Access® 2007 Introduction

Working with Database Files

Open an existing database by [Double Clicking] on the file in Windows.

Or:

1. Start Access. The GETTING STARTED WITH MICROSOFT OFFICE ACCESS window appears.
2. Choose from the OPEN RECENT DATABASE list on the right. Or, to browse for a database, [Click] MORE, or press <Ctrl O>, or choose Button OPEN.

To create a new database:

1. Choose □ then NEW, or [Click] Icon Feature in the GETTING STARTED WITH MICROSOFT OFFICE ACCESS window.

   Or, to create a database from a template, select one of the TEMPLATE CATEGORIES, then [Click] on a template.

2. Type a FILE NAME. If desired, [Click] □ to change the location.
3. [Click] CREATE.

Definitions of Access Objects

Table – a collection of related data stored in rows and columns.

Query – used to view and manipulate data from one or more sources. Queries can also be the source for forms and reports.

Form – an object used for entering and viewing information stored in a table or query.

Report – an object that enables you to control the presentation of your data in printed format.

Macro – used to automate tasks.

Module – a collection of Visual Basic for Applications (VBA) procedures used to customize and enhance Access applications.

Navigating Tabbed Documents

Access objects open in tabbed documents to the right of the Navigation Pane.

- To switch between open documents, [Click] the tabs, or press <Ctrl F6>, or <Shift Ctrl F6>.
- To close a tab, [Right Click] the tab, then select CLOSE. Or, [Click] ✕ on the top right of the document.

Adding a Record

1. [Click] □ in the navigation area at the bottom of the Access window, or [Click] in the blank record at the bottom of a table, or press <Ctrl +>.
2. Type data into each field. Press <Tab> or <Enter> to move to the next field. When you press <Tab> or <Enter> from the last field, the cursor is placed in a new record.
   - To enter current date, press <Ctrl ;>.
   - To enter current time, press <Ctrl :>.
   - To copy from a previous record into the current field, press <Ctrl '>.

Editing Fields and Records

1. [Click] in the field to edit. If using the keyboard to navigate, press <F2> to enter edit mode. To use column selection to edit longer field entries, press <Shift F2>.
2. Use normal word processing editing techniques. Note: a pencil icon ✏ appears in the left margin to indicate that changes are made but not yet saved.
3. Access automatically saves the record changes when you move to another record. To save at any time, press <Shift Enter>.

Undoing Changes

While in edit mode, [Click] ↺ or press <Esc> to remove current field changes. Repeat to remove changes to the entire record. Neither action is reversible.

Caution: If there are no current field changes, Access will undo changes to the entire record and will remove an entire new record without prompting. To undo, [Click] the drop-down arrow of the Undo tool ↺. If UNDO TYPING is shown, only the current field changes will be removed. If UNDO CURRENT RECORD is shown, changes to the entire record will be undone.

The Datasheet Window

When a table is opened, the data is displayed in datasheet format with records shown in rows and fields shown in columns. The current row and column are shaded yellow. The active field displays a flashing insertion point and a yellow border. The current record number is shown in the navigation area at the bottom-left corner of the table.

| Record: | I◀ | ◀ | 2 of 3 | ▶ | ▶I | ▶✱ |

The vertical scroll bar can be used to view other records without changing the cursor position within the table.

Deleting Records

1. Select a record by [Clicking] to the left of the record <Shift Click> or [Drag] to select a range of records.
2. Choose HOME, then ✕ Delete, or press <Del>.
3. [Click] YES to confirm. This cannot be undone.

Searching for a Record

1. [Click] in the desired column field.
2. Choose HOME, then FIND 🔍, or press <Ctrl F>.
3. Type the data to search for in the FIND WHAT box.
   - If searching for a fragment of a word or a portion of a field, set the MATCH field to ANY PART OF FIELD or START OF FIELD (requires more time).
   - If searching for data in more than one field, set the LOOK IN option to the table name (requires more time).
4. [Click] FIND NEXT. If SEARCH is set to ALL or DOWN, Access will search from the current record forward. To search backward, change the SEARCH option to UP.
5. [Click] CANCEL when finished.

Microsoft Access 2007 Instructions

Virginia Andersen

Microsoft Access 2007 Instructions:

Access 2007 for Starters Matthew MacDonald,2007-01-25 This fast paced book teaches you the basics of Access 2007 so you can start using this popular database program right away You ll learn how to work with Access most useful features to design databases maintain them search for valuable nuggets of information and build attractive forms for quick and easy data entry The new Access is radically different from previous versions but with this book you ll breeze through the new interface and its timesaving features in no time with Clear explanations Step by step instructions Lots of illustrations Larger type Plenty of friendly advice Ideal for small businesses and households Access runs on PCs and manages large stores information including numbers pages of text and pictures everything from a list of family phone numbers to an enormous product catalog Unfortunately each new version of the program crammed in yet another set of features so many that even the pros don t know where to find them all Access 2007 breaks the mold Microsoft changed the user interface by designing a tabbed toolbar that makes features easy to locate One thing that hasn t improved is Microsoft s documentation Even if you find the features you need you still may not know what to do with them Access 2007 for Starters The Missing Manual is the perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information   **Access 2007: The Missing Manual** Matthew MacDonald,2007 Written from the ground up for this redesigned application this guide will help readers design and maintain complete databases search for valuable nuggets of information and build attractive forms for quick and easy data entry   **Microsoft Office Access 2007 QuickSteps** John Cronan,2007-02-21 Step by Step Full Color Graphics Get started using Access 2007 right away the QuickSteps way Color screenshots and clear instructions show you how to use all the new and improved features Follow along and learn to work with the new Office interface and ribbon create databases and tables and enter and edit data You ll also find out how to retrieve information create forms and generate reports Plus you can flip straight to the information you need easily using the color coded tabs Get the book that gets you started using Access 2007 in no time In each chapter Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid   Access 2007: The Missing Manual Matthew MacDonald,2006-12-29 Compared to industrial strength database products such as Microsoft s SQL Server Access is a breeze to use It runs on PCs rather than servers and is ideal for small to mid sized businesses and households But Access is still intimidating to learn It doesn t help that each new version crammed in yet another set of features so many in fact that even the pros don t know where to find them all Access 2007 breaks this pattern with some of the most dramatic changes users have seen since Office 95 Most obvious is the thoroughly redesigned user interface with its tabbed toolbar or Ribbon that makes features easy to locate and use The features list also includes several long awaited changes One thing that hasn t improved is Microsoft s documentation To learn the ins and outs of all the features in Access 2007 Microsoft merely offers online help Access 2007 The Missing

Manual was written from the ground up for this redesigned application You will learn how to design complete databases maintain them search for valuable nuggets of information and build attractive forms for quick and easy data entry You ll even delve into the black art of Access programming including macros and Visual Basic and pick up valuable tricks and techniques to automate common tasks even if you ve never touched a line of code before You will also learn all about the new prebuilt databases you can customize to fit your needs and how the new complex data feature will simplify your life With plenty of downloadable examples this objective and witty book will turn an Access neophyte into a true master **Microsoft Access 2010 In Depth** Roger Jennings,2010-12-28 Access 2010 In Depth is the beyond the basics beneath the surface guide for everyone who wants to streamline their work with Access 2010 and get more done in less time Legendary Access expert Roger Jennings provides specific tested proven solutions to the problems Access database users and developers run into every day challenges other books ignore or oversimplify Jennings thoroughly covers all facets of working with Access 2010 and adds new chapters on integration and collaboration with Microsoft SharePoint and emulating Table Triggers with Access Data Macros New coverage also includes customizable Ribbon and Themes the revamped Macro Designer Quick Start Fields IntelliSense support in Expression Builder Application Parts and Navigation Forms conditional formatting and data bars in reports and new web database publishing techniques As with all In Depth books Access 2010 In Depth presents comprehensive coverage breakthrough techniques exclusive shortcuts quick access to information troubleshooting help for tough problems and real world examples with nothing glossed over or left out Step by step instructions with icons guide readers through essential tasks such as designing tables entering data importing external data designing and executing queries and designing data entry forms and printed reports Additional chapters on advanced form and report design emphasize data entry efficiency and presentation clarity By Roger Jennings a world renowned Access expert who has sold more than 1 25 million books Covers all aspects of working with Access 2010 from the customizable Ribbon and Themes to conditional formatting advanced web database publishing to SharePoint collaboration For everyone who wants to get the most out of Access 2010 from hobbyists to power users to corporate developers **Microsoft Access 2010 Inside Out** Jeff Conrad,John L. Viescas,2010-08-15 You re beyond the basics so dive right in and really put your database skills to work This supremely organized reference is packed with hundreds of timesaving solutions troubleshooting tips and workarounds It s all muscle and no fluff Discover how the experts tackle Access 2010 and challenge yourself to new levels of mastery Master essential data management and design techniques Import and link to data from spreadsheets databases text files and other sources Use action queries to quickly insert update or delete entire sets of data Create custom forms to capture and display data Design reports to calculate summarize and highlight critical data and learn advanced techniques Automate your application with macros and Visual Basic for Applications VBA Use Access Services to extend your database application to the Web Try out the sample client and web database applications in both 32 bit and 64 bit versions A Note Regarding the CD

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