

Report Layout Tools a04c1natconf_LastnameFirstname : Database (Access ...)

File Home Create External Data Database Tools Design Arrange Format Page Setup

View Themes Colors Group & Sort Totals Hide Details

ab| Aa XXXXX Insert Image

Page Numbers Logo Title Date and Time Add Existing Fields Property Sheet

Speaker Schedule

Last Name	First Name	Date	SessionTitle	RoomID
Allman	Betsy	8/1/2012	Volunteer Services and the University	103
		8/2/2012	Student Leadership Opportunities	105
		8/2/2012	Engaging Student Leaders	104
Brasington	Warren	8/1/2012	Understanding Diversity within the Un	101
		8/1/2012	Volunteer Services and the University	103
Davis	Holly	8/1/2012	Outreach Initiatives	104
		8/2/2012	A One-Day Service Project	105
		8/3/2012	Involving Faculty in Service Projects	101
Jacobsen	Jeffrey			

Group, Sort, and Total

Group on **LastName** with A on top More

Sort by **Date**

Add a group Add a sort

Layout View

a04c1natconf_LastnameFirstname : Database (Access 2007) - Microsoft Access

File Home Create External Data Database Tools

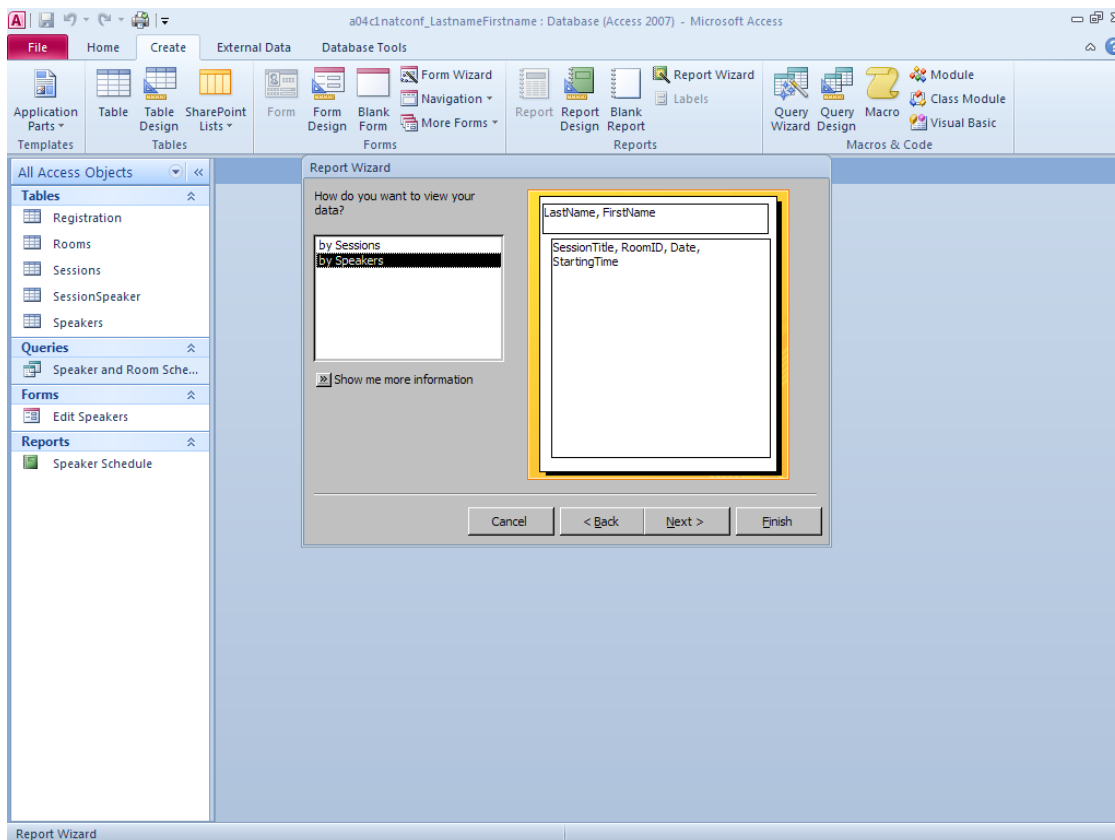
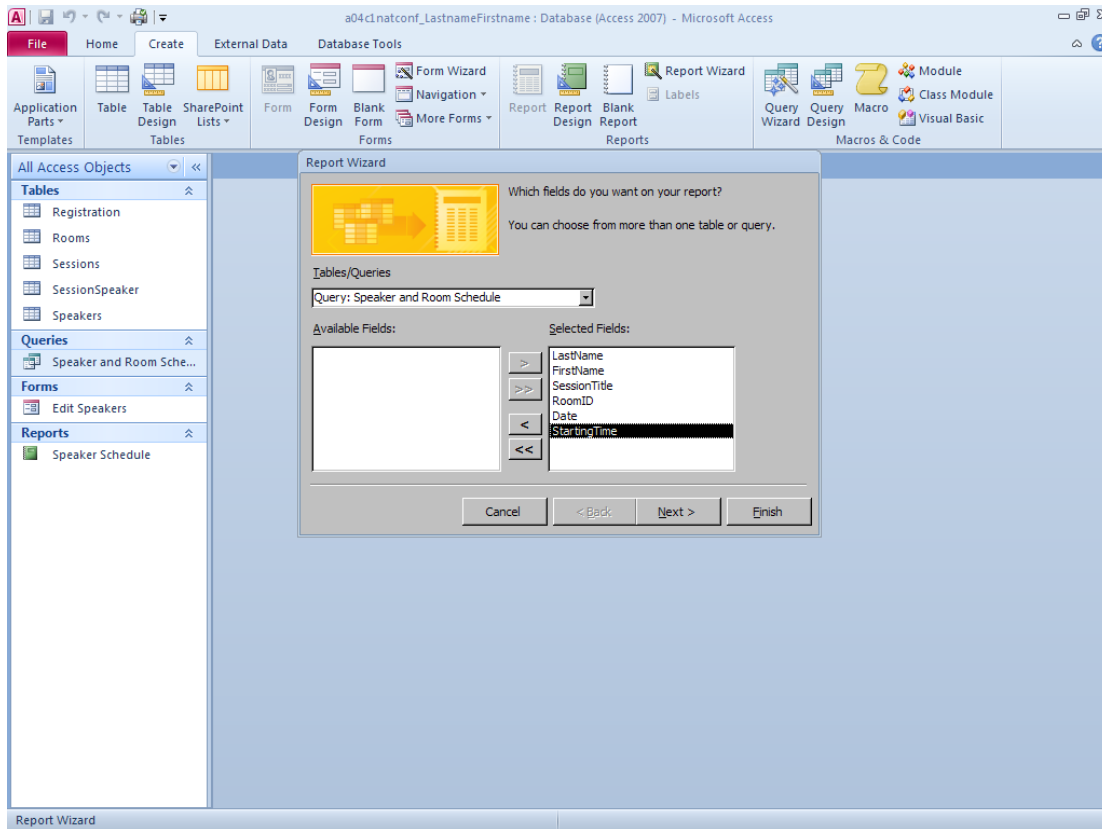
Application Parts Table Table Design SharePoint Lists Form Form Design Blank Form More Forms Form Wizard Navigation Reports Report Wizard Labels Query Query Wizard Macro Class Module Visual Basic Macros & Code

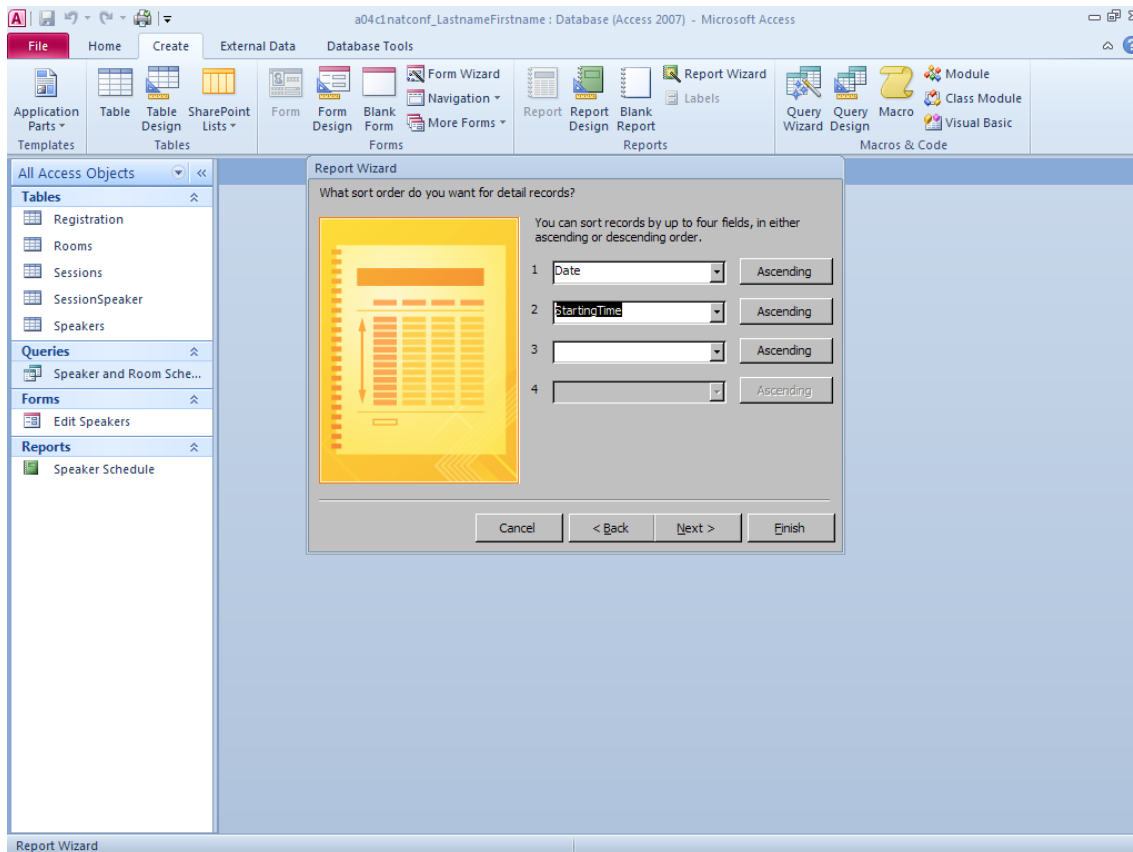
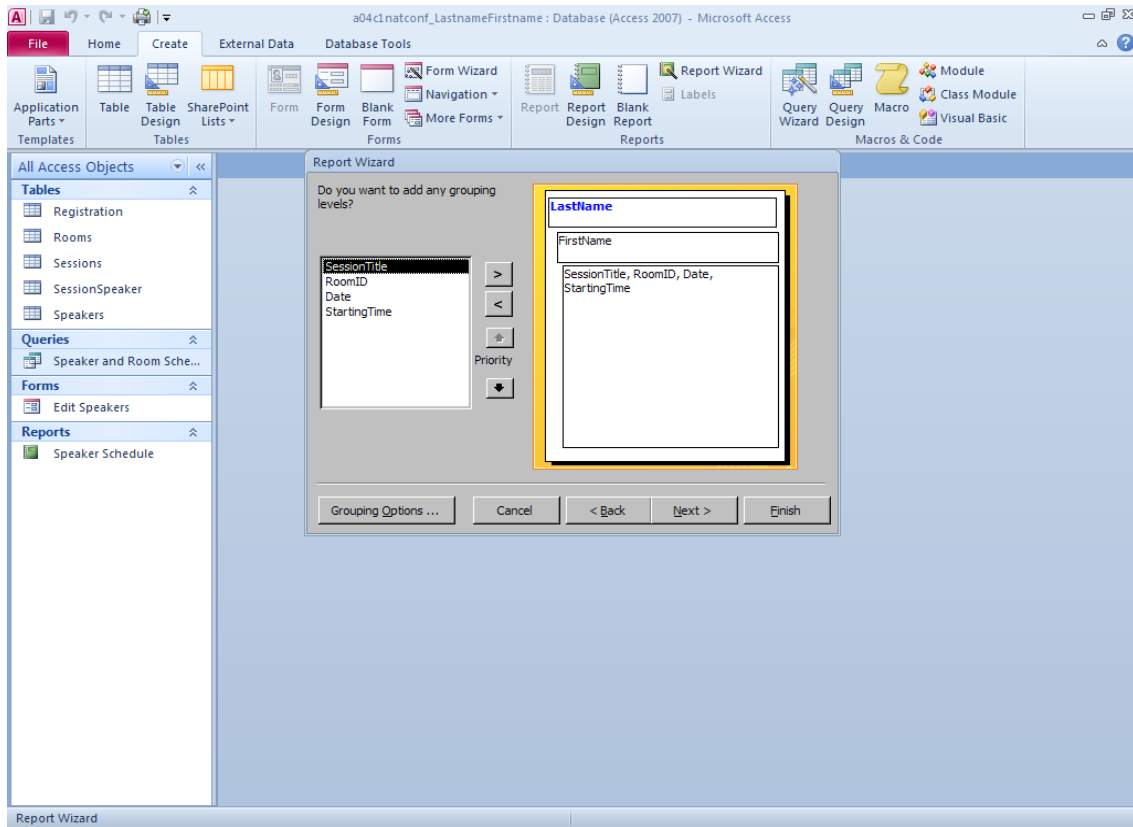
Speaker and Room Schedule

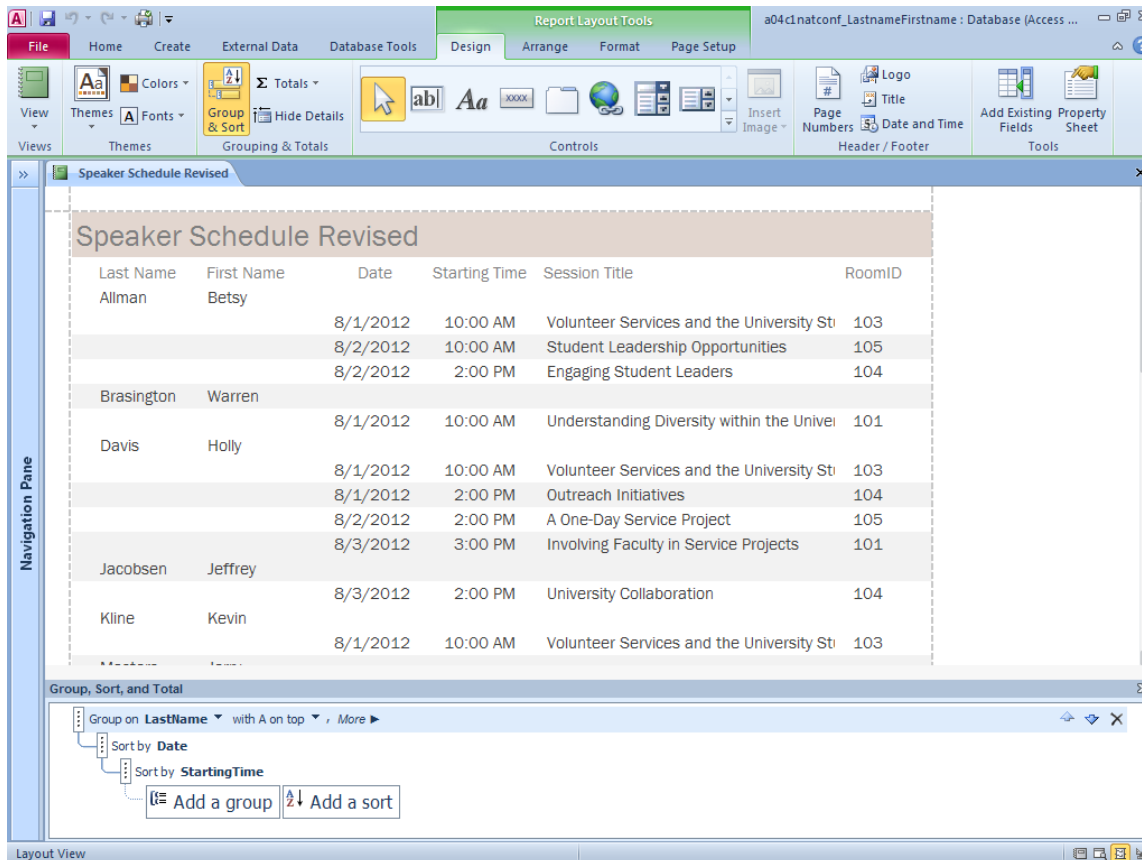
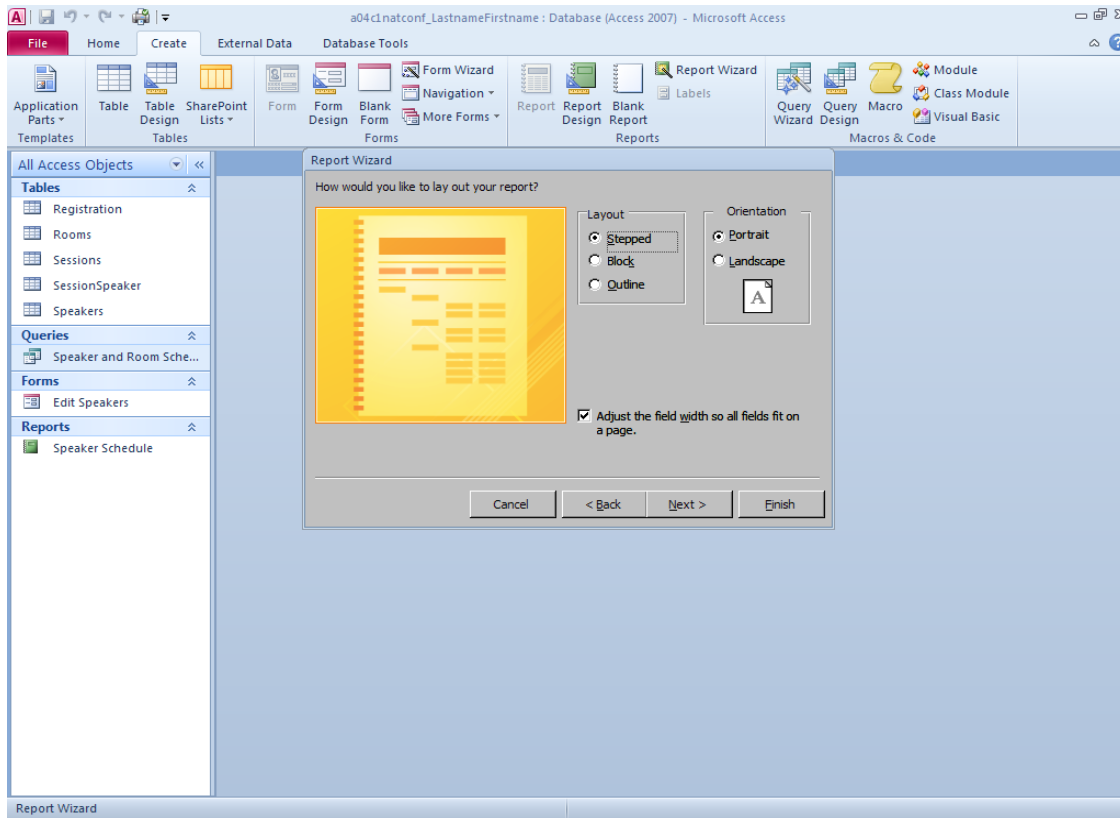
Last Nam	First Na	SessionTitle	RoomID	Date	StartingTime
Woodworth	Diane	Understanding Diversity wi	101	8/1/2012	10:00 AM
Woodworth	Diane	Creating Active Citizens	101	8/1/2012	2:00 PM
Woodworth	Diane	Engaging Student Leaders	104	8/2/2012	2:00 PM
Woodworth	Diane	Building Service Teams	102	8/3/2012	11:00 AM
Woodworth	Diane	University Collaboration	104	8/3/2012	2:00 PM
Woodworth	Diane	Undergraduate Challenges	101	8/3/2012	10:00 AM
Brasington	Warren	Understanding Diversity wi	101	8/1/2012	10:00 AM
Shindell	James	Volunteer Services and the	103	8/1/2012	10:00 AM
Shindell	James	Living and Learning	102	8/2/2012	10:00 AM
Shindell	James	Engaging Student Leaders	104	8/2/2012	2:00 PM
Wood	Edward	Engaging Student Leaders	104	8/2/2012	2:00 PM
Wood	Edward	Involving Faculty in Service	101	8/3/2012	3:00 PM
Park	Kristine	Volunteer Services and the	103	8/1/2012	10:00 AM
Park	Kristine	Student Leadership Opport	105	8/2/2012	10:00 AM
Park	Kristine	University Collaboration	104	8/3/2012	2:00 PM
Williamson	William	Living and Learning	102	8/2/2012	10:00 AM
Davis	Holly	Volunteer Services and the	103	8/1/2012	10:00 AM
Davis	Holly	Outreach Initiatives	104	8/1/2012	2:00 PM
Davis	Holly	A One-Day Service Project	105	8/2/2012	2:00 PM
Davis	Holly	Involving Faculty in Service	101	8/3/2012	3:00 PM
Tannen	David	Engaging Student Leaders	104	8/2/2012	2:00 PM
Tannen	David	Building Service Teams	102	8/3/2012	11:00 AM
Jacobsen	Jeffrey	University Collaboration	104	8/3/2012	2:00 PM
Masters	Jerry	Interdisciplinary Service Le	101	8/2/2012	10:00 AM
Masters	Jerry	A One-Day Service Project	105	8/2/2012	2:00 PM
Masters	Jerry	Alternative Spring Break	103	8/3/2012	10:00 AM
Kline	Kevin	Volunteer Services and the	103	8/1/2012	10:00 AM

Record: 1 of 31 No Filter Search

Datasheet View







Microsoft Access window showing the "Database Tools" ribbon and the "Information about a04c1natconf_LastnameFirstname" task pane. The task pane lists several database maintenance and management tasks:

- Share your database in a Web browser**: You can publish your Access application to a server, so that others can use your application from any standards-compliant Web browser. Includes a "Publish to Access Services" button.
- Define Relationships**: Define how the data in tables are related, such as ID fields or name fields in different tables that should match. Includes a "Relationships" button.
- Compact & Repair**: Help prevent and correct database file problems by using Compact and Repair. Includes a "Compact & Repair Database" button.
- Analyze Database**: View object dependencies and analyze performance and design of this database. Includes an "Analyze Database" button.
- Encrypt with Password**: Use a password to restrict access to your database. Files that use the 2007 Microsoft Access file format or later are encrypted. Includes an "Encrypt with Password" button.

On the right side of the task pane, there is a placeholder for a screenshot and a link: [View and edit database properties](#).