**Navigation inside MS Access: Find and Open Objects (Tables, Queries, etc)**

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If it does not already show the objects, **click the double-arrow button to expand**

Click:

|  |  |  |
| --- | --- | --- |
|  | Four Access objects: | Click ***Queries***:Double click the query “Annual Sales Over $500,000”: |
| Tables |
| Forms |
| Queries |
| Reports | Click Design View icon to switch back to design view: |
|  |