

Finding Your Way Around Microsoft[®] Access[™] 2007

This guide is aimed at Microsoft[®] Access 2003[™] users who are new to Office 2007.

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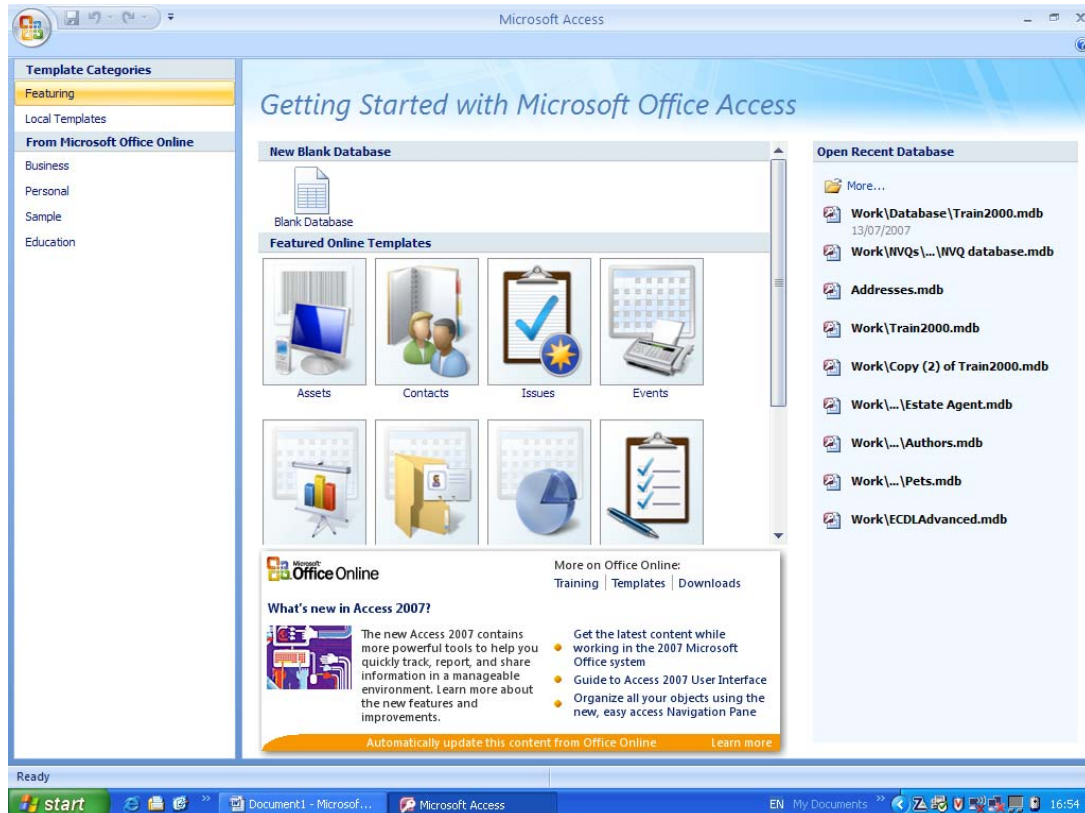
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Finding Your Way Round Microsoft® Access 2007

THE OPENING SCREEN


When you launch Access 2007, the opening screen is quite different to how it looked in previous versions.



It displays the different options for creating a database, eg blank or by using a template. It also displays the recently opened databases, but how do you open an existing database?

OPENING AN EXISTING DATABASE

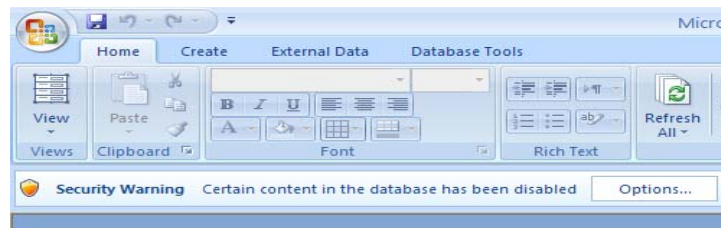
For information on opening different versions of Access databases please see *page 10 Opening Different Versions of Access*.

1. Click on the **Office**  button (see *page 3 The Office Button* for details).
2. Select **Open**. The *Open* window will appear.
3. Locate and select the database.
4. Click on the **Open** button.

Security Warning

If your database contains command buttons or macros, the Message Bar (below the Ribbon) will display a security warning as Access sees these as potentially harmful content. To enable the content you will need to:

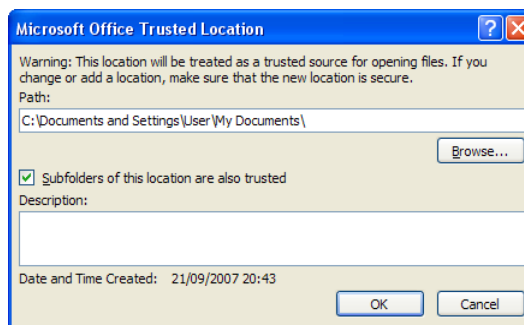
1. Click on the **Options...** button in the Message Bar.



2. In the Security Alert window, select the option **Enable this content**.
3. Click on **OK**.

You will need to do this each time you open the database, unless you make the location of your database a *Trust Centre*. To do this:

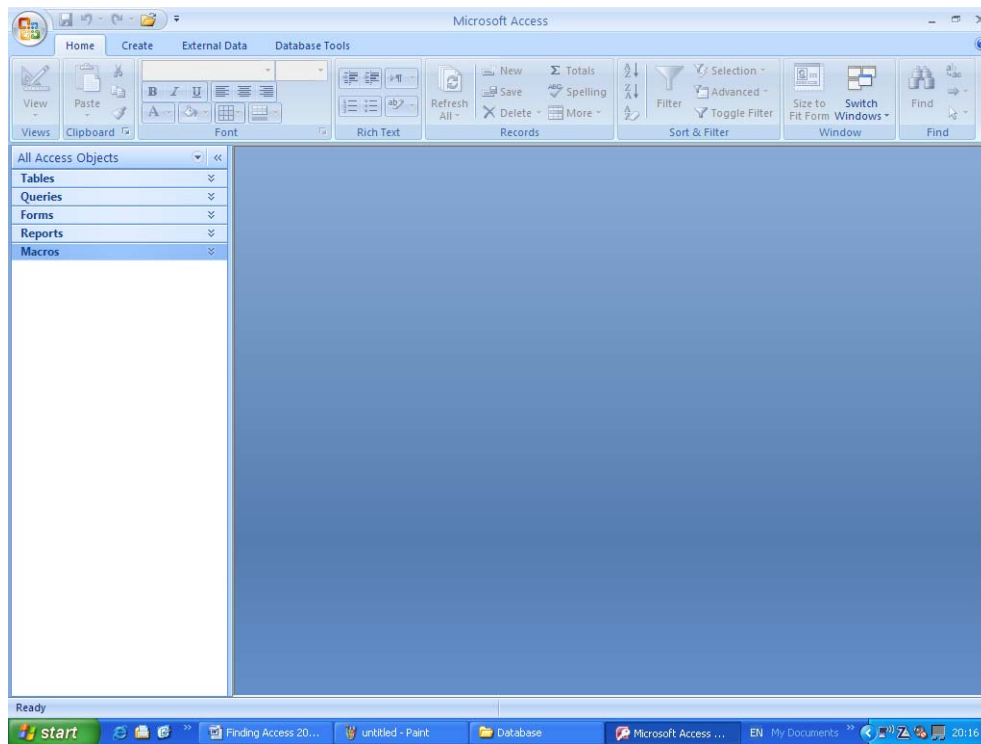
1. Click on the **Office** button and then the **Access Options** button. The Access Options window will appear.
2. Select the **Trust Center** option and then click on the **Trust Center Settings...** button.
3. Select the **Trusted Locations** option.
4. If the required location is on the University network (eg H:\ drive), you will first need to select the **Allow Trusted Locations on my network (not recommended)** option.
5. Click the **Add new location...** button and then the **Browse** button.
6. Navigate to the location of the required folder and then click on **OK** until you return to the database window. These settings will stop the security warning appearing for all Microsoft Office documents in that location.




Note: You can also select **Subfolders of this location are also trusted** if there are further databases stored in subfolders within the location.

THE DATABASE WINDOW

The layout of the database window is very similar to the other Office applications.



The Office Button

This is in the top left-hand corner of the window. 
Here you will find commands to open, print and close etc.

Quick Access Toolbar

This is next to the Office Button. 
Here you will find commands that are regularly used.

- To add a command to the **Quick Access** toolbar, right click on any command (including those in the Office menu) and select **Add to Quick Access Toolbar**.
- To remove a command, right click on the command and select **Remove from Quick Access Toolbar**.


Title Bar

- This is at the top of the window to the right of the Quick Access Toolbar. It displays the database name.

The Ribbon

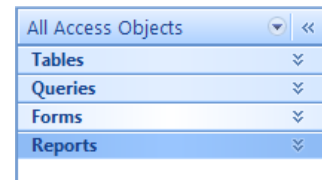
This is below the Title Bar. It replaces the drop-down menus and is where the database commands can be found. For further details see the document *Microsoft Office 2007 – The New Look*.

Status Bar


- This is at the bottom of the window. It can be customised by right-clicking in the bar, then select the options you require.
- The **View** shortcut buttons are to the right of the Status Bar.  These are only displayed when an object (eg table, query) is open. The view commands available will depend on the open object.

THE NAVIGATION PANE

The Navigation pane is to the left of the Access window. It displays the database objects, eg tables, queries, reports. By default, the objects are placed in categories and then each category is split into groups.



Displaying/Resizing the Navigation Pane

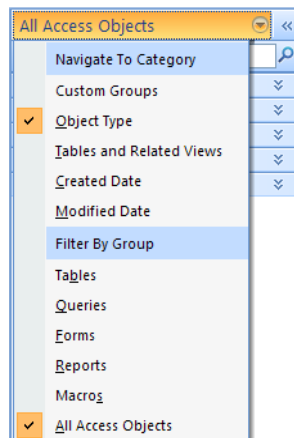
- To hide/display the Navigation pane, click the **Shutter Bar Open/Close** button. 
- To resize, hover your mouse over the right hand edge of the Navigation pane (the resize double-headed arrow will be displayed), and then click and drag to the left or right.

Note: If the Navigation pane is not displayed on your screen, press the **F11** key. The **F11** key can then be used to hide/display the Navigation pane as an alternative to the Shutter Bar. If you would like the Navigation pane to be displayed every time you open the current database:



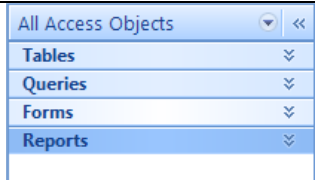


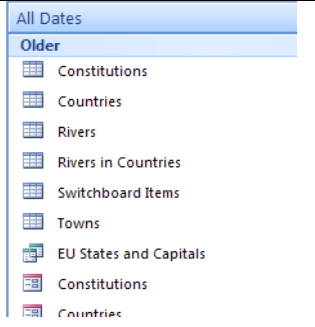
1. From the **Office Button** select **Access Options**.
2. Choose **Current Database** and select **Display Navigation Pane** under the Navigation section.

Organising Objects

You can choose how your objects are displayed in the Navigation pane. To do this click on the drop-down Menu bar at the top of the pane.



Note: The Menu name will match what is selected from the list.

Option(s) Selected from Navigation Menu	Example Results
<p>Object Type and All Access Objects</p> <p>This is the most commonly used. You can see all of the objects and expand/close each of the groups (eg Tables, Queries etc).</p> <p>Tip: Click on the double arrows to expand  or close  a group.</p>	
<p>Object Type and eg Table</p> <p>This option only displays the selected object type, eg Tables, Queries, Forms.</p>	
<p>Tables and Related Views</p> <p>This option groups objects related to each table in the database.</p> <p>The example opposite demonstrates this. The Constitutions Table is grouped with the Constitutions form. The Countries table has more related objects – a query, form and report.</p>	
<p>Created/Modified Date and All Dates</p> <p>Displays all of the objects in date order depending on your view and sort options. See <i>page 6 Viewing Objects and Sorting Objects</i>.</p>	

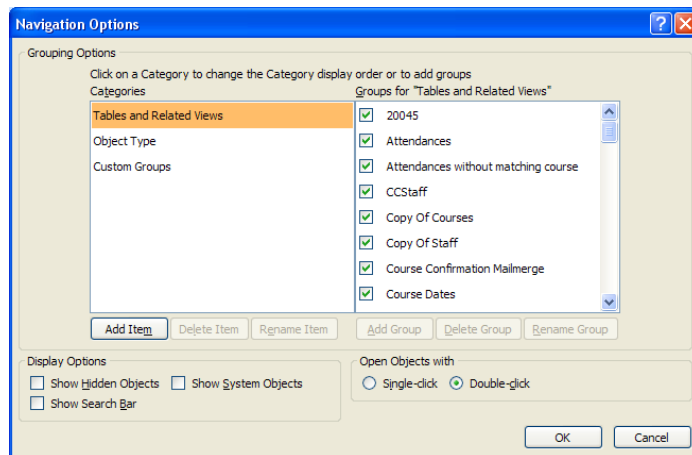
Access will remember the Navigation Pane settings you have selected the next time you open the database.

Further Navigation Pane Options

You may want to further customise your Navigation pane, eg create your own custom groups.

1. Right click in the blank space below the objects (or on the Menu bar) in the Navigation pane.

2. Select **Navigation Options**. The Navigation Options window will appear.



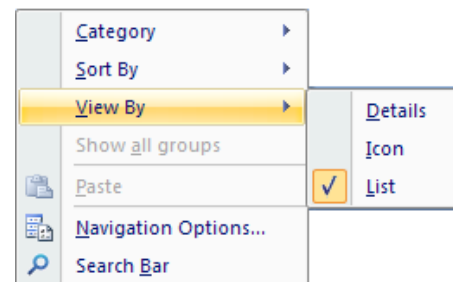
3. Select the required options and click on **OK**.

Viewing Objects

You can change how your database objects are viewed, by Details, Icon or List. To change the view:

1. Right click on Menu bar.
2. Select **View By** from the shortcut menu.
3. Chose the option required.

Note: Detail view displays the date and time that objects were created and modified. This is a useful view when sorting by date.

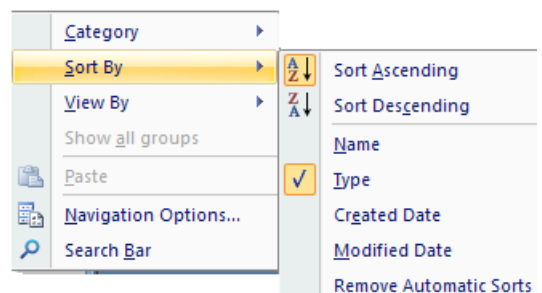


Sorting Objects

Database objects can be sorted by Name, Type, Date etc. To do this:

1. Right click on Menu bar.
2. Select **Sort By** from the shortcut menu.
3. Chose the option required.

Note: You can Sort Ascending or Decscending for each of the options (Name, Type etc).

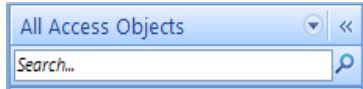


Finding Objects

A quick way to find an object is to use the Search bar. Type some text into the Search bar and any object name which contains the text will be displayed as you type.

The Search bar is located underneath the Menu bar. To display the Search bar you can either:

- Right click in the white space of the Navigation pane and select **Search Bar**.
- Right click on the Menu bar, select **Navigation Options** and then select the **Show Search Bar** display option. Click on **OK**.



Opening an Object

To open a database object either:

- Double click on it.
- Select it and then press **Enter**.
- Right click on it and select **Open** from the shortcut menu.

To open an object in design view, right click and select **Design View** from the shortcut menu. (The shortcut *Ctrl key and double click* doesn't work in Access 2007!)

MANAGING OBJECTS

Create

To create an object in Access 2003, you selected the object type, clicked on the New button and then chose from the list. In Access 2007, there is a Create tab on the Ribbon which is used for creating all objects. Please see the table below for the equivalent option.

Object	2003	2007 Create Tab
Table	Datasheet View	Table
	Design View	Table Design
	Table Wizard	Table Templates
Query	Design View	Query Design
	Query Wizard(s)	Query Wizard
Form	Design View	Form Design
	Form Wizard	More Forms – Form Wizard
	AutoForm: Columnar	Form
Reports	Design View	Report Design
	Report Wizard	Report Wizard
	AutoReport: Tabular	Report
	Label Wizard	Labels

To create a new object based on an existing table or query:

1. Select the object in the Navigation pane (eg Staff table).
2. Click on the **Create** tab.
3. Select the required object (eg form).

Close

This hasn't changed! Click on the **Close** button on the top right hand corner of the object.

Rename

1. Right click on the object and select **Rename**.
2. Type in the new name and then press **Enter**.

Tip: Alternatively you can select the object, press the **F2** key and then amend as required.

Delete

1. Select the object and then click on the **Delete** command in the **Home** tab. A warning window will appear.
2. Click on **Yes** if you definitely want to delete this object (you will not be able to retrieve it once it is deleted).

Tip: Alternatively you can right click on the object in the Navigation pane and then choose **Delete**.

Hide/Unhide

To hide an object, right click on the object in the Navigation pane and then select **Hide in this Group**.

To unhide an object, right click on it and select **Unhide in this Group**. If you cannot see any hidden objects (they appear as semi-transparent in the Navigation pane), you will display them first, to do this:

1. Right click on the Menu bar in the Navigation pane.
2. Select **Navigation Options**. The Navigation Options window will appear.
3. Select the **Show Hidden Objects** option and click on **OK**.

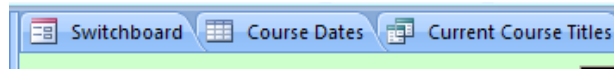
NEW FEATURES

Navigation Pane

This replaces what was known as the Database window in previous versions of Office. Please see *page 4 The Navigation Pane* in this document for further details.

Tabbed Documents

You can display all open objects as tabbed documents making it easier to switch between different objects.



To do this:

1. From the **Office** button select **Access Options** and then **Current Database**.
2. Select **Tabbed Documents** (make sure that **Display Document Tabs** is also selected), you will then be prompted to close and re-open the database – click on **OK**.
3. Close and then reopen the database to see the results.

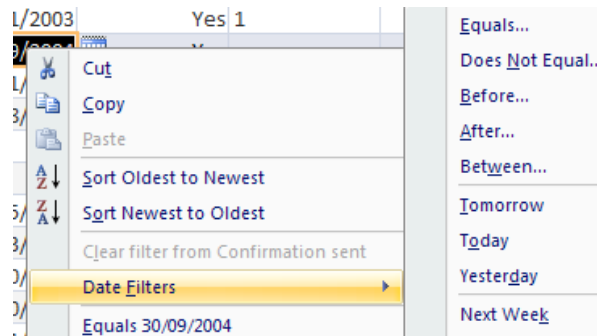
To display the objects as individual or overlapping windows, follow the instructions as above but select **Overlapping Windows** at step 2.

Note: In this window, there are further options for customising the database window. These settings will only apply for the current database.


Enhanced Sorting and Filtering.

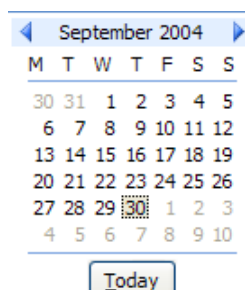
The most common filters can now be selected from the shortcut menus (right click). There are different options for text and dates.

1. Right click on a cell in the column to be filtered.
2. Select, eg **Date Filters**.
3. Select the required option from the list.



Automatic Calendar

This button  is displayed as soon as you type in a date. Click on it to display the calendar.



Layout View

This new view makes it easier to see any design changes as you view your data whilst making changes.

For example, in earlier versions of Access, if you wanted to add a new field or edit the formatting of a form, you had to do this in design view and then switch to form view to see the results. Now you can both design and view the results of your design in Layout view. This view also supports the new stacked and tabular layouts, making it easy to rearrange fields, columns, rows etc.

Design view is still available to use for more detailed work and it also supports stacked and tabular layouts.

Total Rows in Datasheets

In Datasheet view, you can now display a Total row where you can perform calculations (sum, count, average etc). This is displayed at the bottom of the window just above the navigation buttons, so it isn't lost when you scroll through the table!

To display the total row:

1. Select the **Home** tab.
2. In the Records group, click on the **Total** button.
3. In the Total row, click on drop down arrow for the appropriate column and select the required function.

OPENING DIFFERENT VERSIONS OF ACCESS DATABASES

If you create a new database using Office 2007, people with earlier versions of Office will not be able to open it, even if they have the file compatibility pack. It is therefore advisable to save all new databases in an earlier format. To do this:


1. Click on the **Office Button** and hover your mouse over the **Save As** option.
2. Select the required version, eg **Access 2000 database**. The Save As window will appear.
3. Choose the location and name for the database.
4. Click on **Save**. This will create a copy of the database in Access 2000 format.

You can open earlier versions of Access databases using Office 2007 and they will remain in that format unless you choose to convert them to Access 2007 (the file format is displayed in the title bar). To convert an earlier version to Access 2007:

1. From the **Office Button** select **Convert**. The Save As window will appear.
2. Choose the location and name for the database.
3. Click on **Save**. This will create a copy of the database in 2007 format.

GETTING HELP

The Help button

Online help is now accessed by clicking the **Help** button  at the top right corner of the window. From here you can type in keywords to search for help.

Tool Tips and Context-Sensitive Help

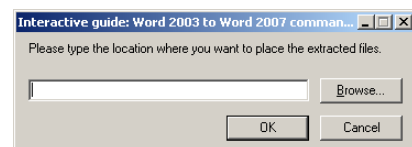
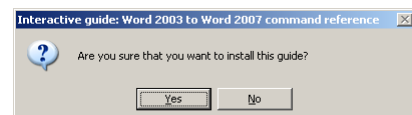
When you hover your mouse over a command you will get a small window giving more information about what that command does. The Tool Tip may say **Press F1 for more help**, which will take you to the help topic about that command.

Interactive Reference Guides

The Ribbon is fairly intuitive – most commands are where you expect them to be. However sometimes they can be hard to find. To save you time, Microsoft has created the “Interactive 2003 to 2007 Command Reference” for Access, Word, Excel and PowerPoint. This acts as a kind of translator; you select the command you are looking for from the Office 2003 menu, and it shows you where to find it on the Office 2007 Ribbon.

To find the Interactive Command Reference Guides

1. Go to *www.office.microsoft.com*
2. Select the **Downloads** tab.
3. In the **Search** box at the top left of the window type: Interactive Reference Guide.
4. Select the guide that you want to download, then on the page that appears select **Download**.
5. Select **Run**, then **Run** again.
6. Say **Yes** to the prompt.
7. Click **Browse**, select a place on your computer to save your Guide, eg on the Desktop, and then click **OK**.



SUPPORTING DOCUMENTATION

Additional documents on Microsoft® Office 2007 are continually being developed and are available from the Priestley Building Reception, and on the Web at:

<http://www.brad.ac.uk/lss/documentation/index.php>.