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 4 2 of 3 ▶ ▶

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 , 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] ⏮ or ⏭
A specific record number	n/a	Select the number in the Navigation Area, type the record number, press <Enter> 32 of 83
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

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

Jianjun Gao

Access 2007 Quick Reference Guide:

   Microsoft Access 2007 Introduction Quick 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   Microsoft Access 2007 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services,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 Setting and Removing a Primary Key Setting Table Query Relationships Deleting Relationships Hiding a Table Setting a Single Field Index Setting Multiple Field Indexes Validating Data Creating Expressions with Functions Creating Complex Select Queries Creating Parameter Queries Creating Queries Using Multiple Tables Creating Statistical Queries Creating Update Queries Creating a Report Manually Customizing Forms Forms and Subforms Creating a Subform in an Existing Form Creating a New Form with a Subform Using Subdatasheets Inserting Expanding Collapsing Removing Merging Data with a Word Document Importing Data into Access Export Data from Access Saving Import Export Steps and Viewing Object Dependencies 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 2010 Access 2010 Introduction and Access 2010 Intermediate   **Microsoft Access 2007** Nevada Learning Series Inc,2007   **IRS Printed Product Catalog** United States. Internal Revenue Service,1995   **Access 2002: The Complete Reference (Book/CD-ROM)** Virginia Andersen,2001-05-10 Master all the powerful features of Access 2002 This complete reference explains in full detail how to design and use Access tables queries forms and reports and maximize all the program s capabilities Chapters on VBA techniques pave your way to Access programming and a special section on using Access on the Internet is also included The CD ROM contains database files from the book s examples so you can recreate the sample projects You ll also get Test Yourself software to help you prepare for the MOUS Certification Exams for Access 2002   **The *SAT I For Dummies** Geraldine Woods,2004-11-26 Covers the new writing section and expanded math Get the skills you need to score big on the new exam Scared of the new SAT Relax This

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so be prepared to steer the conversation back to the bible
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