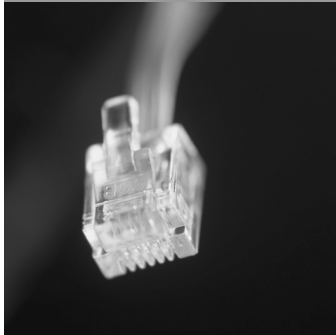


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# Access 2007: Overview

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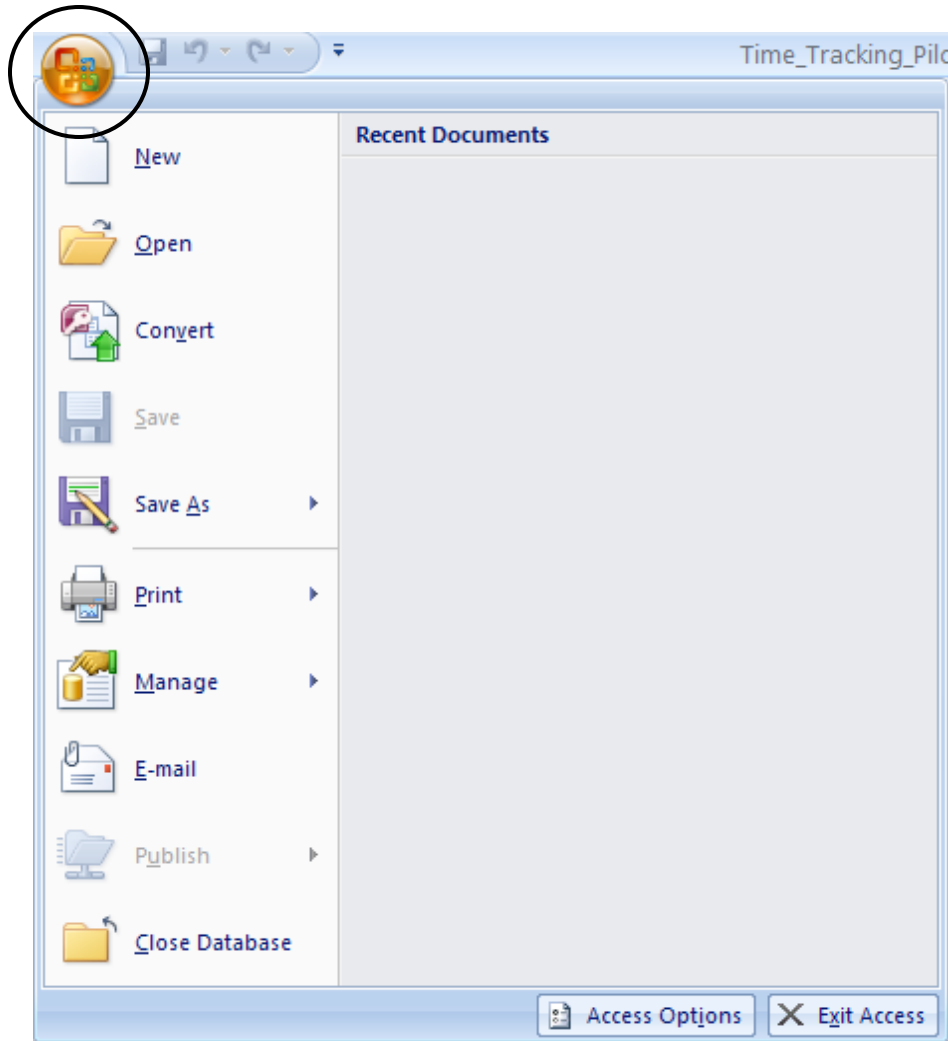
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# Microsoft Access 2007 Overview

## Office Button

The **Office Button** replaces the File menu. It is located in the upper left corner of the window.



Many of the options in the top portion of the Office menu are familiar from the File menu in previous versions.

The **Convert** option appears when opening a file in a previous format and allows for quick conversion to 2007 file format.

The options that appear in the lower half of the menu are new. The **Manage** option includes database utilities and properties. The **Publish** option provides new features for services at the server level and digital signature application.



Selecting **New** will open the **Getting Started with Microsoft Office Access** page where a Blank database or any number of database templates can be selected.

There are several Template options that are available to use when starting a new database, both built into the application and available on Microsoft Office Online.

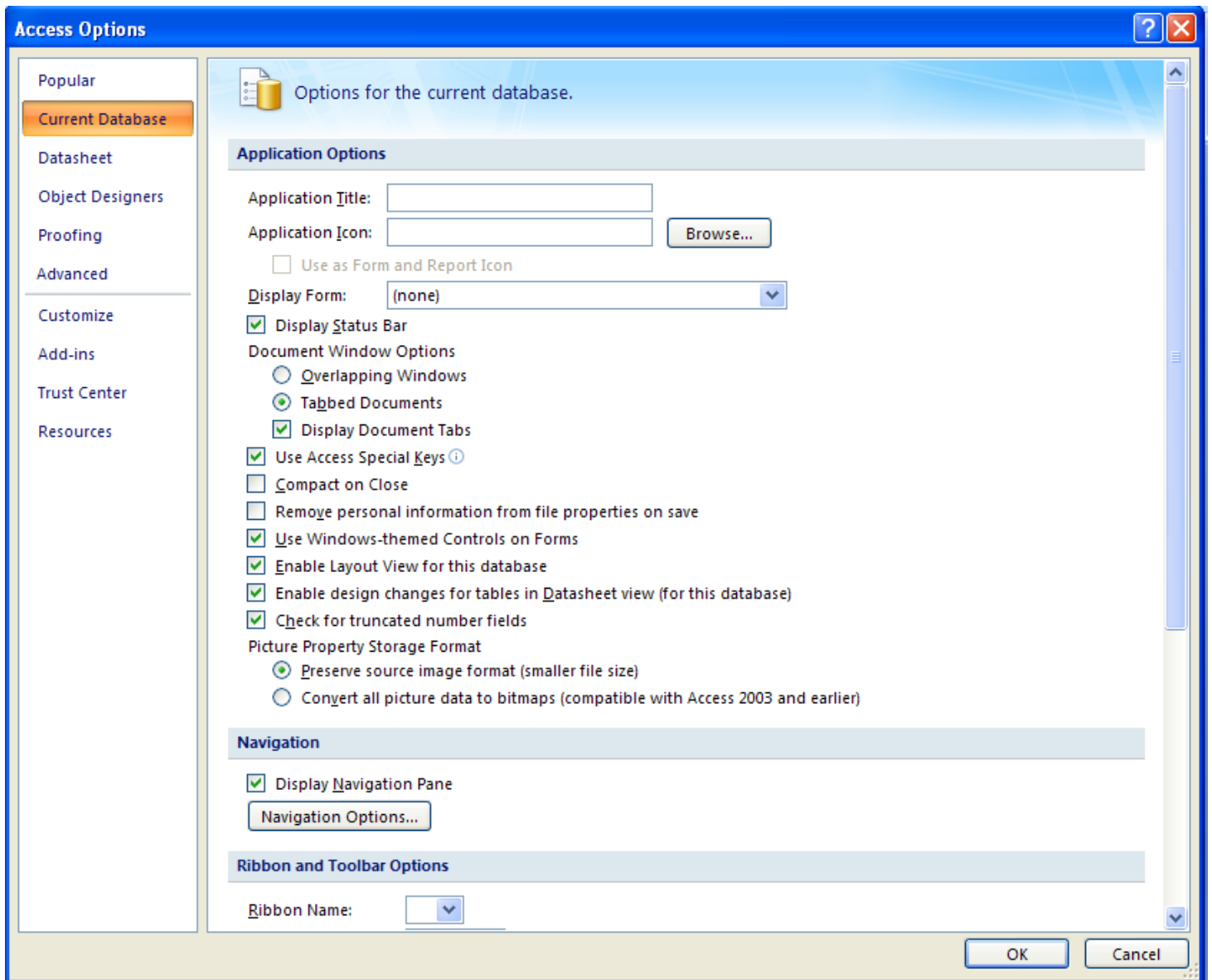
The **Northwind** sample database can be obtained as a template by selecting **Sample** under the **From Microsoft Office Online** category heading. If the computer is online, the template will be ready for download and will remain as a Local Template. The template can then be saved as a database file.

## Access Options

Access Options can be opened using the button located in the lower left corner of the Office Button window.



The **Access Options** dialog box provides categories of options that define how Access functions, such as **Popular** (or most used), **Current Database**, **Datasheet**, and **Proofing** features. There are also options to **Customize** and **Add-In** features.



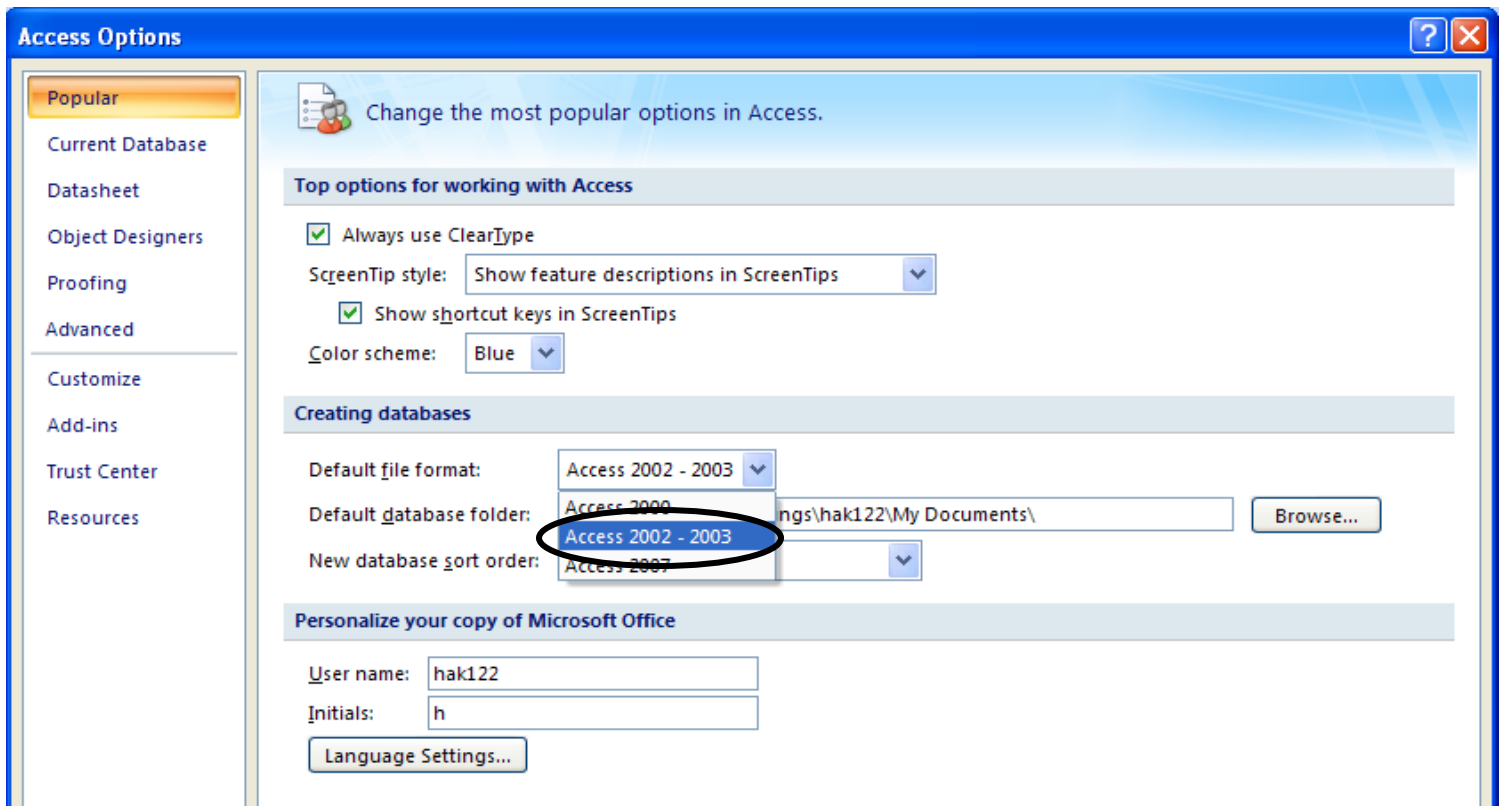
## File Format

Files saved in Access 2007 are saved in the new \*.accdb format by default. This new format allows file sizes to remain relatively smaller than the previous format files because they are automatically compressed. This format makes data recovery more reliable. Files also have increased security with improved encryption capabilities.

Database files from previous versions of Access can be opened in the new file format (files from versions 95 and 97 need to be converted first). Databases created in 2002-2003 or 2000 can continue to be saved in these versions, but they will not have the full capabilities of the 2007 version without being saved in the new file format.

Databases created in Access 2007 and saved in the new \*.accdb file format can NOT be opened in or linked to previous versions. There is NO compatibility pack for this application as there is for Word, PowerPoint, and Excel. An Access 2007 database can NOT be saved in an earlier format if it uses features that require 2007 format. If this is attempted a message will describing features that are not in earlier versions.

To make the version transition easier, setting the default format for saved databases to Access 2002-2003 (\*.mdb) using the **Access Options** dialog box and the **Popular** option will ensure that others using earlier versions can open workbooks created in Access 2007.

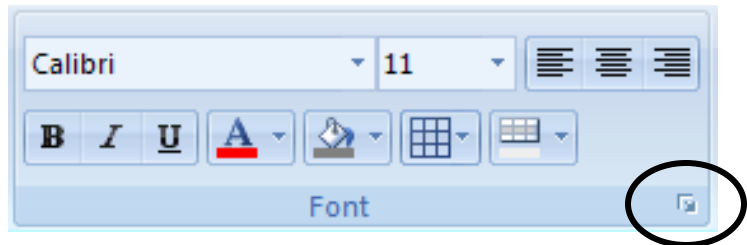


## Ribbon

The **Ribbon** replaces commonly used menus. It is categorized by **Tabs**. The main interface of Access contains four tabs, each of which relate to the use of the database in particular way. Some tabs are contextual and only appear when a certain object is selected. For example, the Table Tools Tab appears only when a table is created or modified.

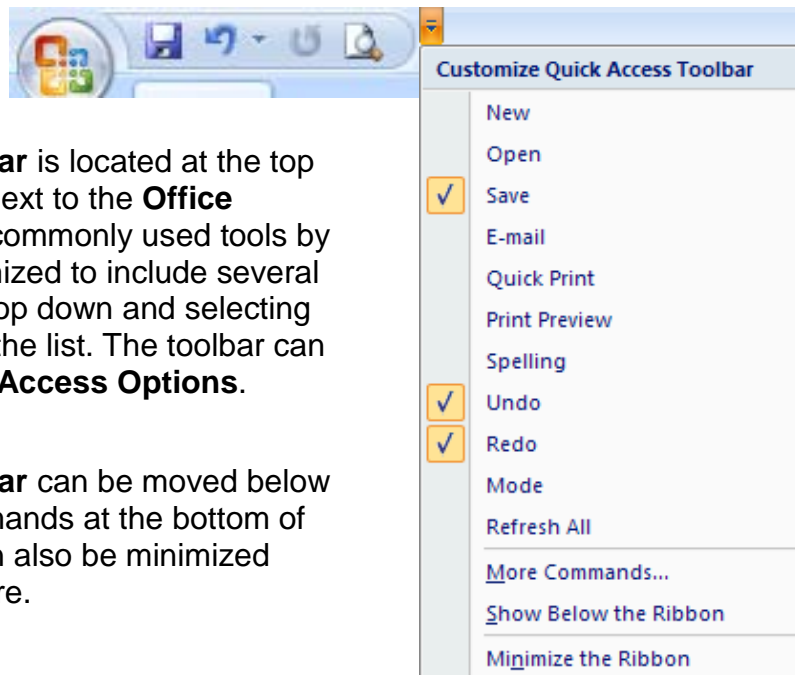


Formatting option groups such as Font still have dialog boxes associated with them. The **Dialog Box Launcher**, located at the bottom left corner of certain Ribbon groups, will open formatting dialog boxes.



The Ribbon can be minimized by right-clicking on it. Tab names such as Home and Create will remain visible and will show the specified Ribbon portion when selected.

## Quick Access Toolbar

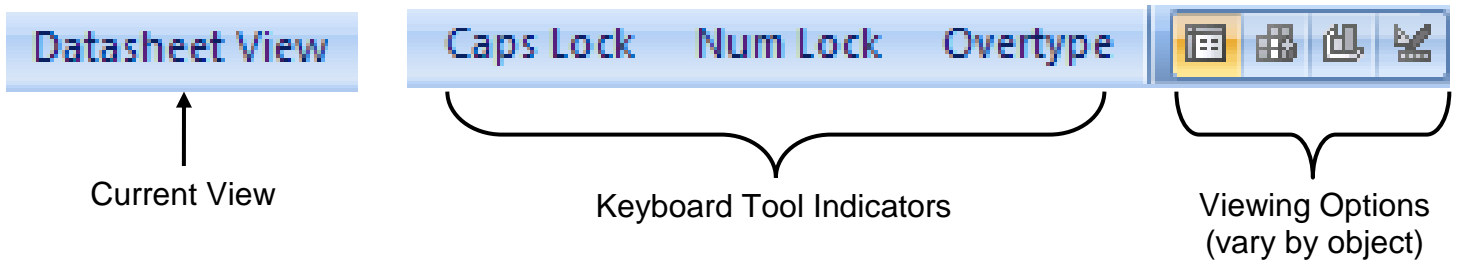


The **Quick Access Toolbar** is located at the top left corner of the window next to the **Office Button**. It displays some commonly used tools by default and can be customized to include several more by clicking on the drop down and selecting the desired features from the list. The toolbar can also be customized using **Access Options**.

The **Quick Access Toolbar** can be moved below the ribbon using the commands at the bottom of the menu. The Ribbon can also be minimized with a command found here.

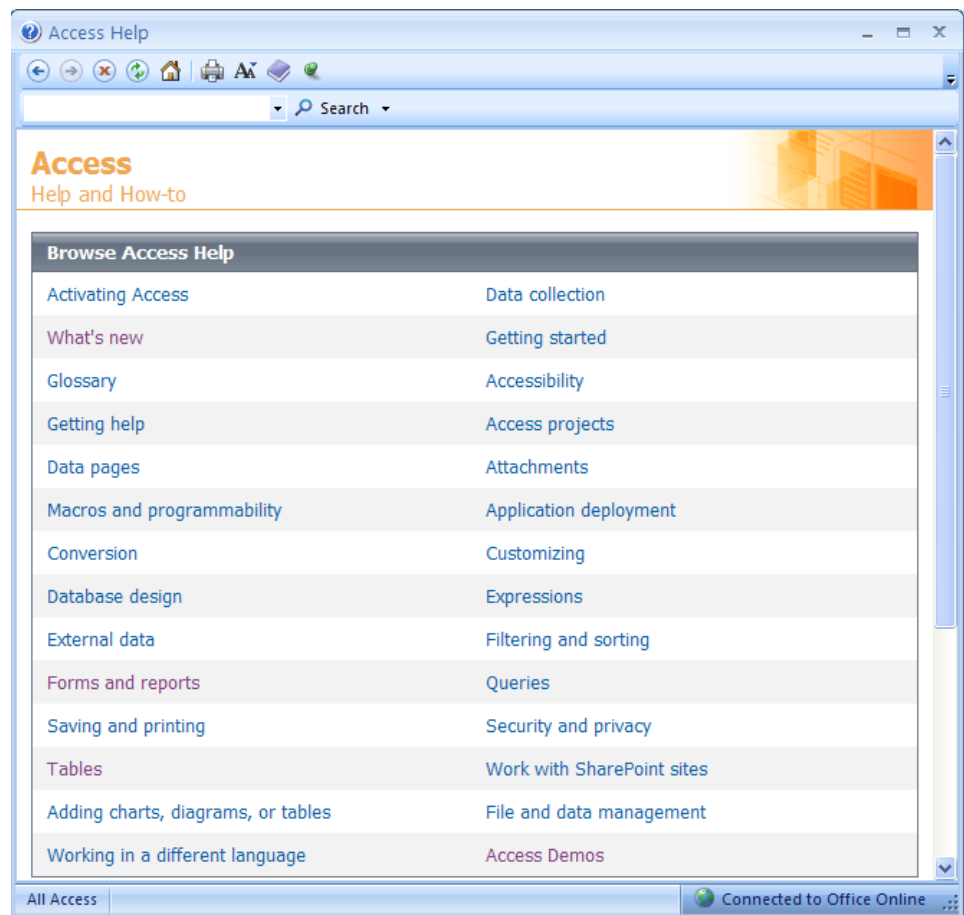
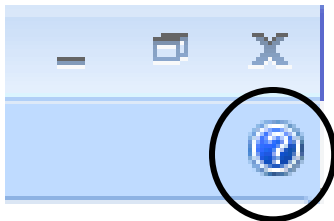
## Status Bar

The **Status Bar** area along the bottom of the window includes tools pertaining to the view of database objects as well as indicators that show if certain keyboard options are being used. View buttons allow for ease of movement between the normal object view and the other views available for an object such as Design View and the new Layout View for forms and reports. The **Status Bar** can be customized by right-clicking on it.



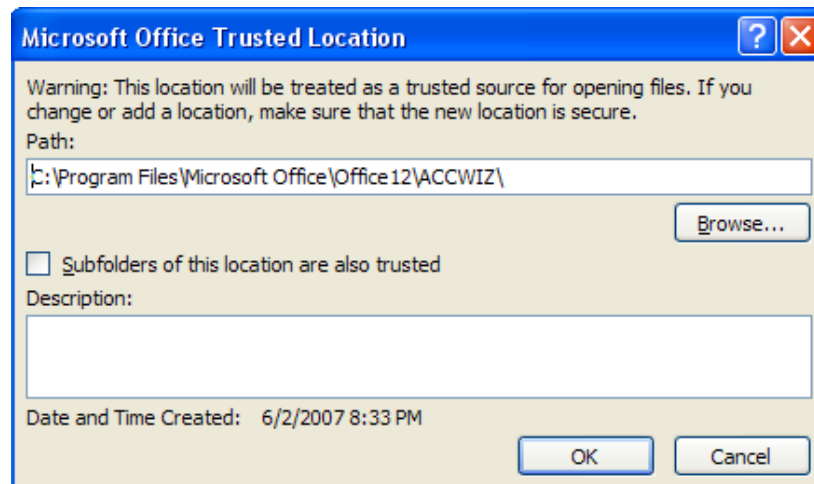
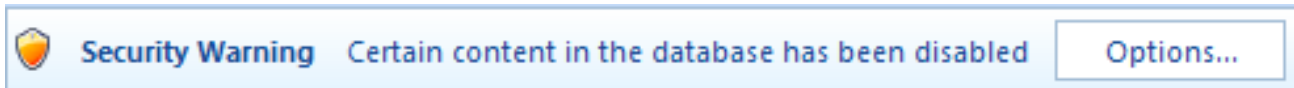
## Access Help

To get Help, click on the Help icon in the upper right corner. A separate dialog box will open in which to type a question. There are also several categorized links, such as "What's New", which open up a lists of tips, references, and other resources.



## Database Security

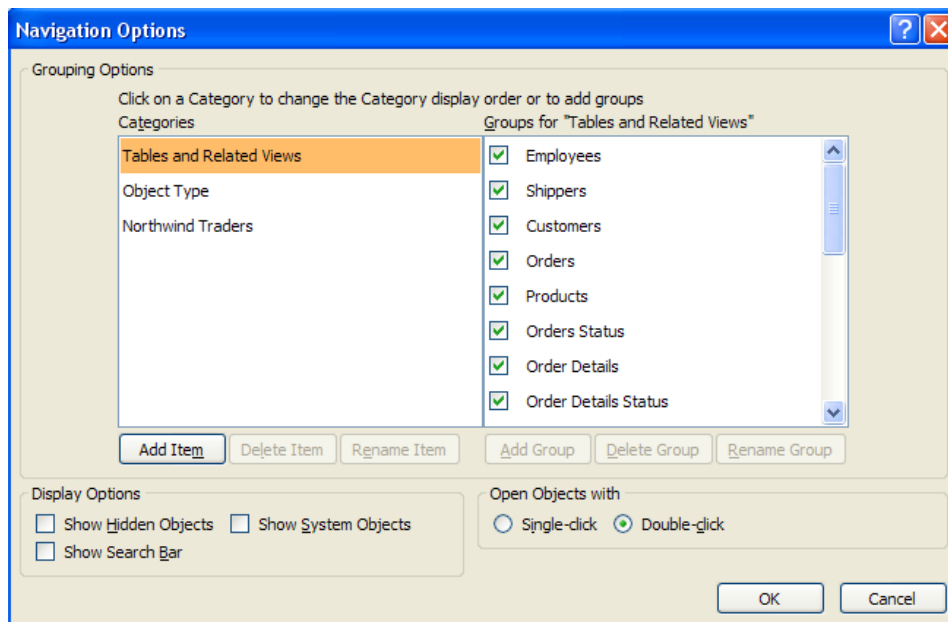
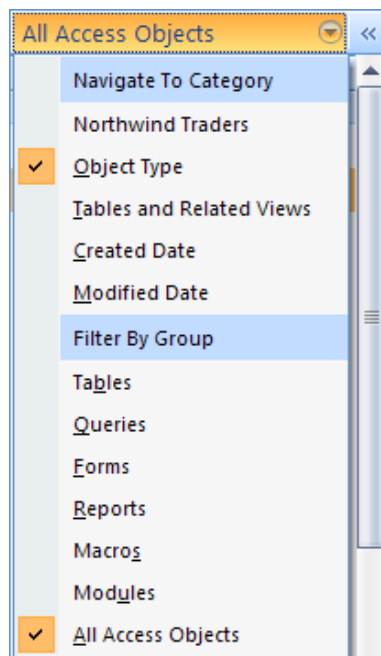
When opening a database, Access 2007 provides a default **Security Warning** on the message bar to protect against dangerous material that may be part of macros, action queries, or VBA code. Commands deemed “unsafe” are blocked by default and will prompt a **Security Alert** dialog box to open with options for opening the database. These features use the **Trust Center** under **Access Options**. **Trusted Locations** can be added to the Trust Center to allow databases from those locations to be opened without warnings and alerts.



## Navigation Pane

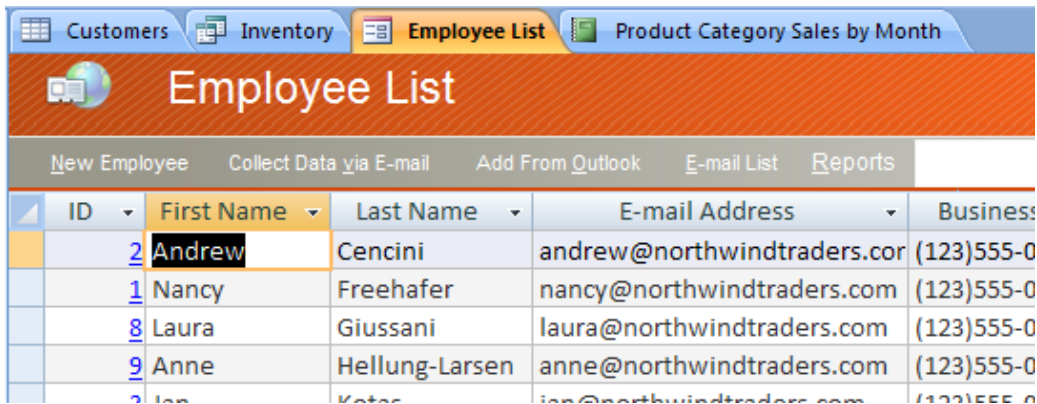
The **Navigation Pane** replaces the database window in previous versions. This feature shows what is in the database by grouping database objects. Objects can be organized in several different ways including by Object Type, Tables and Related Views, and Date Created. Custom groups can also be created and named as needed to organize the objects in the database. The object lists within the groups can be expanded or collapsed as needed. The Navigation Pane can be shown or hidden with the shutter bar in the upper right or with the F11 key. A **Search Bar** can be displayed in the pane to locate objects quickly.

The **Navigation Options** dialog box can be opened by right-clicking the top of or the empty space within the Navigation Pane. This dialog box provides options for use.



## Tabbed Display

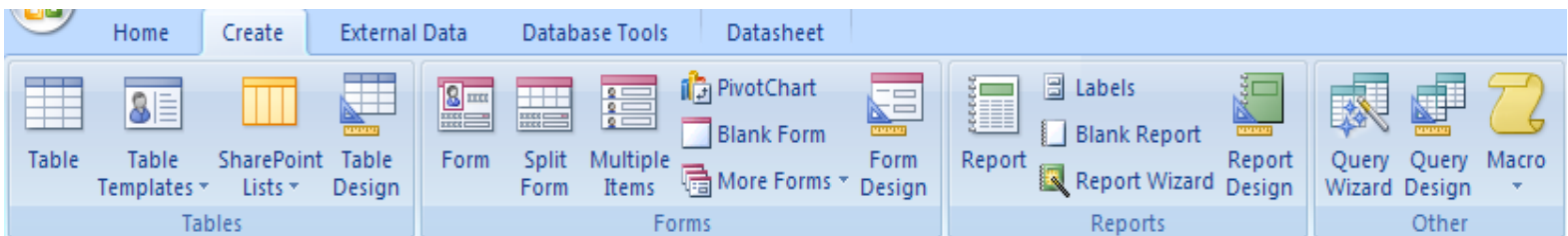
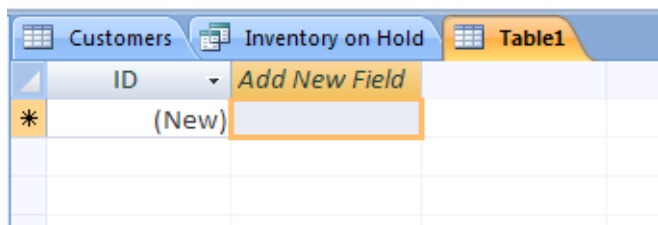
The default format of Access 2007 allows multiple database objects to be open in the same window using tabs for easier management. Objects may still be displayed in floating windows as well if preferred using the **Current Database** category of the **Access Options**.



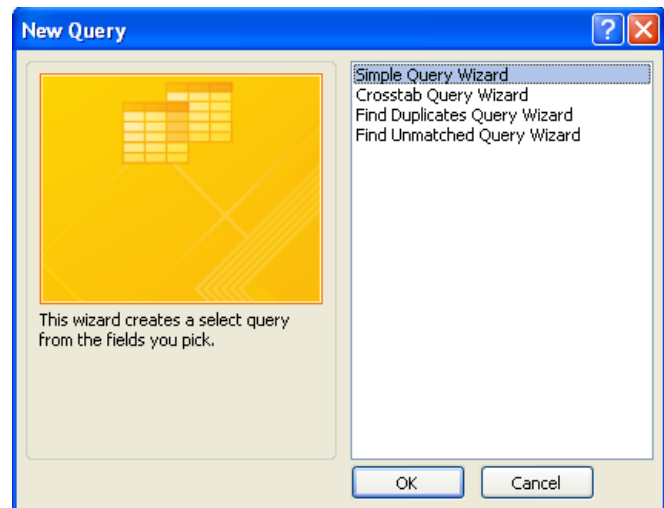
ID	First Name	Last Name	E-mail Address	Business
2	Andrew	Cencini	andrew@northwindtraders.com	(123)555-0
1	Nancy	Freehafer	nancy@northwindtraders.com	(123)555-0
8	Laura	Giussani	laura@northwindtraders.com	(123)555-0
9	Anne	Hellung-Larsen	anne@northwindtraders.com	(123)555-0
3	Jan	Kotze	jan@northwindtraders.com	(123)555-0

## Creating New Database Objects

The **Create** Tab is the new location from which all database objects can be created. It is grouped by object type and provides all of the options previously seen in the database window. Selecting the **Table**, **Form**, or **Report** commands will automatically create a new basic object to begin working with, while the selecting **Query Wizard** will open up a **New Query** dialog box to make a more detailed selection before creating the query.

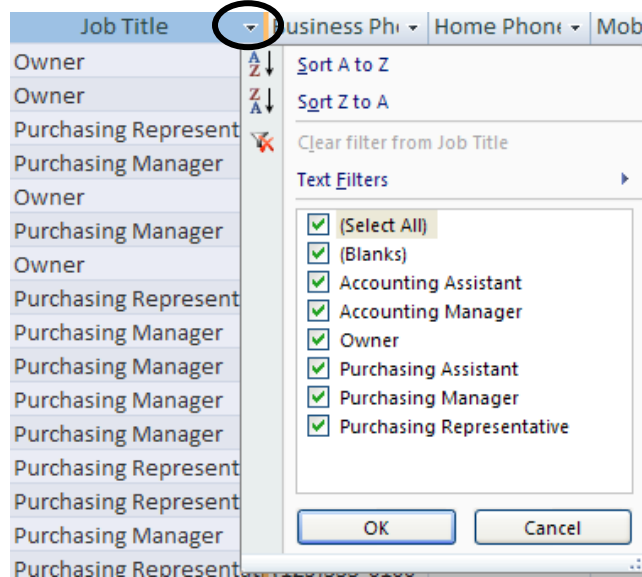



ID	Add New Field
*	(New)



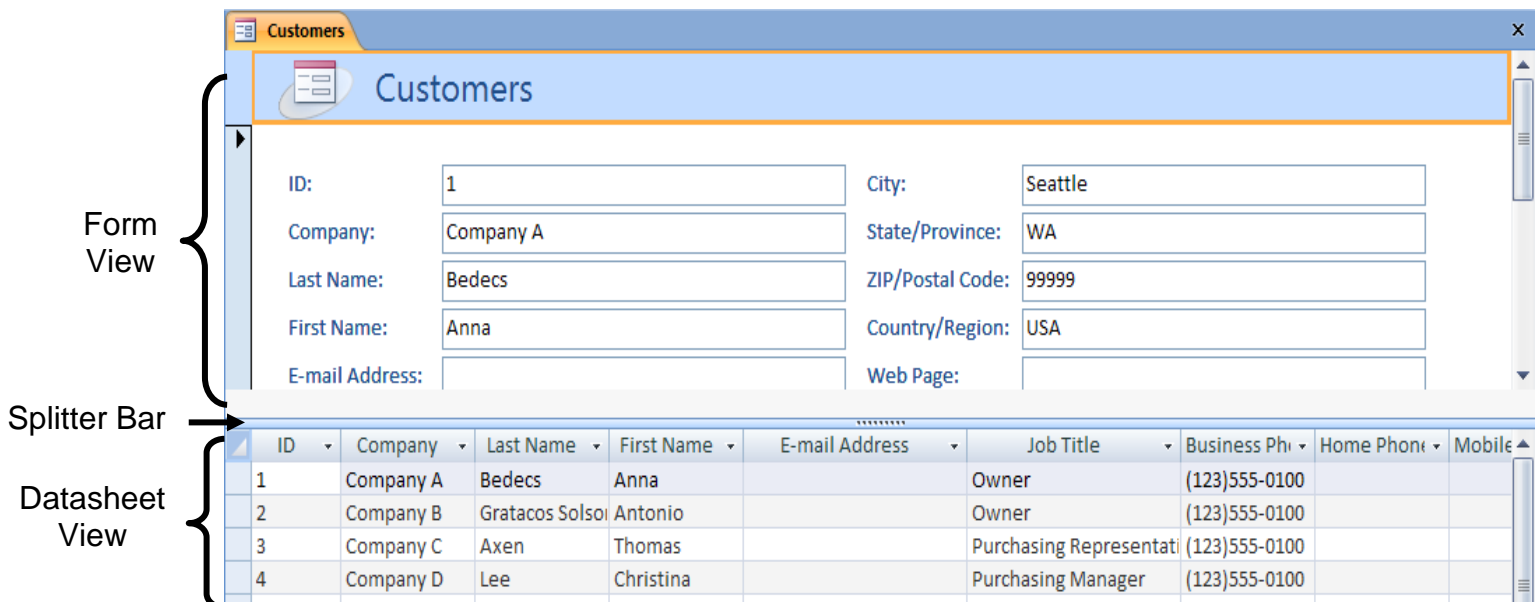
## Enhanced Filtering

Automatic data filters for text, numbers, and dates are now incorporated in tables, queries, and certain forms using the **Datasheet View**. These filters can be utilized by clicking on the filter drop down that is located next to a field name. Additional filtering options (determined by data type) can be seen by right-clicking on a data value.



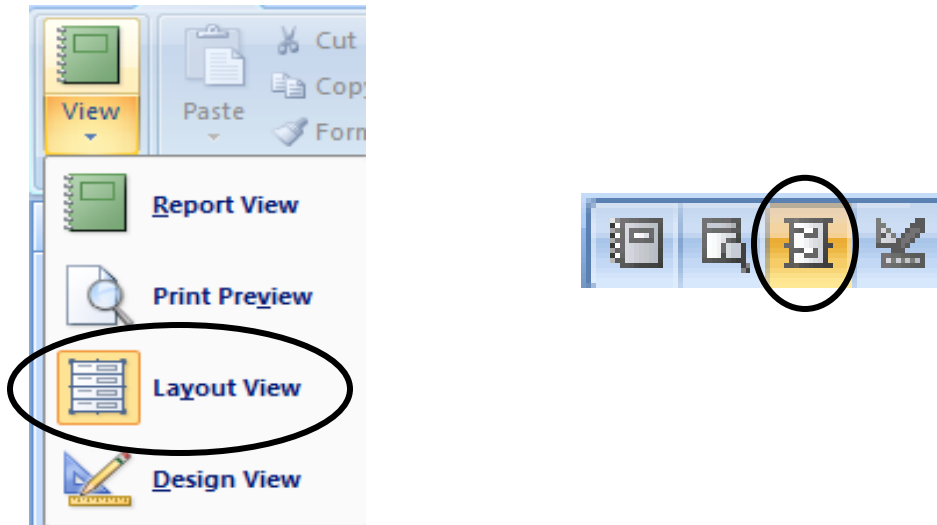
## Split Forms

Two views of the same data can be displayed next to each other using a **Split Form**. This type of form formatting provides both a **Form View** and a **Datasheet View** connected to the same data source and split with a moveable **Splitter Bar**. The parts of the form are synchronized at all times so fields can be selected and edited simultaneously, as the form allows. Existing forms can be turned into split forms by accessing the property sheet of the form and changing the Default View.

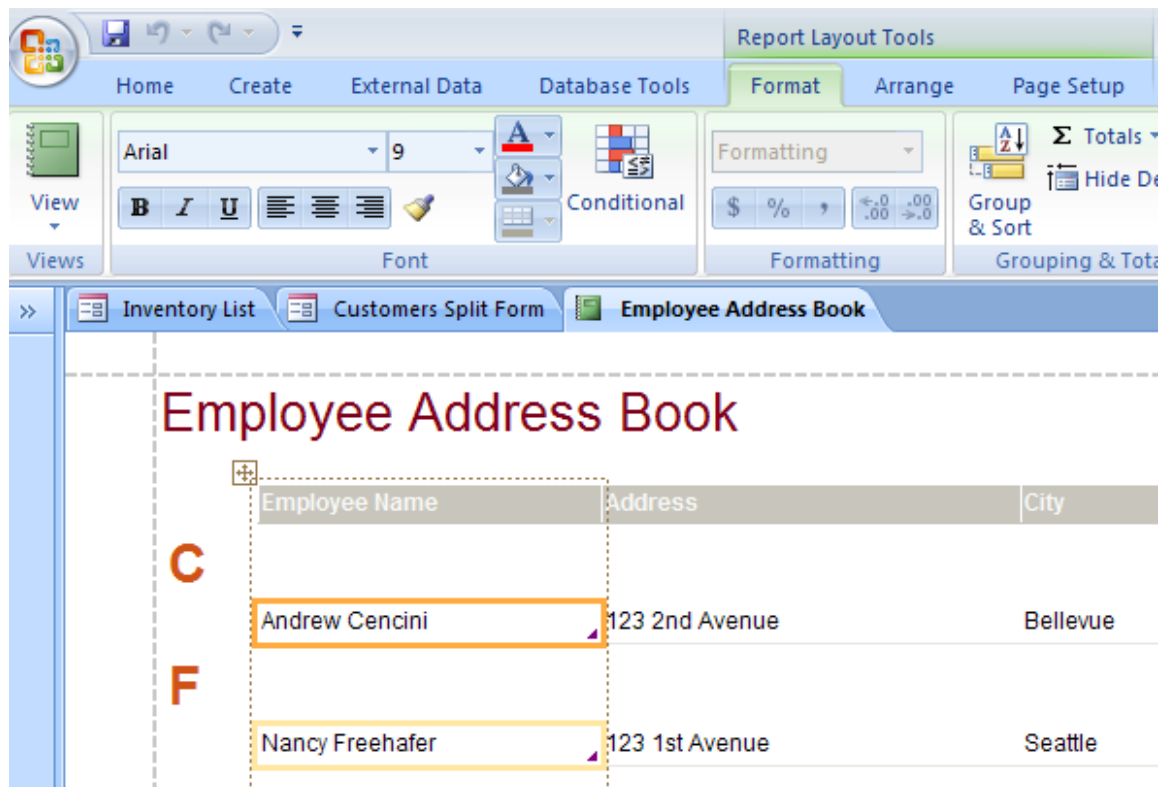


## Layout View

The **Layout View** is a new view for forms and reports. This view provides a way to make design changes while displaying data. While this view does not take the place of Design View, but it does allow for control formatting to be done without having to toggle back and forth. This view can be selected using the view button on the **Home tab** or the view button on the on the **Status Bar**.



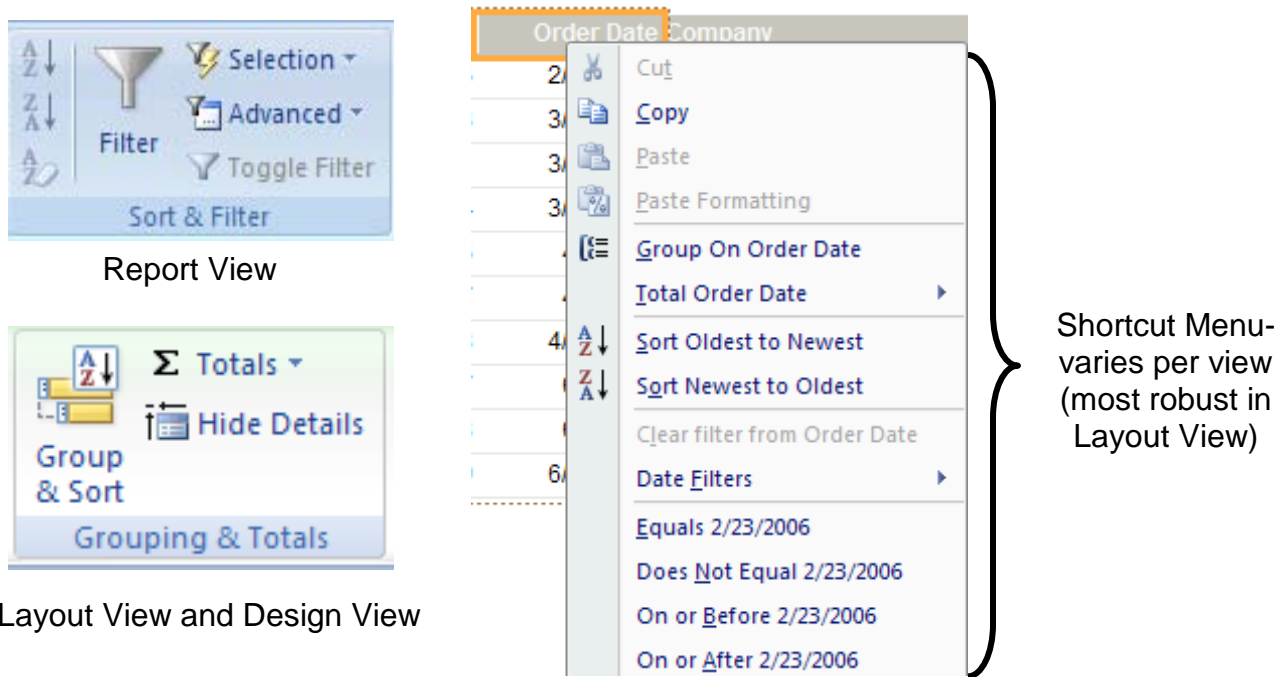
When the Layout View is used it opens up contextual **Layout Tools tab** for the form or report being modified. The tools located on the contextual tabs are not exactly the same as those provided in Design View, but they do allow for certain formatting to done.



## Sorting, Filtering, Grouping, and Totaling in Reports

Access 2007 provides various new features that allow for greater report interactivity including, sorting, filtering, grouping, and adding totals to data.

Sorting and filtering options can be found both on the Ribbon and on a shortcut menu displayed by right-clicking field names or data values. Commands for sorting and filtering are available in **Report View**, **Layout View**, and **Design View**.



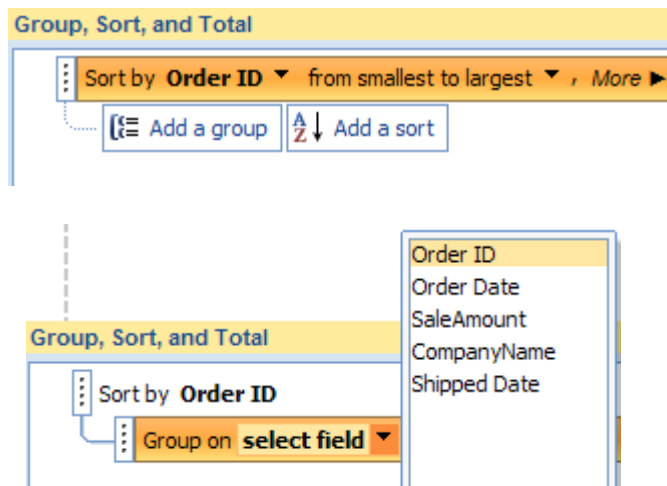
The image shows two ribbon panels and a shortcut menu. The top ribbon panel, labeled 'Sort & Filter', includes icons for ascending and descending sort, a funnel for filtering, and buttons for 'Selection', 'Advanced', and 'Toggle Filter'. The bottom ribbon panel, labeled 'Grouping & Totals', includes icons for ascending and descending sort, a sigma symbol for totals, and buttons for 'Group & Sort' and 'Hide Details'. To the right, a shortcut menu is open over a table with columns 'Order Date' and 'Company'. The menu includes standard editing commands (Cut, Copy, Paste, Paste Formatting), grouping options ('Group On Order Date'), totaling options ('Total Order Date'), sorting options ('Sort Oldest to Newest', 'Sort Newest to Oldest'), and date filtering options ('Clear filter from Order Date', 'Date Filters', 'Equals 2/23/2006', 'Does Not Equal 2/23/2006', 'On or Before 2/23/2006', 'On or After 2/23/2006'). A bracket on the right side of the menu indicates that these options vary per view, with the most robust options available in Layout View.

Report View

Layout View and Design View

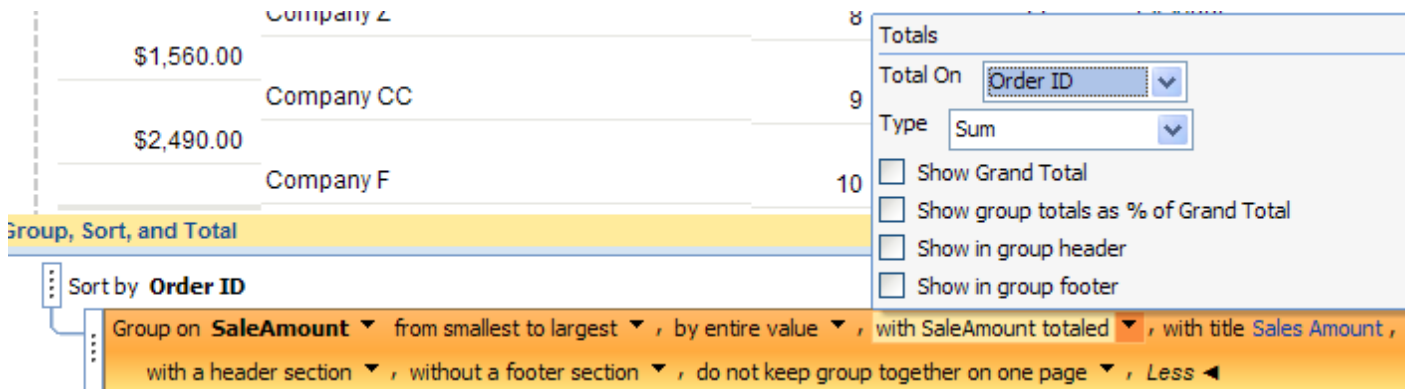
Shortcut Menu-varies per view (most robust in Layout View)

Grouping can be used to arrange related details in a report. This can be done in **Layout View** or in **Design View** by selecting the **Group & Sort** command on the Ribbon which will open the **Group, Sort, and Total** pane below the report.



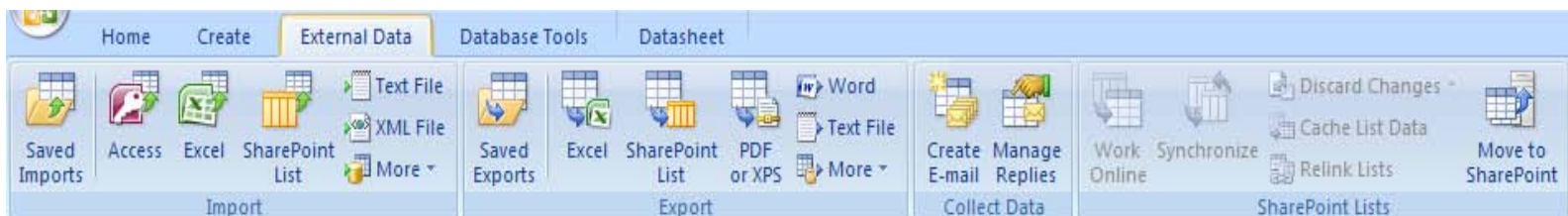
The image shows the 'Group, Sort, and Total' pane in Access 2007. The top section shows 'Sort by Order ID' with a dropdown arrow and 'from smallest to largest' with another dropdown arrow, followed by a 'More' button. Below this are two buttons: 'Add a group' and 'Add a sort'. The bottom section shows 'Group on select field' with a dropdown arrow. To the right, a list of fields is displayed: Order ID, Order Date, SaleAmount, CompanyName, and Shipped Date.

Access 2007 allows totals to be calculated without having to create calculated controls. Totals can be calculated at the group level or as grand totals for the entire report using the **Group, Sort, and Total pane**, the **Totals command** on the Ribbon, or by using the **Total command** on the shortcut menu displayed by right-clicking a data value. Access will automatically create the appropriate text box and control source for the calculation in the appropriate group or report footer.



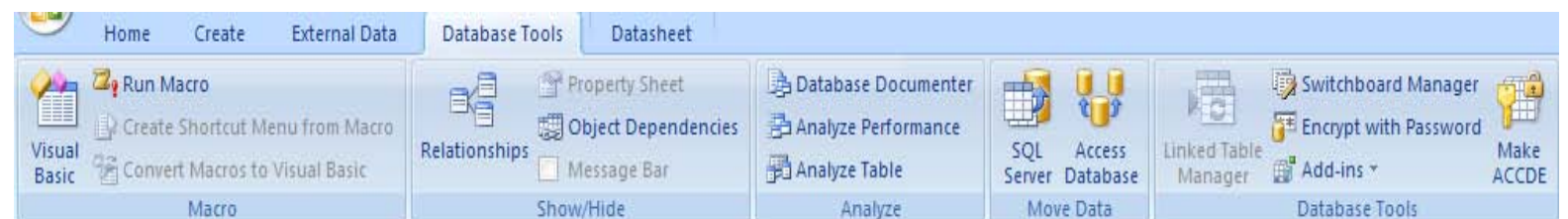
## External Data Tab

The **External Data** tab provides commands that can be used to import or export data. Many of these tools were previously located under the file menu. There are additional tools here that allow collaboration with other Microsoft products like Outlook 2007 and SharePoint services.



## Database Tools Tab

The **Database Tools** tab includes tools from several different locations in previous versions. Applying code can be done here by writing **VBA** or creating **Macros**. The **Relationships** window can be opened from this tab. Many of the database utilities that were previously found under the tools menu are located on this tab as well.



## Other New Functionality and Discontinued Features

Two new data types have been added to Access 2007 to allow for increased functionality. One new data type allows data fields to store **attachment** documents or other files. The other new data type will accept **multiple data values** in a field.

Although the new version does have added functionality, it is important to note that some features from previous versions are no longer applicable in Access 2007. The new file format does NOT support **database replication**. **User-level security** is not supported unless it was setup in a previous version and the database was NOT converted to the 2007 file format. **Switchboard forms** created in earlier versions will still support some functions, but will NOT support commands such as “display database window” as this feature no longer exists. An alternative to using this command is to use the Navigation Pane to create and display custom groups of database objects.

## Access 2003 to Access 2007 Command Reference Guide

<http://office.microsoft.com/en-us/access/HA102388991033.aspx>

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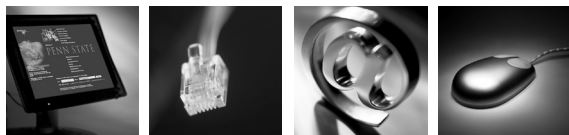
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