

Access 2007: Making the Switch



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Introduction

Access 2007: Making the Switch is designed for experienced Microsoft Access users who have worked with earlier versions of Microsoft Access and who have upgraded to Microsoft Access 2007. By attending this workshop, students will become familiar with the new Access 2007 interface and get a better understanding of the differences between previous versions of the Access database format and the new Access 2007 database format. Participants already using Access database applications will understand the ramifications of working with older database file formats using Access 2007 Compatibility Mode. Additional topics include new database and table templates, understanding the new data types, use of the new Attachment option, building forms and reports using the new "Layout" view and working with external data.

Objectives

Demonstrate the differences between previous versions of Access and Access 2007

Prerequisites

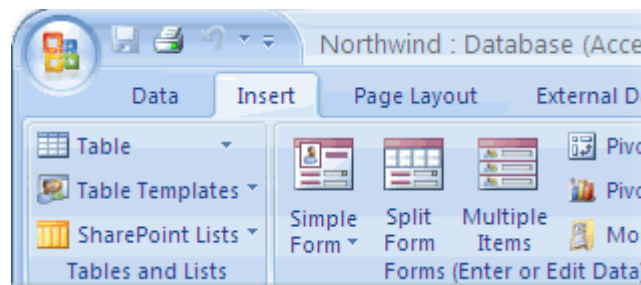
You must be fluent with previous versions of Access.

What's New in Access 2007?

If you are familiar with previous versions of Access, there are a large number of new features and a completely new interface in Access 2007. If you have never used Access before, don't worry – you will quickly become very familiar with these commands as time goes on!

New Interface Design

Commands hidden in four different menu layers are a thing of the past with Access 2007. Commands are now organized using a new action tab scheme. Under each tab are the commands relevant to the action described on the tab. This command set is referred to as the 'ribbon.' Finally, Access 2007 features contextual tabs showing data that is relevant only to the current object you are working on. We will explore the new interface in more detail later.



New Template Categories

Access 2007 features eleven new templates, each with their own defined tables, forms, reports, queries, and relationships. They are designed to let you start working right away, but are also completely customizable.

More Intuitive Sorting and Filtering

Access 2007 lets you pick from several predefined sorting methods with just a couple of clicks. Access also features a contextual quick sorting method using plain language. For example, if you have a column of numbers, Access can sort them Smallest to Largest. If you have a column of dates, Access can sort them from Oldest to Newest.

New Layout View

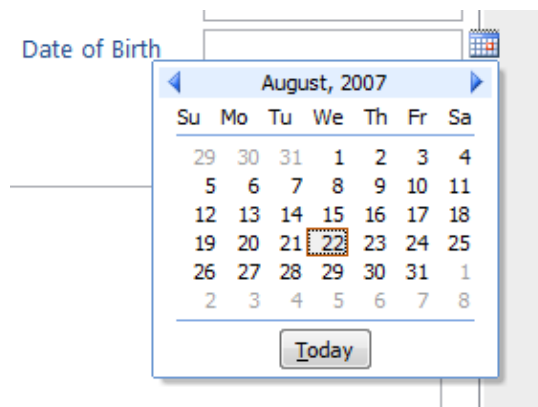
When working with forms and reports, Access 2007 features an in-between view called Layout View. It allows you to see a live form or report with real data in it, but also lets you adjust the position of certain elements in your form or report on the fly. You can also define 'mini layouts' that allow you to move several controls as a group. Access still features the more in-depth Design view, used to fine tune every aspect of a control.

Enhanced Tooltips

When you hover your mouse above certain command icons, Access 2007 lists the command name, a short description of the command, and an example (if applicable). (Tooltips in previous Office programs listed only the command name.)

Automatic Calendar

When entering information into a Date field, a small icon will appear allowing you to choose a date from a small calendar. This eliminates the need to enter a date as 03/22/2007 – just open the calendar and pick the date!



Rich Text in Memo Fields

If a table makes use of a memo field, data can now be stored as something other than plain text. Using an HTML-based text format, Access lets you automatically add colors, sizes, and formatting to the text in a memo field.

Quickly Create New Objects using the Insert Tab

In previous versions of Access, you had to move and minimize windows to find the Database window, pick the category of database object, and then choose to create a new object. With the Insert tab and ribbon, you can create a form based on a table with only two clicks (versus as many as a dozen clicks in the past).

If you need a new table at any point, simply click Table on the Insert tab and start entering data. Access 2007 even lets you paste data directly from a Microsoft Excel spreadsheet. Data types and formatting will be found and preserved automatically.

Total Row in Datasheet View

Every table in Datasheet view features an automatic Total Row at the bottom. You can find the sum, count, average, maximum, minimum, standard deviation, or variance using the Total Row.

Field Templates

In the past, it was potentially a long and tedious task to mould a number data type into a usable field for your organization. Now, you can simply click and drag a predefined field from a list right into your table at any point.

Field List Task Pane

When creating a query in previous versions of Access, each table had to be inserted into Design view in order to use various fields. Now, all fields in all tables are visible in a list. Just drag and drop the ones you need.

Split Forms

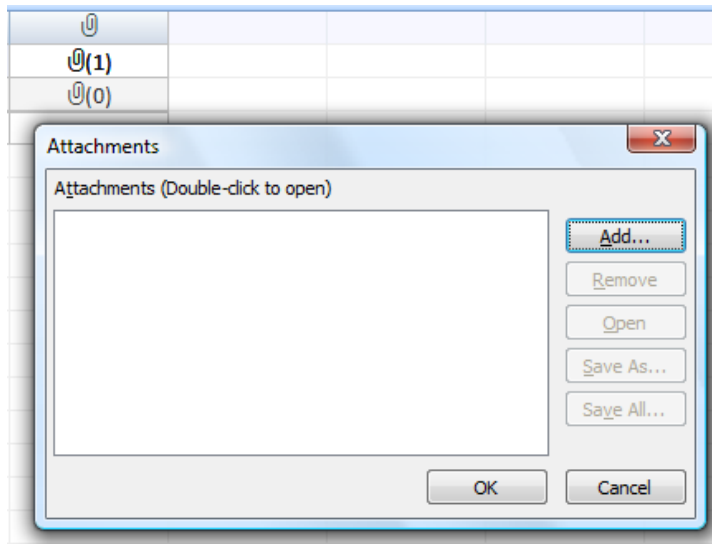
A Split Form is new to Access 2007; it combines Datasheet and Form view together as one. The Datasheet view can be placed on the top, bottom, left, or right side of the Form.

Multivalued Fields

A single field can contain multiple values in Access 2007. Imagine you have a product that falls into a few different categories. In previous versions of Access and other database management programs, this would have required a many-to-many relationship to be defined. Access 2007 handles this complicated background relationship with only an extra click when designing a field.

Attachment Data Type

If you want to e-mail a document to a coworker or some pictures to family members, the files would be sent as an attachment to the e-mail. Access 2007 features a similar attachment data type that can hold documents, charts, sound files, binary files, or any other type of file. Attachments are also automatically compressed when necessary to reduce the overall size of the database file.



Alternating Background Color

Datasheet view, reports, and long forms now feature the ability to alternate the background colors of each row. Long lists of data become much easier to read!

Navigation Pane

The Navigation Pane is an ever-present feature on the left side of the Access window. It contains a listing of all objects currently contained in the database. The Navigation Pane can also be collapsed to make more room in the window.

Embedded Macros

Though macros go beyond the scope of this manual, macros in Access 2007 are stored inside a database object instead of being a separate object. This makes these macros much safer to use.

Newly Designed Help

Office 2007 makes wide use of Office Online, a resource on the Internet to find help on a certain topic. Access 2007 also has different help levels; if you are an end-user rather than a developer who makes database code, you can tailor the help file to search only the more basic topics.

Export Data to PDF or XPS

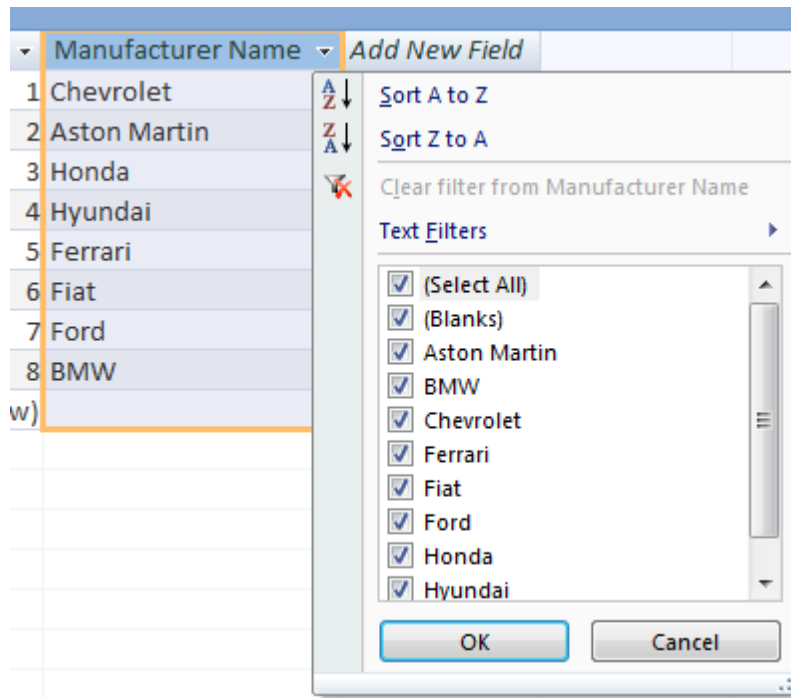
You can export a form, report, or datasheet as a PDF (Portable Document Format) or XPS (XML Paper Specification) to easily print, post, and e-mail regardless of the computer platform your intended recipient(s) are using.

New Report View

Report view allows you to browse your report without having to print or preview it. You can also sort and filter records on the fly.

Enhanced Group, Sort, and Total Feature

You can apply new grouping and sorting levels much easier with Access 2007. Grouping is done following a natural sentence structure; you simply fill in the blanks along the way.



Additional Security Features

Though many of the security features go beyond the scope of this manual, Access 2007 (and indeed the entire Office 2007 suite) features a number of security enhancements and SharePoint services. This functionality includes:

- Enhanced security by disabling macros and code only until needed
- Revision tracking to see who modified what and when
- Permission setting to restrict data modification
- Restore deleted data from the SharePoint Recycle Bin in case of accidental deletion
- Open forms and reports using SharePoint even if Access is not open on your computer
- Keep track of changes made to memo fields

Access Database Limits

Access database (*.mdb or *.accdb) file size	2 gigabytes, including all objects in the database (data, forms, reports, indices, macros, modules, etc.)
Total number of concurrent users	255. Note that the practical limit will likely be lower than this based on database design.

Table Limits

Number of tables	This is governed by a limit on the number of objects in the database, which includes tables, forms, reports, queries, etc. The limit on DB objects is 32,768.
Table size	2 gigabytes, less the space needed for system objects
Number of characters in a table name	64
Number of characters in a field name	64
Number of fields in a table	255

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Number of open tables	2048	Note that this includes internal tables opened by Access.
Number of characters in a text field	255	
Number of characters in a memo field	65,535	when text is entered through the UI - 1 gigabyte if text is entered programmatically
Size of an OLE Object field	1	gigabyte
Number of indexes on a table	32	
Number of fields in an index or primary key	10	
Number of characters in a validation rule	2048	
Number of characters in a validation message	255	
Number of characters in a record (excluding Memo and OLE Object fields) when the Unicode Compression property is set to Yes .	4,000	
Number of characters in a field property setting	255	

In addition, Access applications themselves have a number of limits, including:

Application Limits

Number of objects in a database	32,768	Note that this includes tables, forms, reports, queries, macros, modules, indices, and internal objects used by Access.
Number of characters in an object name	64	
Number of characters in a password	14	
Number of characters in a user name or group name	20	

Table Limits

Number of open tables	2048 Note that this includes linked tables as well as local ones, and that the number may be somewhat lower due to internal tables opened by Access.
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Query Limits

Number of enforced relationships	32 per table, minus the number of indexes that are on the table for fields or combinations of fields that are not involved in relationships
Number of tables in a query	32
Number of fields in a recordset returned by a query	255
Maximum recordset size	1 gigabyte
Sort limit	255 characters in one or more fields
Number of levels of nested queries	50
Number of characters in a cell in the query design grid	1,024
Number of characters in a parameter in a parameterized query	255
Number of ANDs in a WHERE or HAVING clause	99
Number of characters in a SQL statement	Approx 64,000

Form & Report Limits

Number of characters in a label	2,048
Number of characters in a text box	65,535
Form or report width	22 inches (55.87cm)
Section height	22 inches (55.87cm)
Height of all sections, plus section headers in design view.	200 inches (508 cm) Note an actual report can be arbitrarily long once the data has expanded.
Number of levels of nested forms or reports	7
Number of fields or expressions that can be sorted or grouped in a report	10
Number of headers or footers in a report	1 report header / footer 1 page header / footer 10 section headers / footers
Number of printed pages in a report	65.535
Number of controls and sections added over the lifetime of a form / report	754
Number of characters in a SQL statement that serves as the Recordsource or Rowsource property of a form, report, or control.	32,750

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Macro & VBA Limits

Number of actions in a macro	999
Number of characters in a condition	255
Number of characters in a comment	255
Number of characters in an Action Argument	255
Number of modules (includes forms and reports with the HasModule property set to True)	1,000

For More Information

Here are some additional sources of information about Access 2007 visit office.microsoft.com.

Also, visit the Access blog at blogs.msdn.com/access/.

Related Training Available from Instructional Services

All workshops offered by Instructional Services are free to KU students, staff, faculty, and [approved affiliates](#).

To learn more about or register for workshops, receive automatic announcements of upcoming workshops, and track workshops you've registered for and have attended, visit www.infotraining.ku.edu. For further workshop related questions, please email training@ku.edu.

Getting Additional Help

The Information Technology Customer Service Center provides consulting and Q&A help in a variety of ways:

785/864-8080

question@ku.edu

www.ku.edu/~helpdesk

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