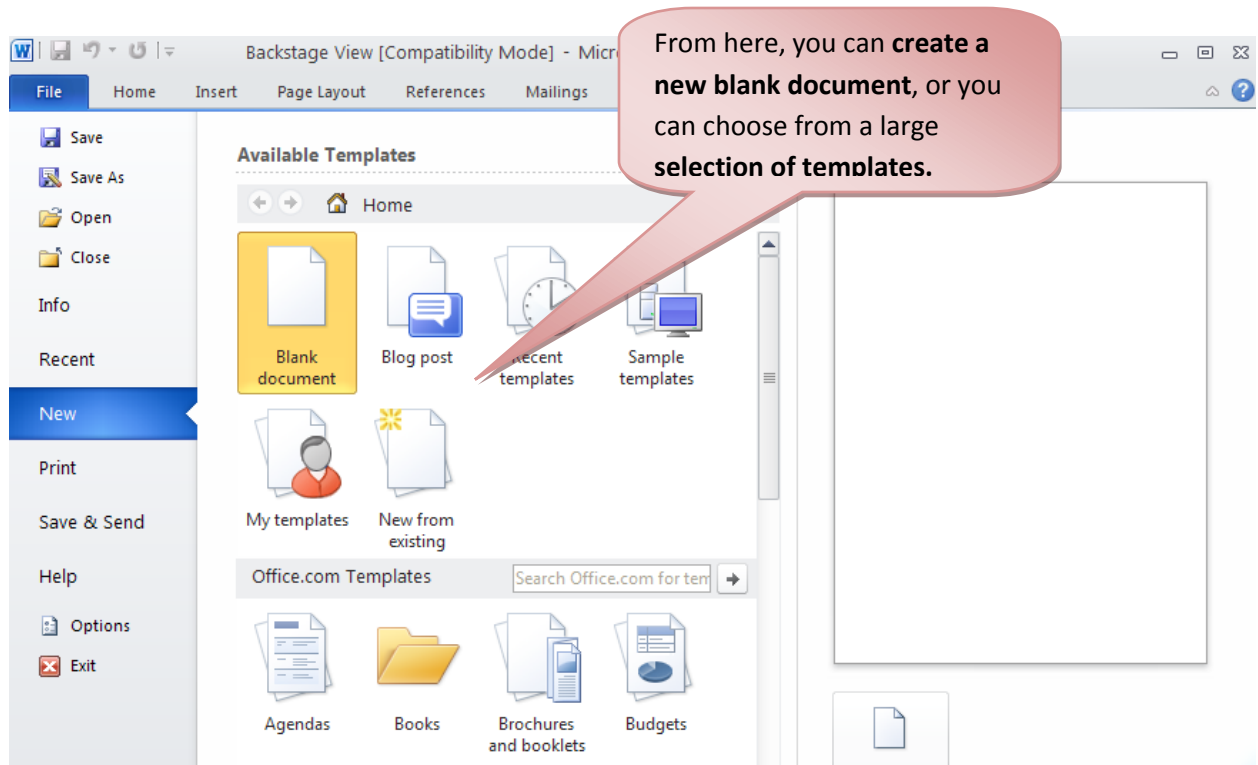
Recent



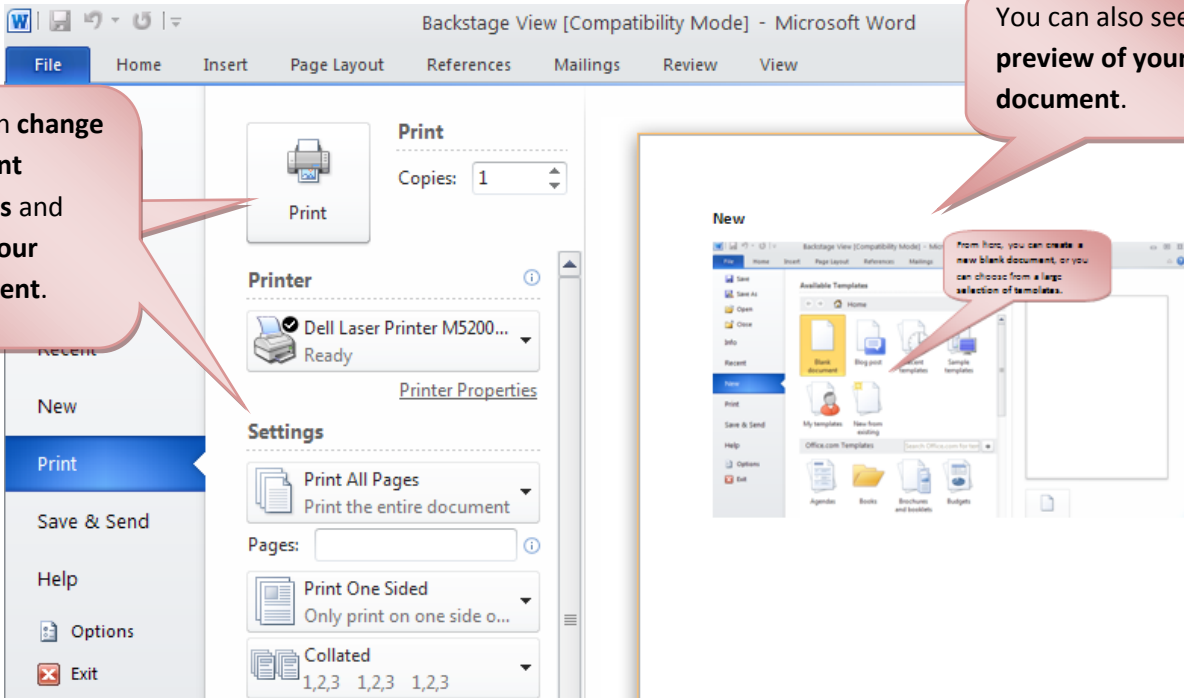
The screenshot shows the Microsoft Word Backstage View in Compatibility Mode. The ribbon includes File, Home, Insert, Page Layout, References, Mailings, and Review. The File menu is open, showing options like Save, Save As, Open, Close, Info, Recent, New, and Print. The Recent Documents list is visible, containing five entries with document icons and file paths. A red callout bubble points to the list with the text: "Recent documents will appear here."

Recent Documents	
	Backstage View Z:\ \Office 2010\documents\Word
	Logo Doc Desktop
	02 Working with Text Z:\ \Office 2010\documents\Word
	Learning how to type Z:\ \Office 2010\documents\Word
	01 Introduction to Word Z:\ \Office 2010\documents\Word

New



Print



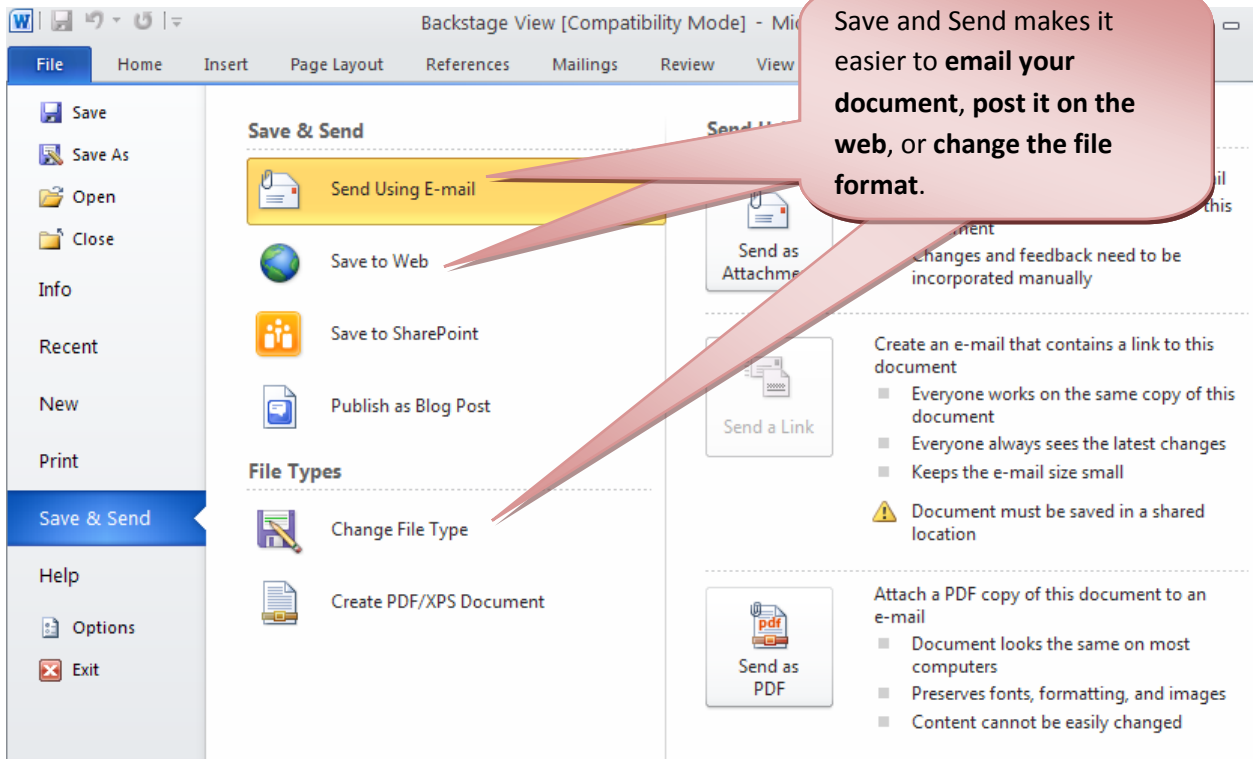
The screenshot displays the Microsoft Word Backstage View in Compatibility Mode. The ribbon tabs at the top include File, Home, Insert, Page Layout, References, Mailings, Review, and View. The left-hand navigation pane shows options like Recent, New, Print (highlighted), Save & Send, Help, Options, and Exit. The main area is divided into two panes. The left pane, titled 'Print', contains a 'Print' button, a 'Copies' dropdown set to 1, a printer selection dropdown showing 'Dell Laser Printer M5200...' with a 'Ready' status, and a 'Settings' section with options for 'Print All Pages', 'Print One Sided', and 'Collated'. The right pane shows a preview of a document titled 'New' with a 'New' button and a list of available templates. Three callout boxes provide additional information: one points to the Print button and settings, another points to the printer selection, and a third points to the 'New' button and templates.

You can change the print settings and print your document.

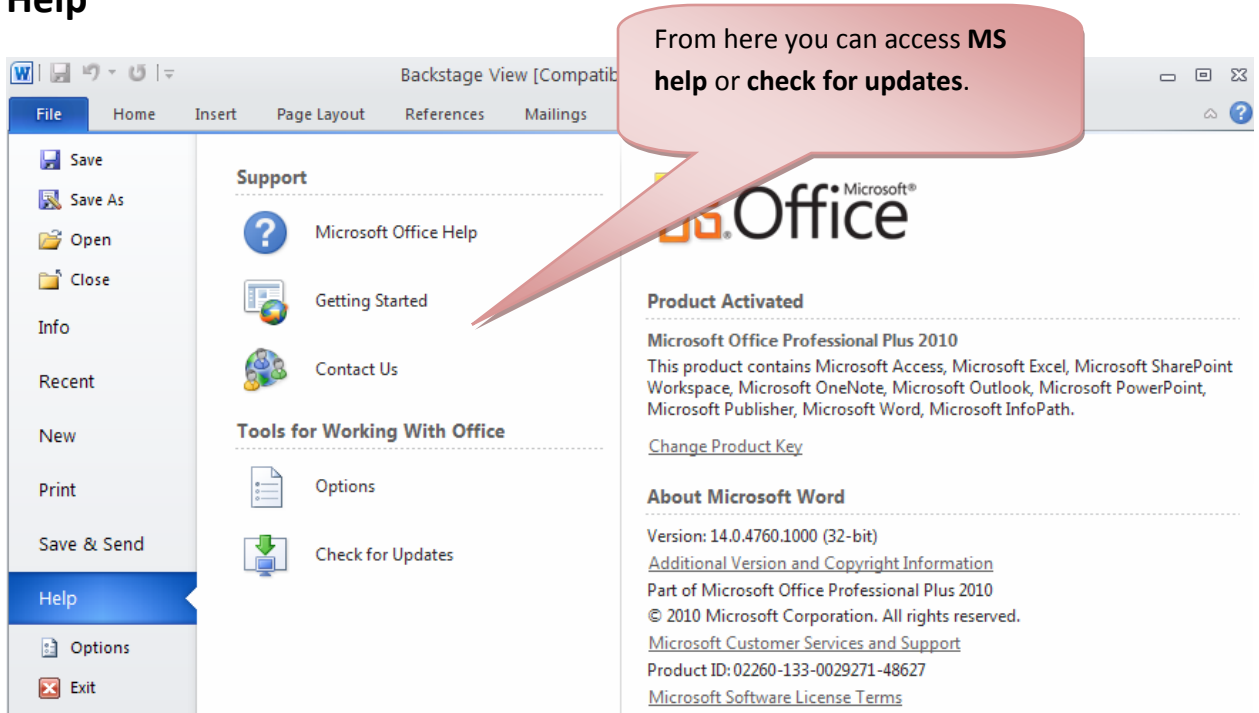
You can also see a preview of your document.

From here, you can create a new blank document, or you can choose from a large selection of templates.

Save and Send



Help



From here you can access MS help or check for updates.

The screenshot shows the Microsoft Office 2010 Backstage View. The 'File' tab is selected, and the 'Help' option is highlighted in the left-hand menu. The main area displays the 'Support' section, which includes links for 'Microsoft Office Help', 'Getting Started', and 'Contact Us'. Below this is the 'Tools for Working With Office' section, containing 'Options' and 'Check for Updates'. The right-hand pane shows the 'Product Activated' status for Microsoft Office Professional Plus 2010, along with version information and links for additional details.

Options

Word Options

General

General options for working with Word.

User Interface options

- Show **M**ini Toolbar on selection i
- Enable **L**ive Preview i
- Always use ClearType
- Color scheme: Silver v
- ScreenTip style: Show feature descriptions in ScreenTips v

Personalize your copy of Microsoft Office

User name: NSU

Initials: N

Start up options

- Open e-mail attachments in **F**ull Screen Reading view i

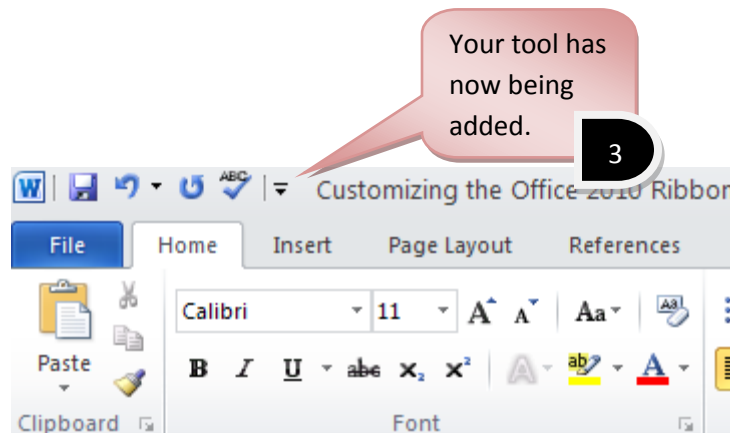
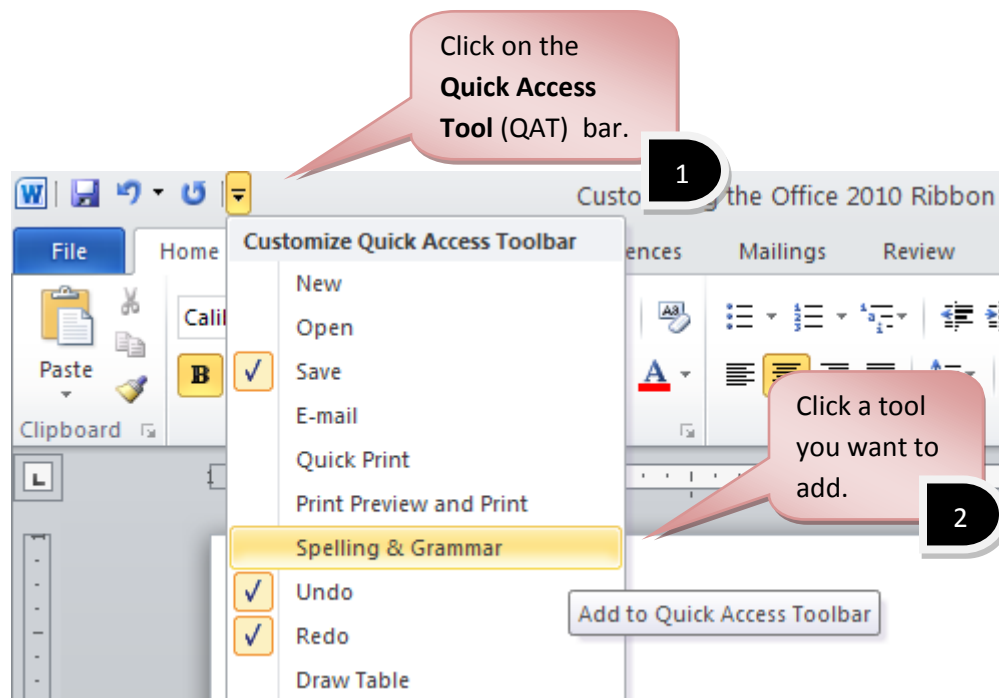
Here you can change various Word options. For example, you can **check the spelling and grammar check settings, Auto Recover settings, or Language preferences.**



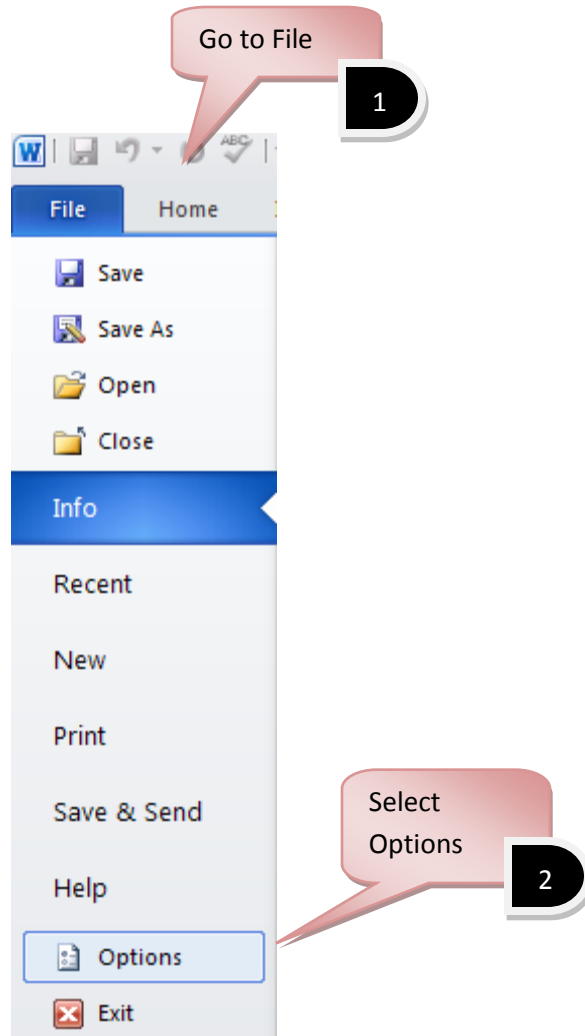
Customizing the Office 2010 Ribbon

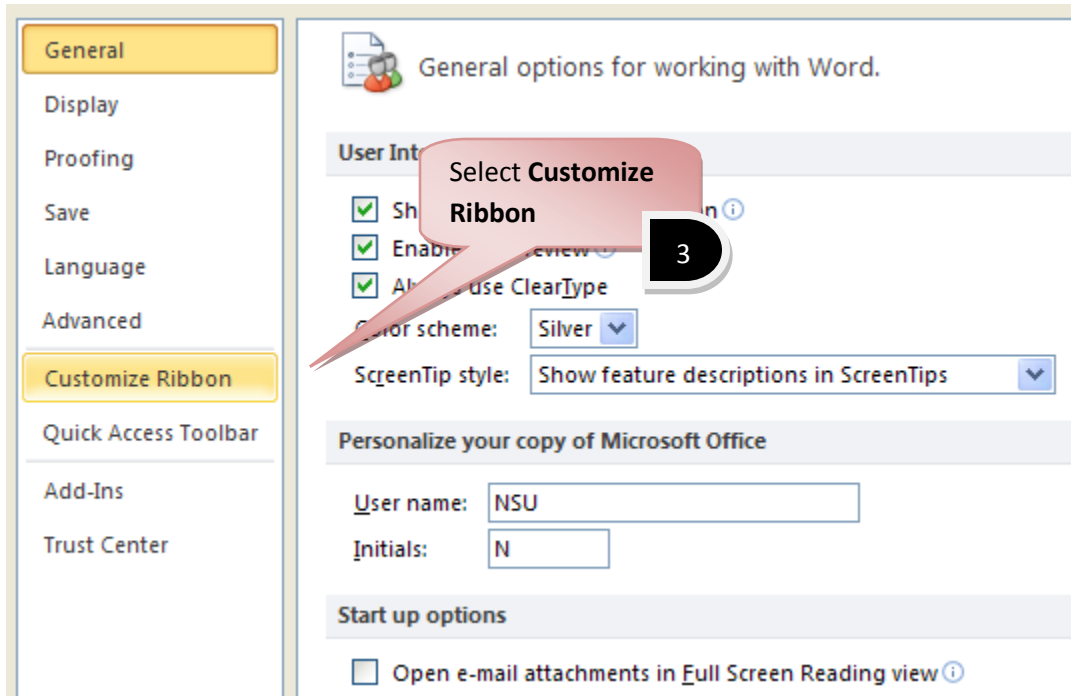
You can customize the Ribbon by adding your own tabs and rearranging the built-in options.

Quick Access Tool (QAT) Bar



Add custom tabs





Customize the Ribbon and keyboard shortcuts.

Choose commands from:

Customize the Ribbon:

Popular Commands

- Accept and Move to Next
- Align Left
- Breaks
- Bullets
- Center
- Change List Level
- Copy
- Cut
- Define New Number Format...
- Delete
- Draw Table
- Draw Vertical Text Box
- E-mail
- Find
- Font
- Font...
- Font Color
- Font Size
- Format Painter
- Grow Font
- Hyperlink...
- Insert Footnote
- Line and Paragraph Spacing
- Macros
- New
- New Comment
- Next
- Numbering

Main Tabs

- Home
 - Clipboard
 - Font
 - Paragraph
 - Styles
 - Editing
- New Tab (Custom)
 - New Group (Custom)
 - Insert
 - Page Layout
 - References
 - Mailings
 - Review
 - View
 - Developer
 - Add-Ins
 - Blog Post
 - Insert (Blog Post)
 - Outlining
 - Background Removal

Customizations:

Keyboard shortcuts:

Click on **New Tab**

New Tab is created

4

5

Customize the Ribbon and keyboard shortcuts.

Choose commands from: Popular Commands

- Next
- Numbering
- One Page
- Open
- Open Recent File...
- Page Setup...
- Page Width
- Paragraph...
- Paste
- Paste
- Picture...
- Previous
- Print Preview and Print
- Quick Print
- Quick Styles
- do
- ject and Move to Next
- ve
- ection to Text Box Gallery
- et Numbering Value...
- Shapes**
- Shrink Font
- Spelling & Grammar
- Style
- Styles...
- Table
- Text Box

Keyboard shortcuts: Customize...

Customize the Ribbon: Main Tabs

Main Tabs

- Home
 - Clipboard
 - Font
 - Paragraph
 - Styles
 - Editing
- New Tab (Custom)
 - New Group (Custom)
 - Save As
- Insert
- Page Layout
- References
- Mailings
- Review
- View
- Developer
- Add-Ins
- Blog Post
- Insert (Blog Post)
- Outlining
- Background Removal

New Tab New Group Rename...

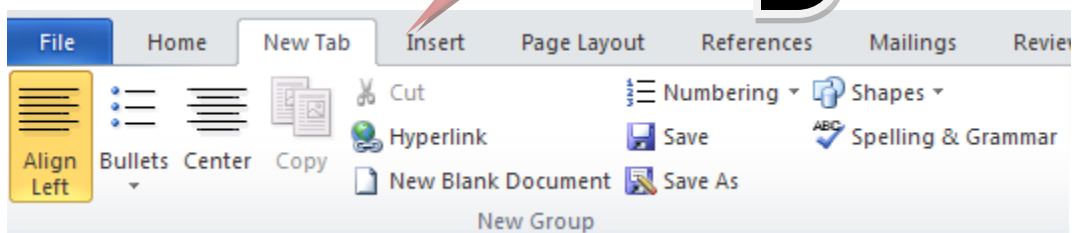
Customizations: Reset Import/Export

Select a desired command. 6

Click Add 7

Customized commands will appear on the list. 8

Your customized tab appears on the ribbon. 9



Renaming your customized Tab

Customize the Ribbon and keyboard shortcuts.

Choose commands from: Popular Commands

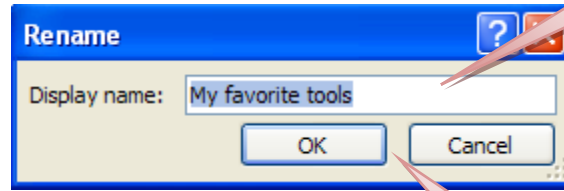
Customize the Ribbon: Main Tabs

Select the tab you want to rename **1**

Select Rename **2**

Keyboard shortcuts: Customize...

Customizations: Reset Import/Export



Enter new name.

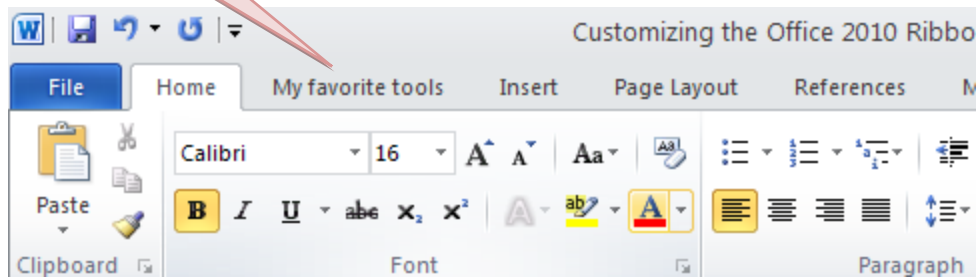
3

Click OK

4

New name shows on ribbon

5



Import and Export

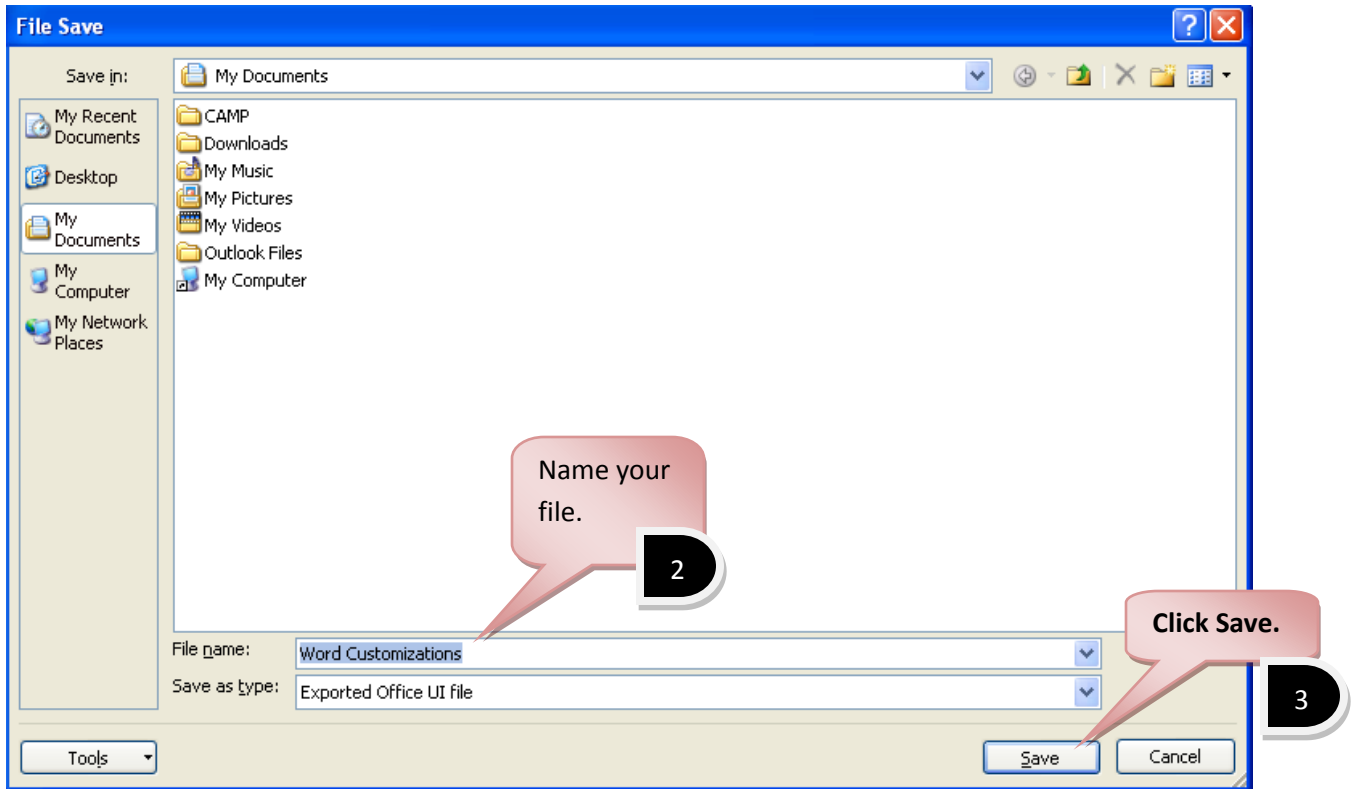
To Export

The screenshot displays the Office 2010 ribbon customization interface. On the left is a list of ribbon commands, including 'Accept and Move to Next', 'Align Left', 'Breaks', 'Bullets', 'Center', 'Change List Level', 'Copy', 'Cut', 'Define New Number Format...', 'Delete', 'Draw Table', 'Draw Vertical Text Box', 'E-mail', 'Find', 'Font', 'Font...', 'Font Color', 'Font Size', 'Format Painter', 'Grow Font', 'Hyperlink...', 'Insert Footnote', 'Line and Paragraph Spacing', 'Macros', 'New', 'New Comment', 'Next', and 'Numbering'. Below this list is a 'Keyboard shortcuts: Customize...' button.

In the center, there are two buttons: 'Add >>' and '<< Remove'.

On the right is the 'Main Tabs' pane, which lists various ribbon tabs with checkboxes. The 'Zahira's Tools (Custom)' tab is checked. Other tabs include Home, Clipboard, Font, Paragraph, Styles, Editing, Insert, Page Layout, References, Mailings, Review, View, Developer, Add-Ins, Blog Post, Insert (Blog Post), Outlining, and Background Removal. Below the list are buttons for 'New Tab', 'New Group', and 'Rename...'. At the bottom of the pane are 'Customizations: Reset' and 'Import/Export' buttons.

A callout box with the number '1' points to the 'Export all customizations' option in the 'Import/Export' dropdown menu. The text in the callout box reads: 'Click on **Export all customizations**'.



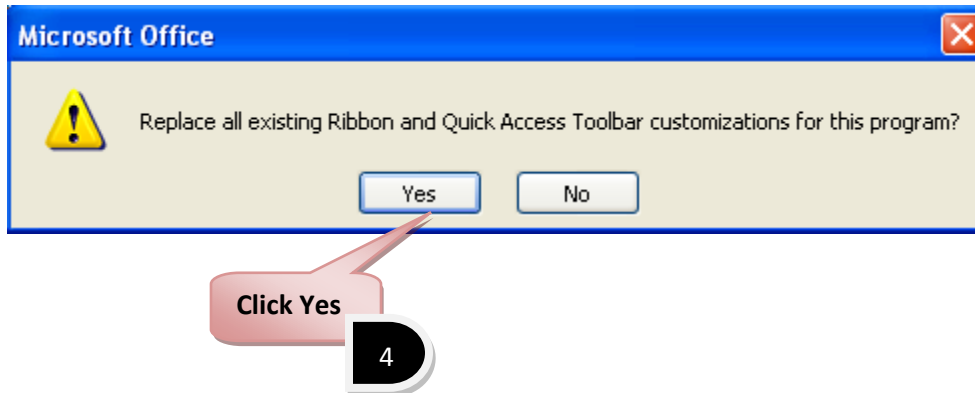
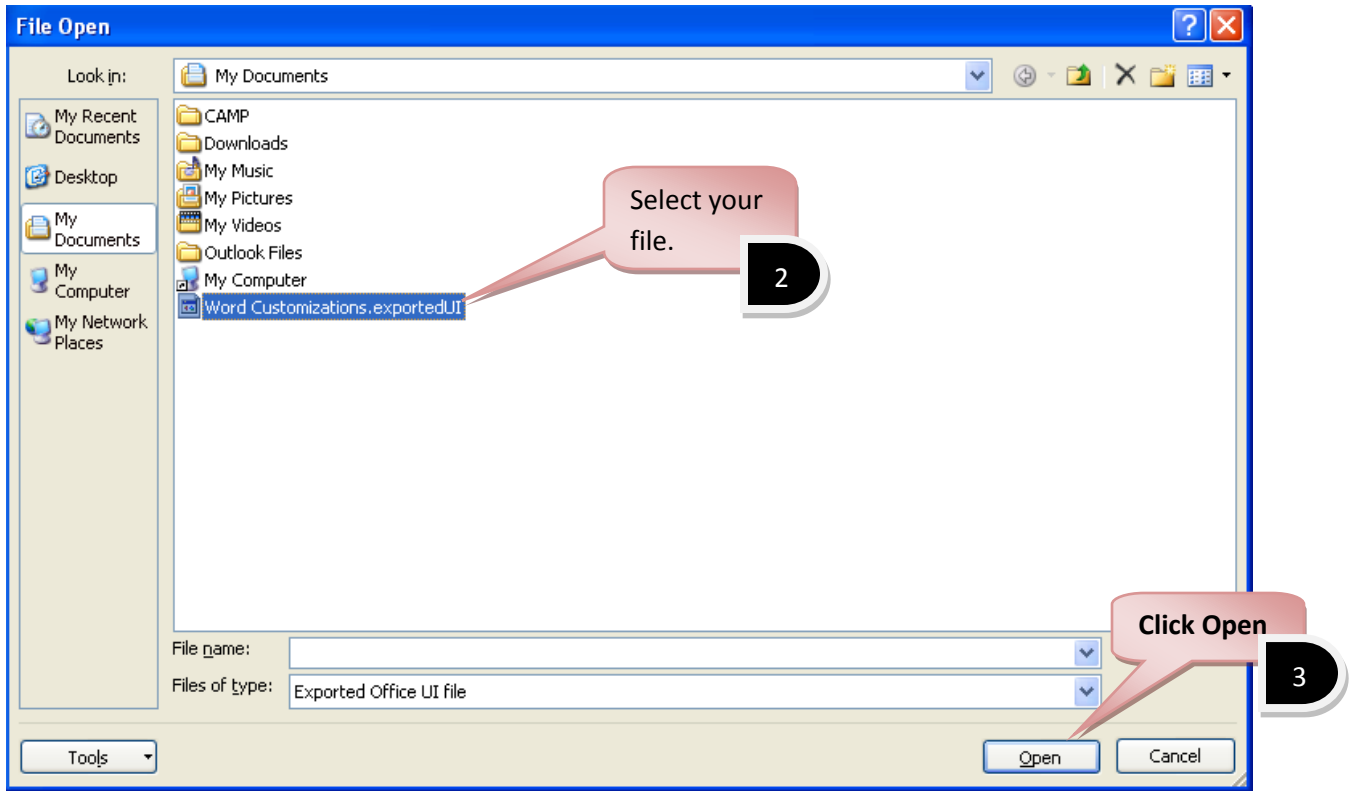
To Import

The screenshot displays the Office 2010 ribbon customization interface. On the left, a list of ribbon items is shown, including 'Accept and Move to Next', 'Align Left', 'Breaks', 'Bullets', 'Center', 'Change List Level', 'Copy', 'Cut', 'Define New Number Format...', 'Delete', 'Draw Table', 'Draw Vertical Text Box', 'E-mail', 'Find', 'Font', 'Font...', 'Font Color', 'Font Size', 'Format Painter', 'Grow Font', 'Hyperlink...', 'Insert Footnote', 'Line and Paragraph Spacing', 'Macros', 'New', 'New Comment', 'Next', and 'Numbering'. Below this list is a 'Keyboard shortcuts: Customize...' button.

In the center, there are 'Add >>' and '<< Remove' buttons.

On the right, the 'Main Tabs' section is visible, listing various tabs such as 'Home', 'Clipboard', 'Font', 'Paragraph', 'Styles', 'Editing', 'Zahira's Tools (Custom)', 'Insert', 'Page Layout', 'References', 'Mailings', 'Review', 'View', 'Developer', 'Add-Ins', 'Blog Post', 'Insert (Blog Post)', 'Outlining', and 'Background Removal'. Below the 'Main Tabs' list are buttons for 'New Tab', 'New Group', and 'Rename...'. At the bottom right, the 'Customizations:' section includes a 'Reset' button, an 'Import/Export' dropdown menu, and two options: 'Import customization file' (highlighted in yellow) and 'Export all customizations'.




A callout box with the number '1' points to the 'Import customization file' option in the 'Import/Export' dropdown menu. The text inside the callout box reads: 'Click on Import all customizations'.





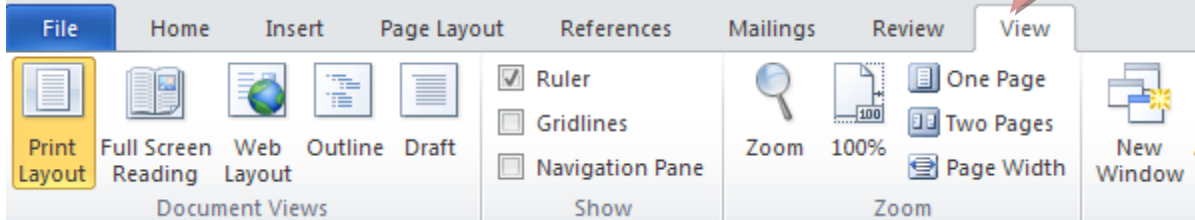
Navigation Pane

The navigation pane consists of 3 tabs:

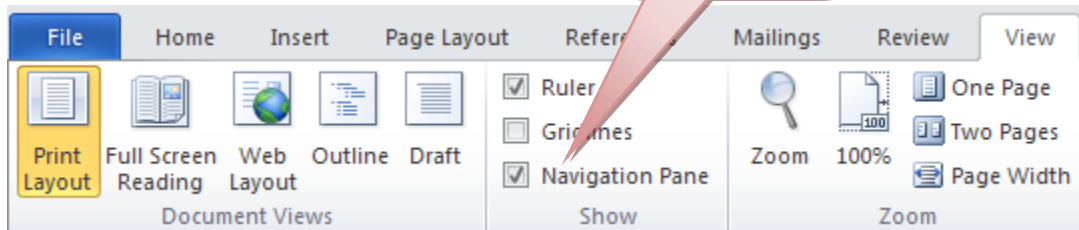
- a tab for browsing headings 
- a Page browsing tab  and
- a search box with some advanced options 

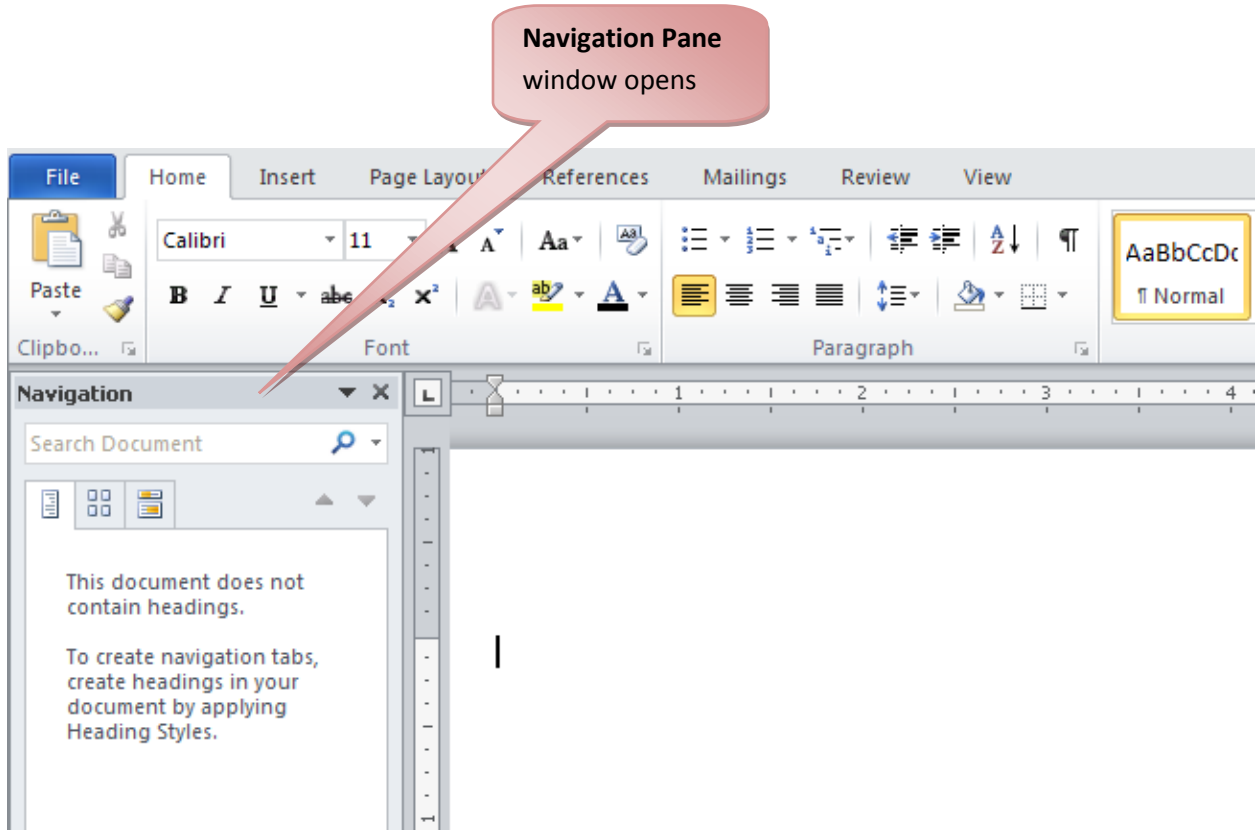
To access the Navigation Pane

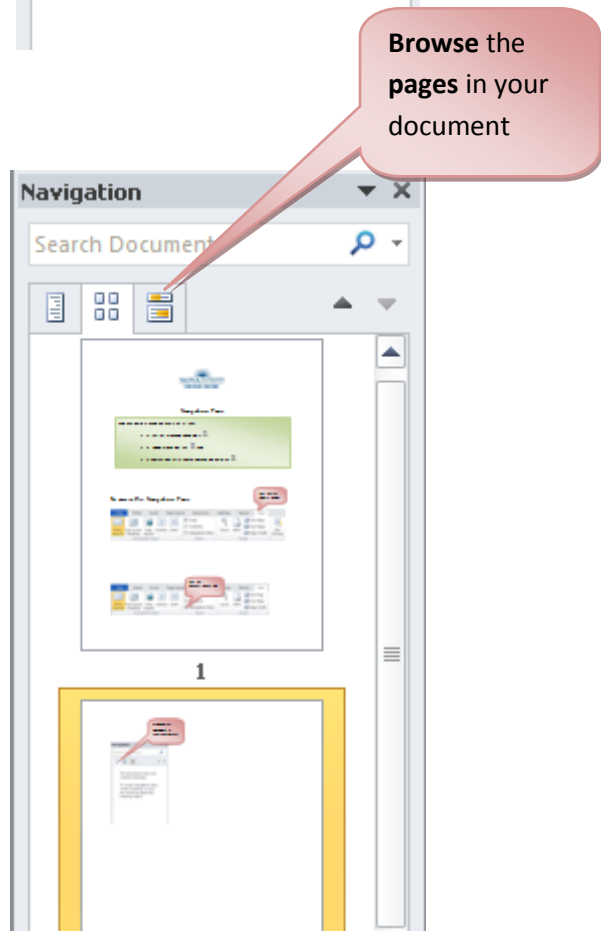
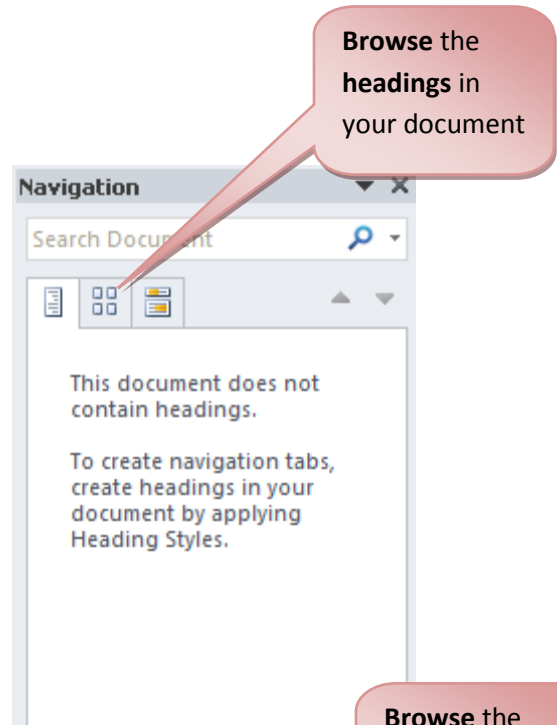
Click on the **View Ribbon**

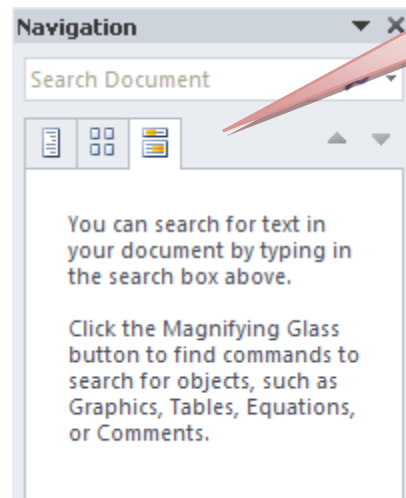


Click on **Navigation Pane**

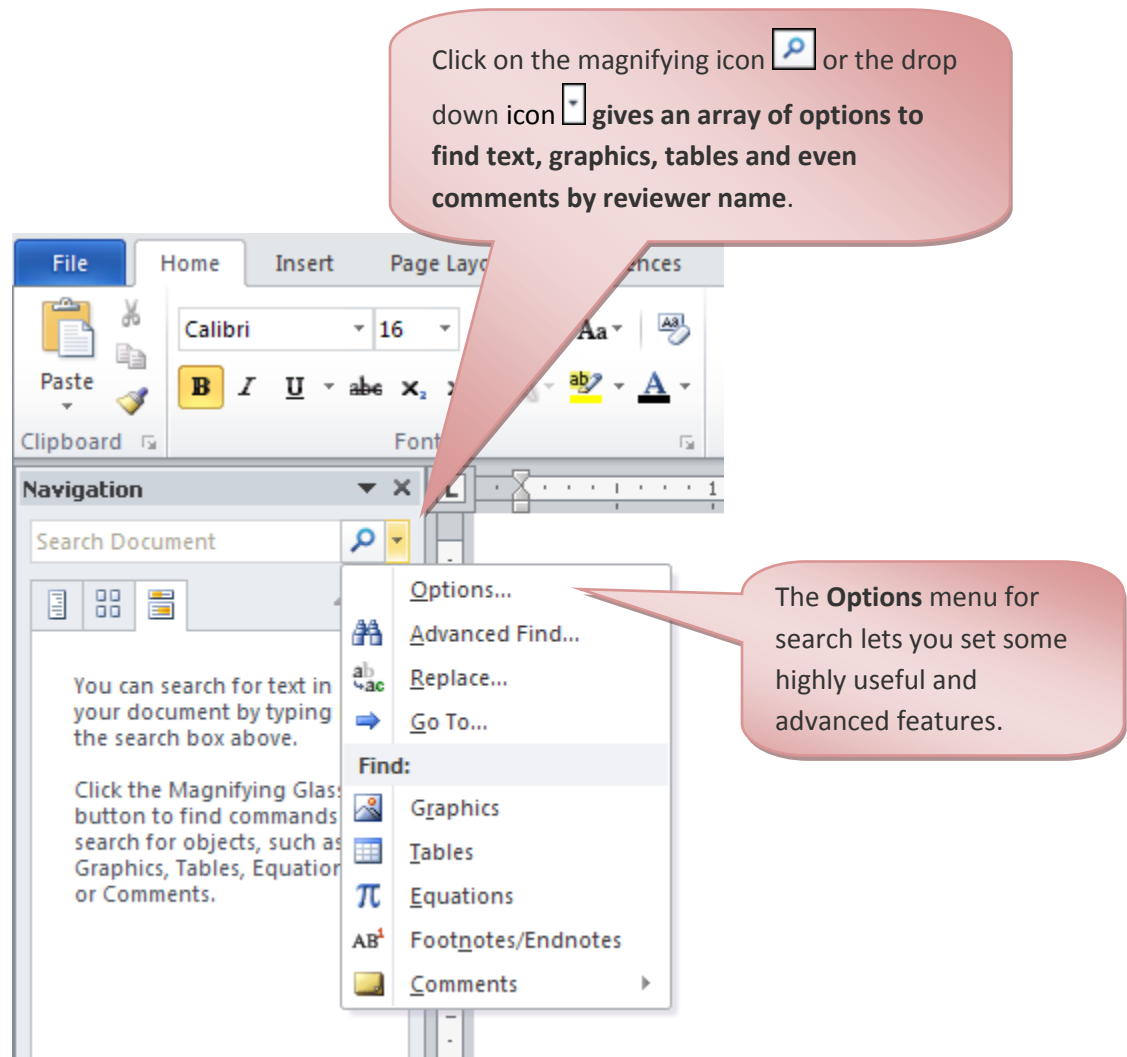




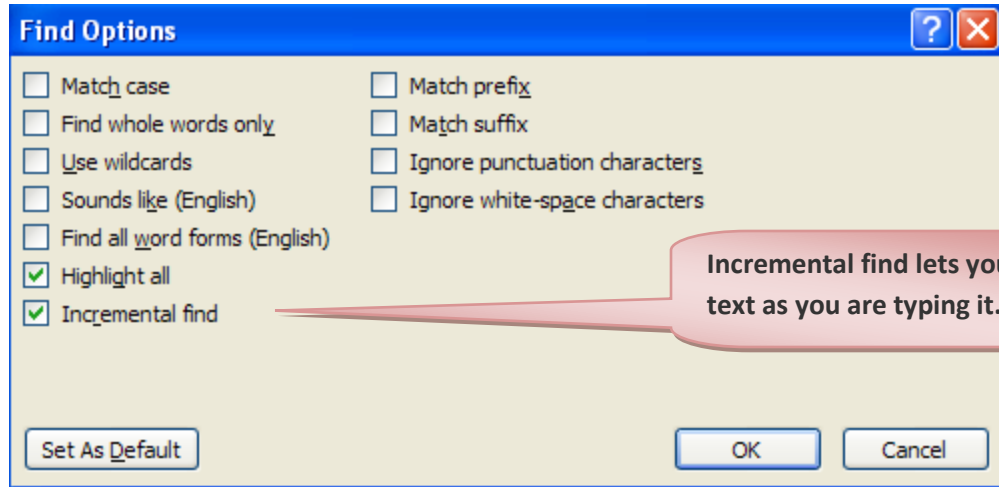




Browse the results
from your current
search.



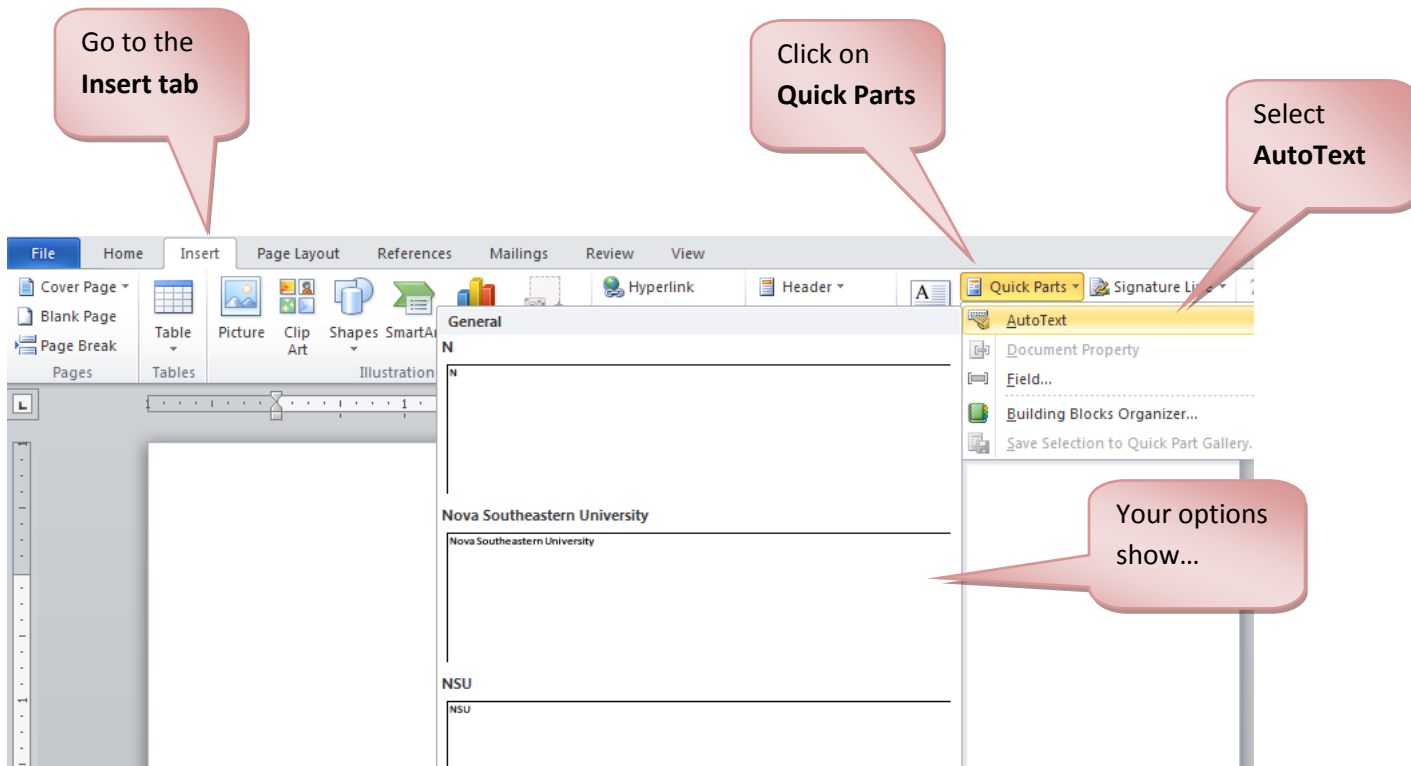
Find options like finding words that sound like your search term English and Japanese, wildcard specification etc.





Auto Text is Back!

To access the AutoText tool





Building Blocks

A building block allows the user to save the things they commonly insert into a document. Anything you can select in Word can be saved as a Building Block. Building Blocks will maintain any formatting you've applied; bold, centering, or any option.

1 Select what you want to use as a **Building Block**. This includes applying any formatting.

2 Select the **Insert** tab

3 Select **Quick Parts**.

4 Select **Save Selection to Quick Part Gallery**

Name the Building Block.

1

Select the gallery where you want the Building Block to display.

2

Give it a category.

3

Click OK

4

Note: By default, any new Building Blocks are categorized as General, which can get very old very quickly. But you could create a new category.

To Create a New Category

Click the Category drop down.

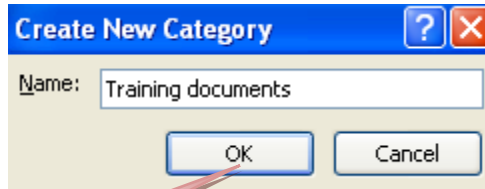
1

Select Create New Category.

2

Click OK

3



Give your new category a more meaningful name.

4

Click OK

5

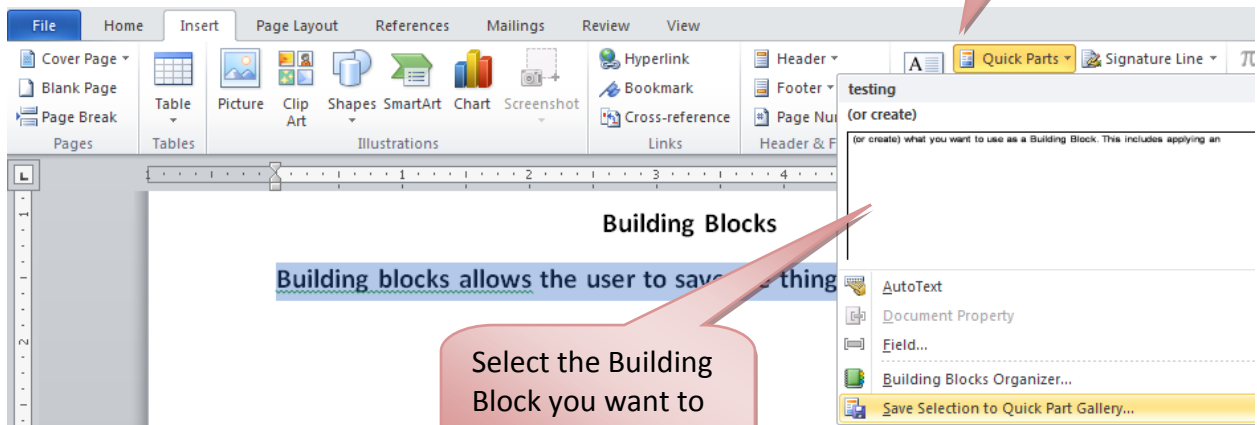
Use the Building Block

1

In your document, click where you want to insert the Building Block.

On the **Insert** tab, in the **Text** group, click **Quick Parts**.

2



Select the Building Block you want to use.

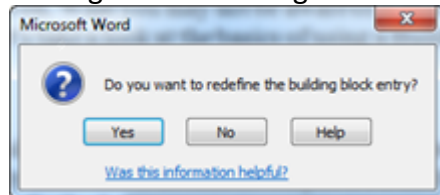
3

Edit the Building Block

If you want to edit a Building Block, you edit the Building Block in the document, and resave it under the original name.

1. **Insert** the Building Block (if it's not already there).
2. **Edit** and/or **Format** it as necessary.
3. **Select** what you want to include.
4. On the **Insert** tab, in the **Text** group, select **Quick Parts**.
5. In the drop down, select **Save Selection to Quick Part Gallery**
6. Give your revised Building Block the *same name* and *same category* as the existing entry and click **OK**.

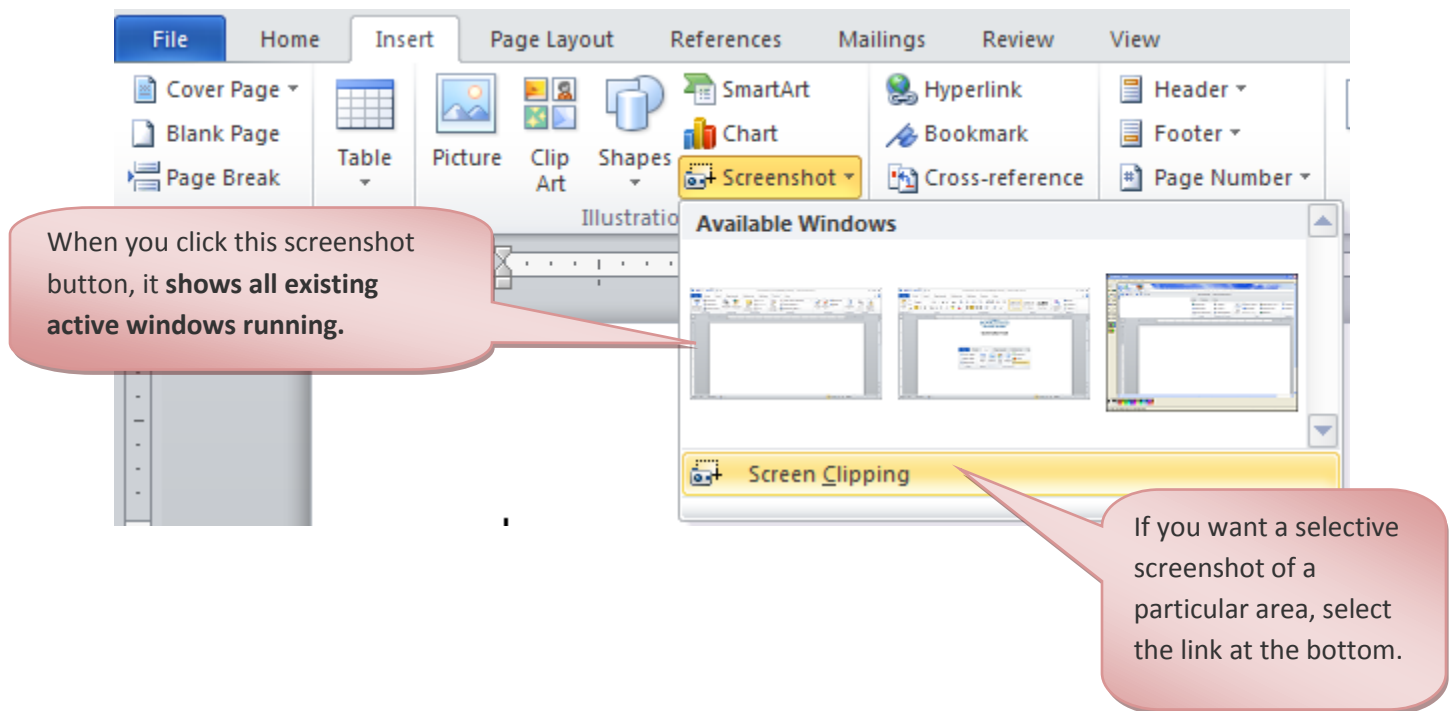
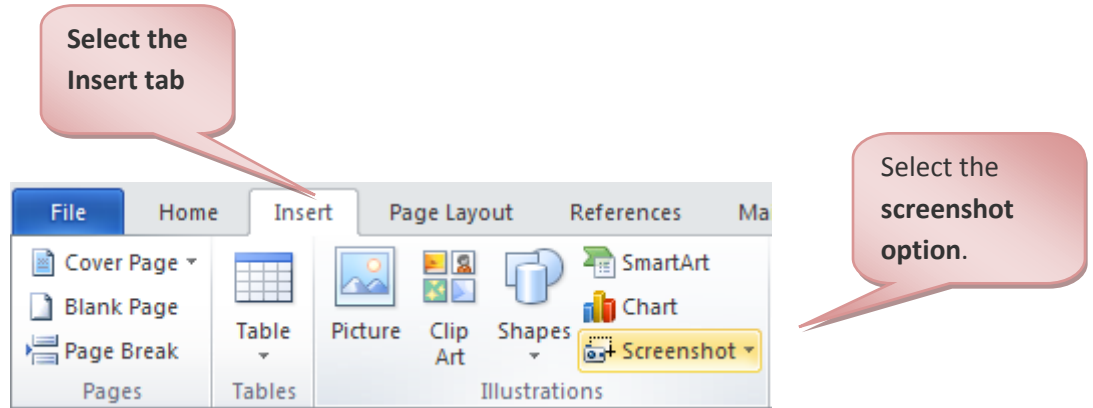
7. You'll get the following



8. Click **Yes**.



Screenshot Tool



To Screen Clip

To take a new screenshot and insert it into your Word 2010 document you first need to go to the screen you want to capture and then press the print screen button on your keyboard.

If you then go back to your Word document and:

- **Click Insert**
- **Illustrations**
- **Screenshot**
 - **The screenshot will appear** in the gallery in the first position.
- Click on it to insert it.

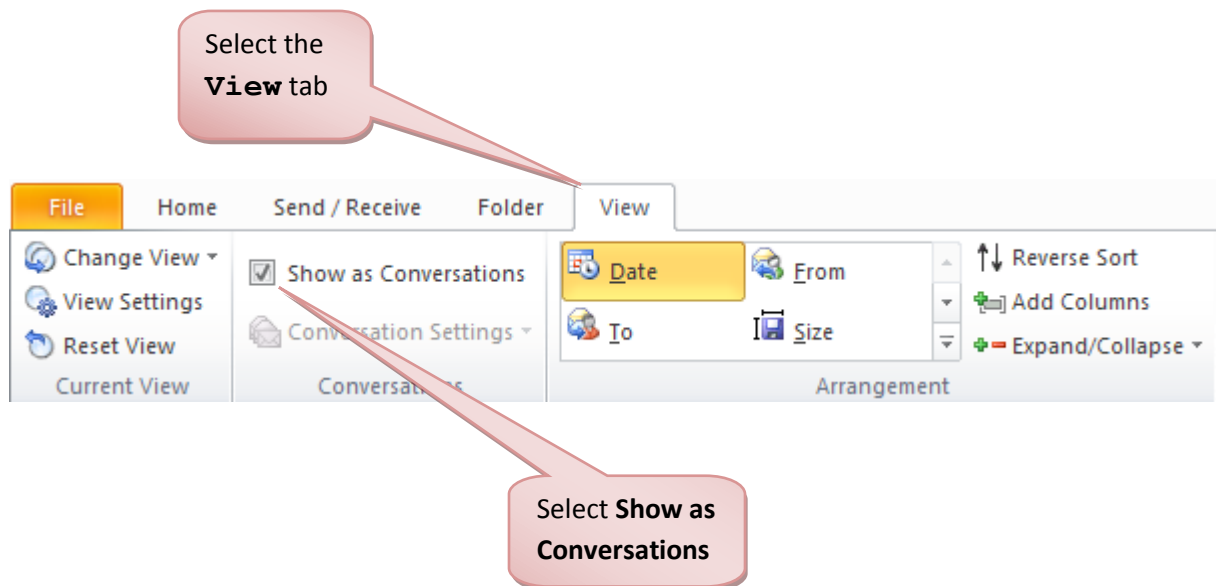


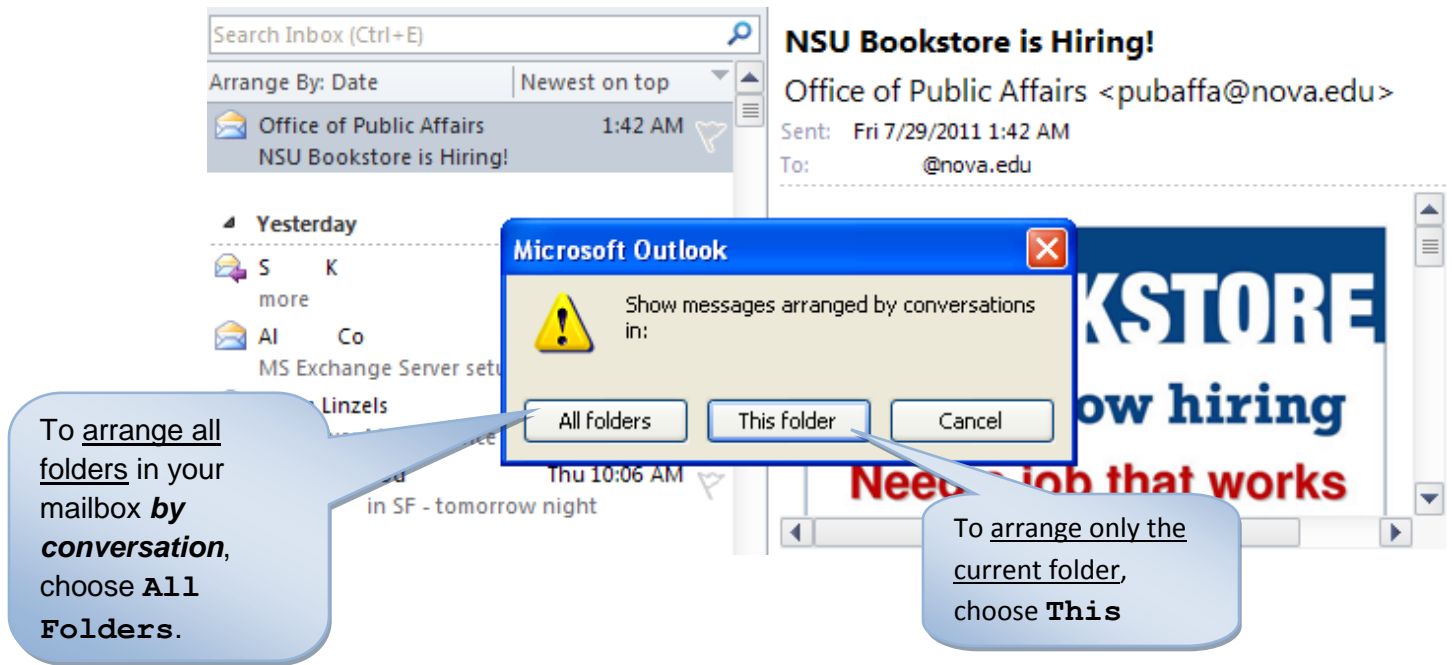
New Features of MS Outlook 2010

Conversation Groups

In Outlook 2010, Conversation View groups email messages into conversations based on the subject of the message. You can enable or disable it on all or only specific folders in your mailbox.

Enable Conversation View





Disable Conversation View

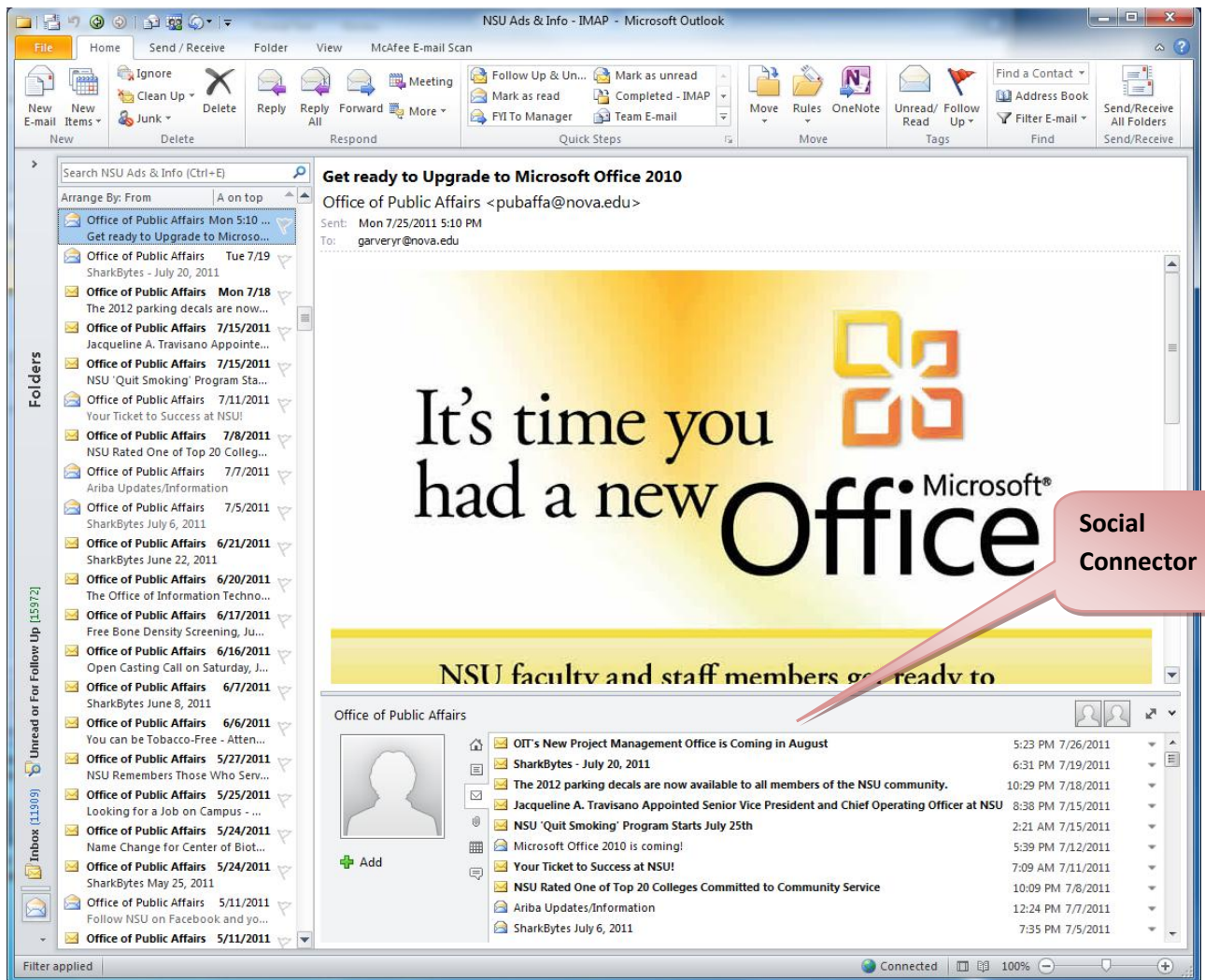
1. From the View tab, deselect **Show as Conversations**.
2. In the dialog box that appears, if you want no folders in your mailbox arranged by conversation, choose **All Folders**. To deselect only the current folder, choose **This Folder**.



Outlook Social Connector

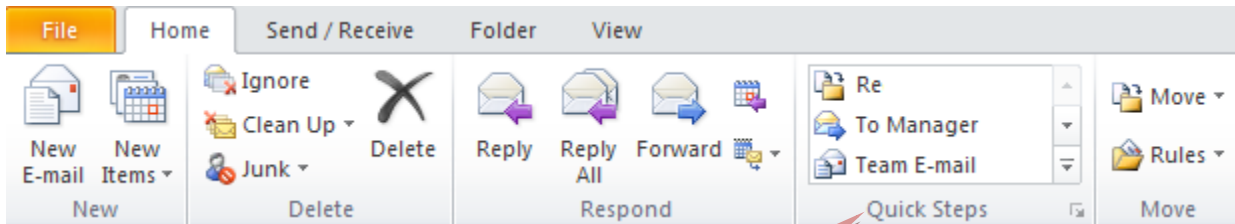
The new Outlook Social Connector is an added information pane that gives you more details on everyday contacts. Once set up, you'll be able to view:

- Pictures of contacts (even in large cc lists)
- Previous conversations
- Attachments shared
- Meetings attended



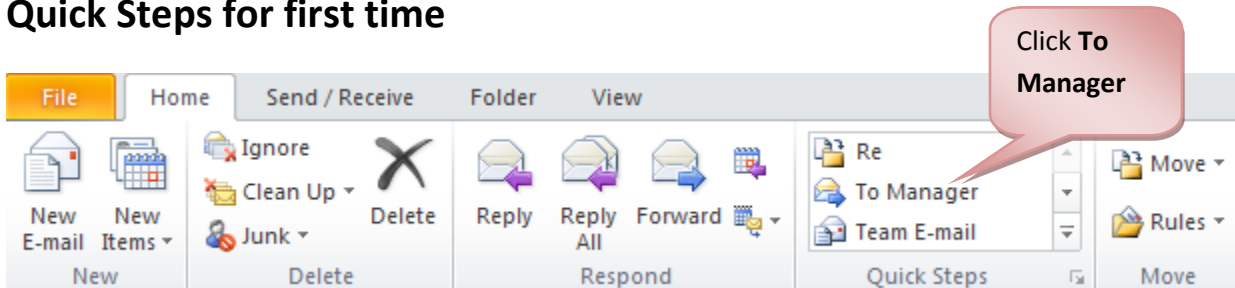


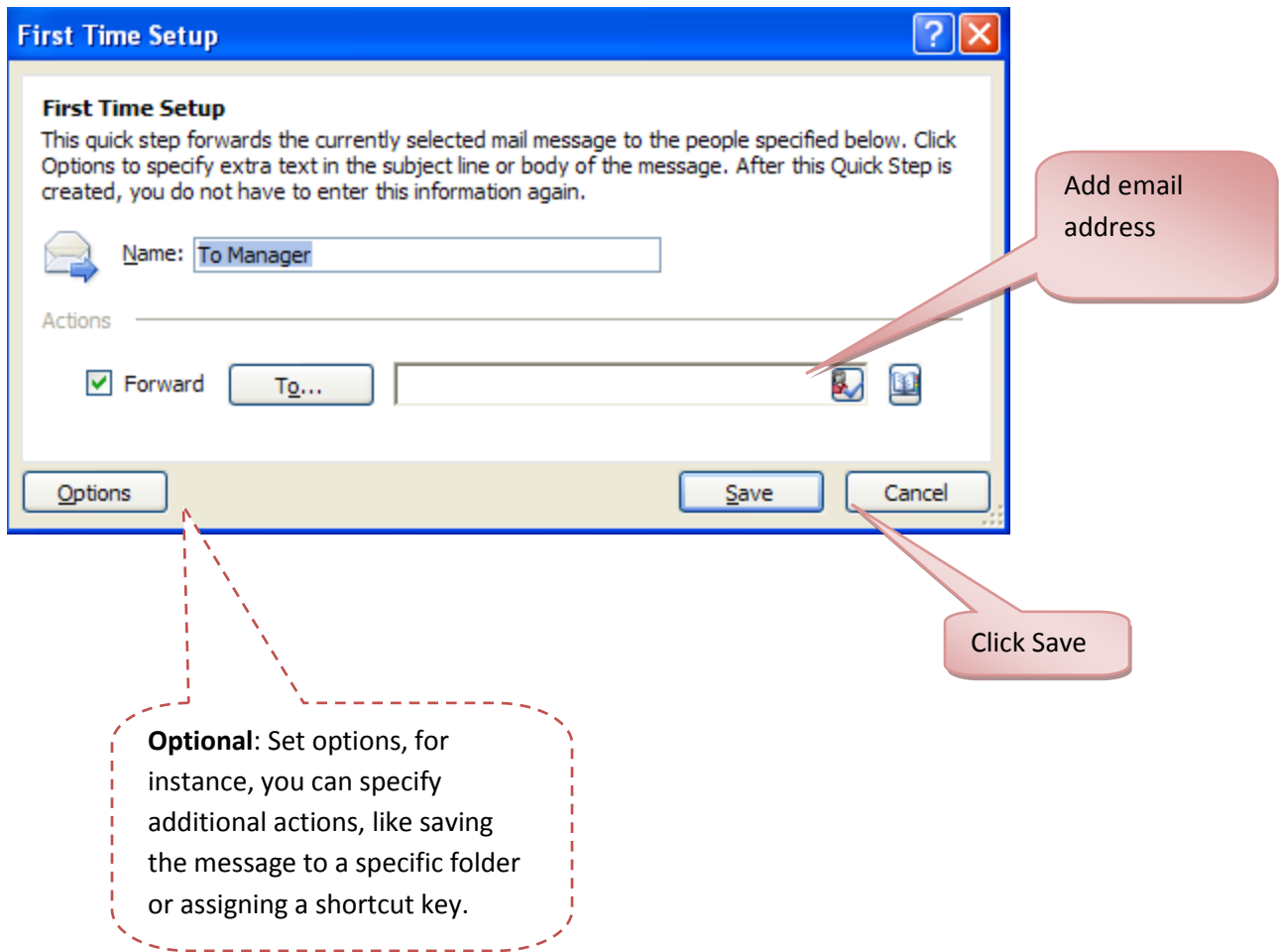
Quick Steps



Quick Steps that let you send a message to your manager, create a team email, mark an item as done, or reply to a message and delete the original message sent.

Quick Steps for first time





Create your own Quick Steps

You can also build custom Quick Steps to suit your specific needs.

- Click the **More** button
- Click **Create New** to display the Edit Quick Step dialog box.
- **Enter** a name for the step and click the arrow in the **Choose An Action** field.
- Select the action you want the Quick Step to perform.
 - You can specify additional actions if you like by clicking **Add Action**.
 - You can also assign a shortcut key to activate the Quick Step.
- Click **Finish** to save your new tool.

Quick Steps

by Zahira Gonzalez

Managing your Quick Steps

- Over time, you may develop a number of Quick Steps you'd like to organize, reorder, delete, or duplicate. You can do all these tasks in the Manage Quick Steps dialog box.
- Display the dialog box by clicking the dialog launcher in the lower-right corner of the Quick Steps group in the Home tab.
- You can then create, edit, duplicate, rearrange, or delete Quick Steps.
- You can also restore the Quick Step list to the original default setting if you like.

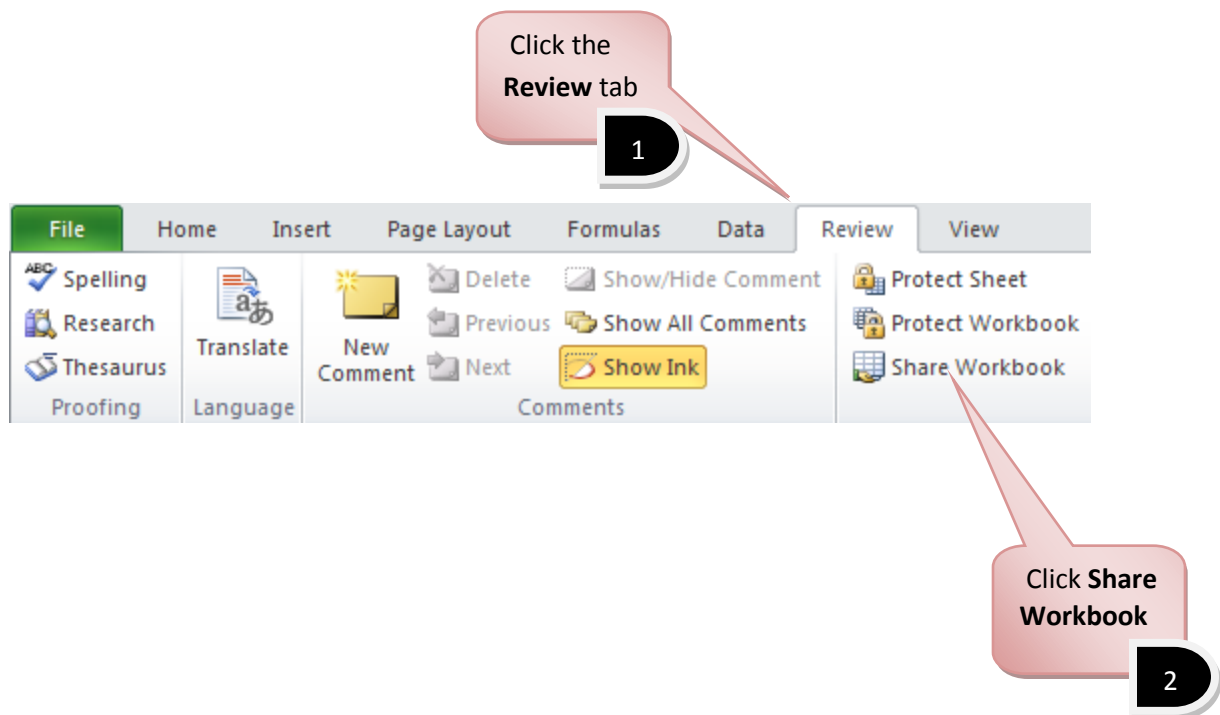


New Features of MS Excel 2010

Share Workbooks

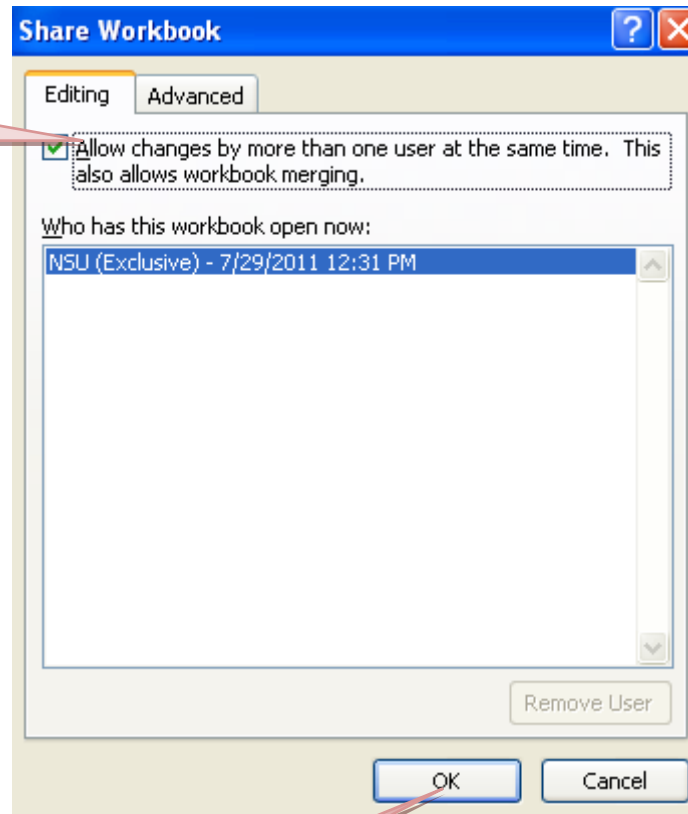
Share workbook allows multiple people to work in a workbook at the same time. Note you can allow changes by more than one user at the same time. This also allows workbook merging. The workbook should be saved to a network location where multiple people can open it.

How to make Excel shared workbook 2010



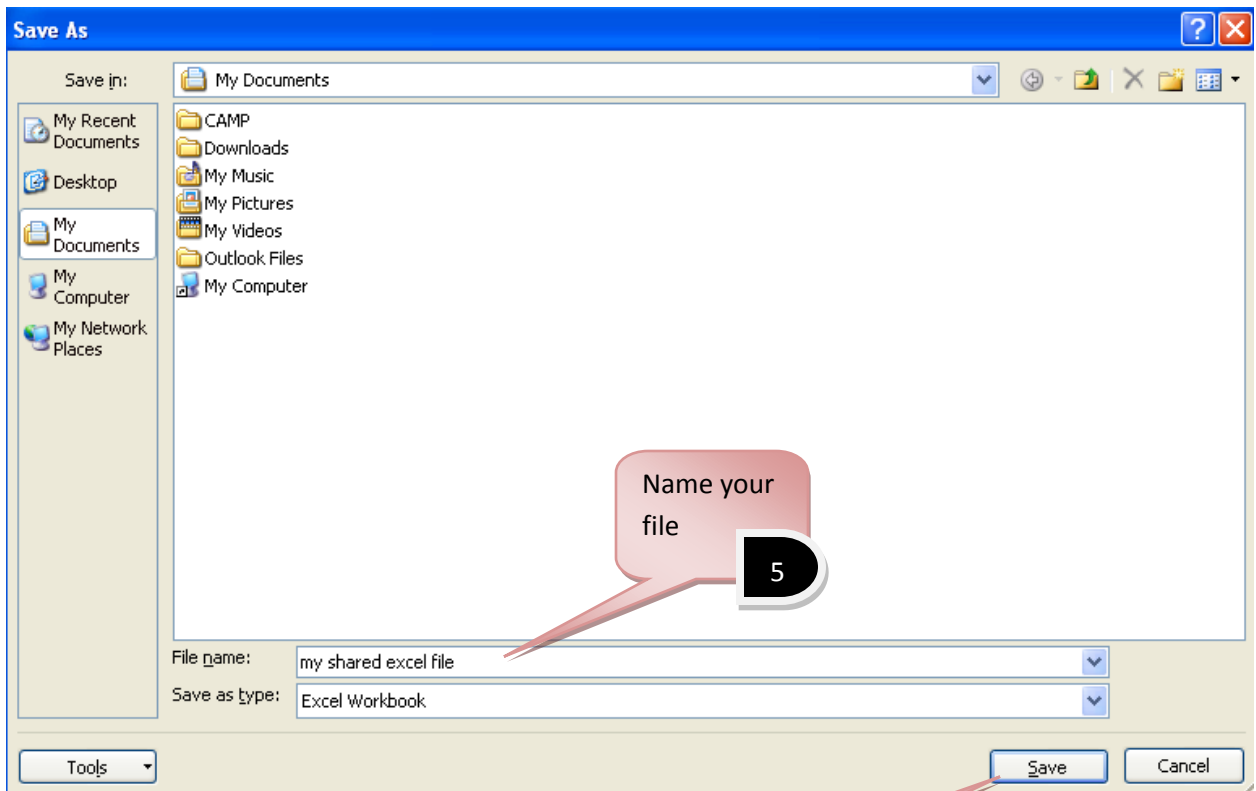
Check **Allow changes**

3



Click **OK**

4





Slicers

A Pivot Table is way to present information in a report format. The idea is that you can click drop down lists and change the data that is being displayed.

Click Insert

Click Pivot Table

	A	B	C	D	E	F
1	Store	Product	Part Number	Vendor	Units On-Hand	Unit Price
2	Albany	Keyboard	28-6653	Diamond	100	\$ 29
3	Albany	Mouse	27-3719	Treetop	218	\$ 19
4	Rochester	Monitor	22-4192	Pile	400	\$ 129
5	Buffalo	Memory Board	22-8202	Pile	300	\$ 59
6	Buffalo	CD ROM Drive	23-4858	Letter C	20	\$ 39
7	Syracuse	Hard Drive	25-6611	Circular	60	\$ 99
8	Syracuse	System Unit	27-1518	Treetop	60	\$ 199
9	Utica	System Unit	28-1847	Diamond	100	\$ 199
10	Buffalo	Mouse	21-8312	Ace	160	\$ 19
11	Buffalo	Monitor	28-7480	Diamond	40	\$ 129
12	Rochester	Memory Board	22-1212	Pile	112	\$ 59

Create PivotTable

Choose the data that you want to analyze

Select a table or range
 Table/Range:

Use an external data source
 Choose Connection...
 Connection name:

Choose where you want the PivotTable report to be placed

New Worksheet
 Existing Worksheet
 Location:

OK Cancel

3: Select a table or range

4: Click New Worksheet

5: Click OK

Microsoft Excel

PivotTable Tools

Options Design

File Home Insert Page Layout Formulas Data Review View

PivotTable Active Field Group Sort & Filter Refresh Change Data Source Calculations PivotChart OLAP Tools What-If Analysis

Inventory [Read-Only]

PivotTable Field List

Choose fields to add to report:

- Store
- Product
- Part Number
- Vendor
- Units On-Hand
- Unit Price

Drag fields between areas below:

Report Filter Column Labels

Row Labels Values

6: Pivot table report and field list

Pivot table is created based on the fields selected

Choose fields to add to report

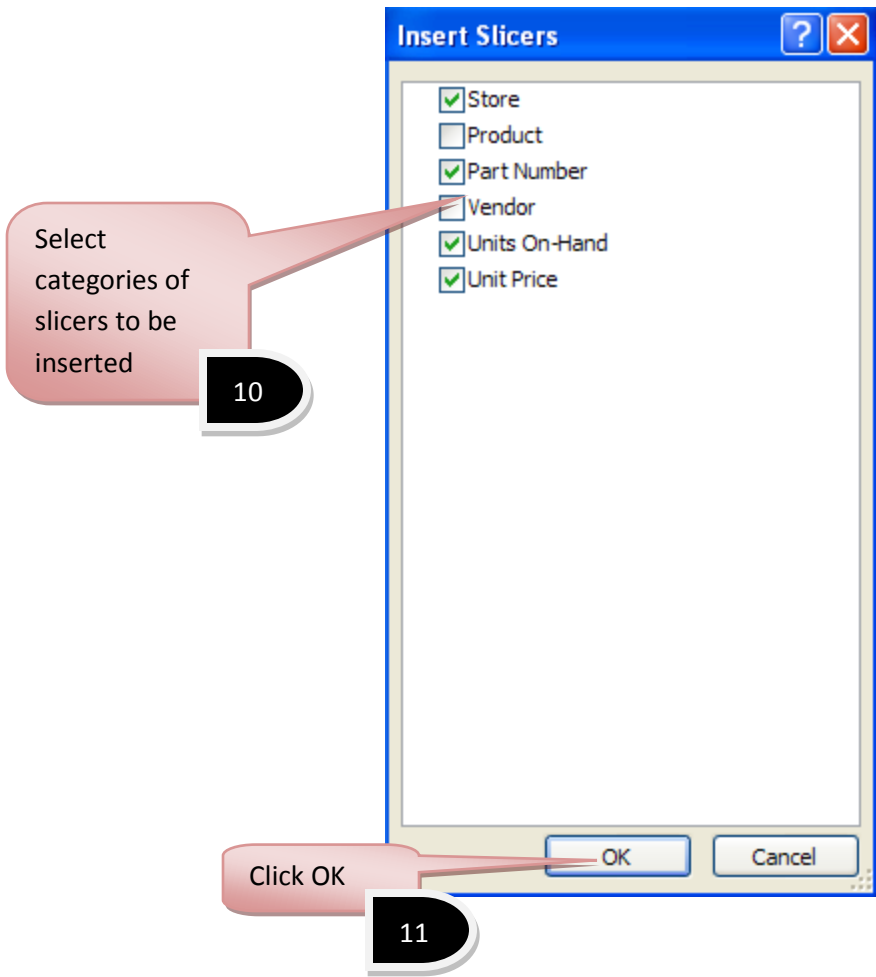
You may move these labels around

Click Insert Slicer

Row Labels	Sum of Unit Price
CD ROM Drive	117
Letter C	39
Quick Parts	39
Treetop	39
Hard Drive	297
Circular	198
Letter C	99
Keyboard	116
Circular	29
Diamond	29
Letter C	29
Quick Parts	29
Memory Board	354
Circular	59
Nickel	59
Pile	236
Monitor	774
Diamond	258



Note: Slicers make it faster and easier to filter PivotTables and cube functions. You may want to insert a slicer to filter data interactively.



The image shows a screenshot of the 'Insert Slicers' dialog box in Microsoft Office 2010. The dialog box has a blue title bar with the text 'Insert Slicers' and standard window control buttons (minimize, maximize, close). Inside the dialog, there is a list of categories with checkboxes:

- Store
- Product
- Part Number
- Vendor
- Units On-Hand
- Unit Price

At the bottom of the dialog are 'OK' and 'Cancel' buttons. Two callout boxes are present:

- Callout 10: A pink speech bubble pointing to the 'Vendor' checkbox with the text 'Select categories of slicers to be inserted' and a black circle containing the number '10'.
- Callout 11: A pink speech bubble pointing to the 'OK' button with the text 'Click OK' and a black circle containing the number '11'.

	A	B	C	D	E	F
1						
2						
3	Row Labels	Sum of				
4	CD ROM Drive	Albany				
5	Letter C	Buffal				
6	Quick Parts	Ithaca				
7	Treetop	Roch				
8	Hard Drive	Syrac				
9	Circular	Utica				
10	Letter C					
11	Keyboard					
12	Circular					
13	Diamond					
14	Letter C					
15	Quick Parts					
16	Memory Board					
17	Circular					
18	Nickel					
19	Pile	236				
20	Monitor	774				
21	Diamond	258				
22	Pile	387				
23	Quick Parts	129				

Slicers are now inserted



Creating Trendlines

Select the **Insert** tab **1**

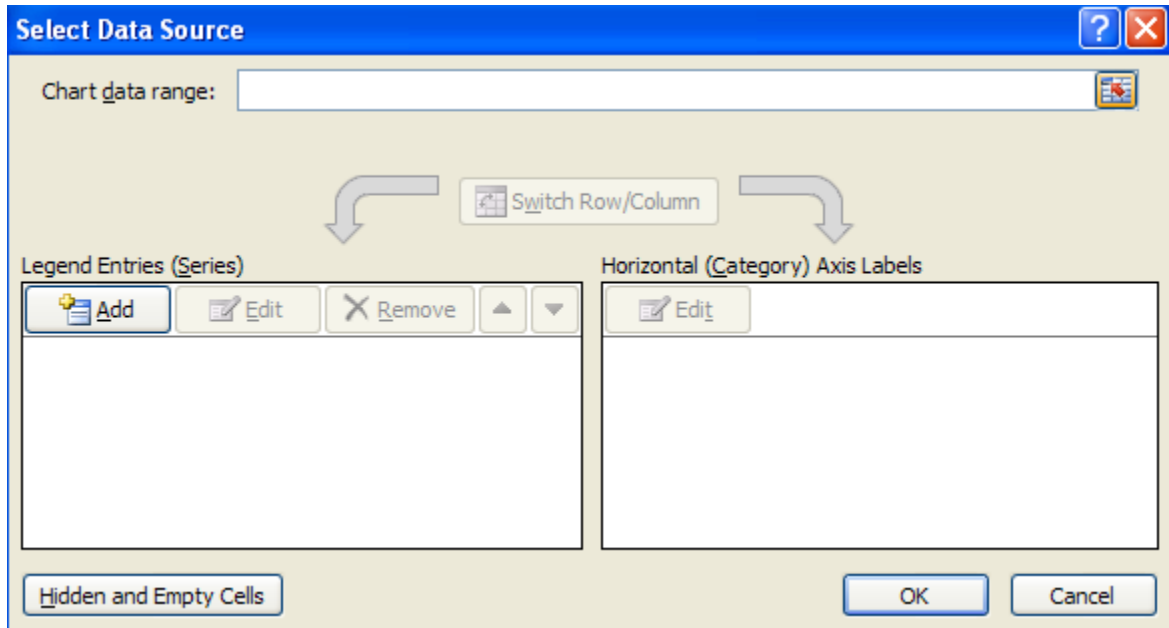
Select the Clustered Column 2-D column bar graph under the Column option. **2**

Click on **Select Data**. **3**

	A	B	C	D
1				
2		2005-2006	2006-2007	2007-2008 20
3	Workshop	14	18	26
4	Staff train	33	94	120
5	Micro Lab	2	10	25
6	Training w	2	18	25
7	Portable u	0	0	25

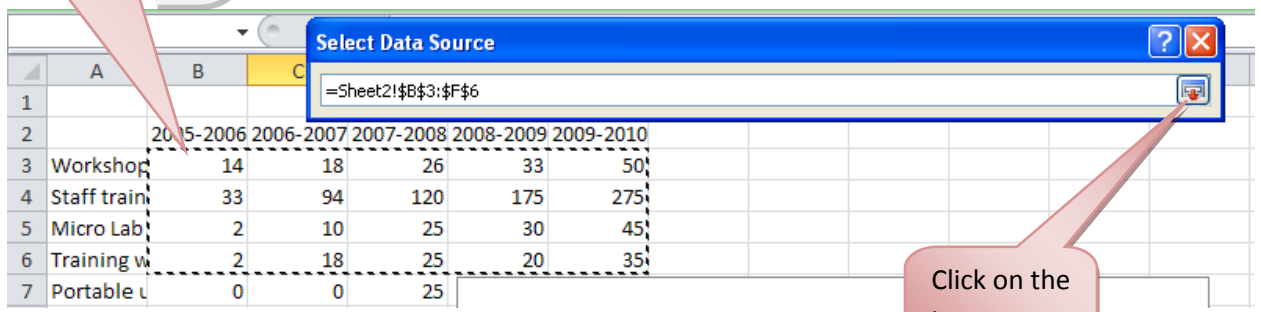
	A	B	C	D	E	F	G	H	I	J	K	L
1												
2		2005-2006	2006-2007	2007-2008	2008-2009	2009-2010						
3	Workshop	14	18	26	33	50						
4	Staff train	33	94	120								
5	Micro Lab	2	10	25								
6	Training w	2	18	25								
7	Portable u	0	0	25								
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												

Click the rectangular box beside the "Chart Data Range" field.



Select the dataset to be included in the column graph.

5

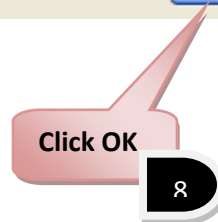
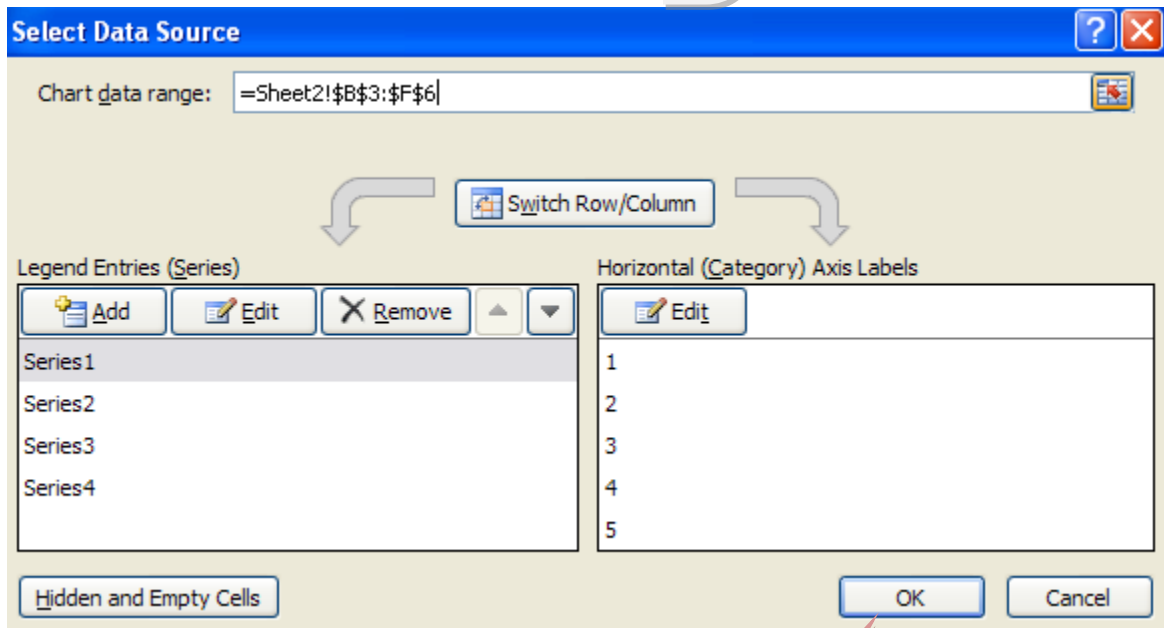


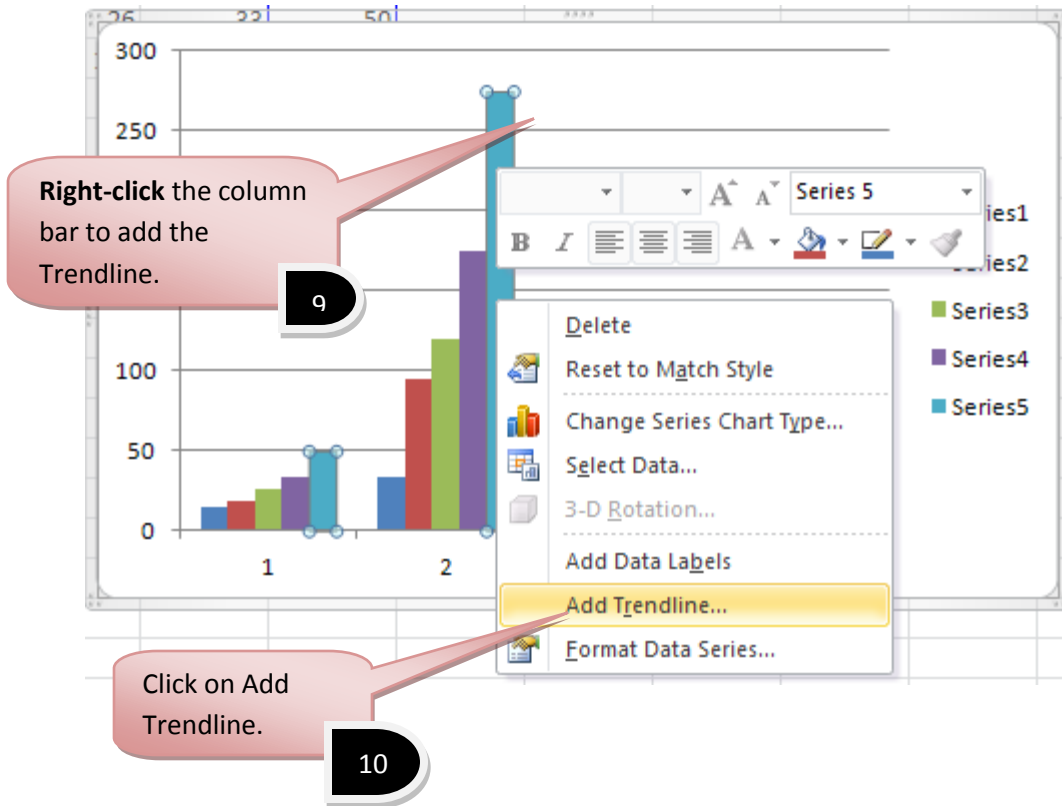
Click on the box again.

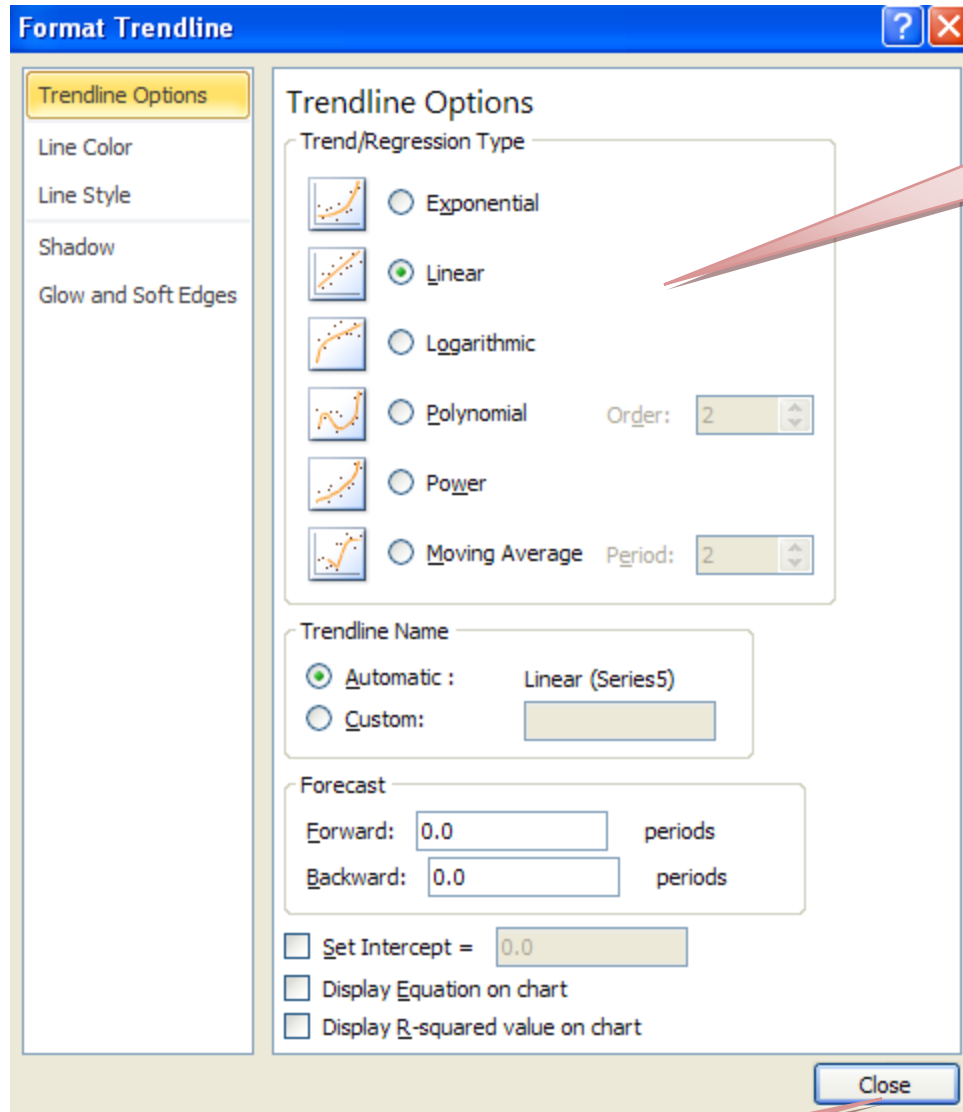
6

Switch the row/column data as appropriate by clicking "Switch Row/Column."

7





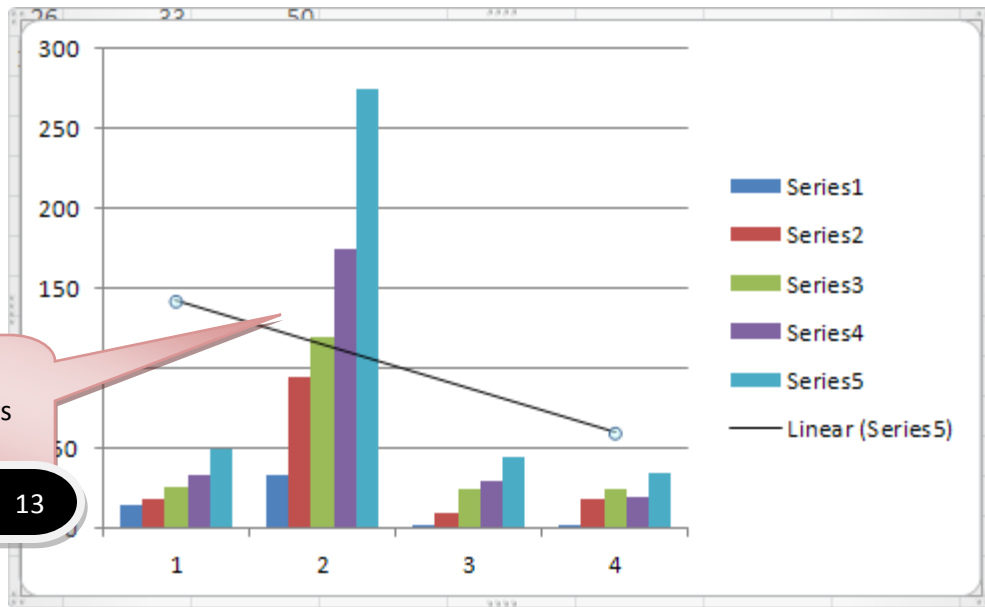


Select one of the Trendline options.

11

Select Close

12

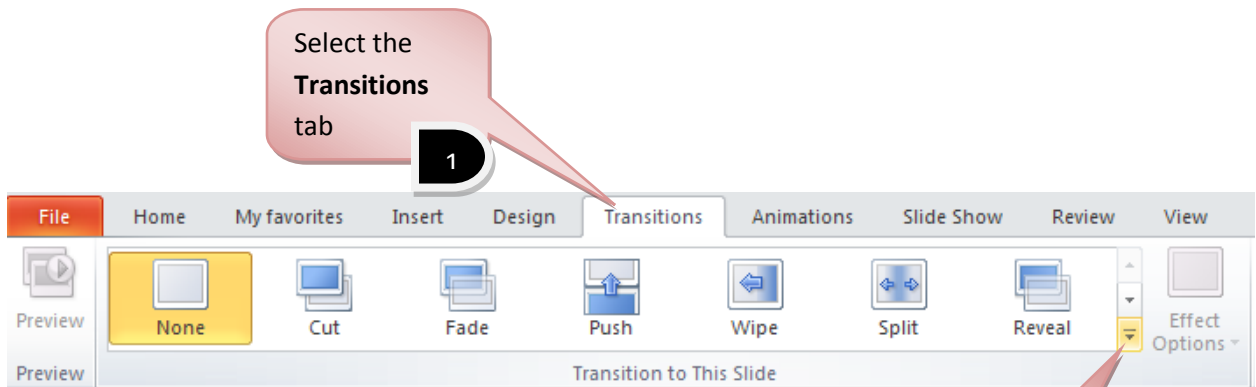


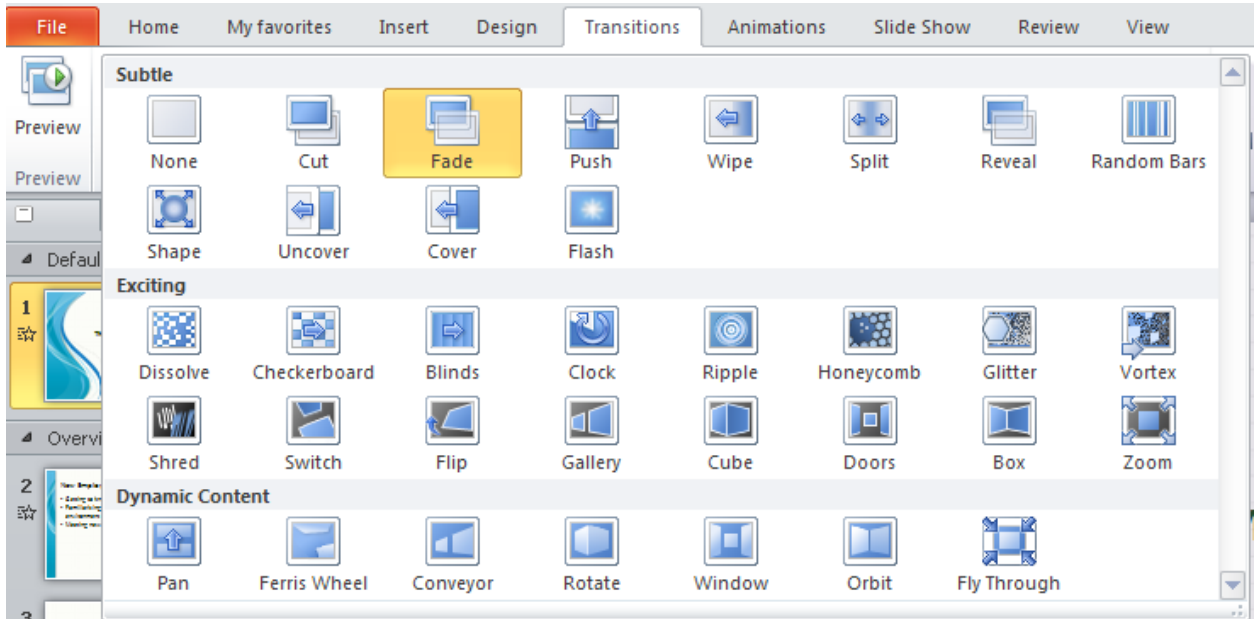
Trendline selected appears on chart.

13



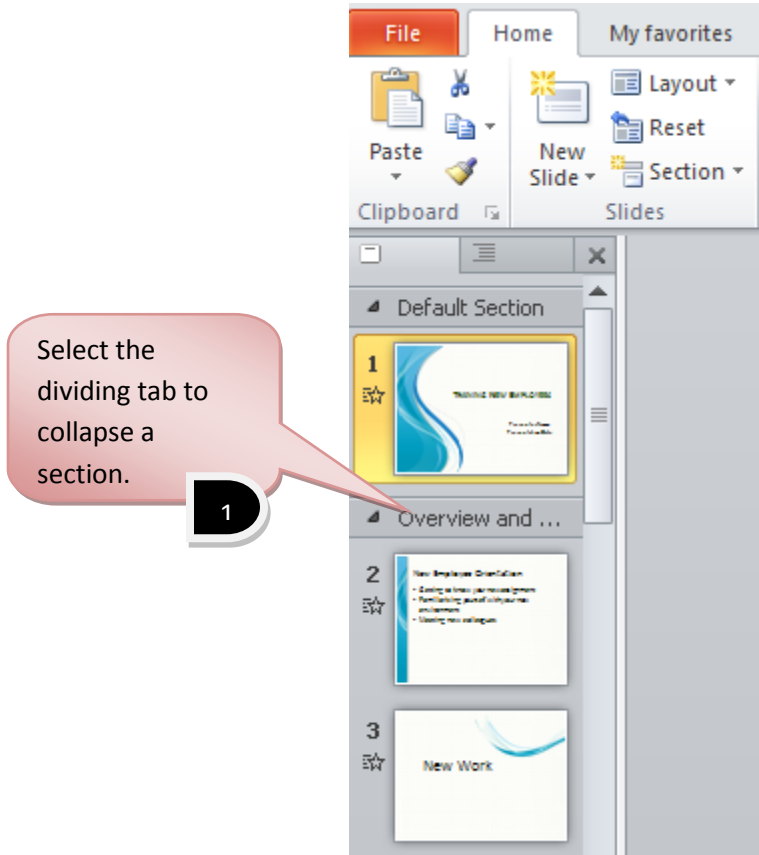
New Transitions

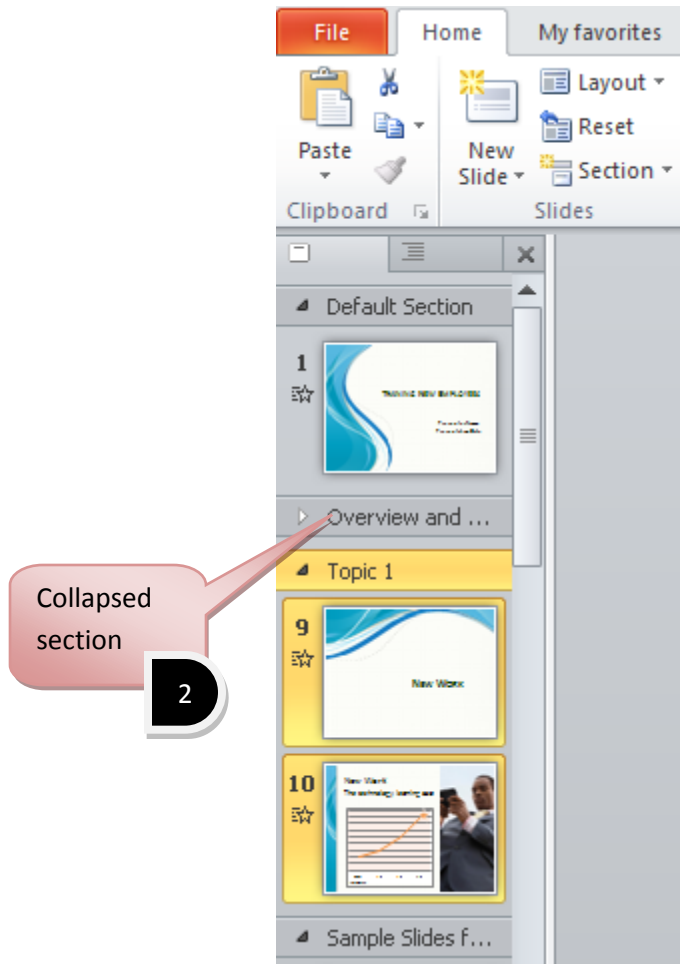






Sections for Organization

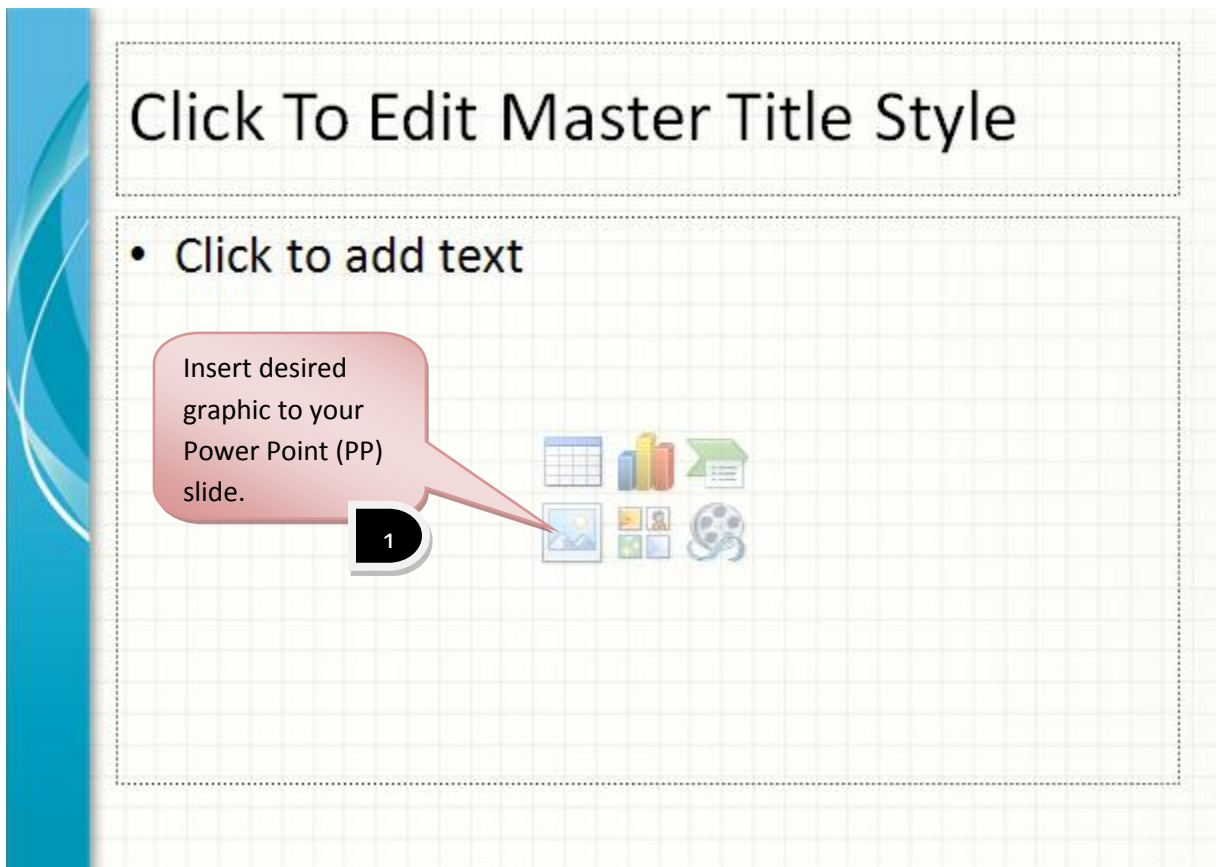


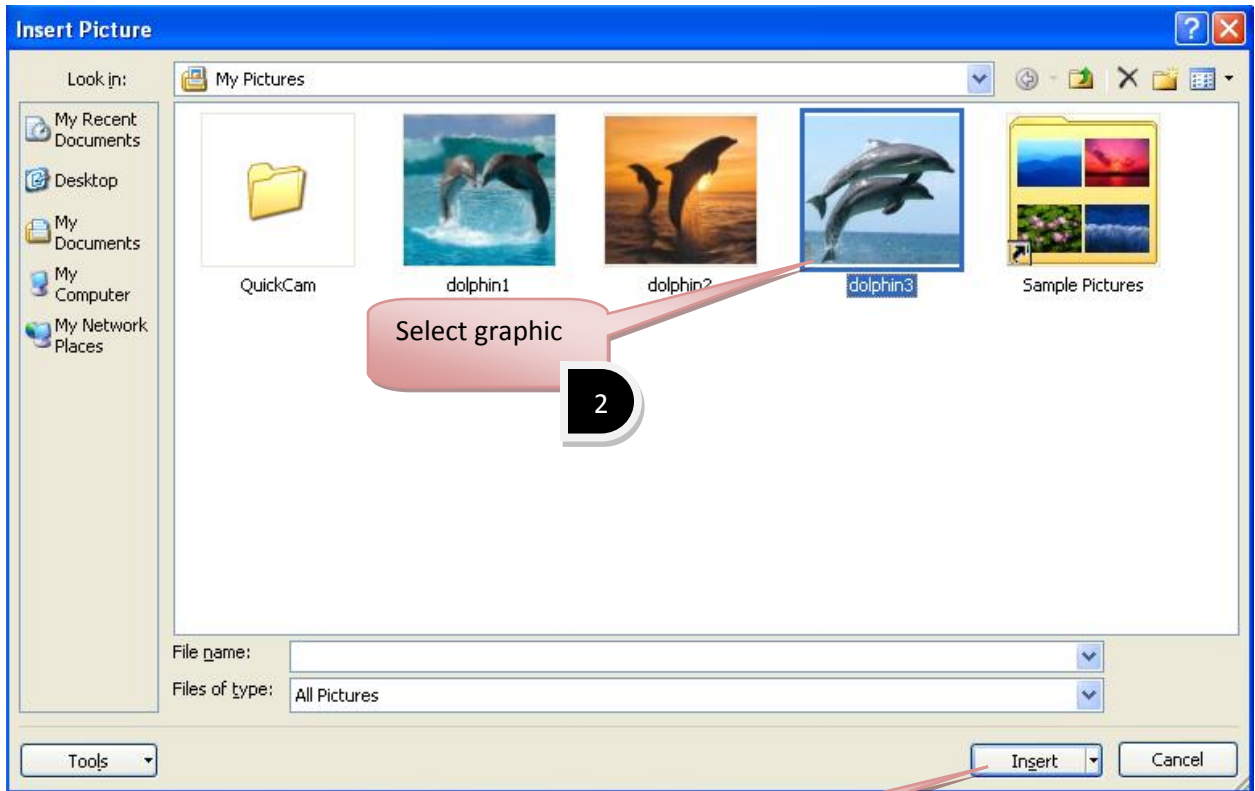




New Features of MS PowerPoint 2010

Background Removal Tool

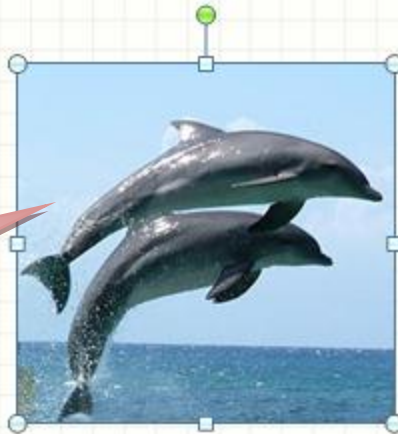




Click To Edit Master Title Style

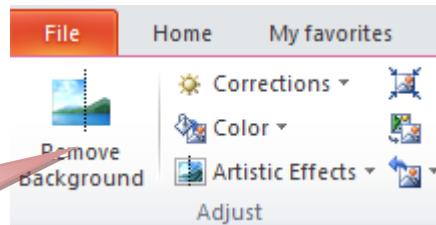
Graphic inserted, make sure to select the picture.

4

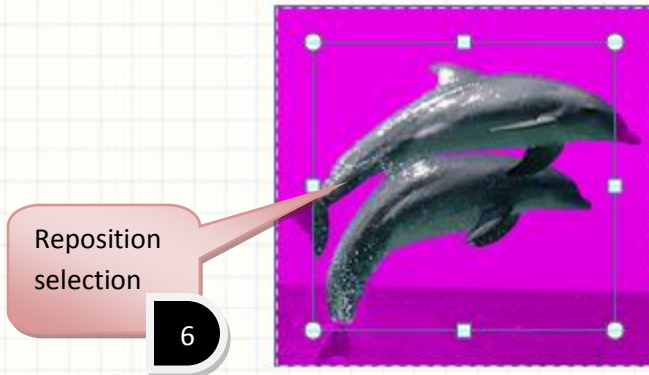


Select the **Remove Background** (from the ribbon).

5



Click To Edit Master Title Style

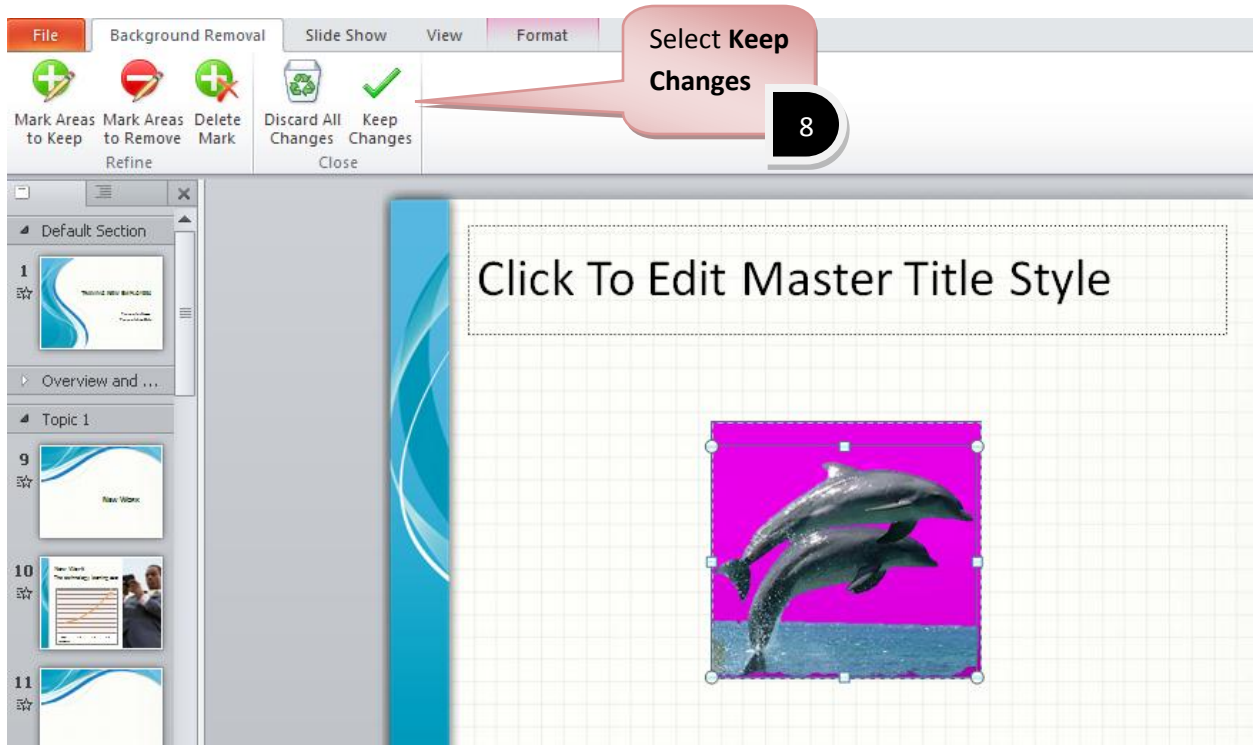


Click To Edit Master Title Style



View after repositioning

7



Select Keep Changes

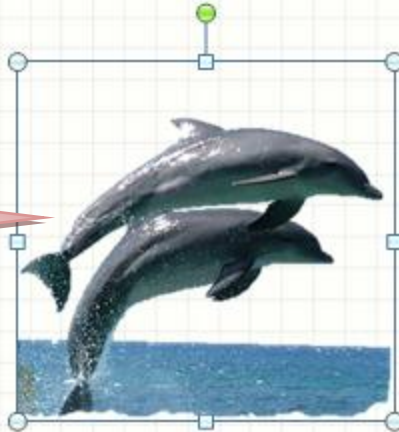
8

Click To Edit Master Title Style

Click To Edit Master Title Style

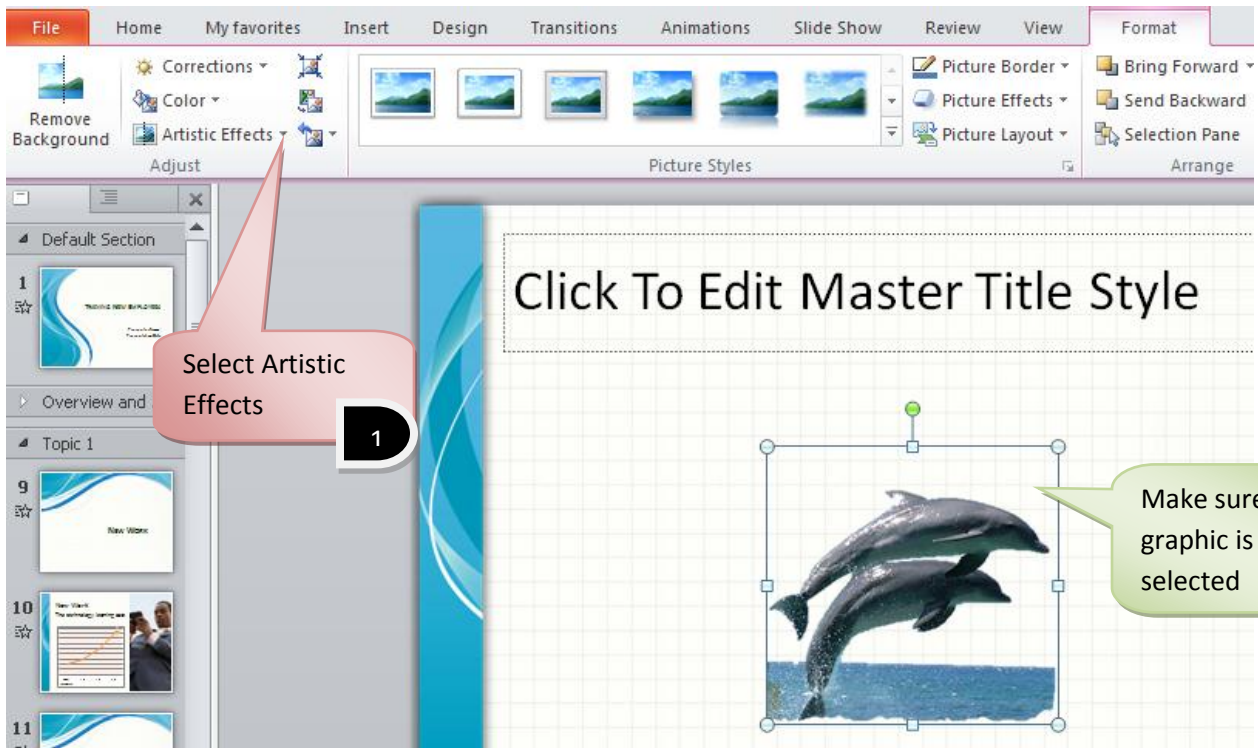
Background removed

9





Artistic Effects



The screenshot displays the Microsoft Office 2010 interface. The 'Format' ribbon is active, and the 'Artistic Effects' button is highlighted. A red callout bubble with the text 'Select Artistic Effects' and a circled '1' points to this button. On the slide, a dolphin image is selected with a green callout bubble that says 'Make sure the graphic is selected'. A text box on the slide contains the text 'Click To Edit Master Title Style'.

The screenshot shows the Microsoft Office 2010 ribbon with the 'Artistic Effects' gallery open. The ribbon includes 'File', 'Home', 'My favorites', 'Insert', 'Design', 'Transitions', 'Animations', 'Slide Show', 'Review', and 'View'. The 'Artistic Effects' gallery is divided into 'Paint Strokes' and 'Artistic Effects Options...'. A grid of 25 preview images shows various effects applied to a dolphin image. A red callout bubble with the number '2' points to a specific effect in the grid. A green callout bubble points to the preview image of the dolphin on the slide.

Select desired effect

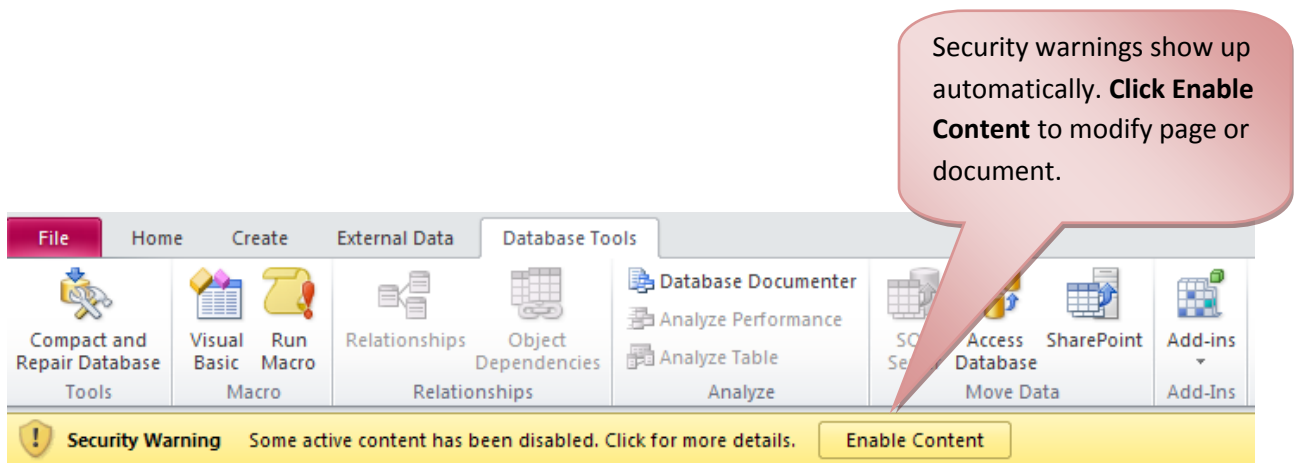
2

Select desired effect shows



New Features of MS Access 2010

Security Bars



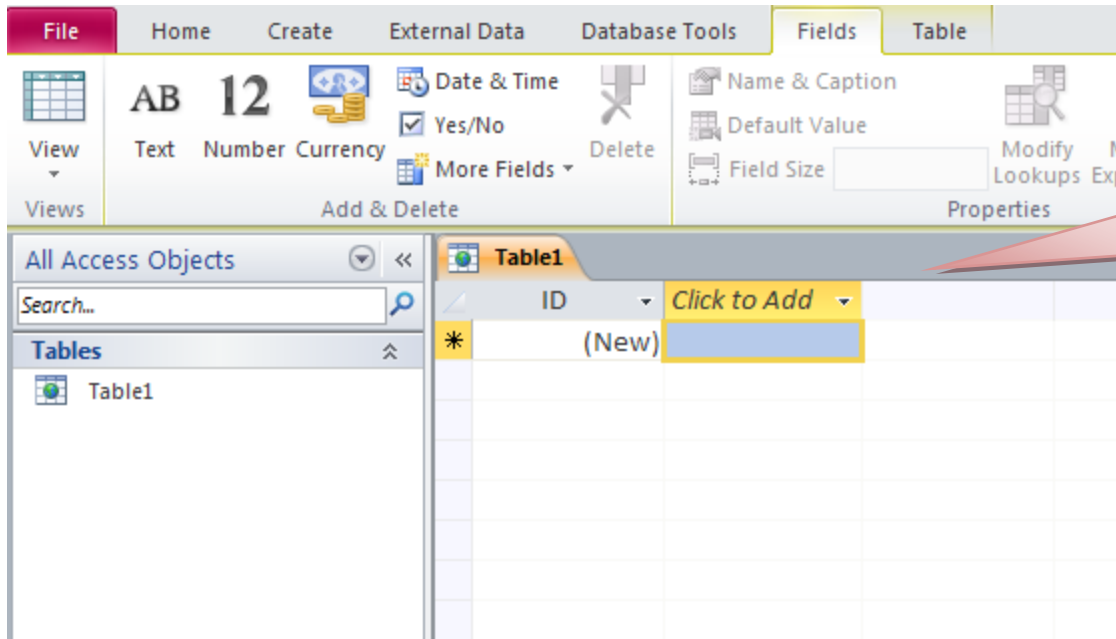
The screenshot displays the MS Access 2010 ribbon with the **Database Tools** tab selected. The ribbon includes groups for **Tools** (Compact and Repair Database), **Macro** (Visual Basic, Run Macro), **Relationships** (Relationships), **Analyze** (Object Dependencies, Database Documenter, Analyze Performance, Analyze Table), and **Move Data** (SQL Server, Access Database, SharePoint, Add-ins). At the bottom, a yellow **Security Warning** bar is visible, stating "Some active content has been disabled. Click for more details." and featuring an **Enable Content** button. A callout box explains that security warnings appear automatically and that clicking **Enable Content** allows for modifications.



Web Database

The screenshot displays the Microsoft Access 2010 interface. The **File** ribbon is active, showing options like Save, Open, and Database3.accdb. The **New** section is highlighted, showing various templates. Three callouts indicate the steps:

- 1**: Select File (pointing to the File ribbon)
- 2**: Select New (pointing to the New section)
- 3**: Double click on Blank web database (pointing to the Blank web database template)



The screenshot shows the MS Access 2010 interface. The ribbon is set to the 'Table' tab under the 'Database Tools' group. The ribbon includes sections for 'Fields' (with options like Date & Time, Yes/No, More Fields, Name & Caption, Default Value, Field Size) and 'Table' (with options like Delete, Modify Lookups Exp, Properties). Below the ribbon is the 'All Access Objects' pane, which shows a search bar and a list of tables containing 'Table1'. The main workspace displays a table named 'Table1' with a single row. The first column is labeled 'ID' and has a dropdown menu set to 'Click to Add'. The second column contains the text '(New)' and is highlighted in blue.

Your new database is created

