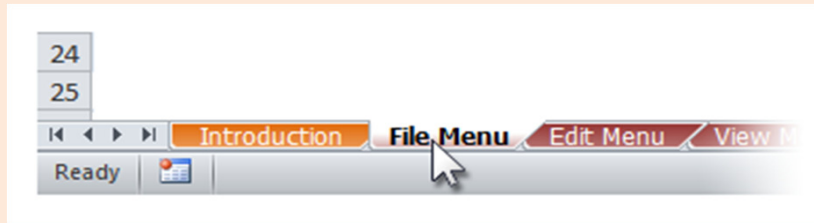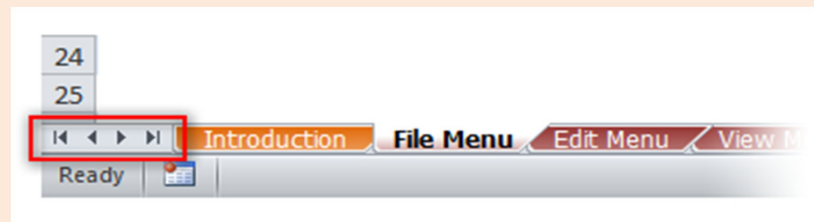# Access: Menu to ribbon reference

To view Office 2003 menu and toolbar commands and their Office 2010 equivalents, click a worksheet tab at the bottom of the window.

If you don't see the tab you want, right-click the scrolling buttons next to the tabs to reveal a list of all the worksheets in the workbook. Then click the worksheet you want to view.

To find additional resources that will help you make the transition to the new user interface in Office 2010 and related products, visit **http://office.com/gettingstarted**.

For more tips on using this workbook, press F1 and click **More information about this template**.

Access: File Menu

Access 2003 Location	Access 2010 Location
Back Up Database	File | Info | Manage | Back Up Database
Close	File | Close
Connection	File | Server | Connection
Database Properties	File | Info | Database Properties
Database Properties	File | Info | Database Properties
Exit	File | Exit
Export	External Data | Export
File Search	Removed from Product
Get External Data | Import	External Data | Import & Link
Get External Data | Link Tables	File | Server | Link Tables
Load from Query	Home | Sort & Filter | Advanced | Load from Query
New	File | New
Open	File | Open
Page Properties	Removed from Product
Page Setup	File | Print | Print Preview | Page Layout | Page Setup
Page Setup	Report Layout Tools | Page Setup | Page Layout | Page Setup
Print	File | Print | Print
Print Preview	File | Print | Print Preview
Print Relationships	Relationship Tools | Design | Tools | Relationship Report
Recent File Name Goes Here	File | Recent
Revert	File | Options | Customize Ribbon | All Commands | Revert
Save	File | Save
Save As	File | Save Object As
Save As	File | Save Database As
Save As	Macro Tools | Design | Close | Save As
Save As	Query Tools | Design | Close | Save As
Save As Query	Home | Sort & Filter | Advanced | Save As Query
Save as Text	Replaced with VBA command SaveAsText()
Send To	External Data | Export | E-mail
Send To | Mail Recipient	External Data | Export | E-mail
Send To | Mail Recipient (as Attachment)	External Data | Export | E-mail
Send To | Mail Recipient (as Attachment)	File | Print | Print Preview | Data | E-mail
Sign out	Removed from Product
Web Page Preview	Removed from Product

Access: Edit Menu

Access 2003 Location	Access 2010 Location
Add to Group | Custom Group List	File | Options | Current Database | Navigation | Navigation Options
Add to Group | More Groups	Removed from Product
Add to Group | New Group	Removed from Product
Bookmarks | Bookmark	Removed from Product
Bookmarks | Clear All Bookmarks	Removed from Product
Bookmarks | Next Bookmark	Removed from Product
Bookmarks | Previous Bookmark	Removed from Product
Clear Grid	Home | Sort & Filter | Advanced | Clear Grid
Clear Layout	Relationship Tools | Design | Tools | Clear Layout
Copy	Home | Clipboard | Copy
Copy Diagram to Clipboard	Home | Clipboard | Copy
Create Shortcut	File | Options | Customize Ribbon | All Commands | Create Shortcut
Cut	Home | Clipboard | Cut
Delete	Home | Records | Clear | Delete
Delete	Home | Records | Delete
Delete Column	Table Tools | Fields | Add & Delete | Delete
Delete Columns	Query Tools | Design | Query Setup | Delete Columns
Delete Record	Home | Records | Clear | Delete Record
Delete Rows	Diagram Tools | Design | Schema Tools | Delete Rows
Delete Rows	Query Tools | Design | Query Setup | Delete Rows
Delete Rows	Table Tools | Design | Tools | Delete Rows
Delete Tab	Home | Sort & Filter | Advanced | Delete Tab
Delete Table from Database	Diagram Tools | Design | Schema Tools | Delete Table from Database
Duplicate	File | Options | Customize Ribbon | All Commands | Duplicate
Find	Home | Find | Find
Find Next	File | Options | Customize Ribbon | All Commands | Find Next
Go To | First	Home | Find | Go To | First
Go To | Last	Home | Find | Go To | Last
Go To | New Record	Home | Find | Go To | New
Go To | New Record	Home | Records | New
Go To | Next	Home | Find | Go To | Next
Go To | Previous	Home | Find | Go To | Previous
Groups | Delete Group	File | Options | Current Database | Navigation | Navigation Options
Groups | New Group	Removed from Product
Groups | Rename Group	Removed from Product
Insert SQL	Function & View Tools | Design | Tools | Edit SQL
Insert SQL	SQL Statement Tools | Design | Tools | Edit SQL
Insert SQL	Stored Procedure Tools | Design | Tools | Edit SQL
Object	Right-click the object
Object | Convert	Right click the object, then click Convert
Office Clipboard	Home | Clipboard | Dialog Launcher | Office Clipboard
OLE/DDE Links	File | Options | Customize Ribbon | All Commands | OLE/DDE Links
Paste	Home | Clipboard | Paste
Paste Append	Home | Clipboard | Paste | Paste Append
Paste as Hyperlink	Removed from Product
Paste Special	Home | Clipboard | Paste | Paste Special
Primary Key	Diagram Tools | Design | Tools | Primary Key
Primary Key	Table Tools | Design | Tools | Primary Key
Redo	Quick Access Toolbar | Redo
Rename	Right-click the object in the Navigation Pane
Replace	Home | Find | Replace
Select All	Form Design Tools | Format | Selection | Select All
Select All	Form Layout Tools | Format | Selection | Select All
Select All	Report Design Tools | Format | Selection | Select All
Select All	Report Layout Tools | Format | Selection | Select All
Select All Columns	Removed from Product
Select All Records	Home | Find | Select | Select All
Select Form	Removed from Product
Select Page	Removed from Product
Select Record	Home | Find | Select | Select

Access: Edit Menu

Access 2003 Location	Access 2010 Location
Select Report	Removed from Product
Test Validation Rules	Table Tools | Design | Tools | Test Validation Rules
Undo	Quick Access Toolbar | Undo

Access: View Menu

Access 2003 Location	Access 2010 Location
Arrange Icons	Replaced by the Navigation Pane
Arrange Icons | Auto Arrange	Replaced by the Navigation Pane Header menu
Arrange Icons | By Created	Replaced by the Navigation Pane Header shortcut menu
Arrange Icons | By Modified	Replaced by the Navigation Pane Header shortcut menu
Arrange Icons | By Name	Replaced by the Navigation Pane Header shortcut menu
Arrange Icons | By Type	Replaced by the Navigation Pane Header shortcut menu
Code	Form Design Tools | Design | Tools | View Code
Code	Report Design Tools | Design | Tools | View Code
Conditions	File | Options | Customize Ribbon | All Commands | Conditions
Constraints	Diagram Tools | Design | Schema Tools | Constraints
Data Outline	Removed from Product
Database Objects | Custom Group List	File | Options | Current Database | Navigation | Navigation Options
Database Objects | Diagrams	Replaced by the Navigation Pane Header menu
Database Objects | Forms	Replaced by the Navigation Pane Header menu
Database Objects | Macros	Replaced by the Navigation Pane Header menu
Database Objects | Modules	Replaced by the Navigation Pane Header menu
Database Objects | More Groups	Removed from Product
Database Objects | Pages	Removed from Product
Database Objects | Queries	Replaced by the Navigation Pane Header menu
Database Objects | Reports	Replaced by the Navigation Pane Header menu
Database Objects | Tables	Replaced by the Navigation Pane Header menu
Datasheet View	Home | Views | Mode | Datasheet View
Design View	Diagram Tools | Design | Views | Mode | Design View
Design View	Form Design Tools | Design | Views | Mode | Design View
Design View	Form Layout Tools | Design | Views | Mode | Design View
Design View	Form Tools | Datasheet | Views | Mode | Design View
Design View	Function & View Tools | Design | Views | Mode | Design View
Design View	Home | Views | Mode | Design View
Design View	PivotChart Tools | Design | Views | Mode | Design View
Design View	PivotTable Tools | Design | Views | Mode | Design View
Design View	Query Tools | Design | Results | Mode | Design View
Design View	Quick Access Toolbar | Mode | Design View
Design View	Report Design Tools | Design | Views | Mode | Design View
Design View	Report Layout Tools | Design | Views | Mode | Design View
Design View	SQL Statement Tools | Design | Views | Mode | Design View
Design View	Stored Procedure Tools | Design | Views | Mode | Design View
Design View	Table Tools | Design | Views | Mode | Design View
Design View	Table Tools | Fields | Views | Mode | Design View
Details	Replaced by the Navigation Pane Header shortcut menu
Drop Areas	PivotChart Tools | Design | Show/Hide | Drop Zones
Drop Areas	PivotTable Tools | Design | Show/Hide | Drop Zones
Expand Indicators	PivotChart Tools | Design | Show/Hide | Drill Buttons
Expand Indicators	PivotTable Tools | Design | Show/Hide | Drill Buttons
Field List	Form Design Tools | Design | Tools | Add Existing Fields
Field List	Form Layout Tools | Design | Tools | Add Existing Fields
Field List	Form Tools | Datasheet | Tools | Add Existing Fields
Field List	Report Design Tools | Design | Tools | Add Existing Fields
Field List	Report Layout Tools | Design | Tools | Add Existing Fields
Form Header/Footer	File | Options | Customize Ribbon | All Commands | Form Header/Footer
Form View	Diagram Tools | Design | Views | Mode | Form View
Form View	Form Design Tools | Design | Views | Mode | Form View
Form View	Form Layout Tools | Design | Views | Mode | Form View
Form View	Form Tools | Datasheet | Views | Mode | Form View
Form View	Function & View Tools | Design | Views | Mode | Form View
Form View	Home | Views | Mode | Form View
Form View	PivotChart Tools | Design | Views | Mode | Form View
Form View	PivotTable Tools | Design | Views | Mode | Form View
Form View	Query Tools | Design | Results | Mode | Form View
Form View	Quick Access Toolbar | Mode | Form View
Form View	Report Design Tools | Design | Views | Mode | Form View

Access: View Menu

Access 2003 Location	Access 2010 Location
Form View	Report Layout Tools	Design	Views	Mode	Form View
Form View	SQL Statement Tools	Design	Views	Mode	Form View
Form View	Stored Procedure Tools	Design	Views	Mode	Form View
Form View	Table Tools	Design	Views	Mode	Form View
Form View	Table Tools	Fields	Views	Mode	Form View
Grid	Form Design Tools	Arrange	Sizing & Ordering	Size/Space	Grid
Grid	Report Design Tools	Arrange	Sizing & Ordering	Size/Space	Grid
HTML Source	Removed from Product
Indexes	Table Tools	Design	Show/Hide	Indexes
Indexes / Keys	Diagram Tools	Design	Schema Tools	Indexes / Keys
Join Properties	Shortcut menu of the join line
Large Icons	Replaced by the Navigation Pane Header shortcut menu
Layout Preview	File	Options	Customize Ribbon	All Commands	First 10 Records Preview
Line Up Icons	Replaced by the Navigation Pane Header menu
List	Replaced by the Navigation Pane Header shortcut menu
Macro Names	File	Options	Customize Ribbon	All Commands	Macro Names
Object Dependencies	Database Tools	Relationships	Object Dependencies
Object Dependencies	File	Object Dependencies
Object Dependencies	Table Tools	Design	Relationships	Object Dependencies
Object Dependencies	Table Tools	Table	Relationships	Object Dependencies
Page Header/Footer	File	Options	Customize Ribbon	All Commands	Page Header/Footer
Page View	Diagram Tools	Design	Views	Mode	Form View
Page View	Form Design Tools	Design	Views	Mode	Form View
Page View	Form Layout Tools	Design	Views	Mode	Form View
Page View	Form Tools	Datasheet	Views	Mode	Form View
Page View	Function & View Tools	Design	Views	Mode	Form View
Page View	Home	Views	Mode	Form View
Page View	PivotChart Tools	Design	Views	Mode	Form View
Page View	PivotTable Tools	Design	Views	Mode	Form View
Page View	Query Tools	Design	Results	Mode	Form View
Page View	Quick Access Toolbar	Mode	Form View
Page View	Report Design Tools	Design	Views	Mode	Form View
Page View	Report Layout Tools	Design	Views	Mode	Form View
Page View	SQL Statement Tools	Design	Views	Mode	Form View
Page View	Stored Procedure Tools	Design	Views	Mode	Form View
Page View	Table Tools	Design	Views	Mode	Form View
Page View	Table Tools	Fields	Views	Mode	Form View
Pages	File	Print	Print Preview
Pages	Eight Pages	File	Print	Print Preview	Zoom	More Pages	Eight Pages
Pages	Four Pages	File	Print	Print Preview	Zoom	More Pages	Four Pages
Pages	One Page	File	Print	Print Preview	Zoom	One Page
Pages	Twelve Pages	File	Print	Print Preview	Zoom	More Pages	Twelve Pages
Pages	Two Pages	File	Print	Print Preview	Zoom	Two Pages
PivotChart View	Diagram Tools	Design	Views	Mode	PivotChart View
PivotChart View	Form Design Tools	Design	Views	Mode	PivotChart View
PivotChart View	Form Layout Tools	Design	Views	Mode	PivotChart View
PivotChart View	Form Tools	Datasheet	Views	Mode	PivotChart View
PivotChart View	Function & View Tools	Design	Views	Mode	PivotChart View
PivotChart View	Home	Views	Mode	PivotChart View
PivotChart View	PivotChart Tools	Design	Views	Mode	PivotChart View
PivotChart View	PivotTable Tools	Design	Views	Mode	PivotChart View
PivotChart View	Query Tools	Design	Results	Mode	PivotChart View
PivotChart View	Quick Access Toolbar	Mode	PivotChart View
PivotChart View	Report Design Tools	Design	Views	Mode	PivotChart View
PivotChart View	Report Layout Tools	Design	Views	Mode	PivotChart View
PivotChart View	SQL Statement Tools	Design	Views	Mode	PivotChart View
PivotChart View	Stored Procedure Tools	Design	Views	Mode	PivotChart View
PivotChart View	Table Tools	Design	Views	Mode	PivotChart View
PivotChart View	Table Tools	Fields	Views	Mode	PivotChart View
PivotTable View	Diagram Tools	Design	Views	Mode	PivotTable View
PivotTable View	Form Design Tools	Design	Views	Mode	PivotTable View

Access: View Menu

Access 2003 Location	Access 2010 Location
PivotTable View	Form Layout Tools | Design | Views | Mode | PivotTable View
PivotTable View	Form Tools | Datasheet | Views | Mode | PivotTable View
PivotTable View	Function & View Tools | Design | Views | Mode | PivotTable View
PivotTable View	Home | Views | Mode | PivotTable View
PivotTable View	PivotChart Tools | Design | Views | Mode | PivotTable View
PivotTable View	PivotTable Tools | Design | Views | Mode | PivotTable View
PivotTable View	Query Tools | Design | Results | Mode | PivotTable View
PivotTable View	Quick Access Toolbar | Mode | PivotTable View
PivotTable View	Report Design Tools | Design | Views | Mode | PivotTable View
PivotTable View	Report Layout Tools | Design | Views | Mode | PivotTable View
PivotTable View	SQL Statement Tools | Design | Views | Mode | PivotTable View
PivotTable View	Stored Procedure Tools | Design | Views | Mode | PivotTable View
PivotTable View	Table Tools | Design | Views | Mode | PivotTable View
PivotTable View	Table Tools | Fields | Views | Mode | PivotTable View
Print Preview	File | Print | Print Preview
Procedure Definition	Removed from Product
Properties	Diagram Tools | Design | Tools | Property Sheet
Properties	Form Design Tools | Design | Tools | Property Sheet
Properties	Form Layout Tools | Design | Tools | Property Sheet
Properties	Form Tools | Datasheet | Tools | Property Sheet
Properties	Function & View Tools | Design | Tools | Property Sheet
Properties	PivotChart Tools | Design | Tools | Property Sheet
Properties	PivotTable Tools | Design | Tools | Property Sheet
Properties	Query Tools | Design | Show/Hide | Property Sheet
Properties	Report Design Tools | Design | Tools | Property Sheet
Properties	Report Layout Tools | Design | Tools | Property Sheet
Properties	SQL Statement Tools | Design | Tools | Property Sheet
Properties	Stored Procedure Tools | Design | Tools | Property Sheet
Properties	Table Tools | Design | Show/Hide | Property Sheet
Refresh	Replaced by the Navigation Pane
Relationships	Diagram Tools | Design | Schema Tools | Relationships
Report Header/Footer	Report Design Tools | Header/Footer
Ruler	Form Design Tools | Arrange | Sizing & Ordering | Size/Space | Ruler
Ruler	Report Design Tools | Arrange | Sizing & Ordering | Size/Space | Ruler
Server Properties	File | Server | Server Properties
Show Panes | Diagram	Function & View Tools | Design | Tools | Diagram
Show Panes | Diagram	Stored Procedure Tools | Design | Tools | Diagram
Show Panes | Grid	Function & View Tools | Design | Tools | Grid
Show Panes | Grid	Stored Procedure Tools | Design | Tools | Grid
Show Panes | SQL	Function & View Tools | Design | Tools | SQL
Show Panes | SQL	Stored Procedure Tools | Design | Tools | SQL
Small Icons	Replaced by the Navigation Pane Header shortcut menu
Sorting and Grouping	Report Design Tools | Design | Grouping & Totals | Group & Sort
Sorting and Grouping	Report Layout Tools | Design | Grouping & Totals | Group & Sort
SQL View	Diagram Tools | Design | Views | Mode | SQL View
SQL View	Form Design Tools | Design | Views | Mode | SQL View
SQL View	Form Layout Tools | Design | Views | Mode | SQL View
SQL View	Form Tools | Datasheet | Views | Mode | SQL View
SQL View	Function & View Tools | Design | Views | Mode | SQL View
SQL View	Home | Views | Mode | SQL View
SQL View	PivotChart Tools | Design | Views | Mode | SQL View
SQL View	PivotTable Tools | Design | Views | Mode | SQL View
SQL View	Query Tools | Design | Results | Mode | SQL View
SQL View	Quick Access Toolbar | Mode | SQL View
SQL View	Report Design Tools | Design | Views | Mode | SQL View
SQL View	Report Layout Tools | Design | Views | Mode | SQL View
SQL View	SQL Statement Tools | Design | Views | Mode | SQL View
SQL View	Stored Procedure Tools | Design | Views | Mode | SQL View
SQL View	Table Tools | Design | Views | Mode | SQL View
SQL View	Table Tools | Fields | Views | Mode | SQL View
Subform | Datasheet	Removed from Product

Access: View Menu

Access 2003 Location	Access 2010 Location
Subform | Form	Removed from Product
Subform | PivotChart	Removed from Product
Subform | PivotTable	Removed from Product
Subform in New Window	Form Design Tools | Design | Tools | Subform in New Window
Subform in New Window	Report Design Tools | Design | Tools | Subform in New Window
Subreport in New Window	Removed from Product
Tab Order	Form Design Tools | Design | Tools | Tab Order
Tab Order	Report Design Tools | Design | Tools | Tab Order
Table | Column Names	Diagram Tools | Design | Show/Hide | Table Modes | Column Names
Table | Column Names	Diagram Tools | Design | Show/Hide | Table Modes | Column Names
Table | Column Properties	Diagram Tools | Design | Show/Hide | Table Modes | Column Properties
Table | Custom View	Diagram Tools | Design | Show/Hide | Table Modes | Custom View
Table | Keys	Diagram Tools | Design | Show/Hide | Table Modes | Keys
Table | Name Only	Diagram Tools | Design | Show/Hide | Table Modes | Name Only
Table | Name Only	Diagram Tools | Design | Show/Hide | Table Modes | Name Only
Table Names	Query Tools | Design | Show/Hide | Table Names
Task Pane	Removed from Product
Toolbars | Alignment and Sizing	Toolbars have been removed from the product. To find commands on the Alignment and Sizing toolbar, go to the Alignment and Sizing Toolbar sheet of this workbook.
Toolbars | Customize	File | Options | Customize Ribbon
Toolbars | Database	Toolbars have been removed from the product. To find commands on the Database toolbar, go to the Database Toolbar sheet of this workbook.
Toolbars | Filter/Sort	Toolbars have been removed from the product. To find commands on the Filter/Sort toolbar, go to the Filter/Sort Toolbar sheet of this workbook.
Toolbars | Form Design	Toolbars have been removed from the product. To find commands on the Form Design toolbar, go to the Form Design Toolbar sheet of this workbook.
Toolbars | Form View	Toolbars have been removed from the product. To find commands on the Form View toolbar, go to the Form View Toolbar sheet of this workbook.
Toolbars | Formatting (Datasheet)	Toolbars have been removed from the product. To find commands on the Formatting (Datasheet) toolbar, go to the Formatting (Datasheet) Toolbar sheet of this workbook.
Toolbars | Formatting (Form/Report)	Toolbars have been removed from the product. To find commands on the Formatting (Form/Report) toolbar, go to the Formatting (Form/Report) Toolbar sheet of this workbook.
Toolbars | Formatting (Page)	Toolbars have been removed from the product. To find commands on the Formatting (Page) toolbar, go to the Formatting (Page) Toolbar sheet of this workbook.
Toolbars | Formatting (PivotTable/PivotChart)	Toolbars have been removed from the product. To find commands on the Formatting (PivotTable/PivotChart) toolbar, go to the Formatting (PivotTable/PivotChart) Toolbar sheet of this workbook.
Toolbars | Macro Design	Toolbars have been removed from the product. To find commands on the Macro Design toolbar, go to the Macro Design Toolbar sheet of this workbook.
Toolbars | Page Design	Toolbars have been removed from the product. To find commands on the Page Design toolbar, go to the Page Design Toolbar sheet of this workbook.
Toolbars | Page View	Toolbars have been removed from the product. To find commands on the Page View toolbar, go to the Page View Toolbar sheet of this workbook.
Toolbars | PivotChart	Toolbars have been removed from the product. To find commands on the PivotChart toolbar, go to the PivotChart Menu sheet of this workbook.
Toolbars | PivotTable	Toolbars have been removed from the product. To find commands on the PivotTable toolbar, go to the PivotTable Menu sheet of this workbook.
Toolbars | Print Preview	Toolbars have been removed from the product. To find commands on the Print Preview toolbar, go to the Print Preview Toolbar sheet of this workbook.
Toolbars | Query Datasheet	Toolbars have been removed from the product. To find commands on the Query Datasheet toolbar, go to the Query Datasheet Toolbar sheet of this workbook.
Toolbars | Query Design	Toolbars have been removed from the product. To find commands on the Query Design toolbar, go to the Query Design Toolbar sheet of this workbook.
Toolbars | Relationship	Toolbars have been removed from the product. To find commands on the Relationship toolbar, go to the Relationship Toolbar sheet of this workbook.
Toolbars | Report Design	Toolbars have been removed from the product. To find commands on the Report Design toolbar, go to the Report Design Toolbar sheet of this workbook.

Access: View Menu

Access 2003 Location	Access 2010 Location
Toolbars | Source Code Control	Toolbars have been removed from the product. To find commands on the Source Code Control toolbar, go to the Source Code Control Toolbar sheet of this workbook.
Toolbars | Table Datasheet	Toolbars have been removed from the product. To find commands on the Table Datasheet toolbar, go to the Table Datasheet Toolbar sheet of this workbook.
Toolbars | Table Design	Toolbars have been removed from the product. To find commands on the Table Design toolbar, go to the Table Design Toolbar sheet of this workbook.
Toolbars | Task Pane	Toolbars have been removed from the product. To find commands on the Task Pane toolbar, go to the Task Pane Toolbar sheet of this workbook.
Toolbars | Toolbox	Toolbars have been removed from the product. To find commands on the Toolbox toolbar, go to the Toolbox Toolbar sheet of this workbook.
Toolbars | Utility 1	Removed from product.
Toolbars | Utility 2	Removed from product.
Toolbars | Web	Toolbars have been removed from the product. To find commands on the Web toolbar, go to the Web Toolbar sheet of this workbook.
Toolbox	Form Design Tools | Controls | Controls
Totals	Query Tools | Design | Show/Hide | Totals
Zoom	Status Bar | Zoom Slider
Zoom | 10%	File | Print | Print Preview | Zoom | Zoom | 10%
Zoom | 150%	File | Print | Print Preview | Zoom | Zoom | 150%
Zoom | 200%	File | Print | Print Preview | Zoom | Zoom | 200%
Zoom | 25%	File | Print | Print Preview | Zoom | Zoom | 25%
Zoom | 50%	File | Print | Print Preview | Zoom | Zoom | 50%
Zoom | 500%	File | Print | Print Preview | Zoom | Zoom | 500%
Zoom | 75%	File | Print | Print Preview | Zoom | Zoom | 75%
Zoom | Fit To Window	File | Print | Print Preview | Zoom | Zoom | Fit to Window
Zoom | Maximum 1000%	File | Print | Print Preview | Zoom | Zoom | 1000%
Zoom | Zoom 100%	File | Print | Print Preview | Zoom | Zoom | Zoom 100%
Zoom | Zoom Selection	Shortcut menu of a diagram in ADPs

Access: Insert Menu

Access 2003 Location	Access 2010 Location
ActiveX Control	Form Design Tools | Design | Controls | Controls | ActiveX Controls
ActiveX Control	Form Layout Tools | Design | Controls | Controls | ActiveX Controls
ActiveX Control	Report Design Tools | Design | Controls | Controls | ActiveX Controls
ActiveX Control	Report Layout Tools | Design | Controls | Controls | ActiveX Controls
AutoForm	Create | Forms | Form
AutoReport	Create | Reports | Report
Chart	Removed from Product
Class Module	Create | Macros & Code | Class Module
Class Module	Create | Macros & Code | Client Objects | Class Module
Class Module	File | Options | Customize Ribbon | All Commands | Macro | Class Module
Column	File | Options | Customize Ribbon | All Commands | Insert
Columns	Query Tools | Design | Query Setup | Insert Columns
Date and Time	Form Design Tools | Design | Header / Footer | Date & Time
Date and Time	Form Layout Tools | Design | Header / Footer | Date & Time
Date and Time	Report Design Tools | Design | Header / Footer | Date & Time
Date and Time	Report Layout Tools | Design | Header / Footer | Date & Time
Diagram	Create | Macros & Code | Diagram
File	Removed from Product
Form	Create | Forms | Form Design
Form	Create | Forms (Web)| Client Forms | Form Design
Hyperlink	File | Options | Customize Ribbon | All Commands | Hyperlink
Hyperlink Column	Removed from Product
Lookup Column	Table Tools | Design | Tools | Modify Lookups
Lookup Column	Table Tools | Fields | Properties | Modify Lookups
Lookup Field	Removed from Product
Macro	Create | Macros & Code | Macro
Module	Create | Macros & Code | Module
Movie from File	Removed from Product
New Label	Diagram Tools | Design | Layout | New Label
New Record	Home | Find | Go To | New
New Record	Home | Records | New
New Table	Diagram Tools | Design | Tools | New Table
Object	Report Layout Tools | Design |Controls | Insert Bound Object Frame
Office Chart	Removed from Product
Office PivotTable	Removed from Product
Office Spreadsheet	Removed from Product
Page	Removed from Product
Page Numbers	Report Design Tools | Design | Header / Footer | Page Number
Page Numbers	Report Layout Tools | Design | Header / Footer | Page Number
Picture	Report Layout Tools | Design |Controls | Insert Image
Procedure	Removed from Product
Query	Create | Queries | Query Wizard
Query	Create | Queries | Client Queries | Query Wizard
Report	Create | Reports | Client Reports | Report Design
Report	Create | Reports | Report Design
Rows	Diagram Tools | Design | Schema Tools | Insert Rows
Rows	Function & View Tools | Design | Output Operations | Insert Rows
Rows	Query Tools | Design | Query Setup | Insert Rows
Rows	Stored Procedure Tools | Design | Output Operations | Insert Rows
Rows	Table Tools | Design | Tools | Insert Rows
Subdatasheet	Home | Records | More | Subdatasheet | Subdatasheet
Tab Control Page	File | Options | Customize Ribbon | All Commands | Insert Page
Table	Create | Tables | Table Design
Unbound Section	Report Layout Tools | Design |Controls | Insert Unbound Object Frame

Access: Tools Menu

Access 2003 Location	Access 2010 Location
ActiveX Controls	Form Design Tools | Design | Controls | Controls | ActiveX Controls
ActiveX Controls	Report Design Tools | Design | Controls | Controls | ActiveX Controls
Add-Ins	Database Tools | Add-ins
Add-Ins | Add-In Manager	Database Tools | Add-ins | Add-In Manager
Analyze	Removed from Product
Analyze | Documenter	Database Tools | Analyze | Database Documenter
Analyze | Performance	Database Tools | Analyze | Analyze Performance
Analyze | Table	Database Tools | Analyze | Analyze Table
AutoCorrect Options	File | Options | Proofing | AutoCorrect Options
Customize	File | Options | Customize Ribbon
Database Utilities	Removed from Product
Database Utilities | Back Up Database	File | Save & Publish | Back Up Database
Database Utilities | Back Up SQL Database	File | Server | Back Up SQL Database
Database Utilities | Compact and Repair Database	Database Tools | Tools | Compact & Repair Database
Database Utilities | Compact and Repair Database	File | Info | Compact & Repair Database
Database Utilities | Convert Database	Removed from Product
Database Utilities | Convert Database | To Access 2000 File Format	File | Save & Publish | Save Database As | Access 2000 Database
Database Utilities | Convert Database | To Access 2002 - 2003 File Format	File | Save & Publish | Save Database As | Access 2002-2003 Database
Database Utilities | Convert Database | To Access 97 File Format	Removed from Product
Database Utilities | Copy Database File	File | Server | Copy Database File
Database Utilities | Database Splitter	Database Tools | Move Data | Access Database
Database Utilities | Drop SQL Database	File | Server | Drop SQL Database
Database Utilities | Linked Table Manager	External Data | Import & Link | Linked Table Manager
Database Utilities | Make ADE File	File | Save & Publish | Save Database As | Make ACCDE/Make MDE
Database Utilities | Make MDE File	Database Tools | Database Tools | Make MDE File
Database Utilities | Make MDE File	File | Save As Other Format | Make MDE File
Database Utilities | Restore SQL Database	File | Server | Restore SQL Database
Database Utilities | Switchboard Manager	Database Tools | Administer | Switchboard Manager
Database Utilities | Switchboard Manager	Database Tools | Database Tools | Switchboard Manager
Database Utilities | Switchboard Manager	File | Options | Customize Ribbon | All Commands | Switchboard Manager
Database Utilities | Switchboard Manager	File | Switchboard Manager
Database Utilities | Transfer Database	File | Server | Transfer Database
Database Utilities | Upsizing Wizard	Database Tools | Move Data | SQL Server
Macro	Database Tools | Macro
Macro | Convert Macros to Visual Basic	Form Design Tools | Design | Tools | Convert Macros to Visual Basic
Macro | Convert Macros to Visual Basic	Macro Tools | Design | Tools | Convert Macros to Visual Basic
Macro | Convert Macros to Visual Basic	File | Options | Customize Ribbon | All Commands | Convert Macros to Visual Basic
Macro | Convert Macros to Visual Basic	Report Design Tools | Design | Tools | Convert Macros to Visual Basic
Macro | Create Menu from Macro	Removed from Product
Macro | Create Shortcut Menu from Macro	File | Options | Customize Ribbon | All Commands | Create Shortcut Menu From Macro
Macro | Create Toolbar from Macro	Removed from Product
Macro | Microsoft Script Editor	Removed from Product
Macro | Run Macro	Database Tools | Macro | Run Macro
Macro | Security	Removed from Product
Macro | Visual Basic Editor	Create | Macros & Code | Visual Basic
Macro | Visual Basic Editor	Database Tools | Macro | Visual Basic
Office Links	External Data | Export | Excel
Office Links | Analyze It with Microsoft Office Excel	External Data | Export | Excel
Office Links | Merge It with Microsoft Office Word	External Data | Export | Word Merge
Office Links | Publish It with Microsoft Office Word	External Data | Export | More | Word

Access: Tools Menu

Access 2003 Location	Access 2010 Location
Online Collaboration	Removed from Product
Online Collaboration | Meet Now	Removed from Product
Options	File | Options
Relationships	Database Tools | Relationships | Relationships
Relationships	Table Tools | Design | Relationships | Relationships
Relationships	Table Tools | Table | Relationships | Relationships
Replication | Create Publication	Removed from Product
Replication | Create Replica	Database Tools | Administer | Replication Options | Create Replica
Replication | Partial Replica Wizard	Database Tools | Administer | Replication Options | Partial Replica
Replication | Publisher Properties	Removed from Product
Replication | Pull Subscription	Removed from Product
Replication | Push Subscription	Removed from Product
Replication | Recover Design Master	Database Tools | Administer | Replication Options | Recover Design Master
Replication | Resolve Conflicts	Database Tools | Administer | Replication Options | Resolve Conflicts
Replication | Subscription Properties	Removed from Product
Replication | Synchronize Now	Database Tools | Administer | Replication Options | Synchronize Now
Security	File | Info
Security | Encode/Decode Database	File | Info | Users and Permissions | Encode/Decode Database
Security | Set Database Password	File | Info | Set Database Password
Security | Set Login Password	File | Server | Set Logon Password
Security | User and Group Accounts	File | Info | Users and Permissions | User and Group Accounts
Security | User and Group Permissions	File | Info | Users and Permissions | User and Group Permissions
Security | User-Level Security Wizard	File | Info | Users and Permissions | User-Level Security Wizard
Security | Workgroup Administrator	File | Info | Users and Permissions | User-Level Security Wizard
Source Code Control | Add Database to SourceSafe	Source Control | Database Source Control | Add Database to SourceSafe
Source Code Control | Add Objects to SourceSafe	Source Control | Object Source Control | Add Objects to SourceSafe
Source Code Control | Check In	Source Control | Object Source Control | Check In
Source Code Control | Check Out	Source Control | Object Source Control | Check Out
Source Code Control | Create Database from SourceSafe Project	File | Create from SourceSafe
Source Code Control | Create Database from SourceSafe Project	Source Control | Database Source Control | Create from SourceSafe
Source Code Control | Get Latest Version	Source Control | Object Source Control | Latest Version
Source Code Control | Options	Source Control | Manage | Options
Source Code Control | Refresh Object Status	Source Control | Manage | Refresh Status
Source Code Control | Run SourceSafe	Source Control | Manage | Run SourceSafe
Source Code Control | Share Objects	Source Control | Object Source Control | Share Objects
Source Code Control | Show Differences	Source Control | Object Source Control | Differences
Source Code Control | Show History	Source Control | Object Source Control | History
Source Code Control | SourceSafe Properties	Source Control | Object Source Control | Properties
Source Code Control | Undo Check Out	Source Control | Object Source Control | Undo Check Out
Speech	Removed from Product
Spelling	Home | Records | Spelling
Startup	File | Options | Current Database

Access: Format Menu

Access 2003 Location	Access 2010 Location
Align | Align Center	Removed from Product
Align | Align Middle	Removed from Product
Align | Bottom	Form Design Tools | Arrange | Sizing & Ordering | Align | Align Bottom
Align | Bottom	Report Design Tools | Arrange | Sizing & Ordering | Align | Align Bottom
Align | Left	Form Design Tools | Arrange | Sizing & Ordering | Align | Align Left
Align | Left	Report Design Tools | Arrange | Sizing & Ordering | Align | Align Left
Align | Right	Form Design Tools | Arrange | Sizing & Ordering | Align | Align Right
Align | Right	Report Design Tools | Arrange | Sizing & Ordering | Align | Align Right
Align | To Grid	Form Design Tools | Arrange | Sizing & Ordering | Align | Align To Grid
Align | To Grid	Report Design Tools | Arrange | Sizing & Ordering | Align | Align To Grid
Align | Top	Form Design Tools | Arrange | Sizing & Ordering | Align | Align Top
Align | Top	Report Design Tools | Arrange | Sizing & Ordering | Align | Align Top
Alignment and Sizing	Removed from Product
AutoFormat	File | Options | Customize Ribbon | All Commands | AutoFormat | AutoFormat Wizard
Background	Removed from Product
Background | Color	Home | Text Formatting | Background Color
Background | Picture	Report Layout Tools | Format | Background | Background Image
Bring to Front	Form Design Tools | Arrange | Sizing & Ordering | Bring to Front
Bring to Front	Report Design Tools | Arrange | Sizing & Ordering | Bring to Front
Change To | Check Box	File | Options | Customize Ribbon | All Commands | Check Box
Change To | Combo Box	File | Options | Customize Ribbon | All Commands | Combo Box
Change To | Command Button	File | Options | Customize Ribbon | All Commands | Button
Change To | Image	File | Options | Customize Ribbon | All Commands | Image
Change To | Label	File | Options | Customize Ribbon | All Commands | Label
Change To | List Box	File | Options | Customize Ribbon | All Commands | List Box
Change To | Option Button	File | Options | Customize Ribbon | All Commands | Option Button
Change To | Text Box	File | Options | Customize Ribbon | All Commands | Edit Box
Change To | Toggle Button	File | Options | Customize Ribbon | All Commands | Toggle Button
Column Width	Home | Records | More | Field Width
Conditional Formatting	Form Design Tools | Format | Control Formatting | Conditional Formatting
Conditional Formatting	Form Layout Tools | Format | Control Formatting | Conditional Formatting
Conditional Formatting	Form Tools | Datasheet | Formatting | Conditional Formatting
Conditional Formatting	Report Design Tools | Format | Control Formatting | Conditional Formatting
Conditional Formatting	Report Layout Tools | Format | Control Formatting | Conditional Formatting
Datasheet	Home | Text Formatting | Format Cells
Font	Home | Text Formatting | Font
Freeze Columns	Home | Records | More | Freeze
Group	Form Design Tools | Arrange | Sizing & Ordering | Size/Space | Group
Group	Report Design Tools | Arrange | Sizing & Ordering | Size/Space | Group
Hide Columns	Home | Records | More | Hide Fields
Horizontal Spacing	Form Design Tools | Arrange | Position
Horizontal Spacing | Decrease	Form Design Tools | Arrange | Sizing & Ordering | Size/Space | Decrease Horizontal
Horizontal Spacing | Decrease	Report Design Tools | Arrange | Sizing & Ordering | Size/Space | Decrease Horizontal
Horizontal Spacing | Increase	Form Design Tools | Arrange | Sizing & Ordering | Size/Space | Increase Horizontal
Horizontal Spacing | Increase	Report Design Tools | Arrange | Sizing & Ordering | Size/Space | Increase Horizontal
Horizontal Spacing | Make Equal	Form Design Tools | Arrange | Sizing & Ordering | Size/Space | Equal Horizontal
Horizontal Spacing | Make Equal	Report Design Tools | Arrange | Sizing & Ordering | Size/Space | Equal Horizontal
Horizontal Spacing | Remove	Removed from Product
Navigation Buttons	Removed from Product
Navigation Buttons | Delete	Removed from Product
Navigation Buttons | Filter By Selection	Removed from Product
Navigation Buttons | Filter Toggle	Removed from Product
Navigation Buttons | First	Removed from Product
Navigation Buttons | Help	Removed from Product
Navigation Buttons | Last	Removed from Product
Navigation Buttons | New	Removed from Product

Access: Format Menu

Access 2003 Location	Access 2010 Location
Navigation Buttons | Next	Removed from Product
Navigation Buttons | Previous	Removed from Product
Navigation Buttons | Recordset Label	Removed from Product
Navigation Buttons | Save	Removed from Product
Navigation Buttons | Sort Ascending	Removed from Product
Navigation Buttons | Sort Descending	Removed from Product
Navigation Buttons | Undo	Removed from Product
Rename Column	File | Options | Customize Ribbon | All Commands | Rename
Row Height	Home | Records | More | Row Height
Send to Back	Form Design Tools | Arrange | Sizing & Ordering | Send to Back
Send to Back	Report Design Tools | Arrange | Sizing & Ordering | Send to Back
Set Control Defaults	Form Design Tools | Design | Controls | Controls | Set Control Defaults
Set Control Defaults	Form Layout Tools | Design | Controls | Controls | Set Control Defaults
Set Control Defaults	Report Design Tools | Design | Controls | Controls | Set Control Defaults
Set Control Defaults	Report Layout Tools | Design | Controls | Controls | Set Control Defaults
Size | Both	Form Design Tools | Sizing & Ordering | Size/Space | To Fit
Size | Height	Form Design Tools | Sizing & Ordering | Size/Space | To Fit
Size | To Fit	Form Design Tools | Arrange | Sizing & Ordering | Size/Space | To Fit
Size | To Fit	Report Design Tools | Arrange | Sizing & Ordering | Size/Space | To Fit
Size | To Fit	Form Design Tools | Arrange | Sizing & Ordering | Size/Space | To Fit
Size | To Fit	Report Design Tools | Arrange | Sizing & Ordering | Size/Space | To Fit
Size | To Grid	Form Design Tools | Arrange | Sizing & Ordering | Size/Space | To Grid
Size | To Grid	Report Design Tools | Arrange | Sizing & Ordering | Size/Space | To Grid
Size | To Narrowest	Form Design Tools | Arrange | Sizing & Ordering | Size/Space | To Narrowest
Size | To Narrowest	Report Design Tools | Arrange | Sizing & Ordering | Size/Space | To Narrowest
Size | To Shortest	Form Design Tools | Arrange | Sizing & Ordering | Size/Space | To Shortest
Size | To Shortest	Report Design Tools | Arrange | Sizing & Ordering | Size/Space | To Shortest
Size | To Tallest	Form Design Tools | Arrange | Sizing & Ordering | Size/Space | To Tallest
Size | To Tallest	Report Design Tools | Arrange | Sizing & Ordering | Size/Space | To Tallest
Size | To Widest	Form Design Tools | Arrange | Sizing & Ordering | Size/Space | To Widest
Size | To Widest	Report Design Tools | Arrange | Sizing & Ordering | Size/Space | To Widest
Size | Width	Form Design Tools | Sizing & Ordering | Size/Space | To Fit
Snap to Grid	Form Design Tools | Arrange | Sizing & Ordering | Size/Space | Snap to Grid
Snap to Grid	Report Design Tools | Arrange | Sizing & Ordering | Size/Space | Snap to Grid
Subdatasheet	Home | Records | More | Subdatasheet | Subdatasheet
Subdatasheet | Collapse All	Home | Records | More | Subdatasheet | Collapse All
Subdatasheet | Expand All	Home | Records | More | Subdatasheet | Expand All
Subdatasheet | Remove	Home | Records | More | Subdatasheet | Remove
Theme	Removed from Product
Unfreeze All Columns	Home | Records | More | Unfreeze
Ungroup	Form Design Tools | Arrange | Sizing & Ordering | Size/Space | Ungroup
Ungroup	Report Design Tools | Arrange | Sizing & Ordering | Size/Space | Ungroup
Unhide Columns	Home | Records | More | Unhide Columns
Vertical Spacing	Form Design Tools | Arrange | Position
Vertical Spacing | Decrease	Form Design Tools | Arrange | Sizing & Ordering | Size/Space | Decrease Vertical
Vertical Spacing | Decrease	Report Design Tools | Arrange | Sizing & Ordering | Size/Space | Decrease Vertical
Vertical Spacing | Increase	Form Design Tools | Arrange | Sizing & Ordering | Size/Space | Increase Vertical
Vertical Spacing | Increase	Report Design Tools | Arrange | Sizing & Ordering | Size/Space | Increase Vertical
Vertical Spacing | Make Equal	Form Design Tools | Arrange | Sizing & Ordering | Size/Space | Equal Vertical
Vertical Spacing | Make Equal	Report Design Tools | Arrange | Sizing & Ordering | Size/Space | Equal Vertical
Vertical Spacing | Remove	Removed from Product

Access: Window Menu

Access 2003 Location	Access 2010 Location
Arrange Icons	Home | Window | Switch Windows | Arrange Icons
Cascade	Home | Window | Switch Windows | Cascade
Hide	File | Options | Customize Ribbon | All Commands | Hide
More Windows	Home | Window | Switch Windows | More Windows
Size to Fit Form	Home | Window | Size to Fit Form
Split	Home | Window | Switch Windows | Split
Tile Horizontally	Home | Window | Switch Windows | Tile Horizontally
Tile Vertically	Home | Window | Switch Windows | Tile Vertically
Unhide	File | Options | Customize Ribbon | All Commands | Unhide
Window Name	Home | Window | Switch Windows | Window Name

Access: Help Menu

Access 2003 Location	Access 2010 Location
About Microsoft Office Access	File | Help | About Microsoft Access
Access Developer Resources	Removed from Product
Activate Product	File | Help
Check for Updates	File | Help | Check for Updates
Contact Us	File | Help | Contact Us
Customer Feedback Options	Removed from Product
Detect and Repair	Removed from Product
Microsoft Office Access Help	Question mark icon just below the application window controls
Microsoft Office Online	File | Help | Getting Started
Sample Databases	Removed from Product
Show the Office Assistant	Removed from Product

Access: Diagram Menu

Access 2003 Location	Access 2010 Location
Add Related Tables	Diagram Tools | Design | Show/Hide | Add Related Tables
Add Table	Diagram Tools | Design | Show/Hide | Add Table
Add Table	Function & View Tools | Design | Output Operations | Add Table
Add Table	Stored Procedure Tools | Design | Output Operations | Add Table
Arrange Selection	Diagram Tools | Design | Layout | Arrange Selection
Arrange Tables	Diagram Tools | Design | Layout | Arrange Tables
Autosize Selected Tables	Diagram Tools | Design | Layout | Autosize Selected Tables
Hide Table	Diagram Tools | Design | Show/Hide | Hide Table
Modify Custom View	Diagram Tools | Design | Show/Hide | Table Modes | Modify Custom View
Recalculate Page Breaks	Diagram Tools | Design | Show/Hide | Recalculate Page Breaks
Set Label Font	Diagram Tools | Design | Layout | Set Label Font
Show Relationship Labels	Diagram Tools | Design | Show/Hide | Show Relationship Labels
View Page Breaks	Diagram Tools | Design | Show/Hide | View Page Breaks

Access: Filter Menu	
Access 2003 Location	**Access 2010 Location**
Advanced Filter/Sort	Home | Sort & Filter | Advanced | Advanced Filter/Sort
Apply Filter/Sort	Home | Sort & Filter | Advanced | Apply Filter/Sort
Apply Server Filter	Home | Sort & Filter | Advanced | Apply Server Filter
Filter By Form	Home | Sort & Filter | Advanced | Filter By Form
Filter By Selection	File | Options | Customize Ribbon | All Commands | Filter By Selection
Filter Excluding Selection	File | Options | Customize Ribbon | All Commands | Filter Excluding Selection
Remove Filter/Sort	Home | Sort & Filter | Advanced | Clear All Filters
Server Filter by Form	Home | Sort & Filter | Advanced | Server Filter by Form

Access: PivotChart Menu

Access 2003 Location	Access 2010 Location
AutoCalc	PivotChart Tools | Design | Tools | AutoCalc
AutoFilter	PivotChart Tools | Design | Filter & Sort | AutoFilter
By Row/By Column	PivotChart Tools | Design | Active Field | Switch Row/Column
Chart Type	PivotChart Tools | Design | Type | Change Chart Type
Collapse	PivotChart Tools | Design | Active Field | Collapse Field
Database Window	Replaced by the Navigation Pane
Delete	DELETE key on the keyboard
Drill Into	PivotChart Tools | Design | Active Field | Drill Into
Drill Out	PivotChart Tools | Design | Active Field | Drill Out
Expand	PivotTable Tools | Design | Active Field | Expand Field
Field List	Form Design Tools | Design | Tools | Add Existing Fields
Field List	Form Layout Tools | Design | Tools | Add Existing Fields
Field List	Form Tools | Datasheet | Tools | Add Existing Fields
Field List	Report Design Tools | Design | Tools | Add Existing Fields
Field List	Report Layout Tools | Design | Tools | Add Existing Fields
File Search	Removed from Product
Microsoft Office Access Help	Question mark icon just below the application window controls
Multiple Plots	File | Options | Customize Ribbon | All Commands | Multiple Plots
Multiple Plots	File | Options | Customize Ribbon | All Commands | Multiple Plots
Multiple Plots Unified Scale	File | Options | Customize Ribbon | All Commands | Unified Scale
Multiple Plots Unified Scale	File | Options | Customize Ribbon | All Commands | Unified Scale
New Object	Replaced by the Create tab on the ribbon
Print	File | Print | Print
Print Preview	File | Print | Print Preview
Properties	Diagram Tools | Design | Tools | Property Sheet
Properties	Form Design Tools | Design | Tools | Property Sheet
Properties	Form Layout Tools | Design | Tools | Property Sheet
Properties	Form Tools | Datasheet | Tools | Property Sheet
Properties	Function & View Tools | Design | Tools | Property Sheet
Properties	PivotChart Tools | Design | Tools | Property Sheet
Properties	PivotTable Tools | Design | Tools | Property Sheet
Properties	Query Tools | Design | Show/Hide | Property Sheet
Properties	Report Design Tools | Design | Tools | Property Sheet
Properties	Report Layout Tools | Design | Tools | Property Sheet
Properties	SQL Statement Tools | Design | Tools | Property Sheet
Properties	Stored Procedure Tools | Design | Tools | Property Sheet
Properties	Table Tools | Design | Show/Hide | Property Sheet
Refresh	PivotChart Tools | Design | Data | Refresh Pivot
Save	File | Save
Save	Macro Tools | Design | Close | Save
Save	Quick Access Toolbar | Save
Show Legend	PivotChart Tools | Design | Show/Hide | Legend
Show Legend	PivotChart Tools | Design | Show/Hide | Legend
Show Top/Bottom Items	PivotTable Tools | Design | Filter & Sort | Show Top/Bottom
Show Top/Bottom Items	PivotTable Tools | Design | Filter & Sort | Show Top/Bottom
Sort | Ascending by Total	PivotChart Tools | Design | Filter & Sort | By Total | Ascending by Total
Sort | Descending by Total	PivotChart Tools | Design | Filter & Sort | By Total | Descending by Total
Sort | Sort Ascending	Home | Sort & Filter | Ascending
Sort | Sort Ascending	PivotChart Tools | Design | Filter & Sort | Ascending
Sort | Sort Descending	Home | Sort & Filter | Descending
Sort | Sort Descending	PivotChart Tools | Design | Filter & Sort | Descending
Sort Ascending	Home | Sort & Filter | Ascending
Sort Ascending	PivotChart Tools | Design | Filter & Sort | Ascending
Sort Descending	Home | Sort & Filter | Descending
Sort Descending	PivotChart Tools | Design | Filter & Sort | Descending
Undo	Quick Access Toolbar | Undo
View	File | Options | Customize Ribbon | All Commands | Table Design

Access: PivotTable Menu

Access 2003 Location	Access 2010 Location
Calculated Totals and Fields	PivotTable Tools | Tools | Formulas
Copy	Home | Clipboard | Copy
Database Window	Replaced by the Navigation Pane
Export to Microsoft Office Excel	PivotTable Tools | Design | Data | Export to Excel
Export to Microsoft Office Excel	PivotTable Tools | Design | Data | Export to Excel
Field List	Form Design Tools | Design | Tools | Add Existing Fields
Field List	Form Layout Tools | Design | Tools | Add Existing Fields
Field List	Form Tools | Datasheet | Tools | Add Existing Fields
Field List	Report Design Tools | Design | Tools | Add Existing Fields
Field List	Report Layout Tools | Design | Tools | Add Existing Fields
File Search	Removed from Product
Hide Details	PivotTable Tools | Design | Show/Hide | Hide Details
Microsoft Office Access Help	Question mark icon just below the application window controls
New Object	Replaced by the Create tab on the ribbon
Print	File | Print | Print
Print Preview	File | Print | Print Preview
Properties	Diagram Tools | Design | Tools | Property Sheet
Properties	Form Design Tools | Design | Tools | Property Sheet
Properties	Form Layout Tools | Design | Tools | Property Sheet
Properties	Form Tools | Datasheet | Tools | Property Sheet
Properties	Function & View Tools | Design | Tools | Property Sheet
Properties	PivotTable Tools | Design | Tools | Property Sheet
Properties	Query Tools | Design | Show/Hide | Property Sheet
Properties	Report Design Tools | Design | Tools | Property Sheet
Properties	Report Layout Tools | Design | Tools | Property Sheet
Properties	SQL Statement Tools | Design | Tools | Property Sheet
Properties	Stored Procedure Tools | Design | Tools | Property Sheet
Properties	Table Tools | Design | Show/Hide | Property Sheet
Save	File | Save
Save	Macro Tools | Design | Close | Save
Save	Quick Access Toolbar | Save
Show As	PivotTable Tools | Design | Tools | Show As
Show As	PivotTable Tools | Design | Tools | Show As
Show Details	PivotTable Tools | Design | Show/Hide | Show Details
Show Details	PivotTable Tools | Design | Show/Hide | Show Details
Show Top/Bottom Items	PivotTable Tools | Design | Filter & Sort | Show Top/Bottom
Show Top/Bottom Items	PivotTable Tools | Design | Filter & Sort | Show Top/Bottom
Sort | Ascending by Total	PivotChart Tools | Design | Filter & Sort | By Total | Ascending by Total
Sort | Descending by Total	PivotChart Tools | Design | Filter & Sort | By Total | Descending by Total
Sort | Sort Ascending	Home | Sort & Filter | Ascending
Sort | Sort Ascending	PivotTable Tools | Design | Filter & Sort | Ascending
Sort | Sort Descending	Home | Sort & Filter | Descending
Sort | Sort Descending	PivotTable Tools | Design | Filter & Sort | Descending
Sort Ascending	Home | Sort & Filter | Ascending
Sort Ascending	PivotTable Tools | Design | Filter & Sort | Ascending
Sort Descending	Home | Sort & Filter | Descending
Sort Descending	PivotTable Tools | Design | Filter & Sort | Descending
Subtotal	PivotTable Tools | Design | Tools | Subtotal
Subtotal	PivotTable Tools | Design | Tools | Subtotal
View	File | Options | Customize Ribbon | All Commands | Table Design

Access: Query Menu

Access 2003 Location	Access 2010 Location
Add Table	Diagram Tools | Design | Show/Hide | Add Table
Add Table	Function & View Tools | Design | Output Operations | Add Table
Add Table	Stored Procedure Tools | Design | Output Operations | Add Table
Add to Output	Function & View Tools | Design | Output Operations | Add to Output
Add to Output	Stored Procedure Tools | Design | Output Operations | Add to Output
Append Query	Query Tools | Design | Query Type | Append
Append Query	Stored Procedure Tools | Design | Query Type | Append Query
Append Values Query	Stored Procedure Tools | Design | Query Type | Append Values Query
Crosstab Query	Query Tools | Design | Query Type | Crosstab
Delete Query	Stored Procedure Tools | Design | Query Type | Delete Query
Delete Query	Query Tools | Design | Query Type | Delete
Group By	Function & View Tools | Design | Output Operations | Group By
Group By	Stored Procedure Tools | Design | Output Operations | Group By
Make-Table Query	Stored Procedure Tools | Design | Query Type | Make-Table Query
Make-Table Query	Query Tools | Design | Query Type | Make Table
Manage Indexes	Function & View Tools | Design | Tools | Manage Indexes
Manage Indexes	Stored Procedure Tools | Design | Tools | Manage Indexes
Parameters	Query Tools | Design | Show/Hide | Parameters
Remove	Function & View Tools | Design | Output Operations | Remove
Remove	Stored Procedure Tools | Design | Output Operations | Remove
Remove Filter	Home | Sort & Filter | Advanced | Clear All Filters
Remove Table	Removed from Product
Run	Function & View Tools | Design | Tools | Run
Run	Macro Tools | Design | Tools | Run
Run	Query Tools | Design | Results | Run
Run	SQL Statement Tools | Design | Tools | Run
Run	Stored Procedure Tools | Design | Tools | Run
Select All Rows from <tableA>	Removed from Product
Select All Rows from <tableB>	Removed from Product
Select Query	Stored Procedure Tools | Design | Query Type | Select Query
Select Query	Query Tools | Design | Query Type | Select
Show Table	Query Tools | Design | Query Setup | Show Table
Sort Ascending	Function & View Tools | Design | Output Operations | Sort Ascending
Sort Ascending	Stored Procedure Tools | Design | Output Operations | Sort Ascending
Sort Descending	Function & View Tools | Design | Output Operations | Sort Descending
Sort Descending	Stored Procedure Tools | Design | Output Operations | Sort Descending
SQL Specific | Data Definition	Query Tools | Design | Query Type | Data Definition
SQL Specific | Pass-Through	Query Tools | Design | Query Type | Pass-Through
SQL Specific | Union	Query Tools | Design | Query Type | Union
Update Query	Stored Procedure Tools | Design | Query Type | Update Query
Update Query	Query Tools | Design | Query Type | Update
Verify SQL Syntax	Function & View Tools | Design | Tools | Verify SQL Syntax
Verify SQL Syntax	SQL Statement Tools | Design | Tools | Verify SQL Syntax
Verify SQL Syntax	Stored Procedure Tools | Design | Tools | Verify SQL Syntax

Access: Records Menu

Access 2003 Location	Access 2010 Location
Apply Filter/Sort	Home | Sort & Filter | Advanced | Apply Filter/Sort
Data Entry	File | Options | Customize Ribbon | All Commands | Data Entry
Filter	Home | Sort & Filter | Filter
Filter | Advanced Filter/Sort	Home | Sort & Filter | Advanced | Advanced Filter/Sort
Filter | Filter By Form	Home | Sort & Filter | Advanced | Filter By Form
Filter | Filter By Selection	File | Options | Customize Ribbon | All Commands | Filter By Selection
Filter | Filter Excluding Selection	File | Options | Customize Ribbon | All Commands | Filter Excluding Selection
Filter | Server Filter by Form	Home | Sort & Filter | Advanced | Server Filter by Form
Maximum Records	Removed from Product
Refresh	Home | Records | Refresh | Refresh
Remove Filter/Sort	Home | Sort & Filter | Advanced | Clear All Filters
Save Record	Home | Records | Save
Sort | Ascending by Total	PivotChart Tools | Design | Filter & Sort | By Total | Ascending by Total
Sort | Descending by Total	PivotChart Tools | Design | Filter & Sort | By Total | Descending by Total
Sort | Sort Ascending	Home | Sort & Filter | Ascending
Sort | Sort Ascending	PivotChart Tools | Design | Filter & Sort | Ascending
Sort | Sort Ascending	PivotTable Tools | Design | Filter & Sort | Ascending
Sort | Sort Descending	Home | Sort & Filter | Descending
Sort | Sort Descending	PivotChart Tools | Design | Filter & Sort | Descending
Sort | Sort Descending	PivotTable Tools | Design | Filter & Sort | Descending

Access: Relationships Menu

Access 2003 Location	Access 2010 Location
Edit Relationship	Relationship Tools | Design | Tools | Edit Relationships
Hide Table	Relationship Tools | Design | Relationships | Hide Table
Show All	Relationship Tools | Design | Relationships | All Relationships
Show Direct	Relationship Tools | Design | Relationships | Direct Relationships
Show Table	Relationship Tools | Design | Relationships | Show Table

Access: Run Menu

Access 2003 Location	Access 2010 Location
End	Removed from Product
Go/Continue	Removed from Product
Reset	Removed from Product
Run	Function & View Tools | Design | Tools | Run
Run	Macro Tools | Design | Tools | Run
Run	Query Tools | Design | Results | Run
Run	SQL Statement Tools | Design | Tools | Run
Run	Stored Procedure Tools | Design | Tools | Run
Single Step	Macro Tools | Design | Tools | Single Step

Access: Formatting (Datasheet) Toolbar

Access 2003 Location	Access 2010 Location
Bold	Form Design Tools | Format | Font | Bold
Bold	Form Layout Tools | Format | Font | Bold
Bold	Home | Text Formatting | Bold
Bold	Report Design Tools | Format | Font | Bold
Bold	Report Layout Tools | Format | Font | Bold
Fill/Back Color	Home | Text Formatting | Background Color
Font	Form Design Tools | Format | Font | Font
Font	Form Layout Tools | Format | Font | Font
Font	Home | Text Formatting | Font
Font	Report Design Tools | Format | Font | Font
Font	Report Layout Tools | Format | Font | Font
Font Size	Form Design Tools | Format | Font | Font Size
Font Size	Form Layout Tools | Format | Font | Font Size
Font Size	Home | Text Formatting | Font Size
Font Size	Report Design Tools | Format | Font | Font Size
Font Size	Report Layout Tools | Format | Font | Font Size
Font/Fore Color	Home | Text Formatting | Font Color
Go To Field	Removed from Product
Grid	Removed from Product
Italic	Form Design Tools | Format | Font | Italic
Italic	Form Layout Tools | Format | Font | Italic
Italic	Home | Text Formatting | Italic
Italic	Report Design Tools | Format | Font | Italic
Italic	Report Layout Tools | Format | Font | Italic
Line/Border Color	Replaced by the Property Sheet
Special Effect	File | Options | Customize Ribbon | All Commands | Special Effect
Underline	Form Design Tools | Format | Font | Underline
Underline	Form Layout Tools | Format | Font | Underline
Underline	Home | Text Formatting | Underline
Underline	Report Design Tools | Format | Font | Underline
Underline	Report Layout Tools | Format | Font | Underline

Access: Formatting (Form/Report) Toolbar

Access 2003 Location	Access 2010 Location
Align Left	Form Design Tools | Format | Font | Align Left
Align Left	Form Layout Tools | Format | Font | Align Left
Align Left	Home | Text Formatting | Align Left
Align Left	Report Design Tools | Format | Font | Align Left
Align Left	Report Layout Tools | Format | Font | Align Left
Align Right	Form Design Tools | Format | Font | Align Right
Align Right	Form Layout Tools | Format | Font | Align Right
Align Right	Home | Text Formatting | Align Right
Align Right	Report Design Tools | Format | Font | Align Right
Align Right	Report Layout Tools | Format | Font | Align Right
Bold	Form Design Tools | Format | Font | Bold
Bold	Form Layout Tools | Format | Font | Bold
Bold	Home | Text Formatting | Bold
Bold	Report Design Tools | Format | Font | Bold
Bold	Report Layout Tools | Format | Font | Bold
Center	Form Design Tools | Format | Font | Center
Center	Form Layout Tools | Format | Font | Center
Center	Home | Text Formatting | Center
Center	Report Design Tools | Format | Font | Center
Center	Report Layout Tools | Format | Font | Center
Fill/Back Color	Home | Text Formatting | Background Color
Font	Form Design Tools | Format | Font | Font
Font	Form Layout Tools | Format | Font | Font
Font	Home | Text Formatting | Font
Font	Report Design Tools | Format | Font | Font
Font	Report Layout Tools | Format | Font | Font
Font Size	Form Design Tools | Format | Font | Font Size
Font Size	Form Layout Tools | Format | Font | Font Size
Font Size	Home | Text Formatting | Font Size
Font Size	Report Design Tools | Format | Font | Font Size
Font Size	Report Layout Tools | Format | Font | Font Size
Font/Fore Color	Home | Text Formatting | Font Color
Italic	Form Design Tools | Format | Font | Italic
Italic	Form Layout Tools | Format | Font | Italic
Italic	Home | Text Formatting | Italic
Italic	Report Design Tools | Format | Font | Italic
Italic	Report Layout Tools | Format | Font | Italic
Line/Border Color	Replaced by the Property Sheet
Object	Form Design Tools | Format | Selection | Object
Object	Form Layout Tools | Format | Selection | Object
Object	Report Design Tools | Format | Selection | Object
Object	Report Layout Tools | Format | Selection | Object
Special Effect	File | Options | Customize Ribbon | All Commands | Special Effect
Underline	Form Design Tools | Format | Font | Underline
Underline	Form Layout Tools | Format | Font | Underline
Underline	Home | Text Formatting | Underline
Underline	Report Design Tools | Format | Font | Underline
Underline	Report Layout Tools | Format | Font | Underline

Access: Formatting (Page) Toolbar

Access 2003 Location	Access 2010 Location
Align Left	Form Design Tools | Format | Font | Align Left
Align Left	Form Layout Tools | Format | Font | Align Left
Align Left	Home | Text Formatting | Align Left
Align Left	Report Design Tools | Format | Font | Align Left
Align Left	Report Layout Tools | Format | Font | Align Left
Align Right	Form Design Tools | Format | Font | Align Right
Align Right	Form Layout Tools | Format | Font | Align Right
Align Right	Home | Text Formatting | Align Right
Align Right	Report Design Tools | Format | Font | Align Right
Align Right	Report Layout Tools | Format | Font | Align Right
Bold	Form Design Tools | Format | Font | Bold
Bold	Form Layout Tools | Format | Font | Bold
Bold	Home | Text Formatting | Bold
Bold	Report Design Tools | Format | Font | Bold
Bold	Report Layout Tools | Format | Font | Bold
Bullets	Home | Rich Text | Bullets
Bullets	Home | Text Formatting | Bullets
Center	Form Design Tools | Format | Font | Center
Center	Form Layout Tools | Format | Font | Center
Center	Home | Text Formatting | Center
Center	Report Design Tools | Format | Font | Center
Center	Report Layout Tools | Format | Font | Center
Decrease Indent	Home | Rich Text | Decrease Indent
Decrease Indent	Home | Text Formatting | Decrease Indent
Fill/Back Color	Home | Text Formatting | Background Color
Font	Form Design Tools | Format | Font | Font
Font	Form Layout Tools | Format | Font | Font
Font	Home | Text Formatting | Font
Font	Report Design Tools | Format | Font | Font
Font	Report Layout Tools | Format | Font | Font
Font Size	Form Design Tools | Format | Font | Font Size
Font Size	Form Layout Tools | Format | Font | Font Size
Font Size	Home | Text Formatting | Font Size
Font Size	Report Design Tools | Format | Font | Font Size
Font Size	Report Layout Tools | Format | Font | Font Size
Font/Fore Color	Home | Text Formatting | Font Color
Increase Indent	Home | Rich Text | Increase Indent
Increase Indent	Home | Text Formatting | Increase Indent
Italic	Form Design Tools | Format | Font | Italic
Italic	Form Layout Tools | Format | Font | Italic
Italic	Home | Text Formatting | Italic
Italic	Report Design Tools | Format | Font | Italic
Italic	Report Layout Tools | Format | Font | Italic
Line/Border Color	Replaced by the Property Sheet
Numbering	Home | Rich Text | Numbering
Numbering	Home | Text Formatting | Numbering
Special Effect	File | Options | Customize Ribbon | All Commands | Special Effect
Style	Removed from Product
Underline	Form Design Tools | Format | Font | Underline
Underline	Form Layout Tools | Format | Font | Underline
Underline	Home | Text Formatting | Underline
Underline	Report Design Tools | Format | Font | Underline
Underline	Report Layout Tools | Format | Font | Underline

Access: Formatting (PivotTable/PivotChart) Toolbar

Access 2003 Location	Access 2010 Location
Align Left	Form Design Tools	Format	Font	Align Left
Align Left	Form Layout Tools	Format	Font	Align Left
Align Left	Home	Text Formatting	Align Left
Align Left	Report Design Tools	Format	Font	Align Left
Align Left	Report Layout Tools	Format	Font	Align Left
Align Right	Form Design Tools	Format	Font	Align Right
Align Right	Form Layout Tools	Format	Font	Align Right
Align Right	Home	Text Formatting	Align Right
Align Right	Report Design Tools	Format	Font	Align Right
Align Right	Report Layout Tools	Format	Font	Align Right
Bold	Form Design Tools	Format	Font	Bold
Bold	Form Layout Tools	Format	Font	Bold
Bold	Home	Text Formatting	Bold
Bold	Report Design Tools	Format	Font	Bold
Bold	Report Layout Tools	Format	Font	Bold
Center	Form Design Tools	Format	Font	Center
Center	Form Layout Tools	Format	Font	Center
Center	Home	Text Formatting	Center
Center	Report Design Tools	Format	Font	Center
Center	Report Layout Tools	Format	Font	Center
Fill/Back Color	Home	Text Formatting	Background Color
Font	Form Design Tools	Format	Font	Font
Font	Form Layout Tools	Format	Font	Font
Font	Home	Text Formatting	Font
Font	Report Design Tools	Format	Font	Font
Font	Report Layout Tools	Format	Font	Font
Font Size	Form Design Tools	Format	Font	Font Size
Font Size	Form Layout Tools	Format	Font	Font Size
Font Size	Home	Text Formatting	Font Size
Font Size	Report Design Tools	Format	Font	Font Size
Font Size	Report Layout Tools	Format	Font	Font Size
Font/Fore Color	Home	Text Formatting	Font Color
Italic	Form Design Tools	Format	Font	Italic
Italic	Form Layout Tools	Format	Font	Italic
Italic	Home	Text Formatting	Italic
Italic	Report Design Tools	Format	Font	Italic
Italic	Report Layout Tools	Format	Font	Italic
Line/Border Color	Replaced by the Property Sheet. Design	Tools	Property Sheet	Border/Fill
Underline	Form Design Tools	Format	Font	Underline
Underline	Form Layout Tools	Format	Font	Underline
Underline	Home	Text Formatting	Underline
Underline	Report Design Tools	Format	Font	Underline
Underline	Report Layout Tools	Format	Font	Underline

Access: Add to Page Toolbar

Access 2003 Location	Access 2010 Location
Add to Page	Removed from Product

Access: Alignment and Sizing Toolbar

Access 2003 Location	Access 2010 Location
Align Bottom	Form Design Tools | Arrange | Sizing & Ordering | Align | Align Bottom
Align Bottom	Report Design Tools | Arrange | Sizing & Ordering | Align | Align Bottom
Align Left	Form Design Tools | Arrange | Sizing & Ordering | Align | Align Left
Align Left	Report Design Tools | Arrange | Sizing & Ordering | Align | Align Left
Align Right	Form Design Tools | Arrange | Sizing & Ordering | Align | Align Right
Align Right	Report Design Tools | Arrange | Sizing & Ordering | Align | Align Right
Align Top	Form Design Tools | Arrange | Sizing & Ordering | Align | Align Top
Align Top	Report Design Tools | Arrange | Sizing & Ordering | Align | Align Top
Size Height	Form Design Tools | Sizing & Ordering | Size/Space | To Fit
Size Height/Width	Form Design Tools | Sizing & Ordering | Size/Space | To Fit
Size Width	Form Design Tools | Sizing & Ordering | Size/Space | To Fit

Access: Appearance Toolbar	
Access 2003 Location	**Access 2010 Location**
Special Effect Double	Removed from Product
Special Effect Etched	File | Options | Customize Ribbon | All Commands | Special Effect | Special Effect: Etched
Special Effect Flat	File | Options | Customize Ribbon | All Commands | Special Effect | Special Effect: Flat
Special Effect None	Removed from Product
Special Effect Raised	File | Options | Customize Ribbon | All Commands | Special Effect | Special Effect: Raised
Special Effect Ridged	Removed from Product
Special Effect Sunken	File | Options | Customize Ribbon | All Commands | Special Effect | Special Effect: Sunken

Access: Connection Toolbar

Access 2003 Location	Access 2010 Location
Connection	Removed from Product
Refresh	Removed from Product

Access: Data Outline Toolbar

Access 2003 Location	Access 2010 Location
Data Outline	Removed from Product

Access: Database Titlebar

Access 2003 Location	Access 2010 Location
Database Properties	File | Info | View and edit database properties
Delete Group	File | Options | Current Database | Navigation | Navigation Options
Export	External Data | Export
Import	External Data | Import & Link
Link Tables	File | Server | Link Tables
New Group	Removed from Product
Open	File | Open
Open	Quick Access Toolbar | Open
Paste	Home | Clipboard | Paste
Relationships	Database Tools | Relationships | Relationships
Relationships	File | Relationships
Relationships	Table Tools | Design | Relationships | Relationships
Relationships	Table Tools | Table | Relationships | Relationships
Rename Group	Removed from Product
Save As	File | Save As
Save As	Macro Tools | Design | Close | Save As
Save As	Query Tools | Design | Close | Save As
Send To	External Data | Export | E-mail
Send To | Mail Recipient	External Data | Export | E-mail
Send To | Mail Recipient (as Attachment)	External Data | Export | E-mail
Send To | Mail Recipient (as Attachment)	Print Preview | Data | E-mail
Send To | Mail Recipient (as Attachment)	Quick Access Toolbar | E-mail
Startup	File | Options | Current Database
Visual Basic Editor	Create | Macros & Code | Visual Basic
Visual Basic Editor	Database Tools | Macro | Visual Basic

Access: Database Toolbar

Access 2003 Location	Access 2010 Location
Analyze	Removed from Product
Code	Form Design Tools | Design | Tools | View Code
Code	Report Design Tools | Design | Tools | View Code
Copy	Home | Clipboard | Copy
Cut	Home | Clipboard | Cut
File Search	Removed from Product
Format Painter	Form Design Tools | Format | Font | Format Painter
Format Painter	Form Layout Tools | Format | Font | Format Painter
Format Painter	Home | Clipboard | Format Painter
Format Painter	Report Design Tools | Format | Font | Format Painter
Format Painter	Report Layout Tools | Format | Font | Format Painter
Import	External Data | Import & Link
Link Tables	File | Server | Link Tables
Microsoft Office Access Help	Upper Ribbon | Help
Microsoft Script Editor	Removed from Product
New	File | New
New	Quick Access Toolbar | New
New Object	Replaced by the Create ribbon
Office Links	External Data | Export | Excel
Open	File | Open
Open	Quick Access Toolbar | Open
Paste	Home | Clipboard | Paste
Print	File | Print | Print
Print	Quick Access Toolbar | Quick Print
Print Preview	File | Print | Print Preview
Print Preview	Quick Access Toolbar | Print Preview
Properties	Diagram Tools | Design | Tools | Property Sheet
Properties	Form Design Tools | Design | Tools | Property Sheet
Properties	Form Layout Tools | Design | Tools | Property Sheet
Properties	Form Tools | Datasheet | Tools | Property Sheet
Properties	Function & View Tools | Design | Tools | Property Sheet
Properties	PivotChart Tools | Design | Tools | Property Sheet
Properties	PivotTable Tools | Design | Tools | Property Sheet
Properties	Query Tools | Design | Show/Hide | Property Sheet
Properties	Report Design Tools | Design | Tools | Property Sheet
Properties	Report Layout Tools | Design | Tools | Property Sheet
Properties	SQL Statement Tools | Design | Tools | Property Sheet
Properties	Stored Procedure Tools | Design | Tools | Property Sheet
Properties	Table Tools | Design | Show/Hide | Property Sheet
Relationships	Database Tools | Relationships | Relationships
Relationships	File | Relationships
Relationships	Table Tools | Design | Relationships | Relationships
Relationships	Table Tools | Table | Relationships | Relationships
Save	File | Save
Save	Quick Access Toolbar | Save
Spelling	Home | Records | Spelling
Undo	Quick Access Toolbar | Undo

Access: Datasheet Special Effect

Access 2003 Location	Access 2010 Location
Special Effect Flat	File | Options | Customize Ribbon | All Commands | Special Effect | Special Effect: Flat
Special Effect Raised	File | Options | Customize Ribbon | All Commands | Special Effect | Special Effect: Raised
Special Effect Sunken	File | Options | Customize Ribbon | All Commands | Special Effect | Special Effect: Sunken

Access: Diagram Design Toolbar

Access 2003 Location	Access 2010 Location
Add Table	Diagram Tools | Design | Show/Hide | Add Table
Copy	Home | Clipboard | Copy
Cut	Home | Clipboard | Cut
Database Window	Replaced by the Navigation Pane
Delete Rows	Diagram Tools | Design | Schema Tools | Delete Rows
Hide Table	Diagram Tools | Design | Show/Hide | Hide Table
Microsoft Office Access Help	Upper Ribbon | Help
New Object	Replaced by the Create tab on the ribbon
Paste	Home | Clipboard | Paste
Primary Key	Diagram Tools | Design | Tools | Primary Key
Print	File | Print | Print
Properties	Diagram Tools | Design | Tools | Property Sheet
Rows	Diagram Tools | Design | Schema Tools | Insert Rows
Save	File | Save
Table Modes Dropdown	Diagram Tools | Design | Show/Hide | Table Modes
Undo	Quick Access Toolbar | Undo
Zoom Modes Drop-down menu	Removed from Product

Access: Field Node Toolbar

Access 2003 Location	Access 2010 Location
Delete	Removed from Product
Move Down	Removed from Product
Move Up	Removed from Product
Properties	Removed from Product

Access: Field List Toolbar

Access 2003 Location	Access 2010 Location
Field List Pane	File | Options | Customize Ribbon | All Commands | Field List

Access: Filter/Sort Toolbar

Access 2003 Location	Access 2010 Location
Apply Server Filter	Home | Sort & Filter | Advanced | Apply Server Filter
Clear Grid	Home | Sort & Filter | Advanced | Clear Grid
Close	Macro Tools | Design | Close | Close
Close	Query Tools | Design | Close | Close
Close	Relationship Tools | Design | Relationships | Close
Copy	Home | Clipboard | Copy
Cut	Home | Clipboard | Cut
Database Window	Replaced by the Navigation Pane
Format Painter	Form Design Tools | Format | Font | Format Painter
Format Painter	Form Layout Tools | Format | Font | Format Painter
Format Painter	Home | Clipboard | Format Painter
Format Painter	Report Design Tools | Format | Font | Format Painter
Format Painter	Report Layout Tools | Format | Font | Format Painter
Load from Query	Home | Sort & Filter | Advanced | Load from Query
Microsoft Office Access Help	Upper Ribbon | Help
New Object	Replaced by the Create ribbon
Paste	Home | Clipboard | Paste
Print	File | Print | Print
Print	Quick Access Toolbar | Quick Print
Print Preview	File | Print | Print Preview
Print Preview	Quick Access Toolbar | Print Preview
Save As Query	Home | Sort & Filter | Advanced | Save As Query
Spelling	Home | Records | Spelling
Toggle Filter	Home | Sort & Filter | Toggle Filter
Undo	Quick Access Toolbar | Undo

Access: Font/Fore Color Toolbar

Access 2003 Location	Access 2010 Location
Font/Fore Color	Home | Text Formatting | Font Color
Recently Used Colors	Home | Text Formatting | Font Color | Color Picker

Access: Form Design Toolbar

Access 2003 Location	Access 2010 Location
AutoFormat	File | Options | Customize Ribbon | All Commands | AutoFormat | AutoFormat Wizard
Build	Query Tools | Design | Query Setup | Builder
Build	Table Tools | Design | Tools | Builder
Code	Form Design Tools | Design | Tools | View Code
Code	Report Design Tools | Design | Tools | View Code
Copy	Home | Clipboard | Copy
Cut	Home | Clipboard | Cut
Database Window	Replaced by the Navigation Pane
Field List	Form Design Tools | Design | Tools | Add Existing Fields
Field List	Form Layout Tools | Design | Tools | Add Existing Fields
Field List	Form Tools | Datasheet | Tools | Add Existing Fields
Field List	Report Design Tools | Design | Tools | Add Existing Fields
Field List	Report Layout Tools | Design | Tools | Add Existing Fields
File Search	Removed from Product
Format Painter	Form Design Tools | Format | Font | Format Painter
Format Painter	Form Layout Tools | Format | Font | Format Painter
Format Painter	Home | Clipboard | Format Painter
Format Painter	Report Design Tools | Format | Font | Format Painter
Format Painter	Report Layout Tools | Format | Font | Format Painter
Hyperlink	File | Options | Customize Ribbon | All Commands | Hyperlink
Microsoft Office Access Help	Upper Ribbon | Help
New Object	Replaced by the Create tab on the ribbon
Paste	Home | Clipboard | Paste
Print	File | Print | Print
Print	Quick Access Toolbar | Quick Print
Print Preview	File | Print | Print Preview
Print Preview	Quick Access Toolbar | Print Preview
Properties	Diagram Tools | Design | Tools | Property Sheet
Properties	Form Design Tools | Design | Tools | Property Sheet
Properties	Form Layout Tools | Design | Tools | Property Sheet
Properties	Form Tools | Datasheet | Tools | Property Sheet
Properties	Function & View Tools | Design | Tools | Property Sheet
Properties	PivotChart Tools | Design | Tools | Property Sheet
Properties	PivotTable Tools | Design | Tools | Property Sheet
Properties	Query Tools | Design | Show/Hide | Property Sheet
Properties	Report Design Tools | Design | Tools | Property Sheet
Properties	Report Layout Tools | Design | Tools | Property Sheet
Properties	SQL Statement Tools | Design | Tools | Property Sheet
Properties	Stored Procedure Tools | Design | Tools | Property Sheet
Properties	Table Tools | Design | Show/Hide | Property Sheet
Redo	Quick Access Toolbar | Redo
Save	File | Save
Save	Macro Tools | Design | Close | Save
Save	Quick Access Toolbar | Save
Spelling	Home | Records | Spelling
Toolbox	Form Design Tools | Design | Controls
Undo	Quick Access Toolbar | Undo
View	File | Options | Customize Ribbon | All Commands | Table Design

Access: Form View Toolbar

Access 2003 Location	Access 2010 Location
Can't Undo	Quick Access Toolbar | Undo
Copy	Home | Clipboard | Copy
Cut	Home | Clipboard | Cut
Database Window	Replaced by the Navigation Pane
Delete Record	Home | Records | Clear | Delete Record
File Search	Removed from Product
Filter By Form	Home | Sort & Filter | Advanced | Filter By Form
Filter By Selection	File | Options | Customize Ribbon | All Commands | Filter By Selection
Find	Home | Find | Find
Format Painter	Form Design Tools | Format | Font | Format Painter
Format Painter	Form Layout Tools | Format | Font | Format Painter
Format Painter	Home | Clipboard | Format Painter
Format Painter	Report Design Tools | Format | Font | Format Painter
Format Painter	Report Layout Tools | Format | Font | Format Painter
Grid	Report Layout Tools | Arrange | Hide/Show | Grid
Hyperlink	File | Options | Customize Ribbon | All Commands | Hyperlink
Microsoft Office Access Help	Upper Ribbon | Help
New Object	Replaced by the Create tab on the ribbon
New Record	Home | Find | Go To | New
New Record	Home | Records | New
Paste	Home | Clipboard | Paste
Print	File | Print | Print
Print	Quick Access Toolbar | Quick Print
Print Preview	File | Print | Print Preview
Print Preview	Quick Access Toolbar | Print Preview
Properties	Diagram Tools | Design | Tools | Property Sheet
Properties	Form Design Tools | Design | Tools | Property Sheet
Properties	Form Layout Tools | Design | Tools | Property Sheet
Properties	Form Tools | Datasheet | Tools | Property Sheet
Properties	Function & View Tools | Design | Tools | Property Sheet
Properties	PivotChart Tools | Design | Tools | Property Sheet
Properties	PivotTable Tools | Design | Tools | Property Sheet
Properties	Query Tools | Design | Show/Hide | Property Sheet
Properties	Report Design Tools | Design | Tools | Property Sheet
Properties	Report Layout Tools | Design | Tools | Property Sheet
Properties	SQL Statement Tools | Design | Tools | Property Sheet
Properties	Stored Procedure Tools | Design | Tools | Property Sheet
Properties	Table Tools | Design | Show/Hide | Property Sheet
Save	File | Save
Save	Macro Tools | Design | Close | Save
Save	Quick Access Toolbar | Save
Server Filter by Form	Home | Sort & Filter | Advanced | Server Filter by Form
Sort Ascending	Home | Sort & Filter | Ascending
Sort Ascending	PivotChart Tools | Design | Filter & Sort | Ascending
Sort Ascending	PivotTable Tools | Design | Filter & Sort | Ascending
Sort Descending	Home | Sort & Filter | Descending
Sort Descending	PivotChart Tools | Design | Filter & Sort | Descending
Sort Descending	PivotTable Tools | Design | Filter & Sort | Descending
Spelling	Home | Records | Spelling
Toggle Filter	Home | Sort & Filter | Toggle Filter
View	File | Options | Customize Ribbon | All Commands | Table Design

Access: Function Design Toolbar

Access 2003 Location	Access 2010 Location
Add Table	Function & View Tools | Design | Output Operations | Add Table
Copy	Home | Clipboard | Copy
Cut	Home | Clipboard | Cut
Database Window	Replaced by the Navigation Pane
Diagram	Function & View Tools | Design | Tools | Diagram
File Search	Removed from Product
Grid	Function & View Tools | Design | Tools | Grid
Group By	Function & View Tools | Design | Output Operations | Group By
Insert SQL	Function & View Tools | Design | Tools | Edit SQL
Microsoft Office Access Help	Upper Ribbon | Help
New Object	Replaced by the Create tab on the ribbon
Paste	Home | Clipboard | Paste
Properties	Function & View Tools | Design | Tools | Property Sheet
Redo	Quick Access Toolbar | Redo
Run	Function & View Tools | Design | Tools | Run
Save	File | Save
SQL	Function & View Tools | Design | Tools | SQL
Undo	Quick Access Toolbar | Undo
Verify SQL Syntax	Function & View Tools | Design | Tools | Verify SQL Syntax
View	File | Options | Customize Ribbon | All Commands | Table Design

Access: Gridlines Toolbar

Access 2003 Location	Access 2010 Location
Gridlines Both	Home | Text Formatting | Gridlines | Gridlines: Both
Gridlines Horizontal	Home | Text Formatting | Gridlines | Gridlines: Horizontal
Gridlines None	Home | Text Formatting | Gridlines | Gridlines: None
Gridlines Vertical	Home | Text Formatting | Gridlines | Gridlines: Vertical

Access: Line/Border Toolbar

Access 2003 Location	Access 2010 Location
Line/Border Color	Replaced by the Property Sheet
Line/Border Style	Replaced by the Property Sheet
Line/Border Style	Replaced by the Navigation Pane Header shortcut menu
Line/Border Width	Replaced by the Property Sheet
Recently Used Colors	Replaced by the Property Sheet
Transparent	Replaced by the Property Sheet

Access: Macro Design Toolbar

Access 2003 Location	Access 2010 Location
Build	Available in macro actions where applicable
Conditions	Replaced by If blocks
Copy	Home | Clipboard | Copy
Cut	Home | Clipboard | Cut
Database Window	Replaced by the Navigation Pane
Delete Rows	Removed from Product
File Search	Removed from Product
Macro Names	Replaced by submacros
Microsoft Office Access Help	Upper Ribbon | Help
Paste	Home | Clipboard | Paste
Print	File | Print | Print
Print Preview	File | Print | Print Preview
Redo	Quick Access Toolbar | Redo
Rows	Removed from Product
Run	Macro Tools | Design | Tools | Run
Save	File | Save
Save	Quick Access Toolbar | Save
Single Step	Macro Tools | Design | Tools | Single Step
Spelling	Home | Records | Spelling
Undo	Quick Access Toolbar | Undo

Access: Online Meeting Toolbar

Access 2003 Location	Access 2010 Location
Allow Others to Edit	Removed from Product
Call Participant	Removed from Product
Display Chat Window	Removed from Product
Display Whiteboard	Removed from Product
End Meeting	Removed from Product
Participant List	Removed from Product
Remove Participants	Removed from Product

Access: Page Design Toolbar

Access 2003 Location	Access 2010 Location
AutoSum	Removed from Product
Copy	Removed from Product
Cut	Removed from Product
Data Outline	Removed from Product
Database Window	Removed from Product
Delete Record	Removed from Product
Demote	Removed from Product
Field List	Removed from Product
File Search	Removed from Product
Filter By Form	Removed from Product
Filter By Selection	Removed from Product
Find	Removed from Product
Group by Table	Removed from Product
Hyperlink	Removed from Product
Mail Recipient	Removed from Product
Microsoft Office Access Help	Removed from Product
Microsoft Script Editor	Removed from Product
New Record	Removed from Product
Paste	Removed from Product
Print	Removed from Product
Print Preview	Removed from Product
Promote	Removed from Product
Properties	Removed from Product
Redo	Removed from Product
Save	Removed from Product
Sort Ascending	Removed from Product
Sort Descending	Removed from Product
Spelling	Removed from Product
Toggle Filter	Removed from Product
Toolbox	Removed from Product
Undo	Removed from Product
View	Removed from Product

Access: Page View Toolbar

Access 2003 Location	Access 2010 Location
Copy	Removed from Product
Cut	Removed from Product
Database Window	Removed from Product
File Search	Removed from Product
Mail Recipient	Removed from Product
Microsoft Office Access Help	Removed from Product
Paste	Removed from Product
Print	Removed from Product
Save	Removed from Product
View	Removed from Product

Access: Print Preview Toolbar

Access 2003 Location	Access 2010 Location
Close	Print Preview | Close Preview | Close Print Preview
Database Window	Replaced by the Navigation Pane
Microsoft Office Access Help	Upper Ribbon | Help
Multiple Pages	Print Preview | Zoom | More Pages
New Object	Replaced by the Create tab on the ribbon
Office Links	Removed from Product
One Page	Print Preview | Zoom | One Page
Print	File | Print | Print
Setup	Print Preview | Page Layout | Page Setup
Two Pages	Print Preview | Zoom | Two Pages
View	File | Print | Print Preview
Zoom	Print Preview | Zoom | Zoom

Access: Query Datasheet Toolbar

Access 2003 Location	Access 2010 Location
Copy	Home	Clipboard	Copy
Cut	Home	Clipboard	Cut
Database Window	Replaced by the Navigation Pane
Delete Record	Home	Records	Delete	Delete Record
File Search	Removed from Product
Filter By Form	Home	Sort & Filter	Advanced	Filter By Form
Filter By Selection	Home	Sort & Filter	Selection
Find	Home	Find	Find
Format Painter	Home	Clipboard	Format Painter
Grid	Removed from Product
Microsoft Office Access Help	Upper Ribbon	Help
New Object	Replaced by the Create tab on the ribbon
New Record	Home	Find	Go To	New
New Record	Home	Records	New
Paste	Home	Clipboard	Paste
Print	File	Print	Print
Print Preview	File	Print	Print Preview
Save	File	Save
Sort Ascending	Home	Sort & Filter	Ascending
Sort Descending	Home	Sort & Filter	Descending
Spelling	Home	Records	Spelling
Toggle Filter	Home	Sort & Filter	Toggle Filter
View	Home	Views	View

Access: Query Design Toolbar

Access 2003 Location	Access 2010 Location
Build	Query Tools | Design | Query Setup | Builder
Copy	Home | Clipboard | Copy
Cut	Home | Clipboard | Cut
Database Window	Replaced by the Navigation Pane
File Search	Removed from Product
Microsoft Office Access Help	Upper Ribbon | Help
New Object	Replaced by the Create tab on the ribbon
Paste	Home | Clipboard | Paste
Print	File | Print | Print
Print Preview	File | Print | Print Preview
Properties	Query Tools | Design | Show/Hide | Property Sheet
Query Type	Stored Procedure Tools | Design | Query Type
Redo	Quick Access Toolbar | Redo
Run	Query Tools | Design | Results | Run
Save	File | Save
Show Table	Query Tools | Design | Query Setup | Show Table
Spelling	Home | Records | Spelling
Top Values	Query Tools | Design | Query Setup | Return
Totals	Query Tools | Design | Show/Hide | Totals
Undo	Quick Access Toolbar | Undo
View	Query Tools | Design | Results | View

Access: Relationship Toolbar

Access 2003 Location	Access 2010 Location
Clear Layout	Relationship Tools | Design | Tools | Clear Layout
Copy	Home | Clipboard | Copy
Cut	Home | Clipboard | Cut
Database Window	Replaced by the Navigation Pane
Delete	Removed from Product
File Search	Removed from Product
Microsoft Office Access Help	Upper Ribbon | Help
New Object	Replaced by the Create tab on the ribbon
Paste	Home | Clipboard | Paste
Print	File | Print | Print
Print Preview	File | Print | Print Preview
Properties	Removed from Product
Relationships	Database Tools | Relationships | Relationships
Save	File | Save
Show All	Relationship Tools | Design | Relationships | All Relationships
Show Direct	Relationship Tools | Design | Relationships | Direct Relationships
Show Table	Relationship Tools | Design | Relationships | Show Table

Access: Report Design Toolbar

Access 2003 Location	Access 2010 Location
AutoFormat	File | Options | Customize Ribbon | All Commands | AutoFormat | AutoFormat Wizard
Build	Query Tools | Design | Query Setup | Builder
Build	Table Tools | Design | Tools | Builder
Code	Form Design Tools | Design | Tools | View Code
Code	Report Design Tools | Design | Tools | View Code
Copy	Home | Clipboard | Copy
Cut	Home | Clipboard | Cut
Database Window	Replaced by the Navigation Pane
Field List	Form Design Tools | Design | Tools | Add Existing Fields
Field List	Form Layout Tools | Design | Tools | Add Existing Fields
Field List	Form Tools | Datasheet | Tools | Add Existing Fields
Field List	Report Design Tools | Design | Tools | Add Existing Fields
Field List	Report Layout Tools | Design | Tools | Add Existing Fields
File Search	Removed from Product
Format Painter	Form Design Tools | Format | Font | Format Painter
Format Painter	Report Design Tools | Format | Font | Format Painter
Hyperlink	File | Options | Customize Ribbon | All Commands | Hyperlink
Microsoft Office Access Help	Upper Ribbon | Help
New Object	Replaced by the Create tab on the ribbon
Paste	Home | Clipboard | Paste
Print	File | Print | Print
Print Preview	File | Print | Print Preview
Properties	Report Design Tools | Design | Tools | Property Sheet
Redo	Quick Access Toolbar | Redo
Save	File | Save
Sorting and Grouping	Report Design Tools | Design | Grouping & Totals | Group & Sort
Spelling	Home | Records | Spelling
Toolbox	Report Design Tools | Controls | Controls
Undo	Quick Access Toolbar | Undo
View	File | Options | Customize Ribbon | All Commands | Table Design

Access: Source Code Control Toolbar

Access 2003 Location	Access 2010 Location
Add Objects to SourceSafe	Source Control | Object Source Control | Add Objects to SourceSafe
Check In	Source Control | Object Source Control | Check In
Check Out	Source Control | Object Source Control | Check Out
Get Latest Version	Source Control | Object Source Control | Latest Version
Run SourceSafe	Source Control | Manage | Run SourceSafe
Share Objects	Source Control | Object Source Control | Share Objects
Show Differences	Source Control | Object Source Control | Differences
Show History	Source Control | Object Source Control | History
Undo Check Out	Source Control | Object Source Control | Undo Check Out

Access: Special Effect Toolbar

Access 2003 Location	Access 2010 Location
Special Effect Chiseled	File | Options | Customize Ribbon | All Commands | Special Effect | Special Effect: Chiseled
Special Effect Etched	File | Options | Customize Ribbon | All Commands | Special Effect | Special Effect: Etched
Special Effect Flat	File | Options | Customize Ribbon | All Commands | Special Effect | Special Effect: Flat
Special Effect Raised	File | Options | Customize Ribbon | All Commands | Special Effect | Special Effect: Raised
Special Effect Shadowed	File | Options | Customize Ribbon | All Commands | Special Effect | Special Effect: Shadowed
Special Effect Sunken	File | Options | Customize Ribbon | All Commands | Special Effect | Special Effect: Sunken

Access: Stored Procedure Design Toolbar

Access 2003 Location	Access 2010 Location
Add Table	Stored Procedure Tools	Design	Output Operations	Add Table
Copy	Home	Clipboard	Copy
Cut	Home	Clipboard	Cut
Database Window	Replaced by the Navigation Pane
Diagram	Stored Procedure Tools	Design	Tools	Diagram
File Search	Removed from Product
Grid	Stored Procedure Tools	Design	Tools	Grid
Group By	Stored Procedure Tools	Design	Output Operations	Group By
Insert SQL	Stored Procedure Tools	Design	Tools	Edit SQL
Microsoft Office Access Help	Upper Ribbon	Help
New Object	Replaced by the Create tab on the ribbon
Paste	Home	Clipboard	Paste
Properties	Stored Procedure Tools	Design	Tools	Property Sheet
Query Type	Stored Procedure Tools	Design	Query Type
Redo	Quick Access Toolbar	Redo
Run	Stored Procedure Tools	Design	Tools	Run
Save	File	Save
SQL	Stored Procedure Tools	Design	Tools	SQL
Undo	Quick Access Toolbar	Undo
Verify SQL Syntax	Stored Procedure Tools	Design	Tools	Verify SQL Syntax
View	File	Options	Customize Ribbon	All Commands	Table Design

Access: Table Datasheet Toolbar

Access 2003 Location	Access 2010 Location
Copy	Home | Clipboard | Copy
Cut	Home | Clipboard | Cut
Database Window	Replaced by the Navigation Pane
Delete Record	Home | Records | Clear | Delete Record
File Search	Removed from Product
Filter By Form	Home | Sort & Filter | Advanced | Filter By Form
Filter By Selection	File | Options | Customize Ribbon | All Commands | Filter By Selection
Find	Home | Find | Find
Format Painter	Home | Clipboard | Format Painter
Grid	Removed from Product
Hyperlink	File | Options | Customize Ribbon | All Commands | Hyperlink
Microsoft Office Access Help	Upper Ribbon | Help
New Object	Replaced by the Create tab on the ribbon
New Record	Home | Find | Go To | New
New Record	Home | Records | New
Paste	Home | Clipboard | Paste
Print	File | Print | Print
Print Preview	File | Print | Print Preview
Save	File | Save
Sort Ascending	Home | Sort & Filter | Ascending
Sort Descending	Home | Sort & Filter | Descending
Spelling	Home | Records | Spelling
Toggle Filter	Home | Sort & Filter | Toggle Filter
Undo	Quick Access Toolbar | Undo
View	File | Options | Customize Ribbon | All Commands | Table Design

Access: Table Design Titlebar

Access 2003 Location	Access 2010 Location
Copy	Home | Clipboard | Copy
Cut	Home | Clipboard | Cut
Datasheet View	Removed from Product
Indexes	Table Tools | Design | Show/Hide | Indexes
Paste	Home | Clipboard | Paste
PivotChart View	Home | Views | Mode | PivotChart View
PivotChart View	Table Tools | Design | Views | Mode | PivotChart View
PivotChart View	Table Tools | Fields | Views | Mode | PivotChart View
PivotTable View	Home | Views | Mode | PivotTable View
PivotTable View	Table Tools | Design | Views | Mode | PivotTable View
PivotTable View	Table Tools | Fields | Views | Mode | PivotTable View
Properties	Removed from Product
Relationships	Database Tools | Relationships | Relationships
Relationships	Table Tools | Design | Relationships | Relationships
Relationships	Table Tools | Table | Relationships | Relationships
Test Validation Rules	Table Tools | Design | Tools | Test Validation Rules

Access: Table Design Toolbar

Access 2003 Location	Access 2010 Location
Build	Table Tools	Design	Tools	Builder
Copy	Home	Clipboard	Copy
Cut	Home	Clipboard	Cut
Database Window	Replaced by the Navigation Pane
Delete Rows	Table Tools	Design	Tools	Delete Rows
File Search	Removed from Product
Format Painter	Home	Clipboard	Format Painter
Indexes	Table Tools	Design	Show/Hide	Indexes
Microsoft Office Access Help	Upper Ribbon	Help
New Object	Replaced by the Create tab on the ribbon
Paste	Home	Clipboard	Paste
Primary Key	Table Tools	Design	Tools	Primary Key
Print	File	Print	Print
Print Preview	File	Print	Print Preview
Properties	Table Tools	Design	Show/Hide	Property Sheet
Redo	Quick Access Toolbar	Redo
Rows	Table Tools	Design	Tools	Insert Rows
Save	File	Save
Spelling	Home	Records	Spelling
Undo	Quick Access Toolbar	Undo
View	Home	Views	View

Access: Table Design Upper Pane

Access 2003 Location	Access 2010 Location
Primary Key	Table Tools | Design | Tools | Primary Key

Access: Task Pane Toolbar

Access 2003 Location	Access 2010 Location
Getting Started	File	Help	Getting Started

Access: Toolbox Toolbar

Access 2003 Location	Access 2010 Location
Bound Object Frame	Form Design Tools | Design | Controls | Controls | Bound Object Frame
Bound Object Frame	Form Layout Tools | Design | Controls | Controls | Bound Object Frame
Bound Object Frame	Report Design Tools | Design | Controls | Controls | Bound Object Frame
Bound Object Frame	Report Layout Tools | Design | Controls | Controls | Bound Object Frame
Bound Span	Form Design Tools | Design | Controls | Controls | Bound Span
Bound Span	Form Layout Tools | Design | Controls | Controls | Bound Span
Bound Span	Report Design Tools | Design | Controls | Controls | Bound Span
Bound Span	Report Layout Tools | Design | Controls | Controls | Bound Span
Check Box	Form Design Tools | Design | Controls | Controls | Check Box
Check Box	Form Layout Tools | Design | Controls | Controls | Check Box
Check Box	Report Design Tools | Design | Controls | Controls | Check Box
Check Box	Report Layout Tools | Design | Controls | Controls | Check Box
Combo Box	Form Design Tools | Design | Controls | Controls | Combo Box
Combo Box	Form Layout Tools | Design | Controls | Controls | Combo Box
Combo Box	Report Design Tools | Design | Controls | Controls | Combo Box
Combo Box	Report Layout Tools | Design | Controls | Controls | Combo Box
Command Button	Form Design Tools | Design | Controls | Controls | Command Button
Command Button	Form Layout Tools | Design | Controls | Controls | Command Button
Command Button	Report Design Tools | Design | Controls | Controls | Command Button
Command Button	Report Layout Tools | Design | Controls | Controls | Command Button
Control Wizards	Form Design Tools | Design | Controls | Controls | Use Control Wizards
Control Wizards	Form Layout Tools | Design | Controls | Controls | Use Control Wizards
Control Wizards	Report Design Tools | Design | Controls | Controls | Use Control Wizards
Control Wizards	Report Layout Tools | Design | Controls | Controls | Use Control Wizards
Hyperlink	Form Design Tools | Design | Controls | Controls | Hyperlink
Hyperlink	Form Layout Tools | Design | Controls | Controls | Hyperlink
Hyperlink	Report Design Tools | Design | Controls | Controls | Hyperlink
Hyperlink	Report Layout Tools | Design | Controls | Controls | Hyperlink
Image	Form Design Tools | Design | Controls | Controls | Image
Image	Form Layout Tools | Design | Controls | Controls | Image
Image	Report Design Tools | Design | Controls | Controls | Image
Image	Report Layout Tools | Design | Controls | Controls | Image
Label	Form Design Tools | Design | Controls | Controls | Label
Label	Form Layout Tools | Design | Controls | Controls | Label
Label	Report Design Tools | Design | Controls | Controls | Label
Label	Report Layout Tools | Design | Controls | Controls | Label
Line	Form Design Tools | Design | Controls | Controls | Line
Line	Form Layout Tools | Design | Controls | Controls | Line
Line	Report Design Tools | Design | Controls | Controls | Line
Line	Report Layout Tools | Design | Controls | Controls | Line
List Box	Form Design Tools | Design | Controls | Controls | List Box
List Box	Form Layout Tools | Design | Controls | Controls | List Box
List Box	Report Design Tools | Design | Controls | Controls | List Box
List Box	Report Layout Tools | Design | Controls | Controls | List Box
More Controls	Removed from Product
Office Chart	Removed from Product
Office PivotTable	Removed from Product
Office Spreadsheet	Removed from Product
Option Button	Form Design Tools | Design | Controls | Controls | Option Button
Option Button	Form Layout Tools | Design | Controls | Controls | Option Button
Option Button	Report Design Tools | Design | Controls | Controls | Option Button
Option Button	Report Layout Tools | Design | Controls | Controls | Option Button
Option Group	Form Design Tools | Design | Controls | Controls | Option Group
Option Group	Form Layout Tools | Design | Controls | Controls | Option Group
Option Group	Report Design Tools | Design | Controls | Controls | Option Group
Option Group	Report Layout Tools | Design | Controls | Controls | Option Group
Page Break	Form Design Tools | Design | Controls | Controls | Page Break
Page Break	Form Layout Tools | Design | Controls | Controls | Page Break
Page Break	Report Design Tools | Design | Controls | Controls | Page Break
Page Break	Report Layout Tools | Design | Controls | Controls | Page Break

Access: Toolbox Toolbar

Access 2003 Location	Access 2010 Location
Rectangle	Form Design Tools | Design | Controls | Controls | Rectangle
Rectangle	Form Layout Tools | Design | Controls | Controls | Rectangle
Rectangle	Report Design Tools | Design | Controls | Controls | Rectangle
Rectangle	Report Layout Tools | Design | Controls | Controls | Rectangle
Select Objects	Form Design Tools | Design | Controls | Controls | Select
Select Objects	Form Layout Tools | Design | Controls | Controls | Select
Select Objects	Report Design Tools | Design | Controls | Controls | Select
Select Objects	Report Layout Tools | Design | Controls | Controls | Select
Subform/Subreport	Form Design Tools | Design | Controls | Controls | Subform/Subreport
Subform/Subreport	Form Layout Tools | Design | Controls | Controls | Subform/Subreport
Subform/Subreport	Report Design Tools | Design | Controls | Controls | Subform/Subreport
Subform/Subreport	Report Layout Tools | Design | Controls | Controls | Subform/Subreport
Tab Control	Form Design Tools | Design | Controls | Controls | Tab Control
Tab Control	Form Layout Tools | Design | Controls | Controls | Tab Control
Tab Control	Report Design Tools | Design | Controls | Controls | Tab Control
Tab Control	Report Layout Tools | Design | Controls | Controls | Tab Control
Text Box	Form Design Tools | Design | Controls | Controls | Text Box
Text Box	Form Layout Tools | Design | Controls | Controls | Text Box
Text Box	Report Design Tools | Design | Controls | Controls | Text Box
Text Box	Report Layout Tools | Design | Controls | Controls | Text Box
Toggle Button	Form Design Tools | Design | Controls | Controls | Toggle Button
Toggle Button	Form Layout Tools | Design | Controls | Controls | Toggle Button
Toggle Button	Report Design Tools | Design | Controls | Controls | Toggle Button
Toggle Button	Report Layout Tools | Design | Controls | Controls | Toggle Button
Unbound Object Frame	Form Design Tools | Design | Controls | Controls | Unbound Object Frame
Unbound Object Frame	Form Layout Tools | Design | Controls | Controls | Unbound Object Frame
Unbound Object Frame	Report Design Tools | Design | Controls | Controls | Unbound Object Frame
Unbound Object Frame	Report Layout Tools | Design | Controls | Controls | Unbound Object Frame

Access: Trigger Design Toolbar

Access 2003 Location	Access 2010 Location
Copy	Home | Clipboard | Copy
Cut	Home | Clipboard | Cut
Database Window	Replaced by the Navigation Pane
File Search	Removed from Product
Microsoft Office Access Help	Upper Ribbon | Help
New Object	Replaced by the Create tab on the ribbon
Paste	Home | Clipboard | Paste
Print	File | Print | Print
Print Preview	File | Print | Print Preview
Save	File | Save

Access: View Design Toolbar

Access 2003 Location	Access 2010 Location
Add Table	Function & View Tools	Design	Output Operations	Add Table
Copy	Home	Clipboard	Copy
Cut	Home	Clipboard	Cut
Database Window	Replaced by the Navigation Pane
Diagram	Function & View Tools	Design	Tools	Diagram
File Search	Removed from Product
Grid	Function & View Tools	Design	Tools	Grid
Group By	Function & View Tools	Design	Output Operations	Group By
Microsoft Office Access Help	Upper Ribbon	Help
New Object	Replaced by the Create tab on the ribbon
Paste	Home	Clipboard	Paste
Properties	Function & View Tools	Design	Tools	Property Sheet
Redo	Quick Access Toolbar	Redo
Run	Function & View Tools	Design	Tools	Run
Save	File	Save
SQL	Function & View Tools	Design	Tools	SQL
Undo	Quick Access Toolbar	Undo
Verify SQL Syntax	Function & View Tools	Design	Tools	Verify SQL Syntax
View	Home	Views	View

Access: Web Toolbar

Access 2003 Location	Access 2010 Location
Address	File | Info | Address
Back	Removed from Product
Favorites	Removed from Product
Favorites | Add to Favorites	Removed from Product
Favorites | Open Favorites	Removed from Product
Forward	Removed from Product
Go	Removed from Product
Go | Back	Removed from Product
Go | Forward	Removed from Product
Go | Open Hyperlink	Removed from Product
Go | Search the Web	Removed from Product
Go | Set Search Page	Removed from Product
Go | Set Start Page	Removed from Product
Go | Start Page	Removed from Product
Refresh	Removed from Product
Search the Web	Removed from Product
Show Only Web Toolbar	Removed from Product
Start Page	Removed from Product
Stop	Removed from Product