# 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 then OPEN.

To create a new database:

1. Choose then NEW, or [Click] 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 tab, 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 a zoom window 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 check: [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 FIELD/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: 14 ◀ 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.

### Movement Shortcuts

| To move to... | Keyboard | Mouse |
|---|---|---|
| Next or previous record | ↓ or ↑ | [Click] ◀ or ▶ |
| One screen down or up | Page Down or Page Up | n/a |
| Top, left of table | Ctrl-Home | n/a |
| Bottom, right | Ctrl-End | n/a |
| First or last record | Ctrl-↑ or Ctrl-↓ | [Click] I◀ or ▶I |
| A specific record number | n/a | Select the number in the Navigation Area, type the record number, press <Enter> |
| One column to right | Tab or → | n/a |
| One column to left | Shift-Tab or ← | n/a |
| Position to left- or rightmost field | Home or End | n/a |

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### Data Field Types

| Data Type | Maximum size | Field Accepts Type |
|---|---|---|
| Text | 255 characters | any characters |
| Memo | 1 GB characters, or 2 GB storage with 65,535 characters displayed | any characters, paragraph breaks, and rich text formatting such as different fonts, bold, italics, colors |
| Number | byte, integer, or long integer (1, 2, or 4 bytes) | number without decimals |
| Number | single, double, or decimal (4, 8, or 12 bytes) | large numbers with decimals |
| Date/Time | 8 bytes | dates or times |
| Currency | 8 bytes | financial figures |
| Yes/No | n/a | yes or no, true or false |
| AutoNumber | 4 bytes | automatically generates numbers |
| OLE Object | approx. 1 gigabyte | pictures, embedded objects |
| Hyperlink | 1 GB characters, or 2 GB storage with 65,535 characters displayed | characters stored as text and used as a hyperlink address |
| Attachment | Compressed: 2 GB Uncompressed: 700 KB | any file including pictures and office documents |

### Database File Format

Access 2007 can fully use and modify databases using 2000, 2002-2003, and 2007 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 SAVE AS ▶ select the desired format. Choose a FILE NAME and location, then [Click] SAVE.

# Access 2007 Quick Reference Guide

Beezix Software Services,Beezix, Inc Staff

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