



HBU presents:



Microsoft® Office Access 2007 Training

Get up to speed

Lesson 1

A new beginning

A new beginning



Right from the start, Access 2007 is designed for ease and convenience.

Clearly visible and functionally arranged, features and commands in Access 2007 follow the logic of your work to make you more productive.

Get up to speed

Get started with a template



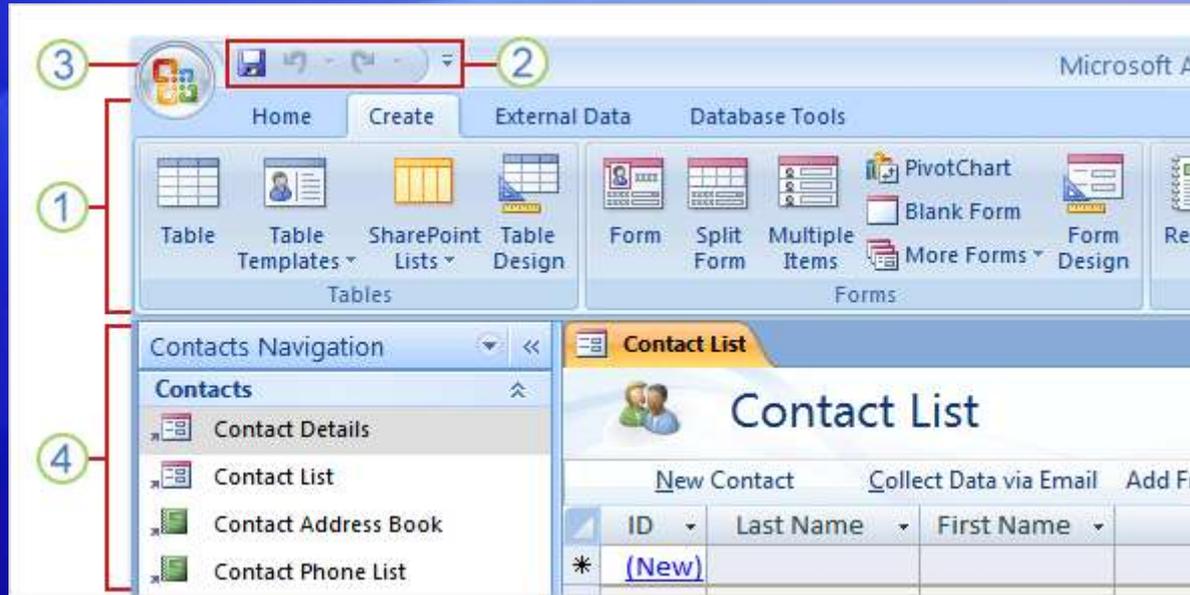
When you start Access 2007, you see the new **Getting Started with Microsoft Office Access** page.

Here you'll find that this version of Access has already done a lot of your work for you: Categorized **templates** let you start your job in the middle.

Templates are pre-built, task-focused databases that you can download and use right away. Pick, click—it's really quick.

Get up to speed

Meet the new look



When you create or open an Access 2007 database, some new tools appear right before your eyes.

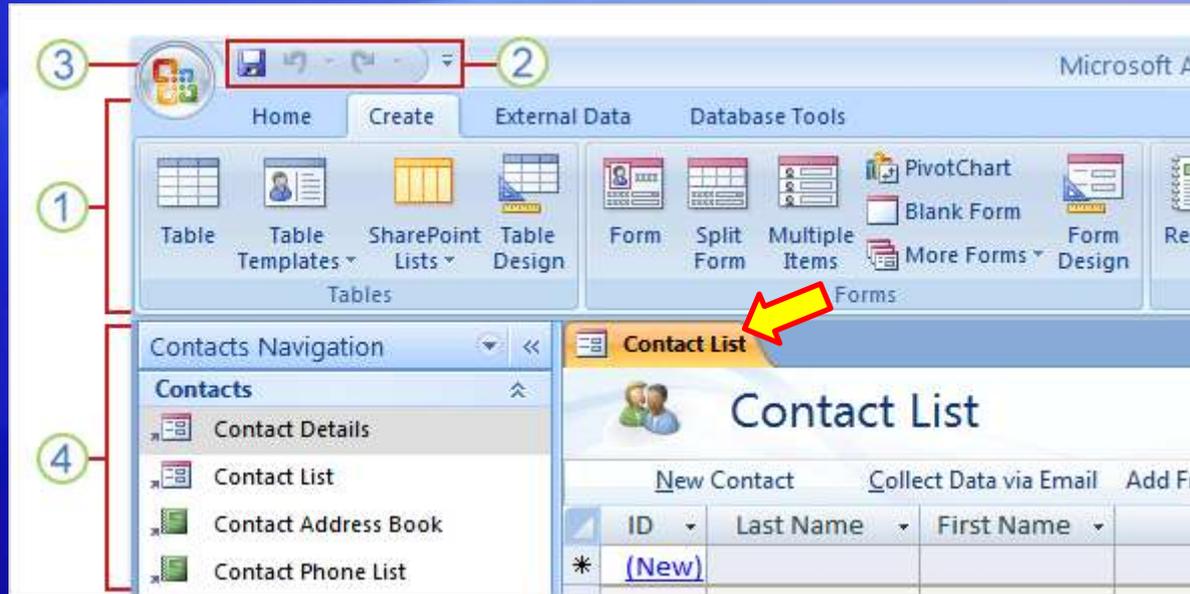
They're your new friends, the keys to your Access success.

Take a minute to learn their names:

- 1 The Ribbon
- 2 The Quick Access Toolbar
- 3 The Microsoft Office Button
- 4 The Navigation Pane

Get up to speed

Meet the new look



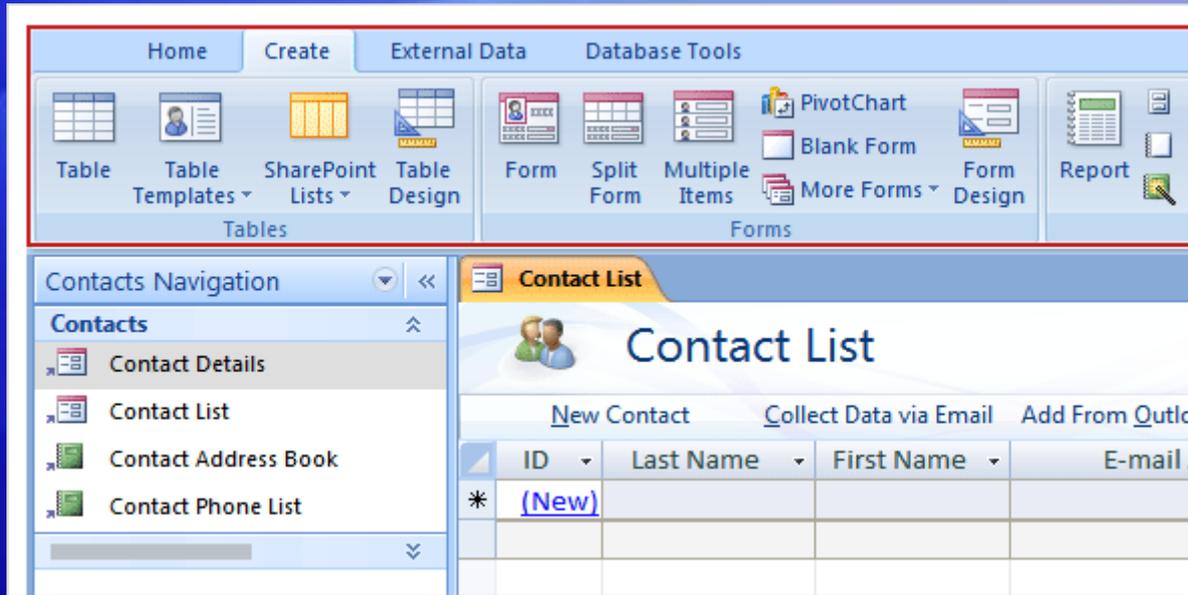
When you create or open an Access 2007 database, some new tools appear right before your eyes.

They're your new friends, the keys to your Access success.

The Navigation Pane shows you just what's in the database you're using. Tables, forms, reports, and queries—they're all visible here, handy while you work.

And you do your work by using the Ribbon. That's next.

Work with the Ribbon



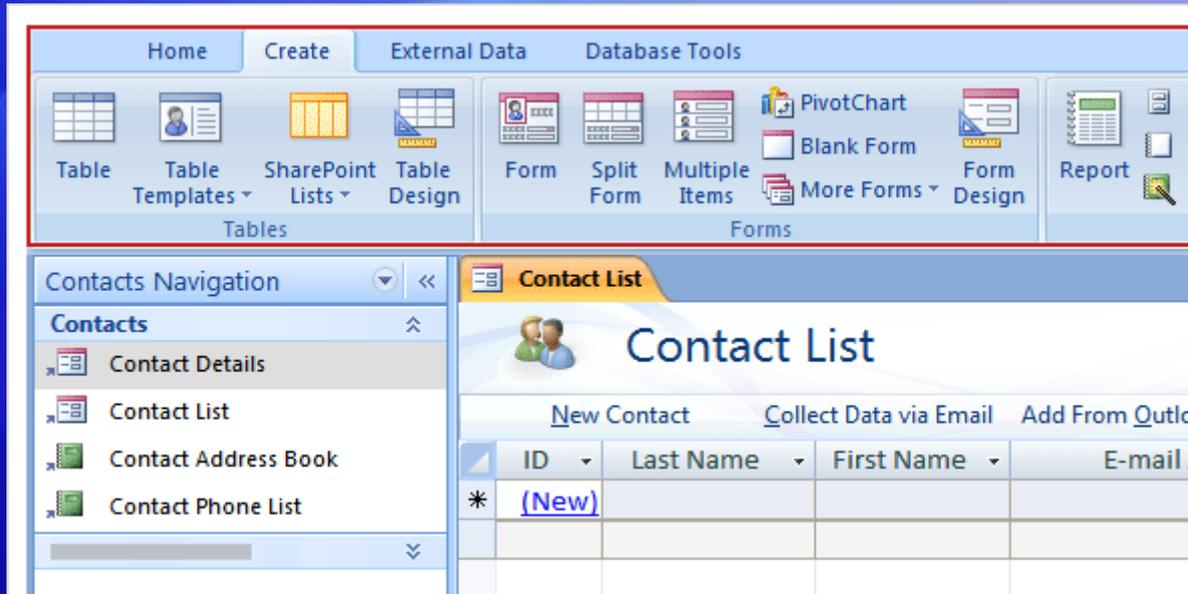
Much more than a new look, the Ribbon represents years of research on user experience.

Designed with your work in mind, the Ribbon puts the tools and power of Access where you can see them at once, without hunting through the program.

That makes your work more efficient.

Get up to speed

Work with the Ribbon

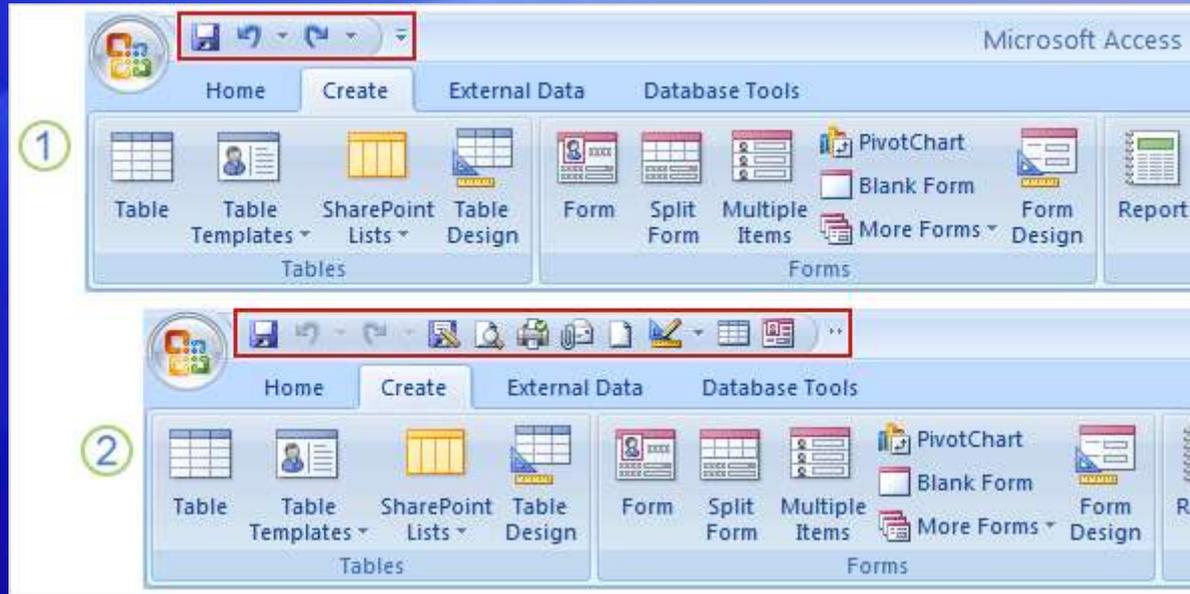


The Ribbon is organized around common activities.

Each Ribbon **tab** is organized around a common activity and contains the commands you'll need for that activity. The commands are gathered into logical **groups**.

Commands are easy to find, and they're easy to use. The Ribbon is your command center for working in Access 2007.

Make the Quick Access Toolbar your own



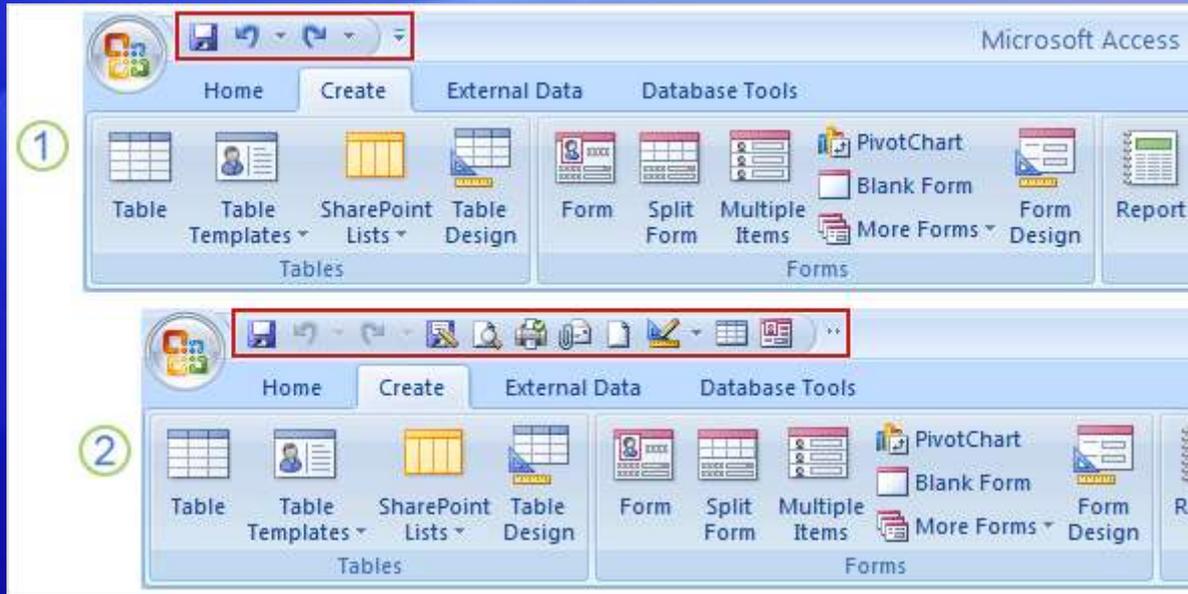
Everybody has favorite toolbar commands.

The Quick Access Toolbar is the toolbar that you fill to suit yourself.

The picture shows two different versions of the toolbar:

- ① The basic Quick Access Toolbar
- ② A customized Quick Access Toolbar

Make the Quick Access Toolbar your own



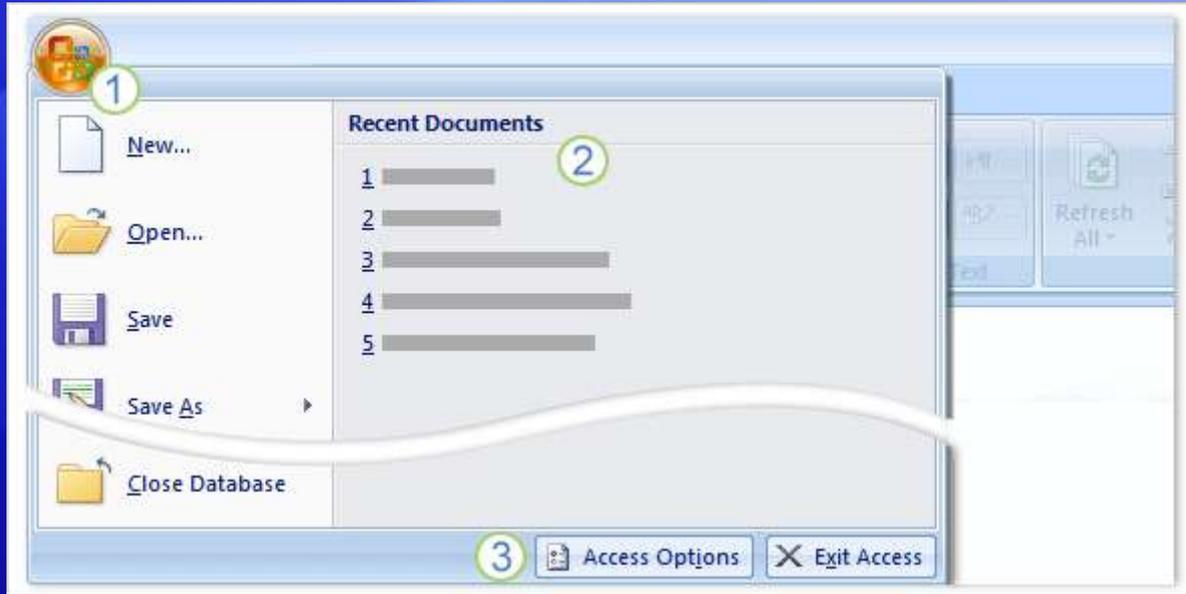
Everybody has favorite toolbar commands.

The Quick Access Toolbar is the toolbar that you fill to suit yourself.

To put your favorite commands on the Quick Access Toolbar so that they're always close at hand, just right-click a command, and then click **Add to Quick Access Toolbar**.

Whatever tab you're on, these commands stay right in reach.

Manage your work: the Microsoft Office Button



The Microsoft Office Button  appears in the upper-left corner of the Access window.

It may remind you of the **File menu** in previous versions of Access.

When you click the **Microsoft Office Button**, you'll see:

- ① A menu of basic commands for working with files.
- ② A list of your recent documents.
- ③ A button that you click to view and select various program settings.

Lesson 2

OK, back to work

OK, back to work



Through **templates**, Access 2007 makes it really easy to create a new database.

Templates provide pre-built databases designed to suit your needs.

On the **Getting Started with Microsoft Office Access** page, select a database template category such as Business, Personal, or Education. As the picture shows, you'll see a range of possibilities.

Download a database



When you select a template, Access 2007 shows you more about it in the pane on the right side of the **Getting Started** page.

Here you can give the database a name you choose, which is what you'll see after you download it to your computer. Here too is the **Download** button.

After the download is complete, you use the Navigation Pane to see what's in your new database.

Create a table from a template



Suppose you want to add a table to your database.

Access 2007 makes that easy—there are templates for tables, too.

Click the **Create** tab to see the **Tables** group. There, you'll click **Table Templates**.

Choose a table template—options include Events, Issues, Tasks, and more—and in a moment your database contains another table, with fields and data types appropriate to its purpose.

Create a form, format a form

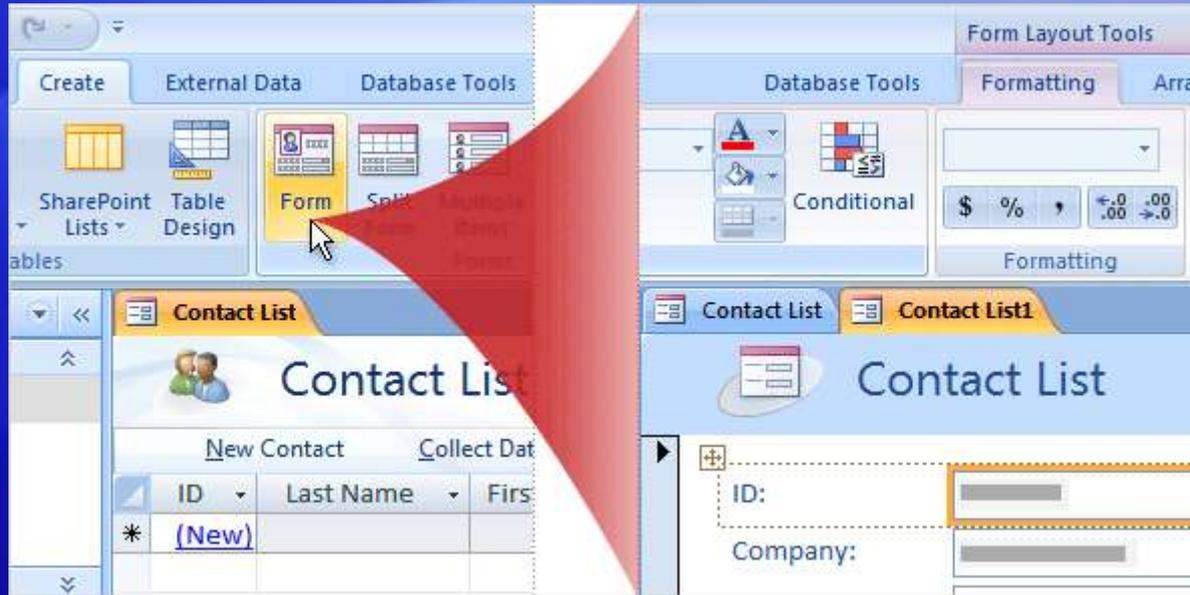


You can create a form in a heartbeat, and then format it to your heart's content.

To create a new form in Access 2007, click the **Create** tab, and then click **Form**. Simple.

Access bases the new form on the existing database project that you already have open, or that you have selected in the Navigation Pane.

Create a form, format a form

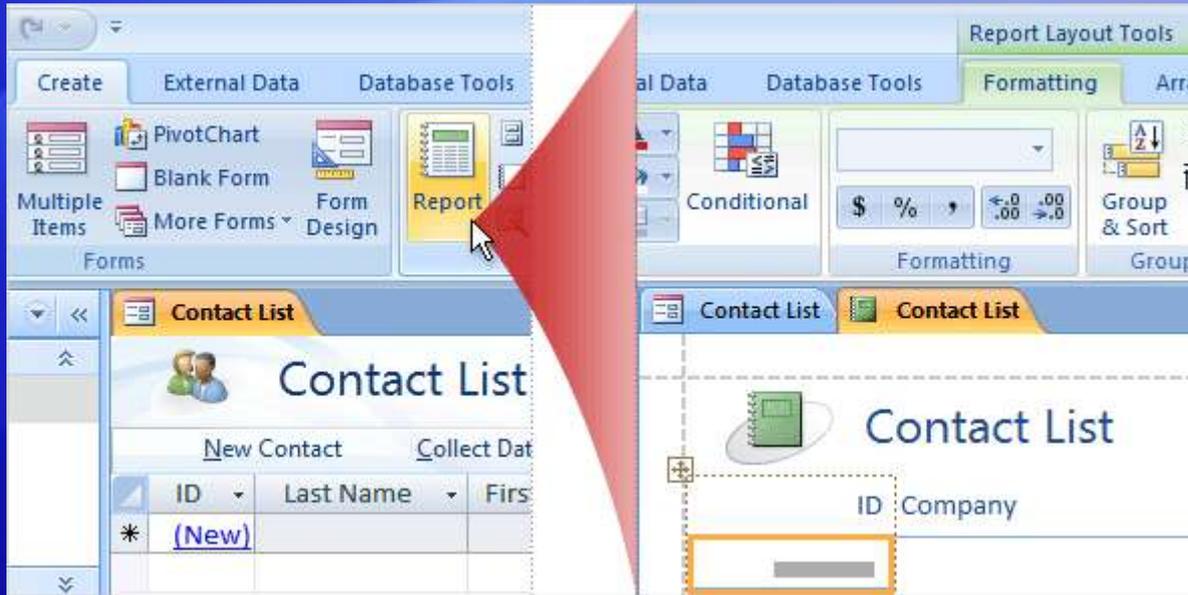


The new form opens in Layout view, and the Ribbon offers you **Form Layout Tools** with two tabs: **Formatting** and **Arrange**.

The commands on those tabs make changing the appearance of controls and labels so easy, the trick is knowing when to stop.

Best of all, you preview the changes as you make them. If you don't like a change, undo it: Press CTRL+Z or click the Quick Access Toolbar **Undo** button .

Create a report, format a report

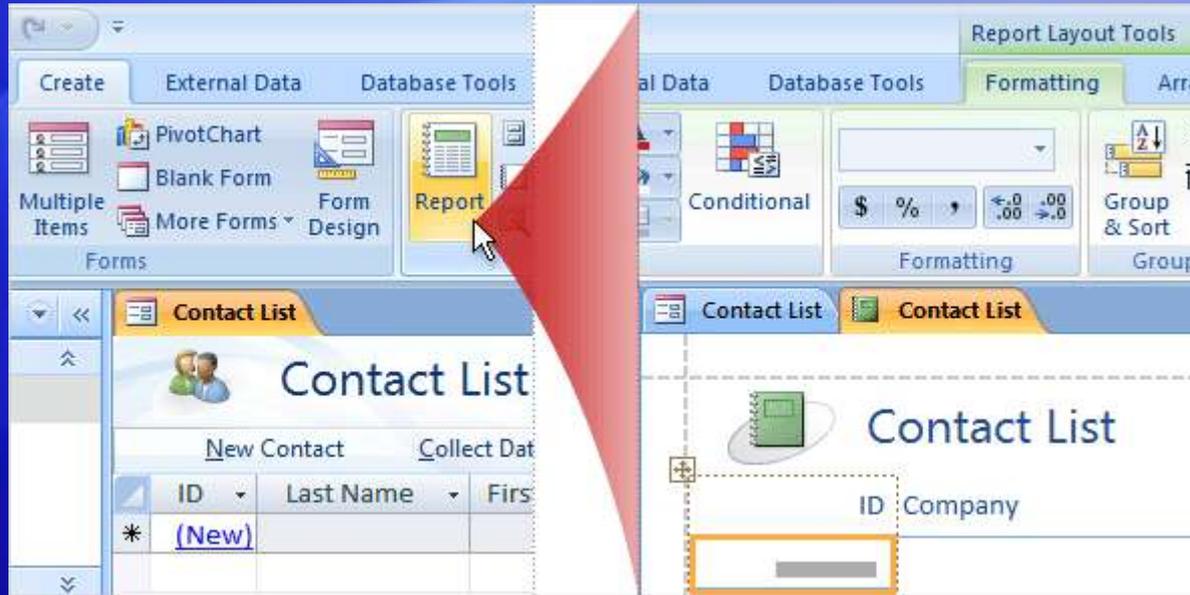


New reports are a snap, and you won't be surprised by how to create them.

Click the **Create** tab, and then click **Report**.

Access bases the new report on the existing object that you already have open, or that you have selected in the Navigation Pane.

Create a report, format a report



The new report opens in Layout view, and the Ribbon offers you **Report Layout Tools** with three tabs: **Formatting**, **Arrange**, and **Page Setup**.

Use the commands on those tabs to change the appearance of controls and labels or to select margins, paper size, and other printing options.

Naturally, you preview the changes as you make them.

Lesson 3

Save your files in the format that
works best

Save your files in the format that works best

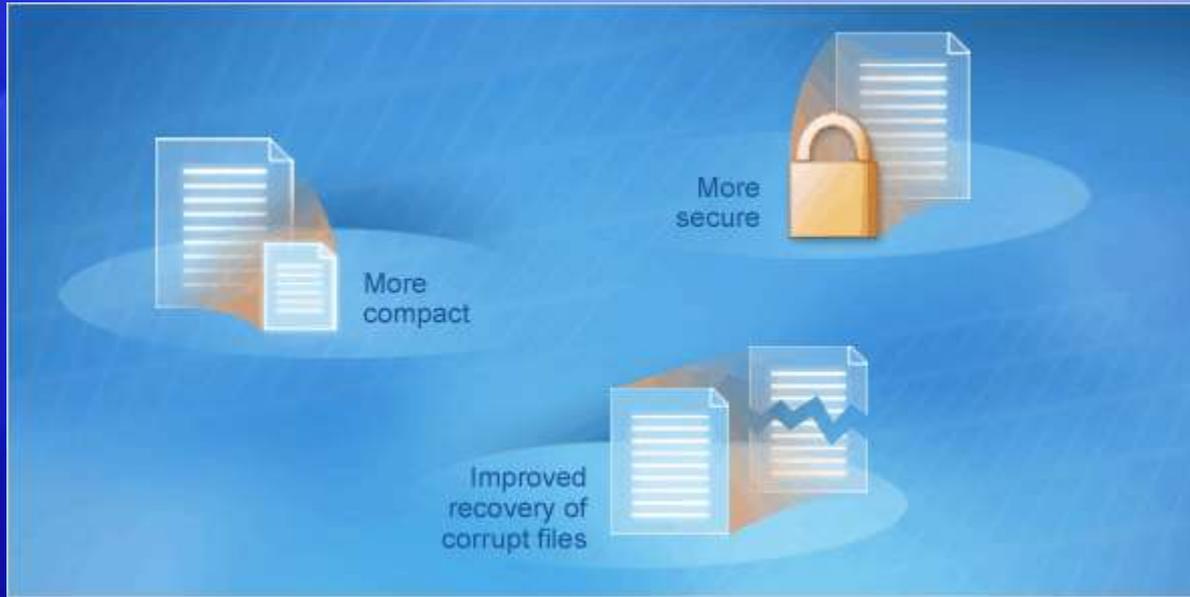


Access 2007 uses a new file format and a new file extension.

What does that mean to you? Several advantages, and a couple of simple steps, which this lesson describes.

And yes—old files do work in the new version of Access.

Benefits

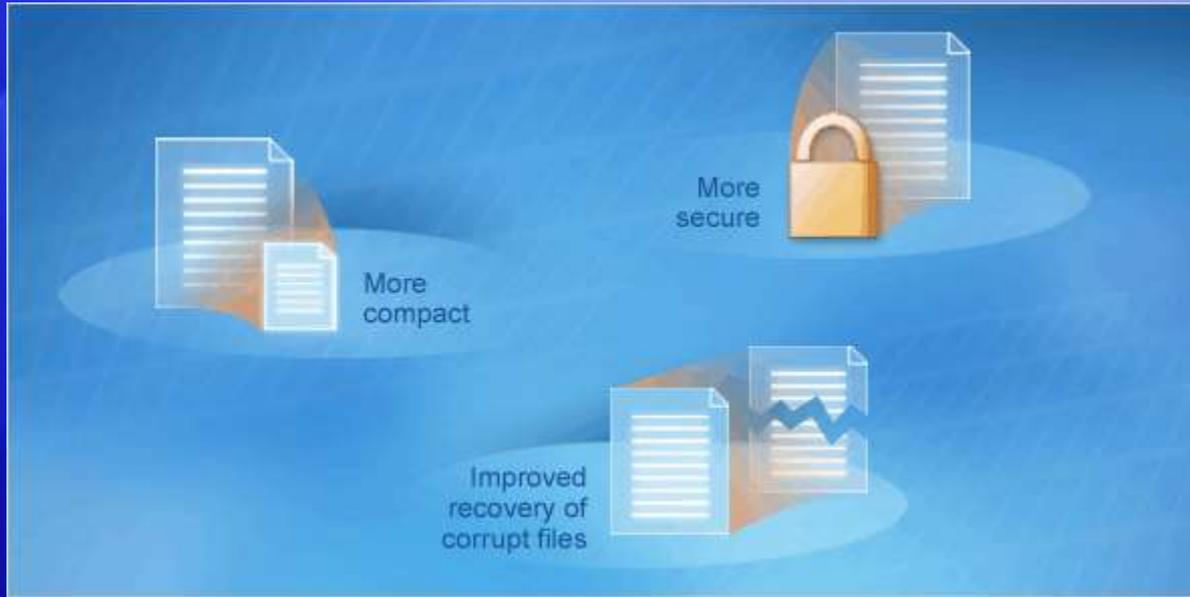


Why change the file format?

There are several advantages, and several reasons.

- To make Access 2007 databases more secure.
- To make them more compact.

Benefits

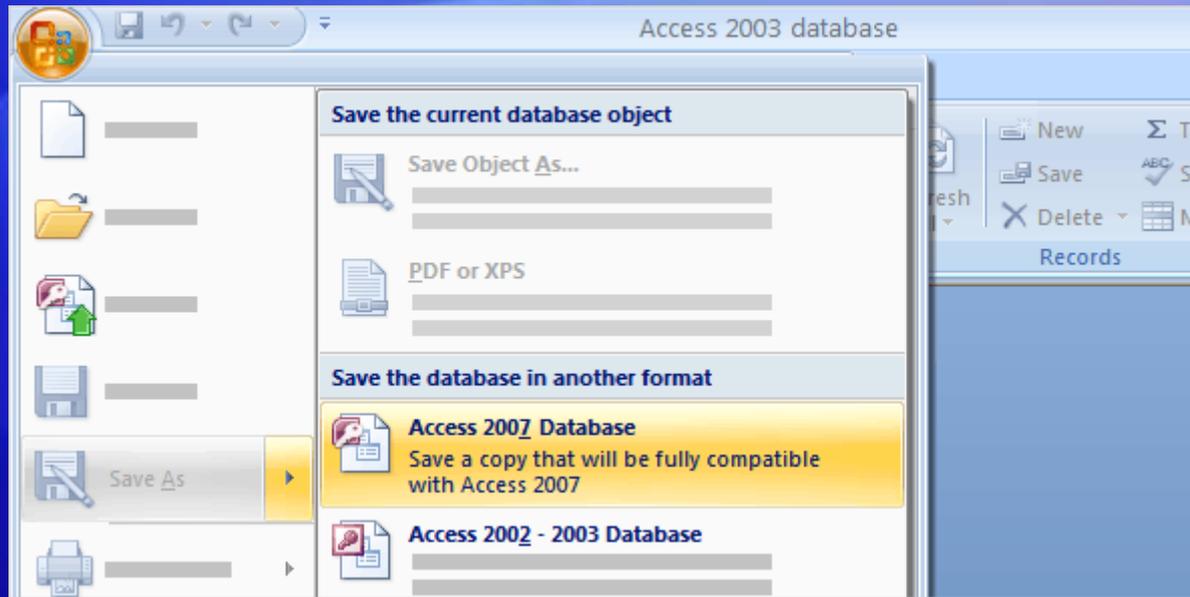


Why change the file format?

There are several advantages, and several reasons.

- To make recovery of data more reliable if a file does become corrupted.
- To add some features that aren't so easy to put into a picture, like table fields that store attachments, and fields with multiple values.

Upgrade previous databases

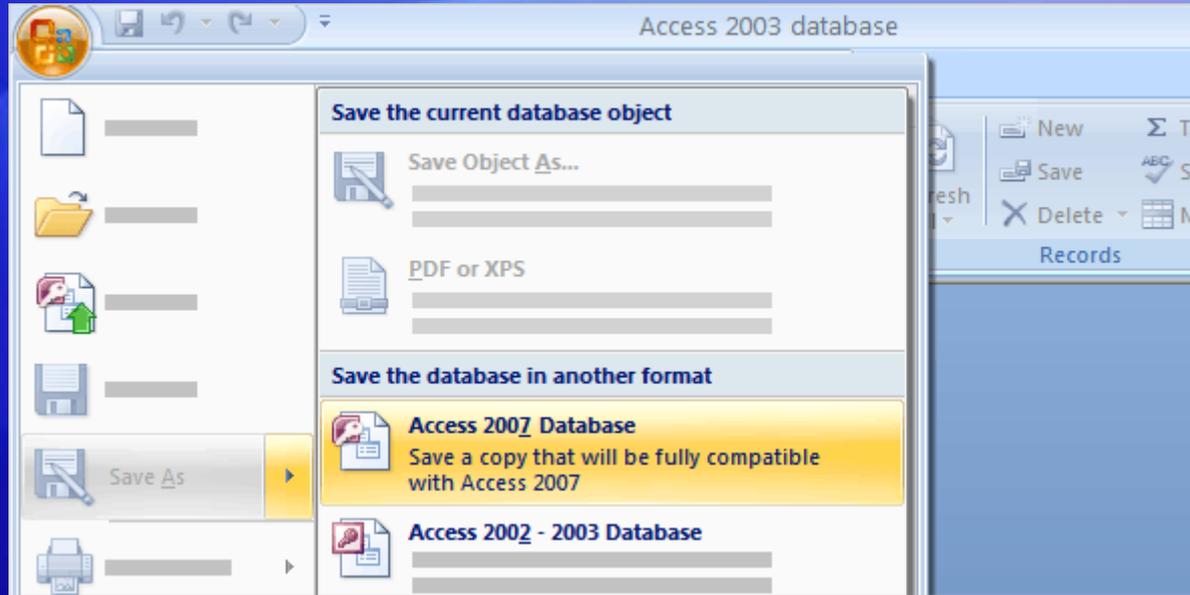


With Access 2007, you can make a copy of an older database that will be more secure, more compact, and easier to recover if necessary.

Here's all you have to do to give the older database every advantage of the new file format:

1. In Access 2007, click the **Microsoft Office Button**  and use the **Open** command to open that older database.
2. Click the button again and point to **Save As**.

Upgrade previous databases



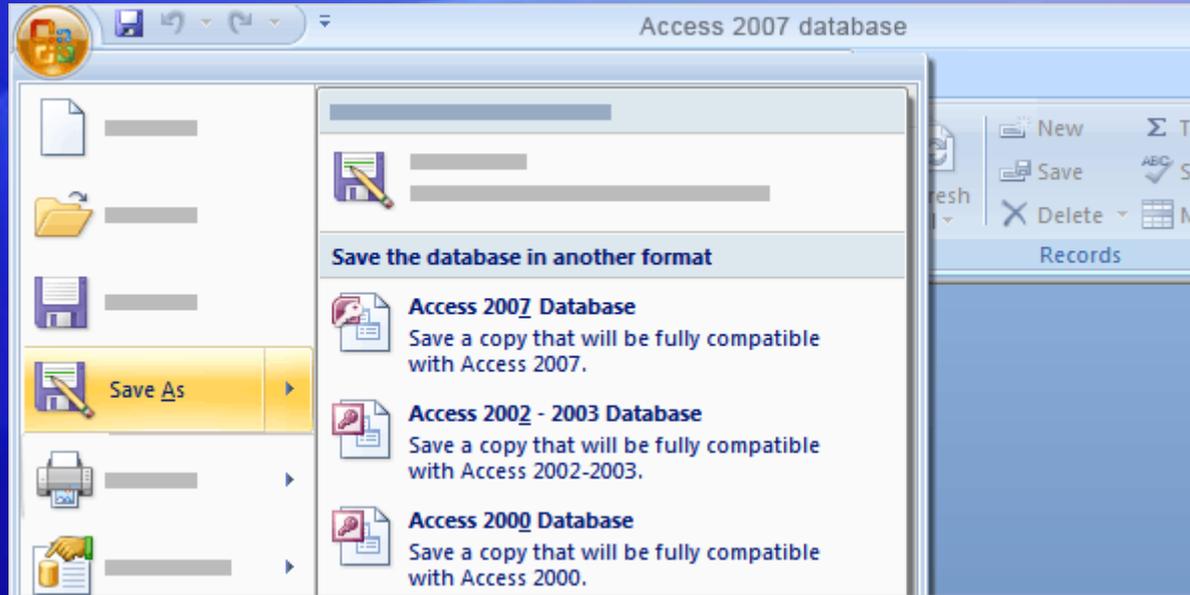
With Access 2007, you can make a copy of an older database that will be more secure, more compact, and easier to recover if necessary.

Here's all you have to do to give the older database every advantage of the new file format:

3. Click **Access 2007 Database**.

It's sort of obvious, because it's supposed to be.

Share in an older format



You may need to share an Access 2007 database with someone who is working with a previous version of Access.

To do this, you create a copy in an older file format.

Share in an older format



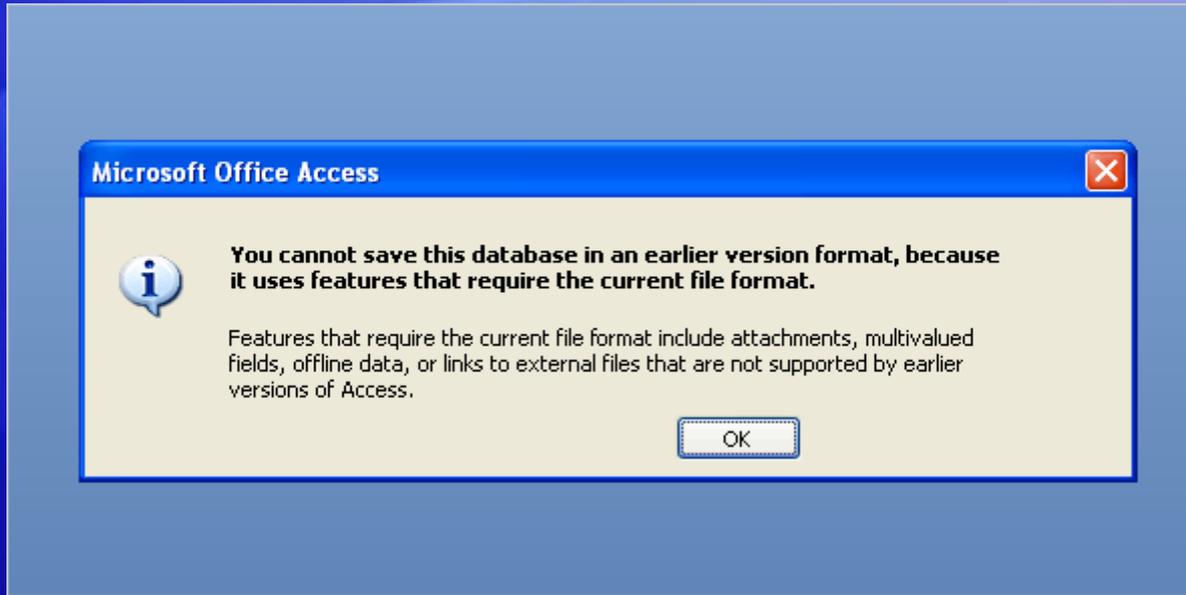
You may need to share an Access 2007 database with someone who is working with a previous version of Access.

The method of making that copy is very like the method of upgrading an older database:

1. Open the Access 2007 database, and then click the **Microsoft Office Button** .
2. Point to **Save As**, and then click the option that applies.

You can't have everything

Some new features in Access 2007 require the new file format—in other words, they're only available in Access 2007.



If your database uses those new features, and you try to make a copy of the database in an older format, this Access message tells you why that doesn't happen.

So if you know that you'll be sharing a database with people who don't have Access 2007, plan your work accordingly.