

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 window appears.
2. Choose from the OPEN RECENT DATABASES list on the right. Or, to browse for a database, (Click) HOME, or press <Ctrl>O, or (Click)  on the HOME ribbon.

To create a new database:

1. Choose  from HOME, or (Click) NEW Database in the GETTING STARTED window in Microsoft® Office ACCESS 2007.
- Or, to create a database from a template, select one of the TEMPLATES/CATEGORIES, then (Click) on a template.
2. Type a FILE NAME. If placed, (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 tables. Queries can also be the source for forms and reports.

Form – an object used for entering and viewing information about data in tables or queries.

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 tab on the  ribbon, or press <Ctrl>F, or <Shift>+Ctrl+Tab.
- 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 pane under Tables in the Access window, or (Click) in the table record in the bottom of a table, or press <Ctrl>+<N>.
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 data, press <Ctrl>+<N>.
- To enter current time, press <Ctrl>+<N>.
- To copy from a previous record into the current field, press <Ctrl>+<V>.

Editing Fields and Records

1. (Click) in the field to edit. (Using the keyboard to navigate, press <Alt> to enter tab stops. To use screen windows to edit longer field entries, press <Shift>+F2).
2. Use normal word processing editing techniques. Paste a paragraph  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 all any time, press <Ctrl>+<S>.

Undoing Changes

While in edit mode, (Click)  or press <Ctrl>+Z to reverse current field changes. Repeat to reverse changes to the entire record. Further action is reversible. Caution: If there are no current field changes, Access will undo changes to the entire record and will restore an entire new record without prompting. To check, (Click) the drop-down arrow of the Undo list . If UNDO TABLE is shown, only the current field changes will be undone; if UNDO CURRENT OR 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 a 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 pane at the bottom left corner of the table.



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

Navigation Shortcuts

To Move To...

- First or previous record
- Next record down or up
- Top, left of table
- Bottom, right
- First or last record
- A specific record number

Keyboard

- < or >
- Page Down or Page Up
- Ctrl+Home
- Ctrl+End
- Ctrl+8 or Ctrl+4
- etc.

Mouse

- (Click)  or 
- etc.
- etc.
- etc.
- (Click)  or 
- Select the number in the navigation pane,  type the record number, press <Enter>

One column to right

Tab or <F>

etc.

One column to left

Shift+Tab or

etc.

Position to left or rightmost field

Home or End

etc.

Table Field Types

Data Type

Text

Number

Boolean

Time

Text

Number

Boolean

Time

Text

Number

Boolean

Time

Text

Number

Boolean

Time

Text

Number

Boolean

Time

Text

Number

Boolean

Time

Text

Number

Boolean

Time

Maximum Size

255 characters
1 GB characters, or 2 GB storage with 65,535 characters displayed

Yes, No, Yes/No, or Yes/No/No
Integer (0, 1, or 2 bytes)

Integer, Double, or Decimal
(4, 8, or 12 bytes)

8 bytes
8 bytes
Yes or No, Yes or No/No

4 bytes
approx. 1 gigabyte
1 GB characters, or 2 GB storage with 65,535 characters displayed

Compressed 2 GB
Uncompressed 500 MB

Field Access Type

any characters
any characters, paragraph breaks, and rich text formatting such as different fonts, bold, italic, color

numbers without decimals

large numbers with decimals

dates in short
streamed figures

yes or no, yes or no/No
automatically generated numbers

pictures, embedded objects
characters stored as text and used as a hyperlink address

any file including pictures and other documents

Database File Format

Access 2007 can fully use and modify databases using .MDB, .ACCDB, .ACCDB, and .ACCDB file formats. The file format of the current database is shown in the title bar of the database window.

To convert to another format, choose  then FILE, AS > select the desired format. Choose a FILE button and location, then (Click) SAVE.

Microsoft Access 2007 Instructions

Robert T. Grauer



Microsoft Access 2007 Instructions:

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

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

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

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Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2007-08-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Access 2007 The following topics are covered Working with Database Files Definitions of Access Objects Navigating Tabbed Documents Adding a Record Editing Fields and Records Undoing Changes The Datasheet Window Deleting Records and Searching for a Record Creating a Table Suggestions Creating a Table Using Design View to Create or Modify a Table Sorting Tables Optimizing Data Collection Using Masks Creating a Query Creating Forms with a Wizard Working with a Form Creating Reports with a Wizard Printing a Report Grouping Database Objects Renaming or Deleting Groups Compacting Database Files Customizing Access and Backing Up a Database Also includes a list of Movement Shortcuts and Data Field Types This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of two available titles for Access 2007 Access 2007 Introduction and Access 2007 Intermediate **Teach Yourself VISUALLY Microsoft Office Access 2007** Faithe Wempen,2007-01-17 Are you a visual learner Do you prefer instructions that show you how to do something and skip the long winded explanations If so then this book is for you Open it up and you will find clear step by step screen shots that show you how to tackle more than 170 Access 2007 tasks Each task based spread includes easy visual directions for performing necessary operations including Navigating the new interface Using templates to create databases Entering and editing data Working with tables and fields Creating simple or summary

queries Linking to Excel r worksheets Helpful sidebars offer practical tips and tricks Full color screen shots demonstrate each task Succinct explanations walk you through step by step Two page lessons break big topics into bite sized modules

Microsoft Office Access 2007: The Complete Reference Virginia Andersen,2007-02-14 The Ultimate Microsoft Office Access 2007 Resource Build a highly responsive a database so you can track report and share information and make more informed decisions This comprehensive resource shows you how to design and develop custom Access 2007 databases even if you have little or no programming experience You ll learn to collect data from a variety of sources share it securely with others and integrate it with other Office applications Filled with detailed easy to follow instructions Microsoft Office Access 2007 The Complete Reference shows you how to take full advantage of all the new features including the new ribbon user interface and navigation pane new field types and more Create a reliable and versatile information management solution with help from this all inclusive guide As a bonus you can gain hands on experience by following along with the book s sample databases on the CD ROM Customize the user interface to suit your preferences Use the built in database templates or design your own Create modify and relate tables Enter and edit data Write advanced queries to extract and manipulate information Create customized forms and reports Improve performance and back up your database Develop macros to carry out automated responses to user actions Import link and export data Enable a multiple user environment Secure your database

Microsoft Exchange Server 2007: A Beginner's Guide Nick Cavallancia,2007-08-28 Support a Seamless Microsoft Exchange Server 2007 Messaging Environment Get started using Microsoft Exchange Server 2007 quickly with help from this easy to follow resource Using screenshots and step by step instructions Microsoft Exchange Server 2007 A Beginner s Guide shows you how to set up Exchange Server migrate from earlier releases manage recipients and administer storage You ll learn how to integrate with Outlook support mobile users handle backup and recovery and implement security measures The latest monitoring and reporting tools performance enhancement techniques and regulatory compliance procedures are also covered Install and configure Microsoft Exchange Server 2007 or migrate from earlier versions Create and manage recipients mailboxes and public folders Administer storage groups and databases Integrate seamlessly with Outlook 2007 Support remote users with Outlook Web Access Outlook Anywhere Outlook Voice Access and Active Sync Monitor administer and optimize your system using the Exchange Management Console Back up and recover Exchange databases Take advantage of the Exchange Management Shell capabilities

Microsoft Office Access 2007 in Depth Roger Jennings,2008 The one stop shop for serious Access users This book offers a thorough understanding of Access 2007 in a mixed reference tutorial fashion Ideal for intermediate to advanced users of Access Summary This book offers you comprehensive information on using the new version of Access 2007 Not only updated for the latest version new chapters have been added on application automation with Access macros and collaboration with Microsoft SharePoint Team Server both of which are hot topics All chapters are updated for the transition from Jet to the new Access database engine Detailed

step by step instructions with icons guide you through Access through table design data addition importing data from external sources query design and execution and designing data entry forms and printed reports Author Roger Jennings is a principal of OakLeaf Systems an Oakland California consulting firm that specializes in the design and implementation of client server database systems for Fortune 500 companies He brings over 25 years of computer programming experience to his best selling Sams titles including Database Developers Guide with Visual Basic 3 Database Developers Guide with Visual Basic 4 Access 1 1 Developers Guide Access 2 Developers Guide and the Roger Jennings Database Workshop books for which he is the series editor In addition to writing books Roger is a Contributing Editor and the writer of Database Design columns and feature articles on Visual Basic Access and client server computing for Fawcette Technical Publications Visual Basic Programmers Journal Microsoft access 2007 , *The Unofficial Guide to Microsoft Office Access 2007* James Edward Keogh,Jim Keogh,2007-04-09 Provides coverage of how to get the most out of Access from using the Quick Launch Toolbar and Office Button to building a database from scratch **GO! with Microsoft Office 2007 Introductory** Shelley Gaskin,2008 The primary goal of the GO Series aside from teaching computer applications is ease of implementation This approach is based on clearly defining projects for readers in a way that s easy to understand Creating Documents with Microsoft Word 2007 Formatting and Organizing Text Using Graphics and Tables Special Document Formats Columns and Mail Mer Creating a Worksheet and Charting Data Managing Workbooks and Analyzing Data Using Functions and Tables Getting Started with Access Databases and Tables Sort and Query a Database Forms Filters and Reports Getting Started with Microsoft PowerPoint 2007 Designing a PowerPoint Presentation Enhancing a Presentation with Animation Tables and Charts Using Access Data with Other Office Programs Using Tables in Word and Excel Using Excel as a Data Source in a Mail Mer Linking Data in Office Documents Creating Presentation Content from Office Documents MARKET For professionals seeking to learn and understand Microsoft Office 2007 How to Do Everything with Microsoft Office Access 2007 Virginia Andersen,2007-01-11 Publisher s Note Products purchased from Third Party sellers are not guaranteed by the publisher for quality authenticity or access to any online entitlements included with the product Maximize the powerful features of the latest release of today s most popular desktop database program How to Do Everything with Microsoft Office Access 2007 shows you how to create and customize an efficient multi user database retrieve interpret and share your data secure your information and much more Designed to help you get things done quickly and easily this user friendly guide is your all access pass to Access 2007 Navigate the new user interface with ease Design a well organized database using pre designed templates Enter and edit data and ensure data validity Sort filter and print records Extract specific information using queries Master form and report design basics Add charts and graphs to forms and reports easily Optimize database performance and speed Exchange database objects and text files between Access databases **Microsoft Office 2007** Robert T. Grauer,2010 The goal of the Exploring series has been to move readers beyond the point and click helping them

understand the why and how behind each skill Coverage of Microsoft Word Microsoft Excel Microsoft Access Microsoft PowerPoint Windows Vista and Capstone Exercises MARKET For business professionals seeking to enhance their knowledge of Microsoft Office *Problem-Solving Cases in Microsoft Access and Excel* Joseph A. Brady, Ellen F. Monk, 2007-06 Apply Excel and Access effectively and efficiently to solve real world business problems in this fifth edition of Problem Solving Cases in Microsoft Access and Excel With six individual tutorials that build a practical knowledge of Microsoft Office 2007 Excel and Access capabilities this book sets the groundwork for applying these spreadsheet and database skills to actual scenarios These scenarios take the form of eleven all new case studies which introduce problems that are likely to face today's business professionals and allow readers to apply the information gleaned from the tutorials to solve them With updates that include an all new sixth tutorial that covers data analysis techniques and a 30 day trial of Microsoft Office 2007 software this book affords readers the most up to date practical education in the most commonly used software programs **How to Do Everything with Microsoft Office Word 2007** Guy Hart-Davis, 2007-06-05 We're getting the word out on how to get the most out of Word 2007 This up to date guide makes it easy for both beginners and experienced users to master the powerful features and new interface of Word 2007 You will learn to create professional looking documents effortlessly Practical examples and step by step instructions make even the most complex features simple to grasp while workarounds show you how to circumvent common problems [The Unofficial Guide to Microsoft Office Access 2007](#), 2007 This book provides the inside scoop for when you want more than the official line Microsoft Access 2007 may be a major new update but to use it with confidence you'll need to know its quirks and shortcuts Find out what the manual doesn't always tell you in this insider's guide to using Access 2007 in the real world What's the best way to use the new features What are intelligent forms From setting up tables to encrypting databases first get the official way then the best way from an expert This book provides unbiased coverage of how to get the most out of Access from using the Quick Launch Toolbar and Office Button to building a database from scratch It contains savvy real world advice on everything from using form views PivotTables and PivotCharts to writing questions in the form of a query It includes time saving techniques and practical guidance on creating smart macros collaborating with others using SharePoint registered and adding pizzazz to reports It provides tips and hacks that help you work around Access quirks avoid pitfalls and increase your productivity It features sidebars and tables on sorting rules for special characters predefined sizes for number data types and more Watch for these graphic icons in every chapter to guide you to specific practical information Bright Ideas are smart innovations that will save you time or hassle Hacks are insider tips and shortcuts that increase productivity When you see Watch Out heed the cautions or warnings to help you avoid common pitfalls And finally check out Inside Scoops for practical insights from the author It's like having your own expert at your side

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