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Access 2010: Part IV

Macros, Import and Export

Access 2010

Part IV

Stephen Moffat, The Mouse Training Company

Access 2010

Part IV

Access 2010: Part IV

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Section 8 Macros

BY THE END OF THIS SECTION YOU WILL BE ABLE TO

- Recognise The macro window
- Create a macro
- Run a macro
- Apply a macro to an event
- Convert macros to visual basic

Macro definitions

What Is A Macro

A macro is a set of commands that can be played back at will to perform a given task. These tasks can be something simple from inserting your name and address into a document to something much more complex such as launching a program, copying data from it, activating another program, pasting the data into it and repeating this several times. Tasks performed by macros are typically repetitive in nature allowing significant savings in time by executing the macro instead of manually repeating the commands.

Uses Of Macros

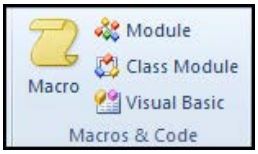
Macros are particularly useful for building small, personal applications or for prototyping larger ones. Office Access 2010 provides various types of macro actions that you can use to automate your application. With macros, you can:

- Open any table, query, form, or report in any available view or close any open table, query, form, or report.
- Open a report in Print Preview or Report view or send a report directly to the printer.
- Send the output data from a report to a Rich Text Format (.rtf) file, a Windows Notepad (.txt) file, or a Snapshot (.snp) format file. You can then open the file in Microsoft Word or Notepad.
- Execute a select query or an action query. You can base the parameters of a query on the values of controls in any open form.
- Include conditions that test values in a database, a form, or a report and use the results of a test to determine what action runs next.
- Execute other macros or execute Visual Basic functions. You can halt the current macro or all macros, cancel the event that triggered the macro, or quit the application.
- Trap errors caused during execution of macro actions, evaluate the error, and execute alternate actions.
- Set the value of any form or report control or set selected properties of forms and form controls.
- Emulate keyboard actions and supply input to system dialog boxes.
- Refresh the values in forms, list box controls, and combo box controls.
- Apply a filter to, go to any record in, or search for data in a form's underlying table or query.
- Execute any of the commands on any of the Access Ribbons.

- Move and size, minimize, maximize, or restore any window within the Access workspace when you work in multiple-document interface mode.
- Change the focus to a window or to any control within a window or select a page of a report to display in Print Preview.
- Display informative messages and sound a beep to draw attention to your messages. You can also disable certain warning messages when executing action queries.
- Rename any object in your database, make another copy of a selected object in your database, or copy an object to another Access database.
- Delete objects in your database or save an open object.
- Import, export, or attach other database tables or import or export spreadsheet or text files.
- Start an application and exchange data with the application using Dynamic Data Exchange (DDE) or the Clipboard. You can send data from a table, query, form, or report to an output file and then open that file in the appropriate application. You can also send keystrokes to the target application.

Consider some of the other possibilities for macros. For example, you can make moving from one task to another easier by using command buttons that open and position forms and set values. You can create very complex editing routines that validate data entered in forms, including checking data in other tables. You can even check something like the customer name entered in an order form and open another form so that the user can enter detailed data if no record exists for that customer.

Macro Design Window

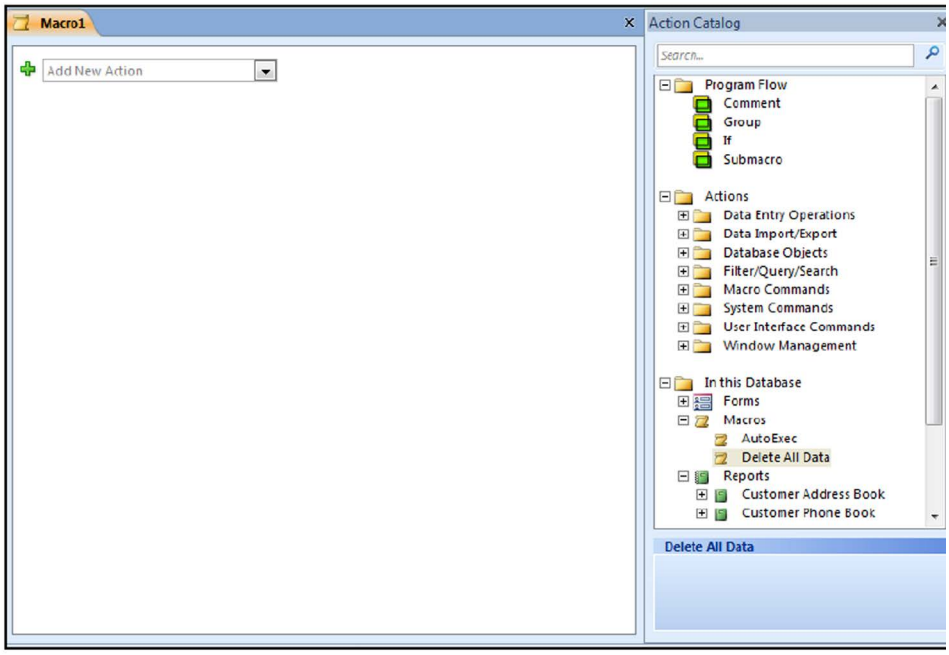


When creating a macro, begin by opening the database with which you are working.

To View the Design Window

MOUSE

1. On the **CREATE** tab, in the **MACRO'S & CODE** group, click the arrow on the **MACRO** button.
2. Access opens a new Macro window similar to the one shown in the picture. In the upper part of the Macro window, you define your new macro; and in the right hand part, you have a catalogue of settings, called actions, you may use in your macro.



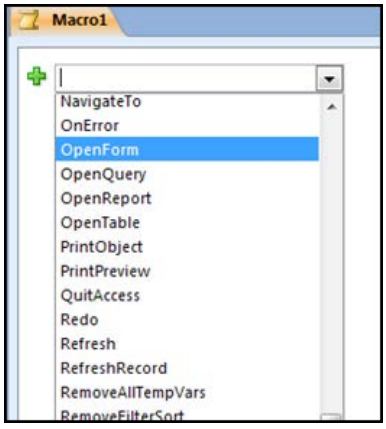
3. In the main part of the window where you create your macros is a combo box that also lists commands and arguments you may use to build up your Macro.

Create A Simple Macro

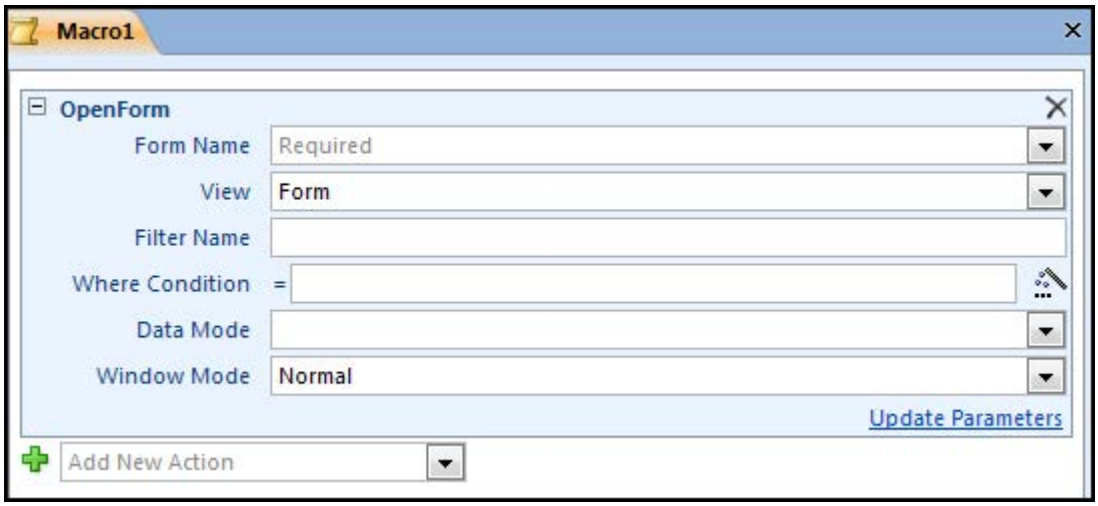
We will create a couple of simple macro's which we will later apply to events in a form.

To Create a Macro

MOUSE



4. Create a new empty macro.
5. In the main window area use the combo box to look at the list of actions you may wish to use in your macro.
6. Select the open form command, the macro window will change to show all the arguments for the macro you are creating.
7. You will see on the far right of the box that the open form command is in a cross which allows you to close this action and choose another if you make a mistake



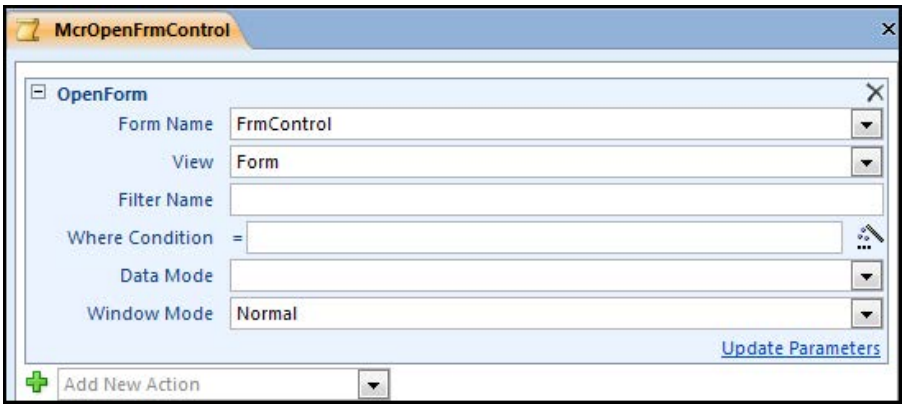
8. Below the open form box is the add new action combo box that you previously used this will remain the last Item to allow you to continually add more new Actions to your macro.

- *You may need to open a form close a from run a number of queries, email data and export to a spreadsheet all at the click of a button.*
- In the **FORM NAME** part of your macro select from the combo or type the name of the form you wish to open
- In the **VIEW** combo choose what view you would like it to open in
- If you wish to apply a saved filter or query to the data in the form then enter it here in the **FILTER NAME** box.
- If you do not wish to use a query (or even if you do) In the **WHERE CONDITION** box you may wish to build an expression that will filter out specific records this must be entered in pure SQL.

E.G. [forms]![form1]![TelNo] =Is Not Null.

- The **DATA MODE** box sets the option as to how the data is to be used such as read only, editing enabled or data entry.
- The **WINDOW MODE** box allows the form to be used as a dialog box or hidden (this is useful if data is to be used from it but it would not be necessary to see the form.

9. Select a form to open and leave the other options as default. (frmControl)



10. Save the macro as mcrOpenFrmControl and close.

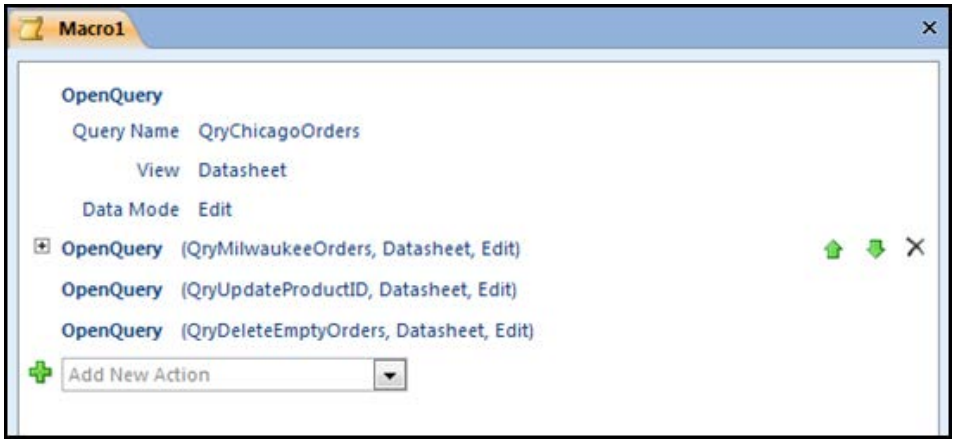
Multiple Action Macro

Since macros can do far more than one action here is an example of a multiple action query

To create multiple actions

MOUSE

11. Below is a Macro that adds four sequential actions one after the other. In the query section of the manual we created a number of action queries in sequence.



- Query 1 to make a table from orders from Chicago
- Query 2 to append Milwaukee orders
- Query 3 to update the product ID in the records in the made table.
- Query 4 to delete any reords that had any empty values.

12. The first action is open to read the settings the others are collapsed the second command has the collapse/ Expand button showing to the left of the OpenQuery text to the right are up and down arrows to allow us to move actions up and down within the sequence and the cross to remove the action.
13. When this query is run each action will follow another.
14. We could add another action at the end say message box informing us when the whole procedure is complete.
15. Macros are limited only by your imagination and need within the database.
16. Save and close the macro as McrActionQuerySequence.

Examples Of Macro Conditions

Use this expression	To carry out the action if
[City]="Paris"	Paris is the City value in the field on the form from which the macro was run.
DCount("[OrderID]", "Orders")>35	There are more than 35 entries in the OrderID field of the Orders table.
DCount("*", "Order Details", "[OrderID]=Forms![Orders]![OrderID]")>3	There are more than three entries in the Order Details table for which the OrderID field of the table matches the OrderID field on the Orders form.
[ShippedDate] Between #2-Feb-2007# And #2-Mar-2007#	The value of the ShippedDate field on the form from which the macro is run is no earlier than 2-Feb-2007 and no later than 2-Mar-2007.
Forms![Products]![UnitsInStock]<5	The value of the UnitsInStock field on the Products form is less than 5.
IsNull([FirstName])	The FirstName value on the form from which the macro is run is Null (has no value). This expression is equivalent to [FirstName] Is Null.
[Country]="UK" And Forms![SalesTotals]![TotalOrds]>100	The value in the Country field on the form from which the macro is run is UK, and the value of the TotalOrds field on the SalesTotals form is greater than 100.
[Country] In ("France", "Italy", "Spain") And Len([PostalCode])<>5	The value in the Country field on the form from which the macro is run is France, Italy, or Spain, and the postal code is not 5 characters in length.
MsgBox("Confirm changes?",1)=1	You click OK in a dialog box in which the MsgBox function displays Confirm changes?. If you click Cancel in the dialog box, Access ignores the action.
[TempVars]![MyVar]=43	The value of the temporary variable (created by using the SetTempVar macro action) equals 43.
[MacroError]<>0	The value of the MacroError object's Number property is not equal to 0, meaning an error has occurred in the macro. This condition can be used in conjunction with the ClearMacroError and OnError macro actions to control what happens when an error occurs.

To Run A Macro

There are a numerous ways in which we can get a macro to run this section will look at just the manual ways we can run one

To run macro

MOUSE

17. Locate the macro in the **NAVIGATION PANE** and double click to make it run.

OR

18. Right click on the macro and select run form the shortcut menu

OR

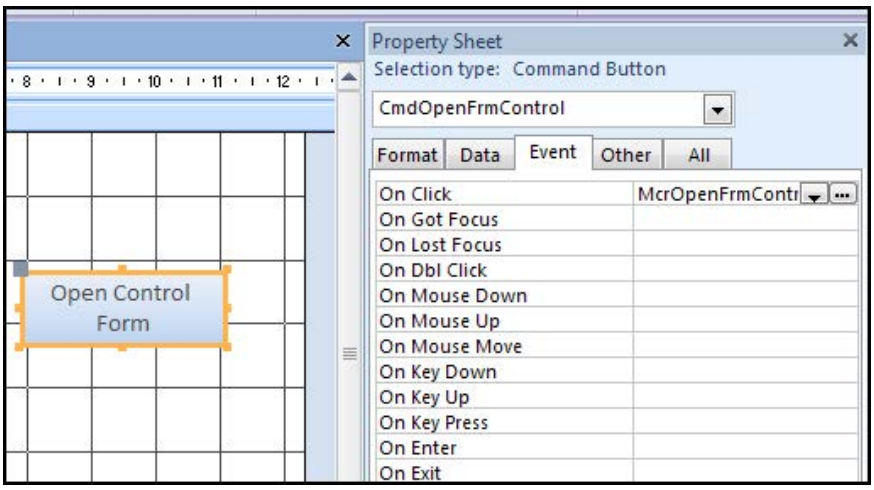
19. Open the macro in design view by right clicking on the macro in the **NAVIGATION PANE** and selecting the **DESIGN** view command and click on the **RUN** button on the ribbon.

To Use A Macro In An Event

When you have built your macro which may be simple or complicated we can assign it to an event condition on a control or object within the database we will assign the McrOpenFrmControl Macro to an event on a button and activate the macro from there.

To assign a macro to an event.

20. Create a blank form in design view
21. Ensure the wizards are not active by using the toggle button in the controls section of the **DESIGN** ribbon.
22. Add a command button to the blank form.
23. Open the **PROPERTY SHEET** and ensure the command button is selected.
24. On the **OTHER** Tab name the command button CmdOpenFrmControl
25. On the format sheet of the properties enter a caption "Open ControlForm" this should appear on the button, resize and format if you desire.
26. Go to the event sheet and in the **ON CLICK** event box use the drop down box and select the McrOpenFrmControl



27. Save this form as FrmTestMacro and go to **FORM** view
28. Click the **OPEN CONTROL FORM** button to test and run the macro.

Convert Macro to Visual Basic

Section 9 Printing

BY THE END OF THIS SECTION YOU WILL BE ABLE TO

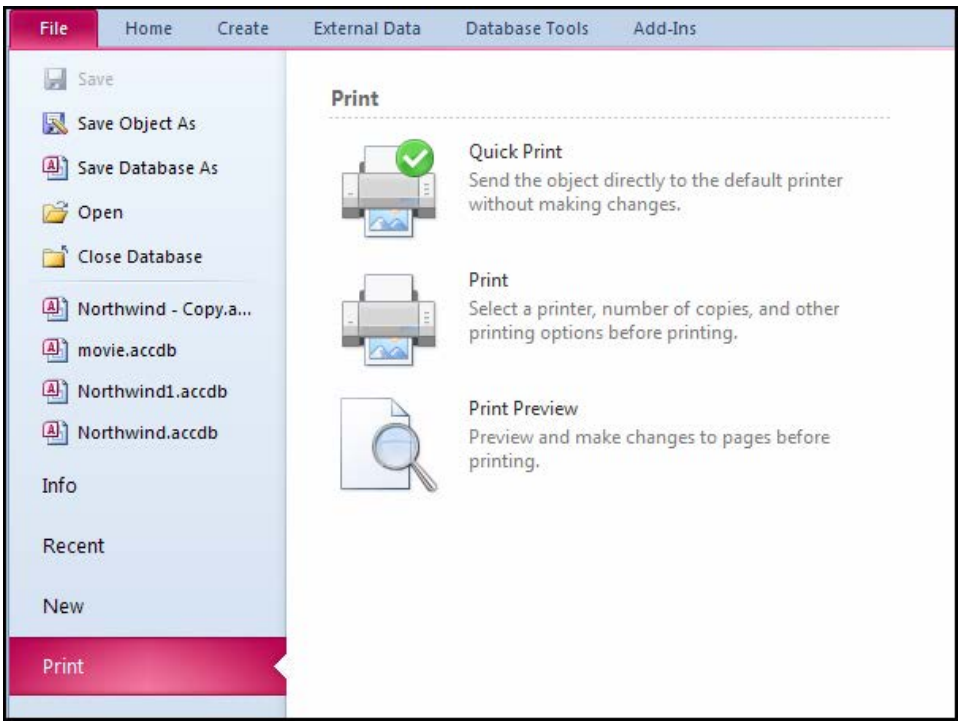
- Print records from Any Object
- Print data within Objects
- Set printing options
- Use print preview

Printing a Database Object

Access 2010 lets you print every database object except macros and modules. To print properly in Access, you need to have a printer installed on your computer or have access to a printer on your business network.

Most of the printing you will do (apart from reports) will be done in Backstage view (file Tab)

Click on the File Tab and click on the Print command down on the left.



The Print command in the File Tab (Backstage) has three functions.

- **QUICK PRINT** which has been discussed sends everything straight to the default printer.
- If you click the **PRINT** command, you will see the Print dialogue box appear. Use this to specify which pages to print as well as how many copies. And other options
- The third **PRINT PREVIEW** command will allow you to see what the printed document will look like

Using Quick Print

The Quick Print icon will directly print the currently selected(or open) database object to the default printer installed on your machine.

To use Quick Print

MOUSE

29. Select or open a database object
30. Click the **FILE** tab, **PRINT**
31. Click **QUICK PRINT**
32. You have no options to set no chance to arrange data.

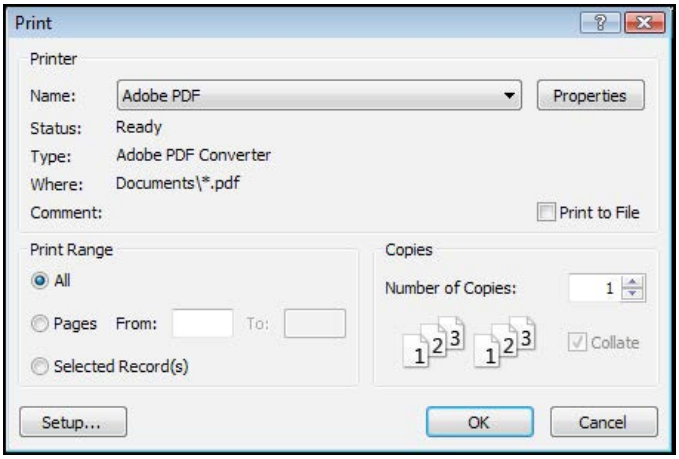
Using The Print Command

The **QUICK PRINT** tool is great for printing objects that are prepared and ready to go. However, in most cases you may only want to print a small amount of data. Or need to set page options etc

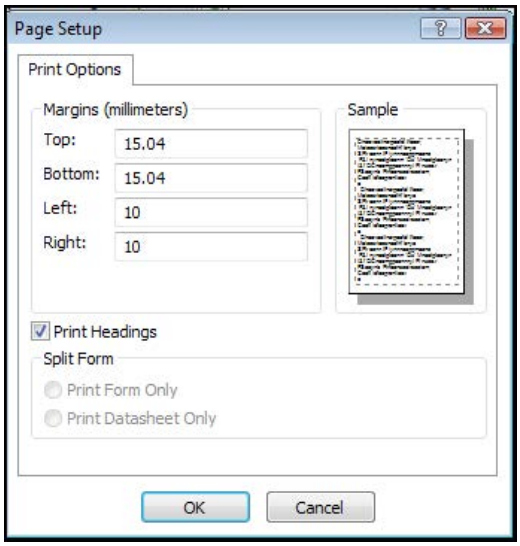
To Use the Print Command

MOUSE

33. Select or open the object you wish to print
34. Go to the **FILE** tab, **PRINT** command and click on the **PRINT** button in the centre a dialogue will open.



35. As you can see from the dialogue we are able to select the printer near the top of the screen.
36. In the **PRINT RANGE** box we can specify what will be printed, a specific range of pages or just specific records we have selected
37. Clicking on the **SETUP** button opens another dialog to allow us to set **MARGINS** for the print and the option on what to print if using a split form. When set click **OK** to apply and return to the **PRINT** dialogue



38. In the **COPIES** box specify how many copies of the print we wish to print if more than one copy you may wish to check or uncheck the **COLLATE** box
39. When you have set your options click on **OK** to print.

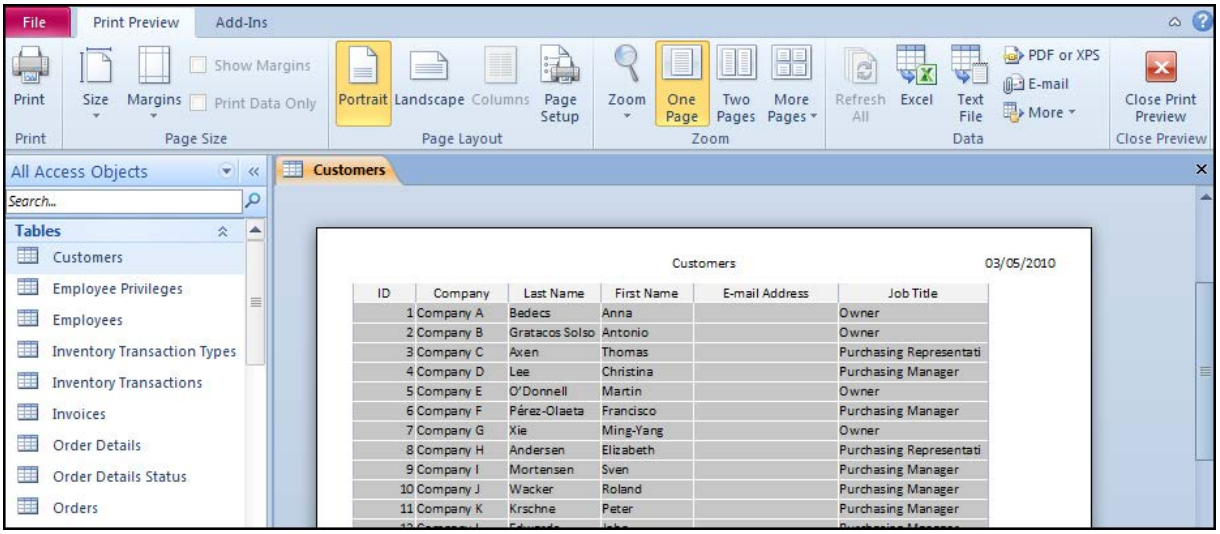
Using Print Preview

Print Preview is used to view a document in full form before actually printing it it gives many options not available to the other printing options.

To Use Print Preview

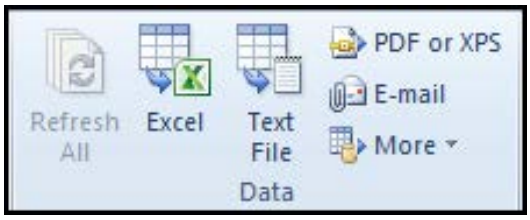
MOUSE

40. Open or select an object to print.
41. Click the **FILE** Tab (Backstage), **PRINT**, and then click **PRINT PREVIEW**:

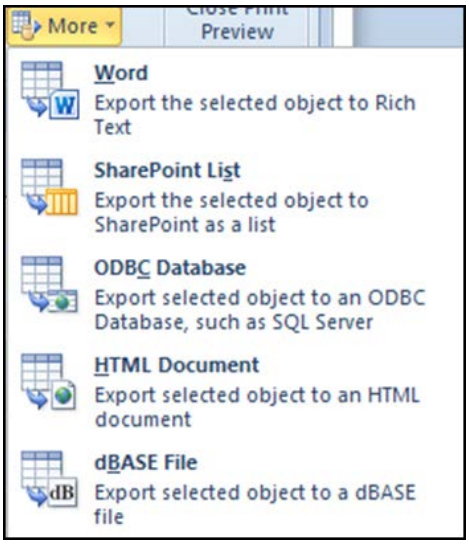


- *The Print Preview ribbon will give you the option to modify how the finished product will look.*

42. Use the Zoom Bar to zoom in or out of the current document to see more than one page etc.
43. You can view one, two, four, eight, or twelve pages at a time using the **MORE PAGES** command.
44. The **PAGE LAYOUT**and the **PAGE SIZE** sections lets you adjust properties of the page.
45. Choose from a number of paper output sizes, choose a page orientation, and choose a normal, wide, or thin margin.
46. The **PRINT DATAONLY** command will not print any graphics or background colours.
47. The **COLUMNS** command lets you print pages of your report like newspaper columns.
48. The **PAGE SETUP** button opens the full **PAGE SETUP**dialogue box containing all of the above functionality and more:
49. The **DATA** section of the ribbon allows you to save a digital copy of a database object instead of printing a paper hard copy.



50. You have quick links to export an object to an email, Excel file, PDF or XPS file, a plain text file, as well as many other options using the **MORE** command: like a SharePoint List,Microsoft Word (RTF) file etc



51. The **PRINT** command on the far left-hand side of the ribbon will open the **PRINT**dialogue box. As discussed previously

52. When you have finished printing or are not ready to print yet, click **CLOSE PRINT PREVIEW** on the far right-hand side. This command will close the current Print Preview window and return to the database file.

Printing Vs. Exporting

We learned in the last lesson that the Print Preview ribbon provides the functionality to export a particular database object to some other digital form instead of printing a hard copy. Exporting a database object in Access 2010 has its advantages.

Since Access stores data in a table very similarly to the way Microsoft Excel stores data in a spreadsheet, exporting to Excel is a good option versus printing a table. For example, if you do not have Access on your home PC but do have Excel installed, you can export a table as Excel, work on the data at home, and then import the data back into Access using the Import command.

A big addition to Access 2010 versus previous versions is the ability to publish to a PDF file. The PDF format is reasonably compact in file size and easily viewable on nearly every computer platform. With the near-indispensable use of USB flash drives, even very large data files fit nicely on these small and ultra-portable storage devices. Consider exporting a database object as a PDF versus printing a long report and then making photocopies.

If you are planning on using the raw data from Access in another database management software package, exporting as a plain text file sure beats printing out every last bit of data and typing it all in by hand again! The standard character set saved as a plain text file is readable on virtually every computer platform in one way or another.

If you have need in your organization to produce services over the Internet, XML and XPS are common file formats that are quickly gaining a lot of popularity. Consult with your IT department or website administrator to see if their job might be made easier if a database file or object was exported in XML or XPS form.

Section 10 Other advanced Features

BY THE END OF THIS SECTION YOU WILL BE ABLE TO

- Build a Web database
- Split a database
- Collect data using emails
- Create a calculated field in a Table
- Import and Export data.

Web Database

Access 2010 uses some new features to previous versions

Design differences between desktop and web databases

Some database features that you can use in a desktop database are not available with Access Services. However, there are new features that support many of the same scenarios as these desktop features.

The following table lists the desktop-only features, and the new feature that helps support the same scenario.

Scenario	Desktop-only feature	New feature
Designing database objects	Design view	Enhanced Datasheet view; Layout view
Reviewing summarized data, such as sums, averages, and groups	Group functions	Data macros; group functions in reports
Programming events	VBA	Macros and data macros; New macro design experience with IntelliSense
Navigate to a database object	Navigation Pane; switchboards	Navigation control or other form element

You can create many client objects in a web database, but you cannot use them in a browser. However, they are part of the web database and can be used in Access 2010 on the desktop. People can open the web database in Access, and then use the client objects. This is an effective way to share a database, and also opens new opportunities for working together over the Web. SharePoint handles any concurrency issues.

Consider using a template

When you have determined what your application must do, consider whether a database template would work. Database templates are pre-built applications that you can use as-is or modify to suit your particular needs many are web designed databases useful to share in sharepoint.

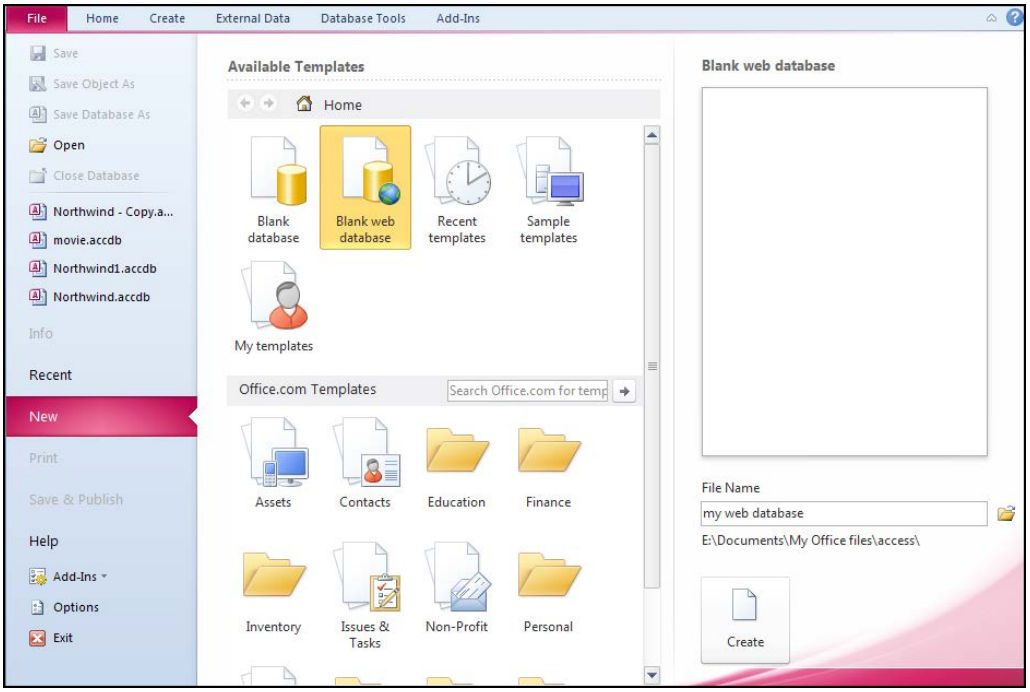
Create A Blank Web Database

Remember a web database has a few limitations in design (no design view) over a desktop database.

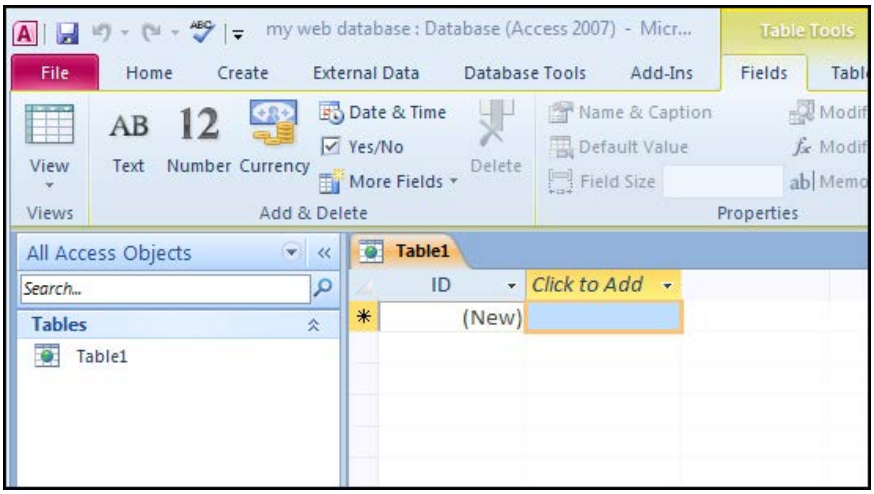
To create a Blank web database

MOUSE

53. On the **FILE** tab, click **NEW**.
54. The **FILE** tab opens Backstage view,the **NEW** tab has all the commands for creating a database.
55. Under **AVAILABLE TEMPLATES**, click **BLANK WEB DATABASE**.



56. Review the proposed file name in the **FILE NAME** box, and the path for the database file, listed just below. You can change the file name by typing in the **FILE NAME** box.
57. To change the path, click the folder icon next to the **FILE NAME** box to browse for a location to put your database file.
58. Click **CREATE**. Your new web database opens and displays a new empty table.

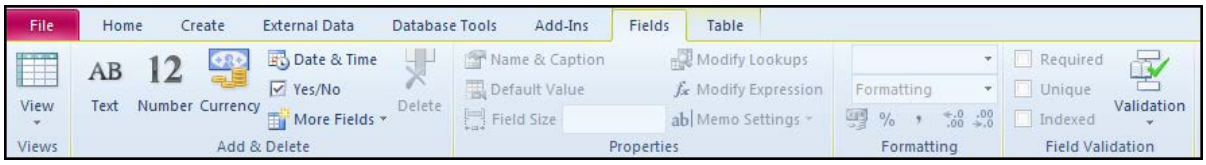


Create and Design a web table

- *You use Datasheet view to design a web table.*

When you first create a blank web database, Access creates a new table and opens it in Datasheet view. You can use the commands on the **FIELDS** tab and the **TABLE** tab to add fields, indexes, validation rules, and data macros— a new feature that lets you change data based on events.

After you edit and use the new table, you'll most likely want to create more tables Since there is no design view all tools available to modify your table are in the fields tab on the ribbon.



To Create a new web table

MOUSE

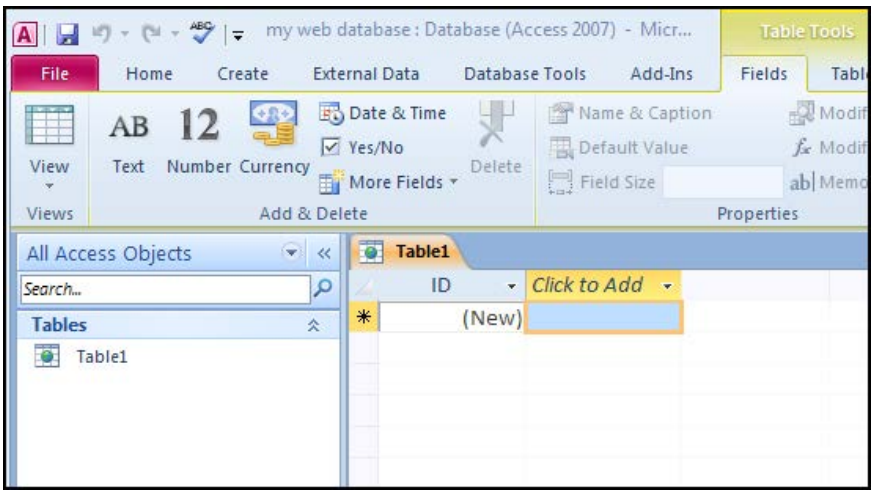
59. On the **CREATE** tab, in the **TABLES** group, click **TABLE**.
60. When you first create a table, it has one field: an AutoNumber ID field. You can add new fields to store the items of information required by the table subject. For example, you might want to add a field that stores the date you begin tracking something.

Add a field from the field gallery

61. You can choose from a variety of preformatted fields and add them to your table by using the field gallery.
62. On the **Fields** tab, in the **Add & Delete** group, click the field type that you want.

Add a field by clicking the datasheet

63. With the table open, click **CLICK TO ADD**, and then select a field type.



64. Give the field a name that reflects its contents.
- *To change the name of an existing field, double-click the field name.*

65. Repeat for each field that you want to create.

Change field properties

Formatting and properties determine how a field behaves, such as what kind of data it can store. You can change these settings so that the field behaves the way that you want.

To change the field properties

MOUSE

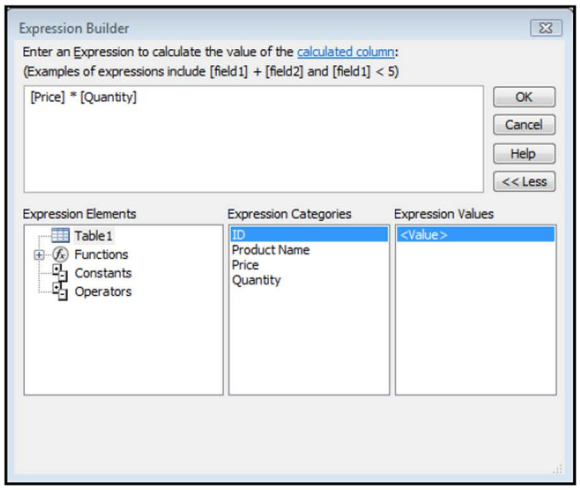
66. Select the field that has formatting and properties that you want to change.
67. On the ribbon, click the **FIELDS** tab.
68. Use the commands in the **FORMATTING** and **PROPERTIES** groups to change the settings.
69. When the Table has been modified add data as you would in any other table.
70. Save and close the Object.

Adding a calculated field in a Table

You can add a field that displays a value that is calculated from other data in the same table. Data from other tables cannot be used as the source for the calculated data. Some expressions are not supported by calculated fields.

To Add A calculated field

71. With the table open, click **Click to Add**.
72. Point to **CALCULATED FIELD,** and then click the data type that you want for the field.The **EXPRESSION BUILDER** opens.



- *Use the Expression Builder to create the calculation for the field. Remember that you can only use other fields from the same table as data sources for the calculation.*

73. When you have created your calculation click **OK** to enter it in the table give a field name.

Table1

ID	Product Name	Price	Quantity	Total Price	Click to Add
1	Blue car	£2,000.00	2	£4,000.00	
(New)					

Split a Database

When you split a database, you reorganize it into two files — a back-end database that contains the data tables, and a front-end database that contains all the other database objects such as queries, forms, and reports. Each user interacts with the data by using a local copy of the front-end database.

To split a database, you use the Database Splitter Wizard. After you split the database, you must distribute the front-end database to your users.

Benefits Of A Split Database

The benefits of a split database include the following:

Improved performance

The performance of the database usually improves significantly because only the data is sent across the network. In a shared database that is not split, the database objects themselves — tables, queries, forms, reports, macros and modules — are sent across the network, not just the data.

Greater availability

Because only the data is sent across the network, database transactions such as record edits are completed more quickly, which leaves the data more available to edit.

Enhanced security

If you store the back-end database on a computer that uses the NTFS file system, you can use NTFS security features to help protect your data. Because users access the back-end database by using linked tables, it is less likely that intruders can obtain unauthorized access to the data by stealing the front-end database or by posing as an authorized user. By default, Windows XP, Windows Vista, and Windows Server 2003 use the NTFS file system. If you are not sure what file system your file server uses, ask the system administrator. If you have administrator privileges on the file server, you can run the msinfo32 command to determine the file system yourself.

Improved reliability

If a user encounters a problem and the database closes unexpectedly, any database file corruption is usually limited to the copy of the front-end database that the user had open. Because the user only accesses data in the back-end database by using linked tables, the back-end database file is much less likely to become corrupted.

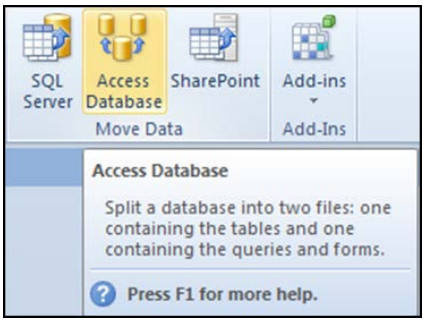
Flexible development environment

Because each user works with a local copy of the front-end database, each user can independently develop queries, forms, reports, and other database objects without affecting other users. Similarly, you can develop and distribute a new version of the front-end database without disrupting access to the data that is stored in the back-end database.

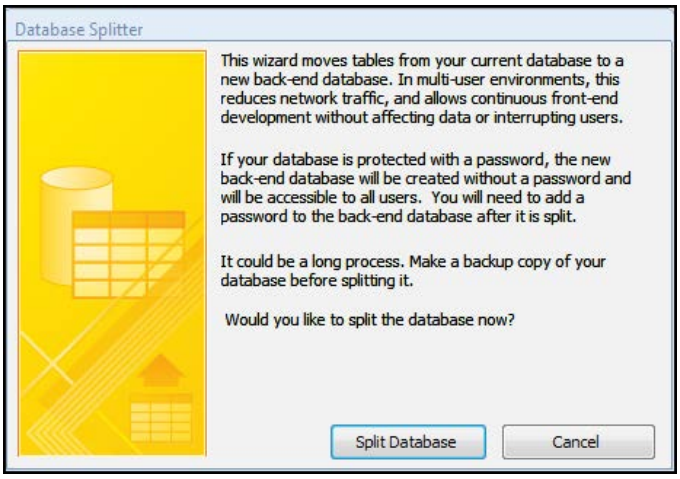
Splitting A database is nothing new it is just the method in 2010 that differs a little.

To split a database

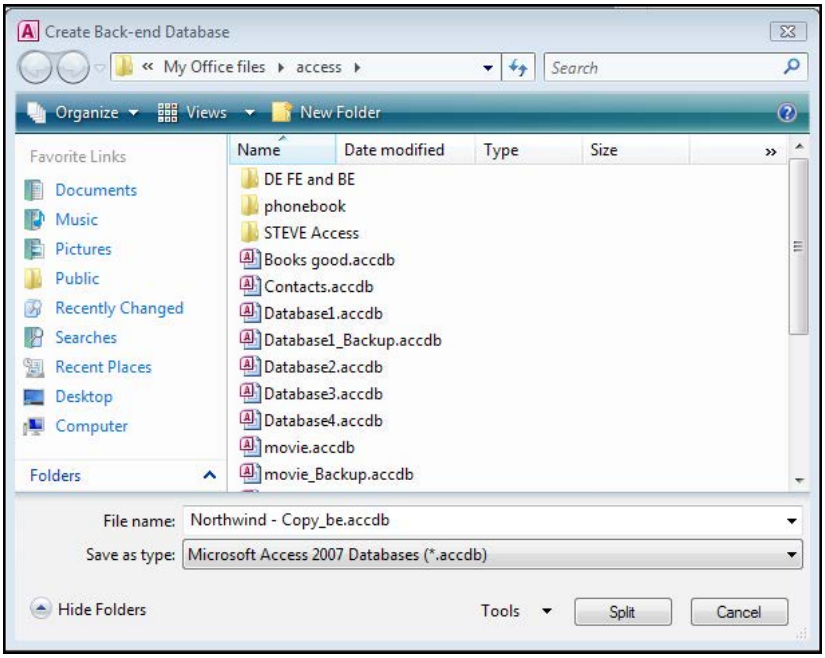
MOUSE



74. On your computer, make a copy of the database that you want to split. Start with the database file on your local hard drive, not on the network share. If the database file is currently shared from your local hard disk drive, you can leave it where it is.
75. Open the copy of the database that is on your local hard disk drive.
76. On the **DATABASE TOOLS** tab, in the **MOVE DATA** group, click **ACCESS DATABASE**. The Database Splitter Wizard starts.



77. Click **SPLIT DATABASE**.
78. In the **CREATE BACK-END DATABASE** dialog box, specify a name, a file type, and a location for the back-end database file.

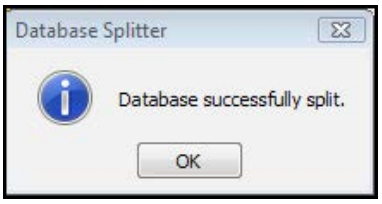


- *Consider using the name that Access suggests. It preserves the original file name, and indicates that the database is a back-end database by inserting _be into the name, just before the file name extension.*
- *Do not change the file type unless some users will use an earlier version of Access to access the data.*

- *You can enter the path to the network location in the File Name box, in front of the file name. For example, if the network location for the back-end database is \server1share1 and the file name for the back-end database is MyDB_be.accdb, you can enter \server1share1MyDB_be.accdb in the File Name box.*
- *The location that you choose must be available to everyone who will use the database. Because drive mappings can vary, you should specify the UNCpath of the location instead of using a mapped drive letter.*

(UNC: Acronym for Universal Naming Convention (also Uniform Naming Convention). The system of naming files among computers on a network so that a file on one computer will have the same pathname when accessed from any of the other computers on the network.)

79. When the wizard finishes, it displays a confirmation message.



Your database is now split. The front-end database is the file that you started with (the copy of the original shared database), and the back-end database is located in the network location that you specified in step 5 of this procedure.

80. Distribute the frontend to those using the database.

Change which back-end database you use

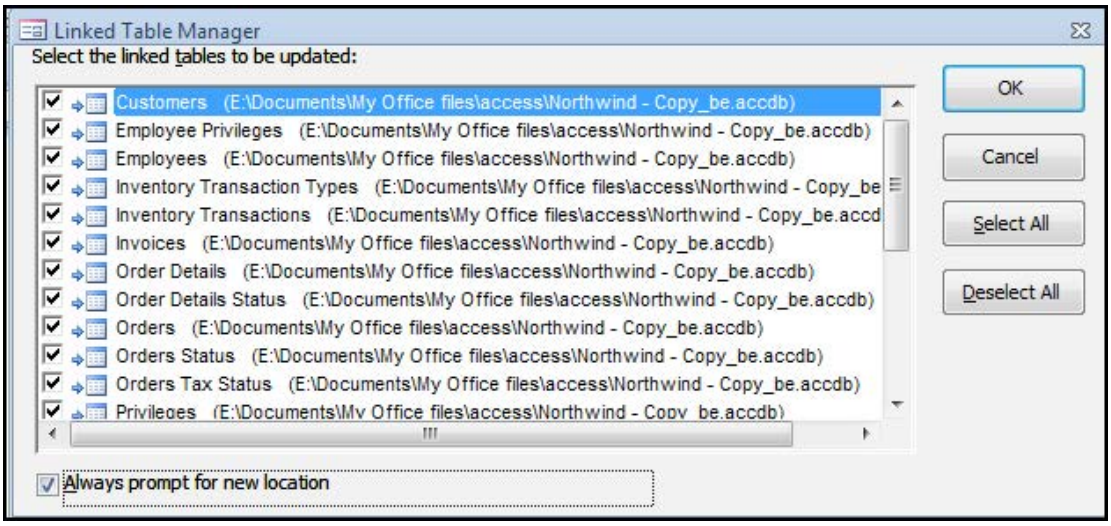
You can move your back-end database, or use a different back-end database, by using the Linked Table Manager.

If you want to move your back-end database, first make a copy of it to the new location.

▸ To change back end

MOUSE

81. On the **EXTERNALDATA** tab, in the **IMPORT & LINK** group, click **LINKED TABLE MANAGER**.
82. In the Linked Table Manager, select the tables that are in the current back-end database.
    - *If you have not linked to any other databases, click Select All.*



83. Select the **ALWAYS PROMPT FOR NEW LOCATION** check box, and then click **OK**.
84. Browse to and select the new back-end database.

Import and export data

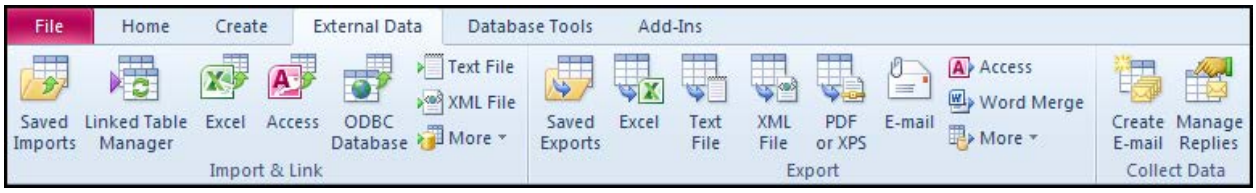
One of the most useful features of Access is its ability to interface with data from many other programs. In fact, it's difficult to summarize in a single article all the ways in which you can move data into and out of Access. For example, here are just a few ways in which you might use the data-exchange features of Access:

- To combine data that was created in other programs.
- To transfer data between two other programs.
- To accumulate and store data over the long term, occasionally exporting data to other programs such as Excel for analysis.

In many programs, you use the Save As command to save a document in another format, so that you can open it in another program. In Access, however, the Save As command is not used in the same way. You can save Access objects as other Access objects, and you can save Access databases as earlier versions of Access databases, but you cannot save an Access database as, say, a spreadsheet file. Likewise, you cannot save a spreadsheet file as an Access file (.accdb). Instead, you use the commands on the External Data tab in Access to import or export data between other file formats.

Types Of Data That Access Can Import, Link To, Or Export

A quick way to learn about the data formats that Access can import or export is to open a database and then explore the **External Data** tab on the ribbon.



- The **Import & Link** group displays icons for the data formats that Access can import from or link to.
- The **Export** group displays icons for all the formats that Access can export data to.
- In each group, you can click **More** to see more formats that Access can work with.

If you don't see the exact program or data type that you need, chances are your data can be exported by the other program into a format that Access understands. For example, most programs can export columnar data as delimited text, which is then easily imported into Access.

The following table shows which formats can be imported into, linked to, or exported out of Access:

Program or format	Import allowed?	Linking allowed?	Exporting allowed?
Microsoft Office Excel	Yes	Yes	Yes
Microsoft Office Access	Yes	Yes	Yes
ODBC Databases (For example, SQL Server)	Yes	Yes	Yes
Text files (delimited or fixed-width)	Yes	Yes	Yes
XML Files	Yes	No	Yes
PDF or XPS files	No	No	Yes
E-mail (file attachments)	No	No	Yes
Microsoft Office Word	No, but you can save a Word file as a text file and then import the text file.	No, but you can save a Word file as a text file and then link to the text file.	Yes (you can export as Word Merge or as Rich Text)
SharePoint List	Yes	Yes	Yes
Data Services (see note)	No	Yes	No
HTML Documents	Yes	Yes	Yes
Outlook Folders	Yes	Yes	No, but you can export as a text file, and then import the text file into Outlook.
dBase files	Yes	Yes	Yes

Import Or Link To Data In Another Format

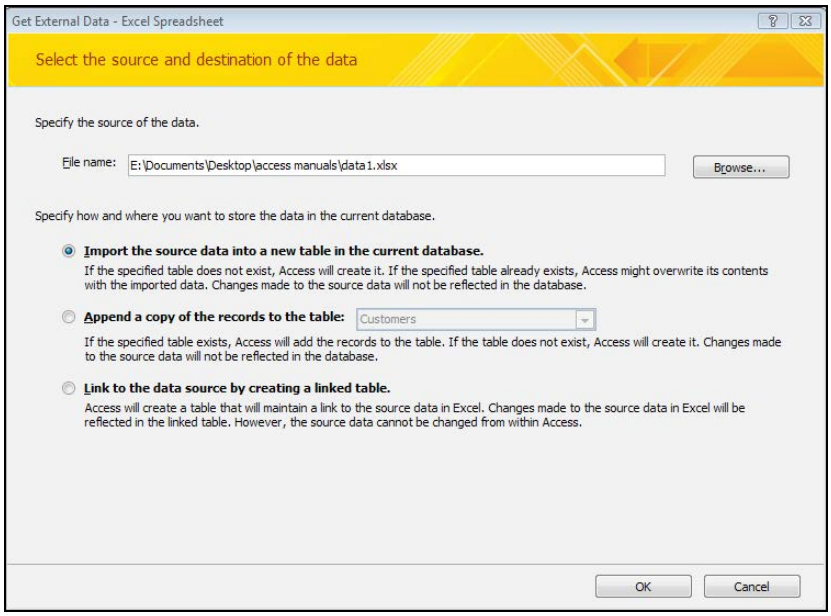
The general process for importing or linking data is as follows:

▸ To Import or link Data

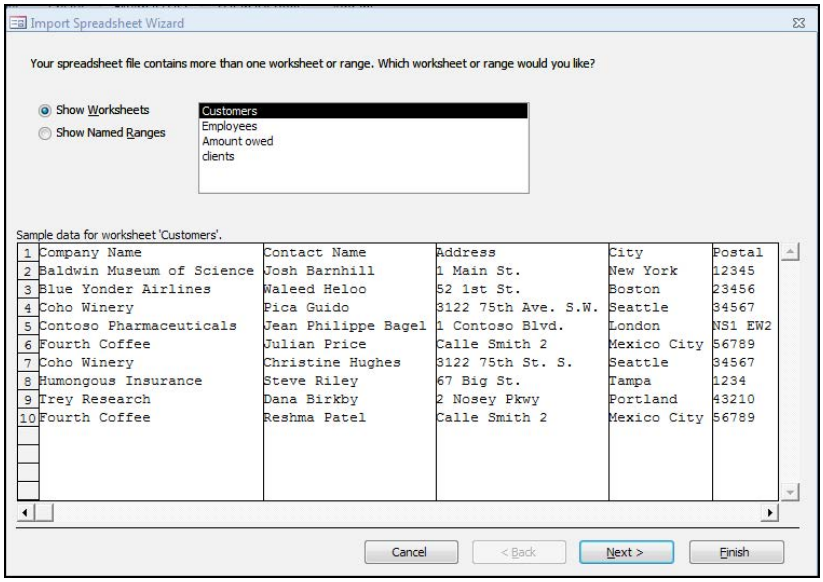
MOUSE

85. Open the database that you want to import or link data into.
86. On the External Data tab, click the type of data that you want to import or link to. For example, if your source data is in a Microsoft Excel workbook, click **EXCEL**.
87. In most cases, Access starts the **GET EXTERNAL DATA** wizard. In the wizard, you may be asked for some or all of the information in the following list:

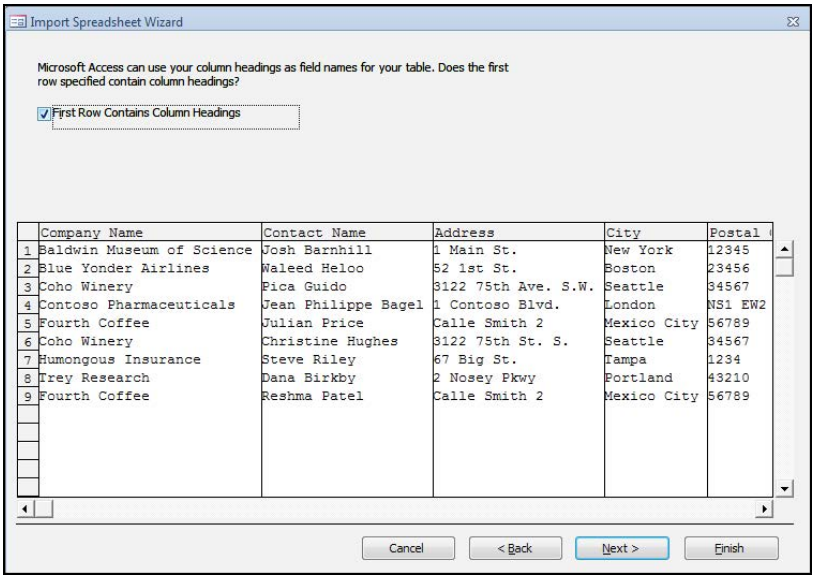
- Specify the source of the data (its location on disk).
- Choose whether to **IMPORT** or **LINK** to the data.



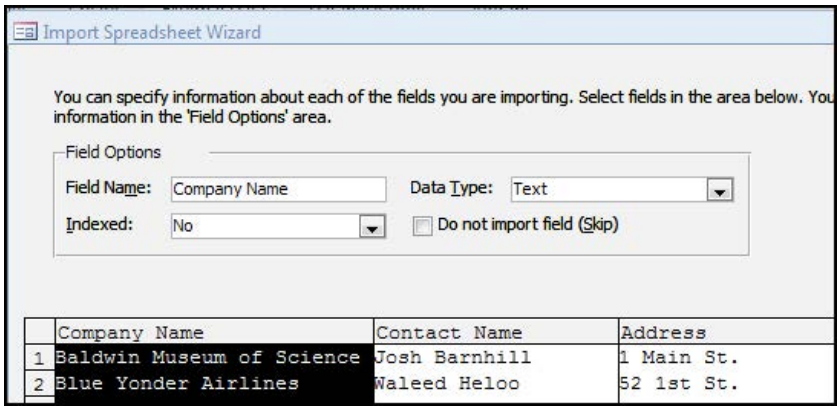
- If importing, choose whether to append the data to an existing table, or to create a new table.
- Specify exactly which data in the document you want to import or link to.



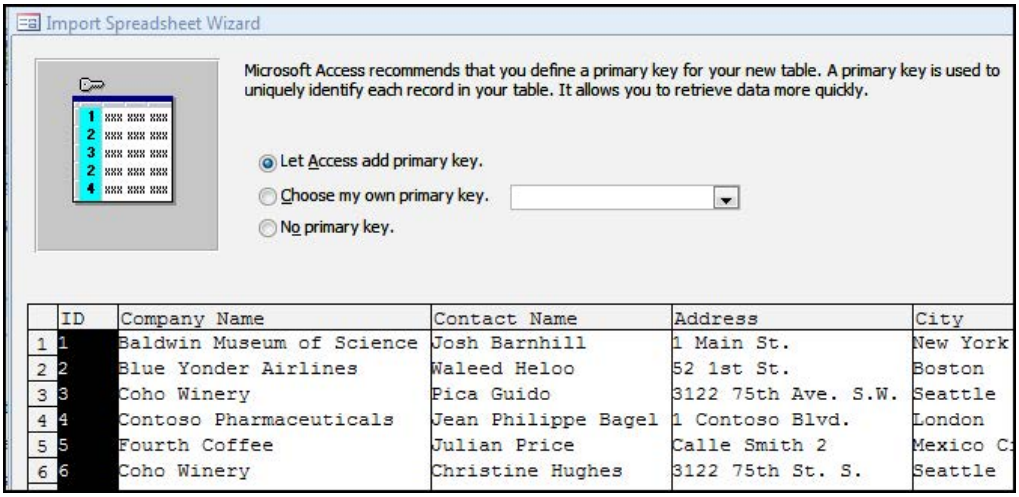
- Indicate whether the **FIRST ROW CONTAINS COLUMN HEADINGS**, or whether it should be treated as data.


Import Spreadsheet Wizard
Microsoft Access can use your column headings as field names for your table. Does the first row specified contain column headings?
First Row Contains Column Headings
Company Name
Contact Name
Address
City
Postal
1 Baldwin Museum of Science
Josh Barnhill
1 Main St.
New York
12345
2 Blue Yonder Airlines
Waleed Heloo
52 1st St.
Boston
23456
3 Coho Winery
Pica Guido
3122 75th Ave. S.W.
Seattle
34567
4 Contoso Pharmaceuticals
Jean Philippe Bagel
1 Contoso Blvd.
London
NS1 EW2
5 Fourth Coffee
Julian Price
Calle Smith 2
Mexico City
56789
6 Coho Winery
Christine Hughes
3122 75th St. S.
Seattle
34567
7 Humongous Insurance
Steve Riley
67 Big St.
Tampa
1234
8 Trey Research
Dana Birkby
2 Nosey Pkwy
Portland
43210
9 Fourth Coffee
Reshma Patel
Calle Smith 2
Mexico City
56789
Cancel
< Back
Next >
Finish

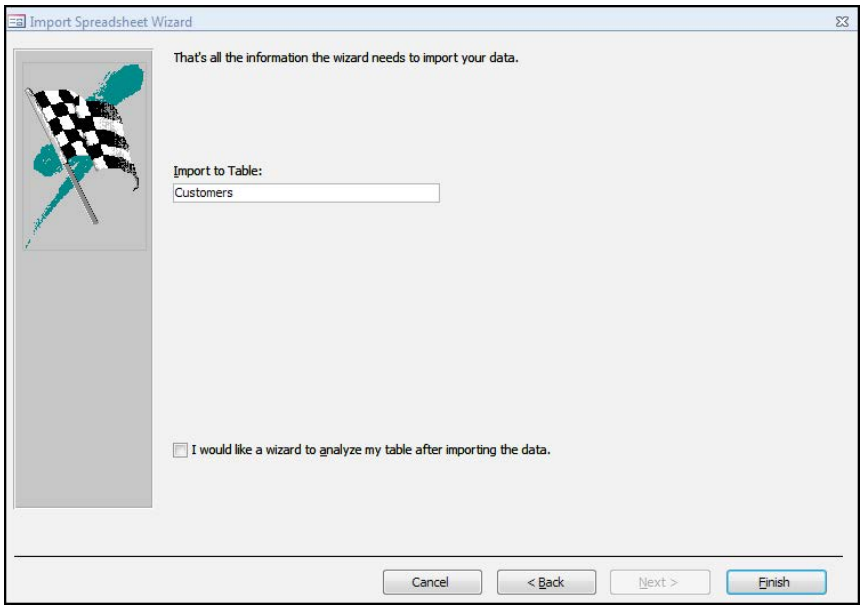
- Specify the **DATA TYPE** of each column.



- If importing, specify whether you want Access to **ADD A NEW PRIMARY KEY** to the new table, or **USE AN EXISTING KEY**.



- Choose whether to **IMPORT THE STRUCTURE ONLY**, or the **STRUCTURE AND THE DATA** together. (import From Access database)



- Specify a name for the new table.
- *It's a good idea to look at your source data ahead of time so that you know the correct answers to these questions when the wizard asks for them.*

88. On the last page of the wizard, Access usually asks you if you want to save the details of the import or link operation. If you think you'll need to perform the same operation on a recurring basis, select the **SAVE IMPORT STEPS**check box, fill in the information, and then click **Close**.
89. You would then be able to click **SAVED IMPORTS** on the **EXTERNAL DATA** tab to re-run the operation.
90. After you have completed the wizard, Access notifies you of any problems that might have occurred during the import process. In some cases, Access might create a new table called **IMPORTERRORS**, which contains any data that it was unable to import successfully. You can examine the data in this table to try to find out why the data did not import correctly.

Export Data To Another Format

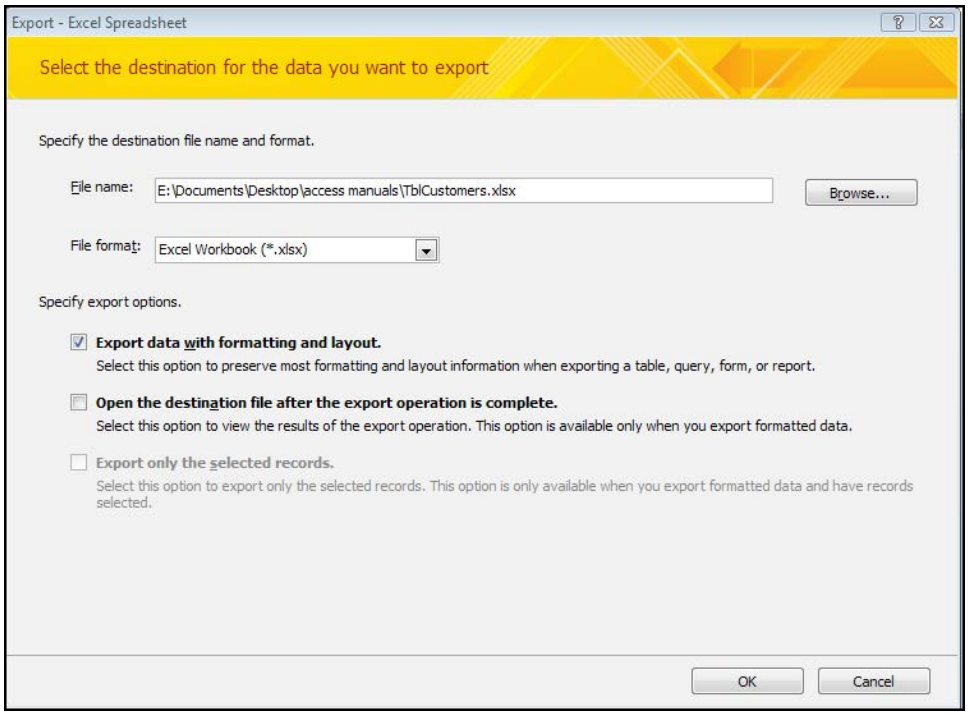
The general process for exporting data from Access is as follows:

▸ To export data

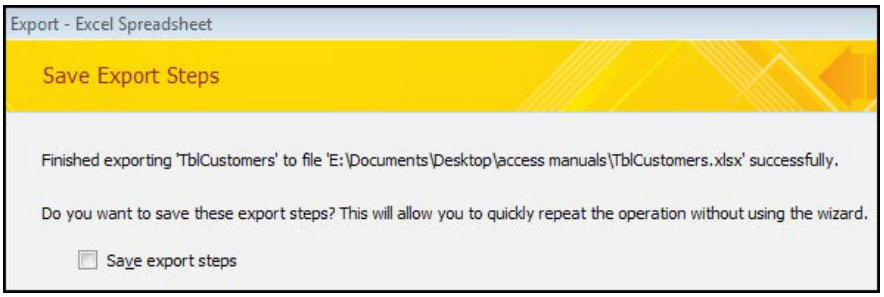
MOUSE

91. Open the database that you want to export data from.
92. In the **NAVIGATION PANE**, select the object that you want to export the data from. You can export data from table, query, form, and report objects, although not all export options are available for all object types.
93. On the **EXTERNAL DATA** tab, click the type of data that you want to export to. For example, to export data in a format that can be opened by Microsoft Excel, click **EXCEL**.
94. Access starts the **EXPORT** wizard. In the wizard, you will be asked for the destination file name and format.

95. Select whether to include **FORMATTING AND LAYOUT**, and which records to export.



96. On the last page of the wizard, Access usually asks you if you want to save the details of the export operation. If you think you will need to perform the same operation on a recurring basis, select the **SAVE EXPORT STEPS**check box, fill in the information, and then click **CLOSE**.



97. You can click **SAVED EXPORTS** on the **EXTERNAL DATA** tab to re-run the operation.

Add data collected via e-mails to your database

You can collect or update information though e-mails by using Microsoft Access 2010 with Microsoft Outlook 2010. Access guides you through creating a data collection form and sending the form in an e-mail message. When your e-mail recipients return the completed forms, you can choose to have the collected data automatically processed and stored in a specified Access database. This method of data collection can save you time and effort that is usually involved in a copy and paste or a manual data entry process. The following are some scenarios where you can use this process to collect data:

Surveys

You can do a survey and compile the results by first creating an Access database with the necessary tables to store the results, and using the wizard to generate a survey form, and then mail them to the survey participants. When participants reply, the survey data is stored automatically in the database.

Status reports

Whether it is the latest inventory level status or the up-to-date information on pending issues, your team can keep you informed by sending you e-mail messages that contain the current information at regular intervals.

Event management

When organizing a conference or training or other events, you can send one or more forms as an e-mail message to gather contact information, travel and hotel preferences, and so on. If you choose to have the replies automatically processed, the participants are able to change their preferences at any time without having to notify you, and you always have access to the latest data for decision making purposes.

- *You will not be able to add the collected data if your recipient used either Hotmail or Yahoo to send you the data collection form.*

Preparation

If this is your first time collecting data by using e-mail messages, perform the following steps:

98. Ensure that you have installed the following applications on your computer:
- Access 2007 or Access 2010.
- Outlook 2007 or Outlook 2010. You must have Outlook installed and configured on the computer that you use to send the e-mail messages. If you have Outlook installed but not yet configured, start Outlook and follow the instructions in the Outlook Startup Wizard. For help with the wizard, see Outlook Help.
- If you plan on using an InfoPath form, make sure that you have InfoPath 2007 or later edition installed and your recipients will also need to have InfoPath installed on their computers.
- Your e-mail recipients must have either have InfoPath or an e-mail client that supports HTML format installed on their computers in order to be able to view and edit the form.
- *The form used to collect data through e-mail messages is not an Access form. The wizard generates a special form in either HTML or InfoPath format.*

99. Identify a destination database. The database can be in either .mdb or .accdb format. In addition, .mde and .accde files are supported. If you don't want to use an existing database, you must create a new one.
100. Identify or create the tables that you want populated with the data from the e-mail replies. If you are collecting data for existing tables, ensure that the tables are not read-only and that you have the necessary permissions to add to or update their contents.
- *The Attachment, AutoNumber, OLE, and Multi-valued field types cannot be collected by using e-mail messages*

If your data collection operation populates two or more tables, you must create a select query and use that as the form's record source. Ensure that the query includes all of the required fields from the underlying tables. If you are using an existing query, ensure that the query is not read-only and that you have the necessary permissions to add to or update its contents.

Store the data as new records in the following situations:

If the data will populate multiple tables.

If the destination table does not have a primary key field.

- *The primary key values are necessary to map each reply to an existing record. If your destination table does not have a primary key field, either add it now or assign an existing field that has unique values as a primary key.*

If the destination table does not have any records.

- *If the table is empty, the wizard assumes that you want to add records.*

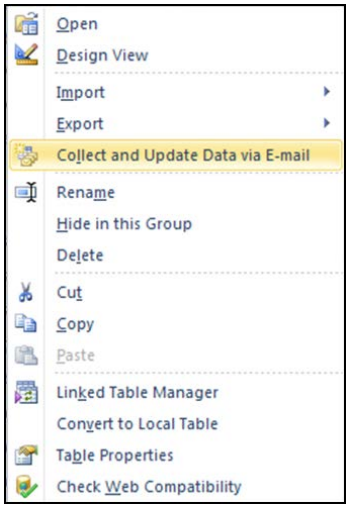
If the e-mail addresses of the recipients are not stored as a field in the database.

- *When collecting data to update records, you will not be able to manually type the addresses in the wizard-generated message. The address field must be in the destination table, or in a table that has a relationship with the destination table.*

Collecting the Information

To Start

MOUSE



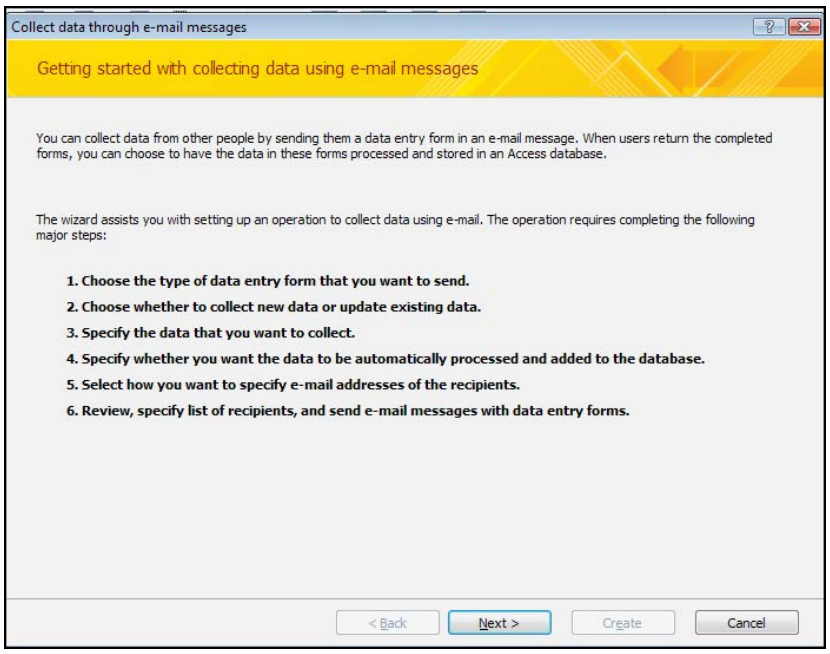
101. Open the database in which the collected data will be stored.
102. To add the data to a single table, select the table in the Navigation Pane. To populate multiple related tables, select the query that is bound to these tables.
103. Start the wizard by going to the **EXTERNAL DATA** tab, in the **COLLECT DATA** group, click **CREATE E-MAIL**.

OR

104. Right-click the table or query, and then click **COLLECT AND UPDATE DATA VIA E-MAIL**.

- *If the table does not contain any fields, or only has the AutoNumber, OLE Object, Attachment, or multivalued Lookup field types, Access displays the following message:* **THE SELECTED TABLE OR QUERY DOES NOT HAVE ANY FIELDS THAT SUPPORT COLLECTING DATA USING E-MAIL.**

If the table contains fields that support data collection, the wizard starts. If the destination table supports both the adding and the updating of data, the wizard guides you through the required steps to collect data through e-mail messages.



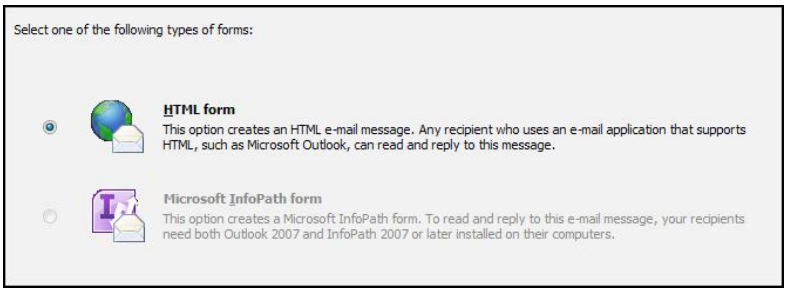
Choose The Type Of Data Entry Form That You Want To Send

Select the type of form based on the ease of use for yourself and your recipients.

Select HTML form

An HTML form can be viewed and edited by any user whose e-mail client supports HTML

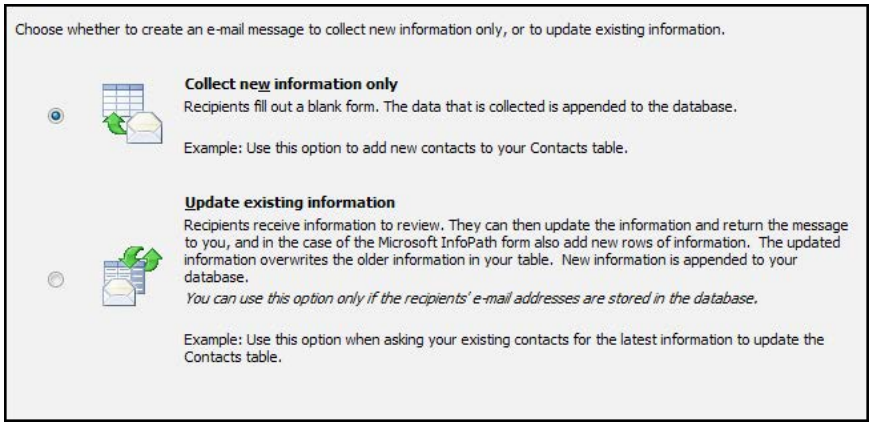
Select Microsoft InfoPath form



You will see this option only If InfoPath is installed on your computer. Select this option only if your recipients all have InfoPath and Outlook installed on their computers. An InfoPath form offers a better data entry and editing environment,

The wizard page that is displayed next depends on whether the destination object supports the updating of data. If the object is a query based on two or more tables, or if it is a table that does not have a primary key field or does not contain any records, the wizard assumes that you want to add new records, and prompts you to select the form fields. In all other cases, the wizard prompts you to specify whether you want to add or update data before asking you to select the form fields.

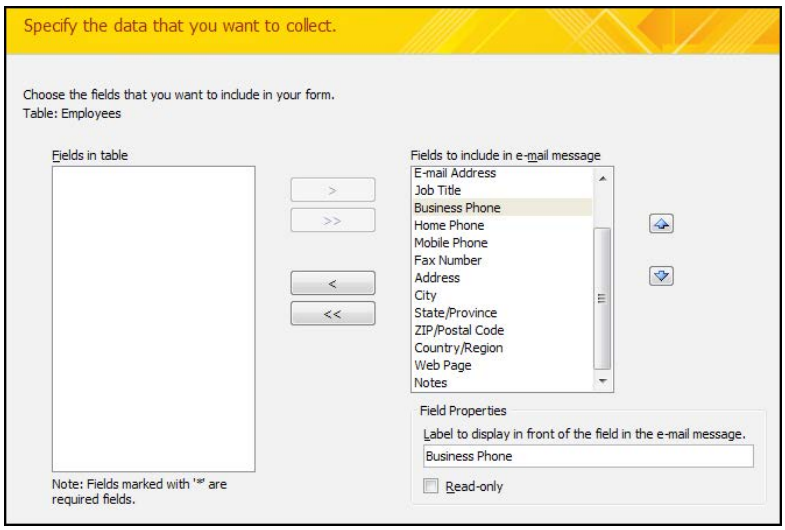
Choose Whether To Collect New Data Or Update Existing Data



Specify what you want to do with the data. The type of form that you are using affects the number of new records that a recipient can send to you in a single reply. When updating data, the number of records that must be updated by a recipient identifies the number of pre-completed forms that will be included in a message.

To add new records, type the e-mail addresses in the address box of the e-mail message when the message is created. To update existing data, the e-mail addresses of the recipients must be stored as a field in the underlying table or query, or in a related table.

Specify The Data You Want Collected



When choosing the fields to include in your form, it is not necessary to include every field that exists in the underlying table or query in the form. However, the following conditions must be met:

Required fields:

Fields marked with an asterisk (*) symbol, are required fields. If you are collecting new records, the wizard will automatically include all fields whose Required property is set to Yes. If any record's required fields are blank, Access fails to add the record to the table.

Unsupported field types:

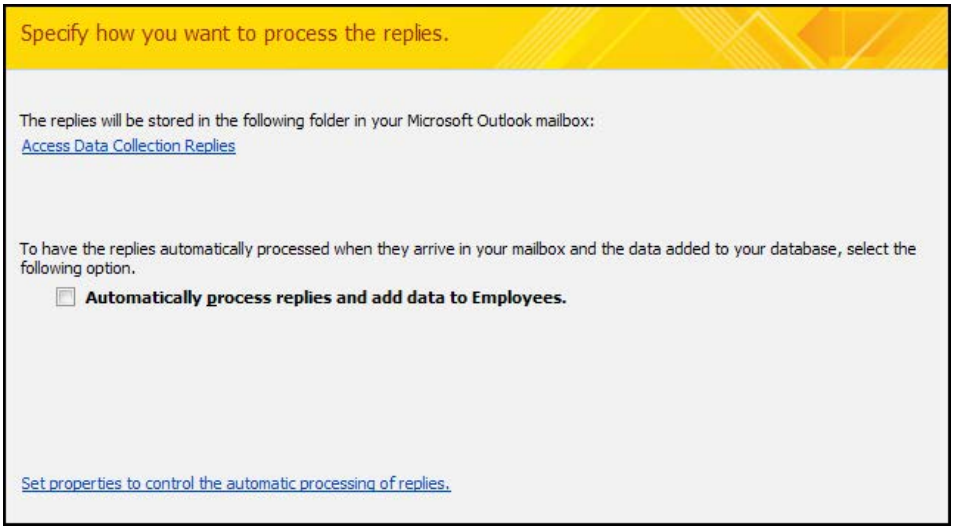
You will not be able to include certain field types in the form such as, AutoNumber, Attachment, OLE Object, or multivalued lookup fields.

Primary key field:

The user will be able to type a value in the field when adding records however; the reply will not be processed if the specified value is already in use.

- *For each included field, under Field Properties, specify a label and click Read-only if you don't want the user to change the data in that field.*

Specify Automatic Or Manual Data Processing

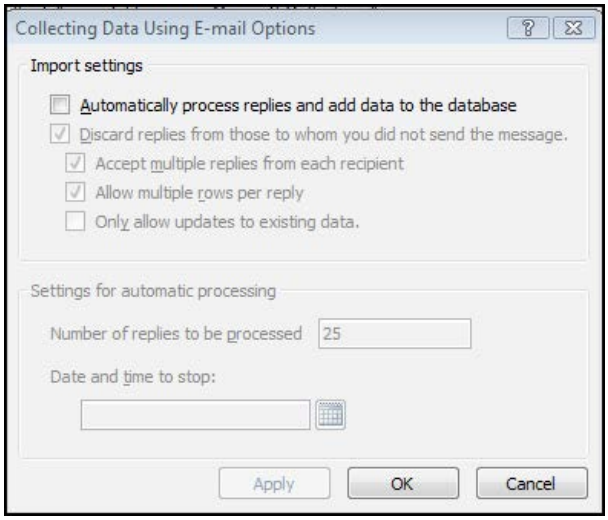


You can select an automatic or manual processing of replies. Automatic processing means that when you get the replies, Outlook and Access work together to export the data to the destination tables in your database. Automatic processing can save you time and effort. Manual processing only means that you start the export operation to transfer the data from a specified folder in Outlook, to the destination table in Access.

Replies are successfully exported to the destination table as long as the following conditions are met at the time the replies reach your mailbox:

- Outlook must already be running on your computer. If Outlook is not running, processing starts the next time that you start Outlook.
- Access must not be password-protected, and should not be open in Exclusive mode. The name or location of the database must not have changed since you sent the e-mail message.
- The names of the tables and queries, and the properties of the fields included in the form, must not have changed since you sent the e-mail message.
- You must have the required permissions to add or update the contents of the underlying tables and query.
- *If automatic processing fails, try fixing any issues, and then manually export the replies that failed. Any replies that reach your inbox after you resolve the issues continue to be processed automatically.*

Set Properties To Control The Automatic Processing Of Replies



If you click **SET PROPERTIES TO CONTROL THE AUTOMATIC PROCESSING OF REPLIES** to change or fine tune import settings, see the following table for information on the available options:

Option	Result
Discard replies from those to whom you did not send the message	Select this check box if you want only those replies that were sent by the original recipients of your message to be automatically processed. Replies from other people are stored in the destination folder, but are not automatically processed.
Accept multiple replies from each recipient	Select this check box if you want only the first reply from each recipient to be processed automatically. The second and subsequent replies are stored in the destination folder, but are not automatically processed. This setting only controls the number of replies, and not the number of records within a single reply, that are processed. In other words, if you send an InfoPath form, a user is able to send you multiple records in a single reply, and Access automatically processes all of the records in the reply, even if this check box is not selected.
Only allow updates to existing data	When recipients use an InfoPath form to update data, they can send new records in addition to updates to existing records. Select this check box to process only the updates to existing records.
Number of replies to be processed	Type the total number of replies (from all recipients) that you want automatically processed. If you want all replies to be automatically processed, enter a large value, such as 5000, in the text box. Replies that are received after the specified value is reached are stored in the destination folder, but are not automatically processed.
Date and time to stop	Specify when automatic processing of replies should stop for this e-mail message. Replies received after this date and time are stored in the destination folder, but are not automatically processed.

- T*o change these options at a later date, on the* **EXTERNAL DATA** *tab, in the* **COLLECT DATA** *group, click* **MANAGE REPLIES**. *In the* **MANAGE DATA COLLECTION MESSAGES** *dialog box, select the message for which you want to change the settings, and then click* **MESSAGE OPTIONS**. *The changes you make in the dialog box affect all subsequent replies that you receive for that message.*

To specify a different Outlook folder where replies are stored, on the **SPECIFY HOW YOU WANT TO PROCESS THE REPLIES** page of the wizard, click the folder name. In the **SELECT FOLDER** dialog box, either select a different folder, or click **NEW** to create a new folder.

Manually Processing Replies

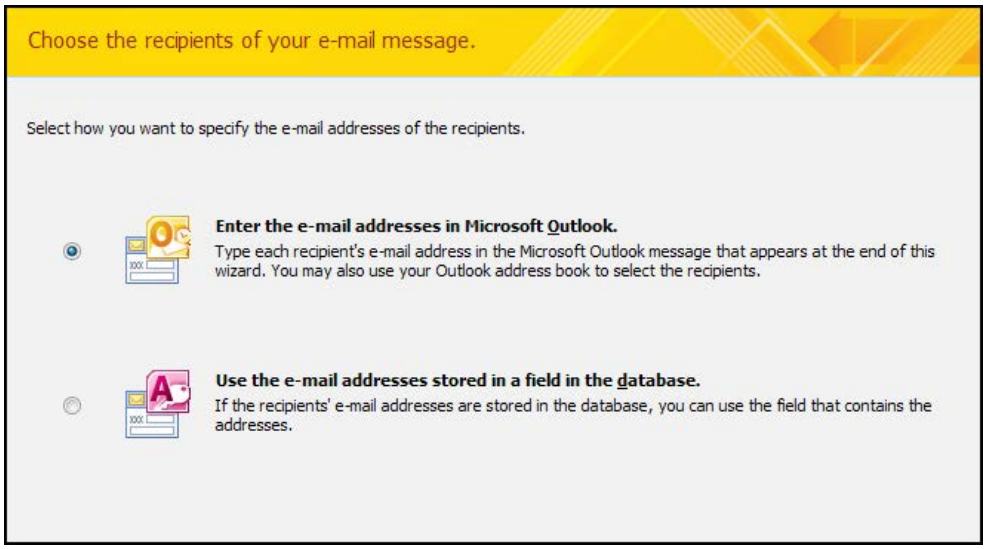
To control when and which replies are processed, do not select the Automatic process option. The replies will be stored in a specified folder in Outlook until you select and right-click each reply in the folder, and then click **EXPORT DATA TO MICROSOFT ACCESS** in the shortcut menu.

In some instances, you might also have to manually process the replies that failed to be processed automatically.

Remember the following before exporting data

- The Access database should not be open in exclusive mode, and the name or location of the database must not have changed since you sent the e-mail message.
- The names of the tables and queries, and the properties of the fields included in the form, must not have changed since you sent the e-mail message.
- You must have the required permissions to add or update the contents of the underlying tables and query.

Select How You Want To Specify E-Mail Addresses Of The Recipients



If you are collecting new information only, you can specify the e-mail addresses in two ways:

- Type the e-mail addresses individually in the Outlook e-mail message, or select the addresses from an address book.
- Use the e-mail address field in the table or query of the current Access database.

- *When collecting data to update existing records, you do not see this dialog box, because the recipients' e-mail addresses must first be available as a field in the database.*

Entering The E-Mail Addresses Directly In Outlook

If you are specifying your recipients in Outlook, you can preview and customize the message before sending it. In the e-mail message body includes a brief introduction and a form. It is recommended that you do not make any changes to the form. Changes to the form structure might result in the reply not being processed.

Using The E-Mail Addresses Stored In A Field In The Database

The option to select **AN ASSOCIATED TABLE** refers to tables that are related. To view or edit table relationships in your database, on the **DATABASE TOOLS.** tab, in the **RELATIONSHIPS** group, click **RELATIONSHIPS**

Review And Specify The List Of Recipients

The final major step involves previewing and customizing the e-mail message, fine tuning your recipient list, and then sending your data collection message.

Create And Send The E-Mail Message

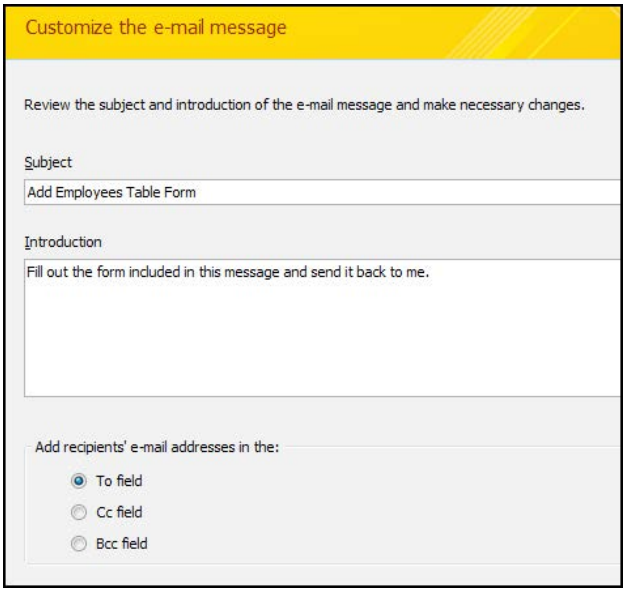
When the wizard informs you that you can now create the e-mail message, and shows you how to view e-mail status by using the **MANAGE REPLIES** command, some warning messages might appear. The following table describes each warning and the action you can take to resolve it:

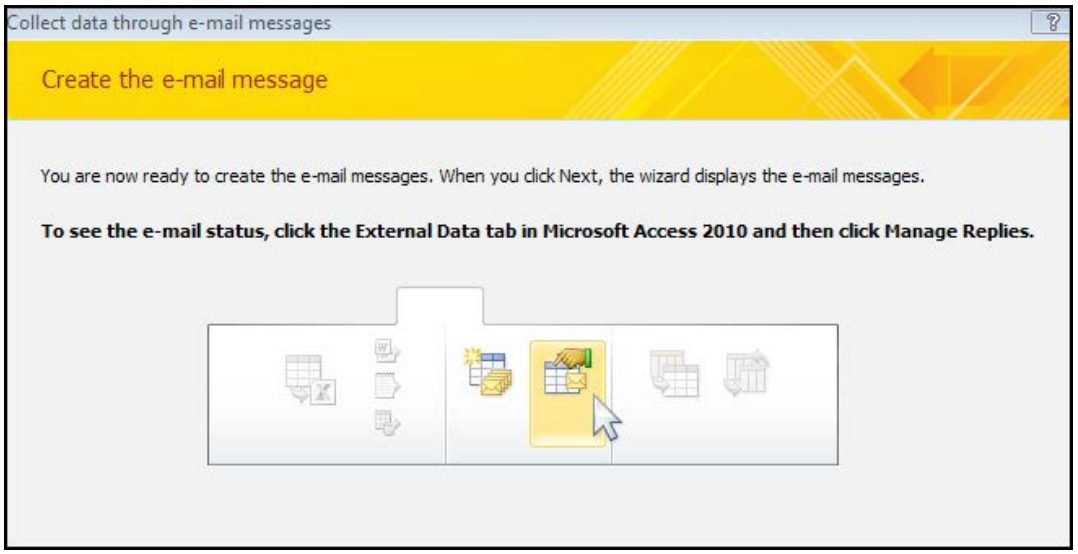
Warning	Description	Resolution
Some records do not contain a valid address in the specified e-mail address field. No data will be returned for these rows.	The e-mail address field that you selected contains null values.	If you want to collect data for every record, exit the wizard and replace the null values with e-mail addresses. Then start the wizard again.
You currently have an exclusive lock on the database; automatic processing will fail until the lock is released.	You have the database currently open in exclusive mode.	If you chose to have the replies automatically processed, processing fails because Access cannot add to or update a database that has an exclusive lock on it. Close and reopen the database in non-exclusive mode immediately after sending the message
These e-mail messages might contain data that is of a confidential or sensitive nature.	You are collecting data to update existing records, and the form that you are about to send will be pre-completed with existing data.	If some form fields include sensitive data, go back to the wizard step where you selected the fields and remove the fields that contain sensitive data from the form

After you preview and customize the message, you can filter the e-mail address field and select your recipients. Choose the e-mail addresses that you want to use by selecting the corresponding check boxes. If you see a dialog box listing invalid e-mail addresses, make a note of the addresses in the list and click **EXIT**. Verify the invalid addresses, make any necessary correction, and then try resending the message.

Customize the email message

Enter a subject and body to the email giving instructions on What to do with the message.





Section 11 Getting Help

BY THE END OF THIS SECTION YOU WILL BE ABLE TO

- Access Help from various sources
- Search for specific help
- Access online & offline help

To Access Help

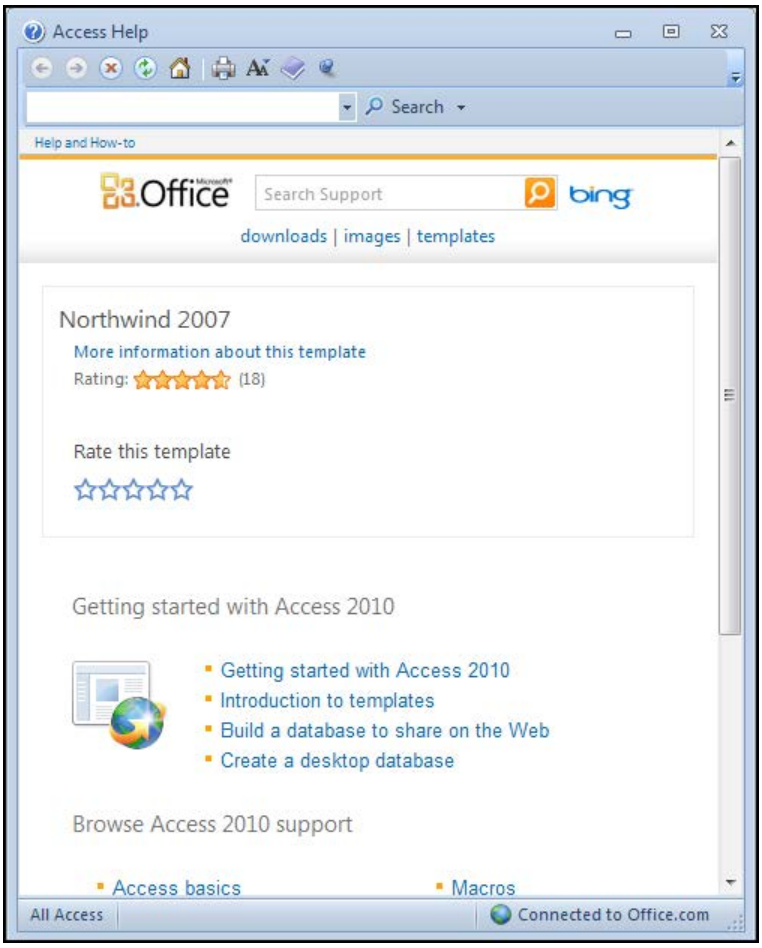
When all else fails, you can always ask for help. All programs included in the Office 2010 package make extensive use of the Office Online functionality if an Internet connection is available at the time. If your computer does not have access to the internet, no need to worry – Access' offline help file is essentially the same, only with no updates to the files nor any tips and tricks to help improve your working style.

Help is available at any time in Access 2010, so let's explore how to make use of the help file.

To access Help

MOUSE

105. Click the help button below the title bar on the far right OR press **F1**. The Help window will open:



106. This is very similar to a web page
107. You may enter search criteria and press **ENTER** (like a search when on the internet)
108. The window will display the topics that match your search. Click on a topic in order for it to be displayed

To Find A Specific Topic

MOUSE

109. The contents page allows you to select from a list of topic headings. Like search results on the internet these are hyperlinks to help files.
110. You may need to be online to access some of the help links. The search will be more extensive if you are online as it will search online help files from Microsoft.
111. Single click to access the help topic you need.

Using Screentips:

Use ScreenTips to see information about different items on the screen.

If the dialogue box does not have a Question Mark button look for a Help button or press F1.

Opening The Help Screen

Help is available at any time by clicking the help button or by pressing the F1 key on your keyboard. The Access 2010 help file will appear in a new dialogue box that is independent of other objects in the Access screen.

Overview Of The Help Screen

The Help Screen in Access is similar in design to a web browsing program. It contains navigation buttons to browse through the different help pages, a search bar that lets you browse for a specific keyword or phrase, and a viewing area to see the actual help file:

Let's learn about the controls of the Help file. The navigation buttons are always visible at the top of the window:

Let's look at each command.

Back

Go back through the visited help pages.

Forward

If you went back too far, click forward to advance through your history.

Stop

Will stop loading a particular help topic.

Refresh

Will reload the current help topic from Office Online.

Home

Will return to the Help welcome page.

Print

Prints the help topic you are currently viewing.

Increase/Decrease Font Size

Makes the font larger or smaller if you are having difficulty reading the help topic.

Table of Contents

Lists all the different Access help files into categorized sections.

Pin on Top \ Not on Top

The Access help file is contained in its own separate window. If this icon is set to be pinned on top () then no matter what, anytime the Access window becomes active the help file will always be 'pinned' on top. If the Help file is set to not on top, it will only be on top if you specifically click the Help file's button on the Windows taskbar.

Add/Remove Buttons

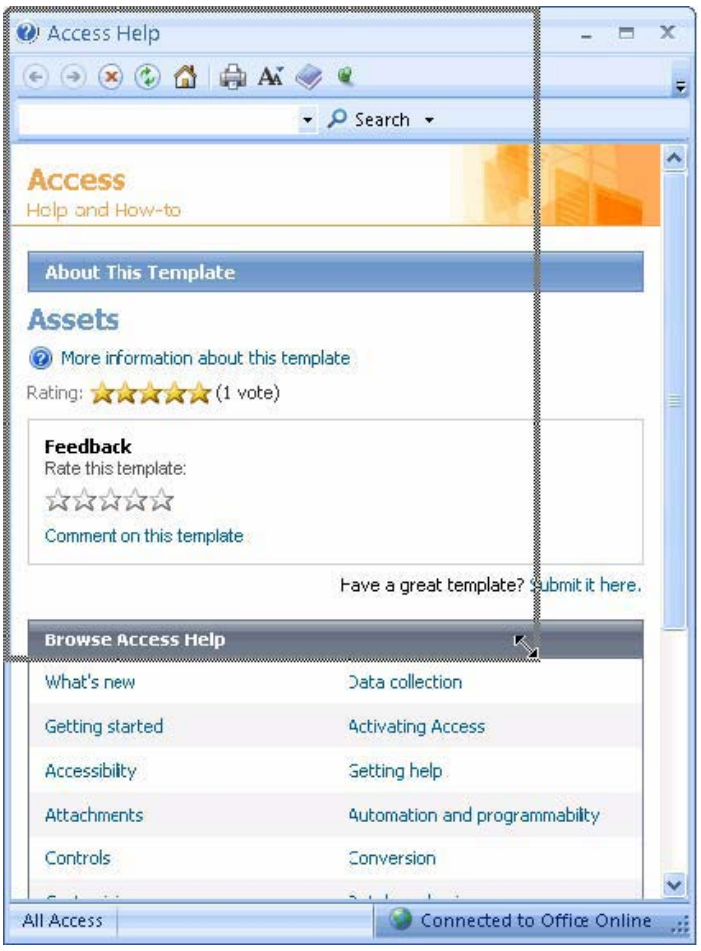
Finally, clicking the small pull-down arrow in the right-hand side of the window will let you add or remove icons you don't want in the Navigation bar. Click the pull-down arrow, point to Add or Remove Buttons, point to Standard and then click an option to check or uncheck it.

Search Bar

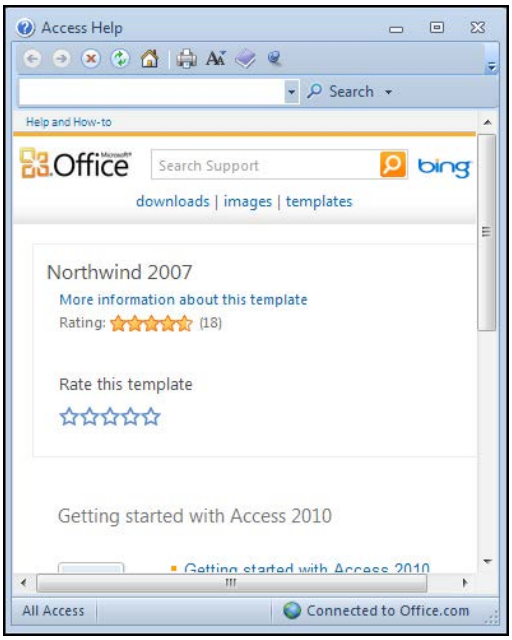
Underneath the Navigation buttons is the search bar:

The left side of the search bar is a text field where you can enter a keyword or phrase about your search topic. The right-hand side of the search bar includes a pull-down menu listing the different locations/categories of help the help file can use. We will explore how to search for certain help topics later in this lesson.

At the very bottom of the Help window is the status bar. It states which section of help it is currently referencing, as well as its connection status to Office Online.



In the bottom right-hand corner of the help window is the resize handle ( ). If you wish to make the help window larger or smaller, move your mouse over this corner; it will change to a double-headed arrow. Then, just click and drag to make the window larger or smaller.



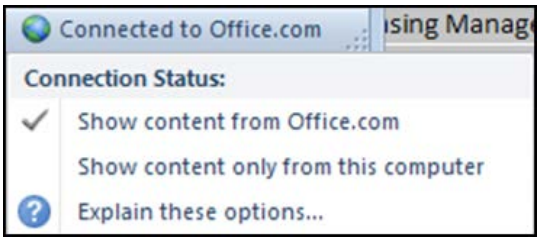
Online Help Vs. Offline Help

Though the Office 2010 package relies heavily on the Office Online features to extract information about a help topic, Access 2010 also has a full-featured offline help section. If your computer is currently connected to the Internet, Office Online will be automatically used to the most current help information about your topic.

If your computer is not currently connected to the Internet you still have access to Access' help features; simply click the help button or press **F1** to open the Access Help window:

The status bar at the bottom of the Help window may state that the Offline Access Help is currently being used or is currently connected to office .com The icon on the left of this information also shows that the help file is either browsed offline or online.

If your computer is connected to the Internet but you would still rather use the offline help file, click the current connection status on the right-hand side of the Status bar (where it says connected to office.com). A small drop down menu will appear giving you the option to change your connection status:



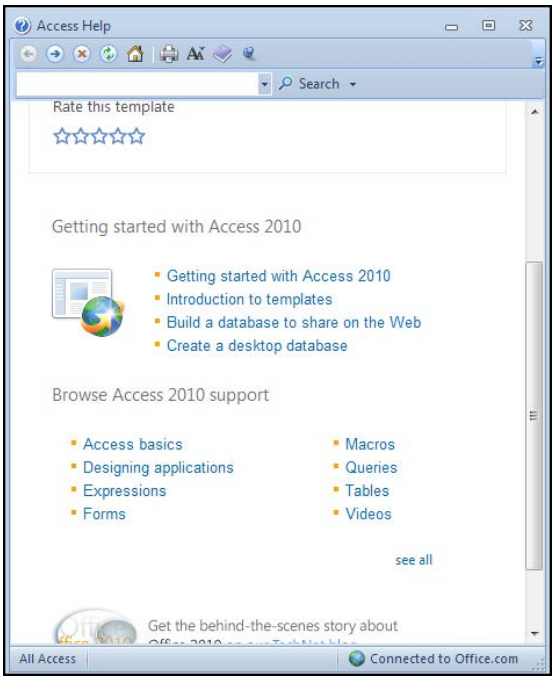
When it comes down to finding help about a particular topic, both Online and Offline help will be suitable for your own needs. However if you want to have access to new templates and the latest information about program \changes, online help is best to use, provided you have access to the Internet.

Searching For Help

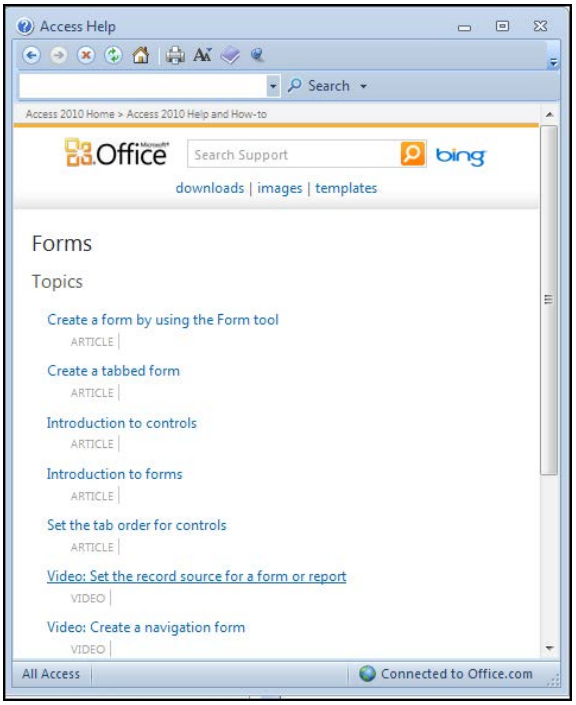
There are three main ways to search for help using Access 2010's Help file: Browse, Table of Contents, and Keyword Search.

Browse

When the Access Help window is opened, the starting page contains a listing of all of the main help topics:



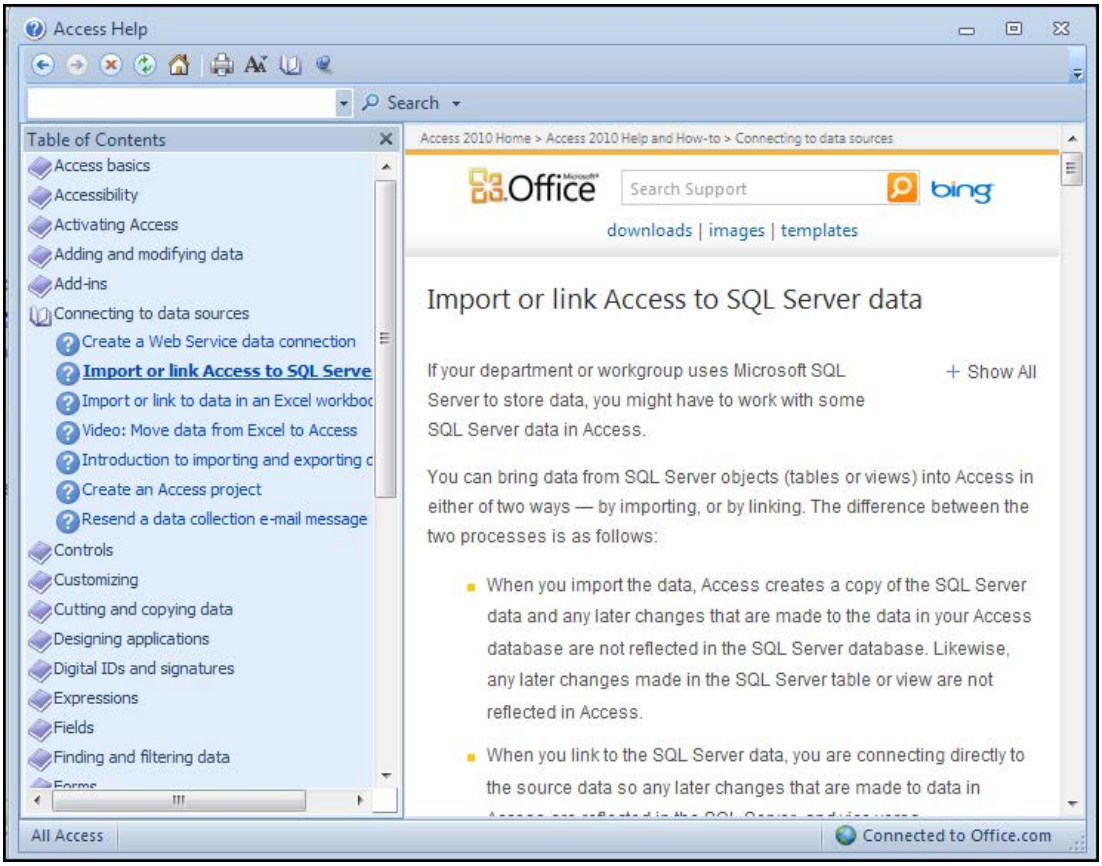
112. Click any of the topics listed to see several of the most commonly asked questions and procedures regarding a particular topic.
113. For example, if you click the Forms link, you will be shown a list of topics relating to the use of forms:



114. You can then click any link to view that help topic.

Table of Contents

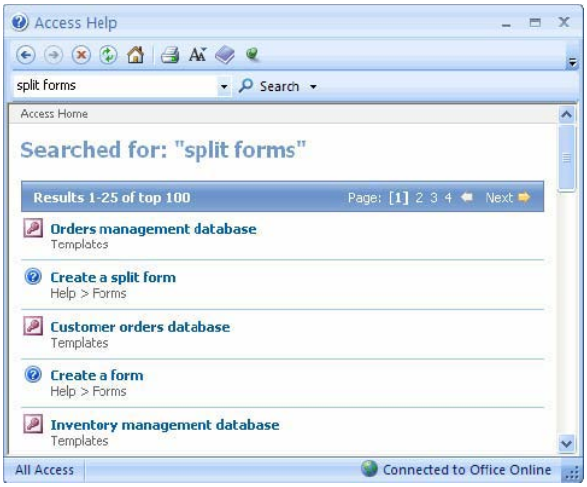
The Browse functionality mentioned above actually contains the same information contained in the Table of Contents. However, using the Table of Contents might be a little easier for some people:



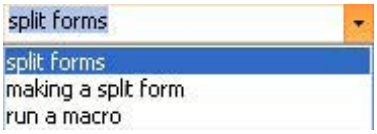
115. The Table of Contents appears in a pane on the left-hand side of the Help window, as shown in the diagram above. The Table of Contents is displayed in a tree structure. Double click each closed book icon to expand the topics contained inside. Each help topic is shown as a question mark. Like the browse window, just click a link to see the information. To close a particular section of the Table of Contents, double-click the 'open book' icon to collapse the topics.

Keyword

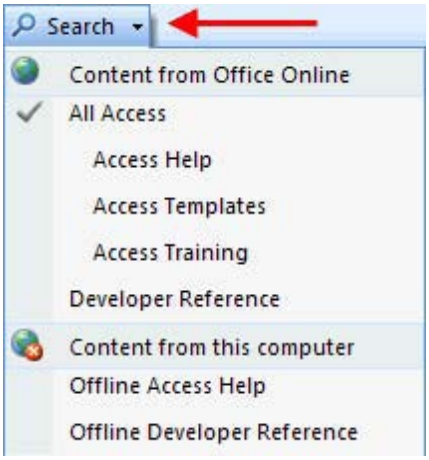
You can also search for a particular topic by entering a keyword or phrase into the Search bar.



116. Type in a keyword or phrase and press Enter on your keyboard:
117. Clicking the small pull-down arrow on the right side of the search text box will display a small listing of the previous searches you have performed:



The search bar also gives you the option of which section of Access to search. Click the small pull-down arrow beside the Search button and select the area of Access you want to search.



118. Using this button enables you to switch back and forth from the general help designed for more casual and end users, to the advanced help topics for developers. Though the topics in Developer's Help are beyond the scope of this manual, they include help and reference for the people who design the background code and interconnectivity associated with advanced database concepts.

Section 12 Access 2010 Specifications

THIS SECTION IS DEDICATED TO GENERAL INFORMATION ABOUT ACCESS 2010

Discontinued & modified functionality in 2010

This lists the features that have changed in Microsoft Access 2010 from the features that were available in Access 2007. The following table also provides some reasoning for the feature changes, explains how the change might impact your Access database, and then gives you alternatives where other options are available.

Discontinued or modified feature	What changed	Alternatives
Add field task pane feature is replaced by the Data Type gallery.	Instead of using the add field options from the Ribbon in Datasheet view, you will be able to use the Data Types gallery to select various predefined data types and save and reuse your own. The Data Type gallery allows better sharing of data types and functionality. The add field task pane options allowed only single field templates while Data Type allows multiple field templates to be captured. Any changes made to the field list will be disregarded and macro calls to the Add Field task pane will fail.	
AutoFormatgroup is replaced by the group of options.	The AutoFormat group is no longer available in the Ribbon for the Form Layout view and the Report Layout view. AutoFormat is replaced by Themes. Themes provide better formatting options for forms or reports because they are customizable, extensible and can be downloaded or shared with others through Office Online or email. They can also be published to the server. AutoFormats could only be used with Access; Themes are usable with other Office applications.	You can add the AutoFormats command to a custom Ribbon.
Calendar Control (mscal.ocx) is no longer supported	If you open a form that has the calendar control, the control will not be displayed in Access 2010, and you will get an error message indicating that your Access database contains a missing or broken reference to the control. To fix this issue, remove the calendar control from your application.	You can use the datepicker feature to add a calendar control.
Data Access Pages (DAPs) will not be available.	You will not be able to design and execute Data Access Pages. Even though the DAPs are visible in the Navigation Pane, when you attempt to open them, you would see an error indicating that Access does not support the operation for Data Access Pages.	DAPs will continue to be stored in the databases and you can use previous versions of Access to use them. You can also use SharePoint to host Access on the Web.

Discontinued or modified feature	What changed	Alternatives
Export, import and linking to data from Lotus 1-2-3 files will not be available.	Lotus lists will be visible in Access 2010 but you will not be able to work with them. You would get an "Installable ISAM was not found" error message.	Use a previous version of Access to export, import or link data from Lotus 1-2-3 files.
Export, import and linking to data from Paradox 3, 4, 5, 6, 7 will not be available.	You can see the Paradox lists but you will not be able to work with them since the viewing data, export, and import options will not be available. You would get an "Installable ISAM was not found" error message.	Use a previous version of Access to export, import or link data from Paradox 3, 4, 5, 6, 7 files.
Red 2 ISAM or Jet 2 will not be supported.	Export, import and linking to data from Access 1.0 and 2.0 (Red 2, or Jet 2) will not be available in Access 2010. You would get an "Installable ISAM was not found" error message.	You will need Access 2007 in order to be able to export, import or link data from Access 1.0 and 2.0 (Red 2, or Jet 2) files.
Replication Conflict Viewer will not be available.	The Replication Conflict Viewer made it possible for users to visually display synchronization conflicts and enable resolution.	You can write your custom conflict resolution functions and mark them on the ReplicationConflictFunction property in the database replica set.
The Snapshot format will not be supported.	The Snapshot format (.snp) is a portable format that can be used to view Access reports on computers that do not have Access installed. Access 2010 users will not be able to export their reports to the Snapshot format.	You can export your reports in the XPS or PDF formats, or you can export to other Office programs such as Word or Excel.

Database specifications for Access 2010

The following list of tables applies to Microsoft Access "14" and Access 2007 databases:

General

Attribute	Maximum
Access database (.accdb) file size	2 gigabytes, minus the space needed for system objects Although the maximum size for a single database file is 2GB, you can work around this limitation by using a split database. A front-end database file can point to thousands of back-end database files, each of which could be as large as 2GB.
Number of objects in a database	32,768
Number of modules (including forms and reports that have the HasModule property set to True)	1,000
Number of characters in an object name	64
Number of characters in a password	20
Number of characters in a user name or group name	20
Number of concurrent users	255

Table

Attribute	Maximum
Number of characters in a table name	64
Number of characters in a field name	64
Number of fields in a table	255
Number of open tables	2048; the actual number might be smaller because of tables opened internally by Access
Table size	2 gigabyte minus the space needed for the system objects
Number of characters in a Text field	255
Number of characters in a Memo field	65,535 when entering data through the user interface; 2 gigabytes of character storage when entering data programmatically
Size of an OLE Object field	1 gigabyte
Number of indexes in a table	32
Number of fields in an index	10
Number of characters in a validation message	255
Number of characters in a validation rule	2,048
Number of characters in a table or field description	255
Number of characters in a record (excluding Memo and OLE Object fields) when the UnicodeCompression property of the fields is set to Yes	4,000
Number of characters in a field property setting	255

Query

Attribute	Maximum
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 joins in a query	16*
Number of fields in a recordset	255
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 for a parameter in a parameter query	255
Number of AND operators in a WHERE or HAVING clause	99*
Number of characters in an SQL statement	Approximately 64,000*

**Maximum values might be lower if the query includes multivalued lookup fields.*

Form And Report

Attribute	Maximum
Number of characters in a label	2,048
Number of characters in a text box	65,535
Form or report width	22 in. (55.87 cm)
Section height	22 in. (55.87 cm)
Height of all sections plus section headers (in Design view)	200 in. (508 cm)
Number of levels of nested forms or reports	7
Number of fields or expressions that you can sort or group on in a report	10
Number of headers and footers in a report	1 report header/footer; 1 page header/footer; 10 group headers/footers
Number of printed pages in a report	65,536
Number of controls and sections that you can add over the lifetime of the form or report	754
Number of characters in an SQL statement that serves as the Recordsource or Rowsource property of a form, report, or control (both .accdb and .adp)	32,750

Macro

Attribute	Maximum
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

Project specifications

The following list of tables applies to Access 2010 and Access 2007 projects:

General

Attribute	Maximum
Number of objects in an Access project (.adp)	32,768
Number of modules (including forms and reports that have the HasModule property set to True)	1,000
Number of characters in an object name	64
Number of columns in a table	250 (Microsoft SQL Server 6.5) 1024 (Microsoft SQL Server 7.0, 2000 and 2005)

Microsoft SQL Server database

Microsoft SQL Server maximum capacity specifications are described in the SQL Server documentation.

Form And Report

Attribute	Maximum
Number of characters in a label	2,048
Number of characters in a text box	65,535
Form or report width	22 in. (55.87 cm)
Section height	22 in. (55.87 cm)
Height of all sections plus section headers (in Design view)	200 in. (508 cm)
Number of levels of nested forms or reports	7
Number of fields or expressions that you can sort or group on in a report	10
Number of headers and footers in a report	1 report header/footer; 1 page header/footer; 10 group headers/footers
Number of printed pages in a report	65,536
Number of controls and sections you can add over the lifetime of the form or report	754
Number of characters in an SQL statement that serves as the Recordsource or Rowsource property of a form, report, or control (both .accdb and .adp)	32,750

Macro

Attribute	Maximum
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

Keyboard shortcuts for Access

You can use keyboard shortcuts for quick access to frequently used commands or operations. The following sections list the keyboard shortcuts available in Microsoft Access 2010. You can also use keyboard shortcuts to move the focus to a menu, command, or control without using the mouse.

General shortcut keys

Opening databases

To do this	Press
Open a new database	CTRL+N
Open an existing database	CTRL+O
Exit Access 2010	ALT+F4

Printing and saving

To do this	Press
Print the current or selected object	CTRL+P
Open the Print dialog box from Print Preview	P or CTRL+P
Open the Page Setup dialog box from Print Preview	S
Cancel Print Preview or Layout Preview	C or ESC
Save a database object	CTRL+S or SHIFT+F12
Open the Save As dialog box	F12

Using a combo box or list box

To do this	Press
Open a combo box	F4 or ALT+DOWN ARROW
Refresh the contents of a Lookup field (Lookup field: A field, used on a form or report in an Access database, that either displays a list of values retrieved from a table or query, or stores a static set of values.) list box or combo box	F9
Move down one line	DOWN ARROW
Move down one page	PAGE DOWN
Move up one line	UP ARROW
Move up one page	PAGE UP
Exit the combo box or list box	TAB

Finding and replacing text or data

To do this	Press
Open the Find tab in the Find and Replace dialog box (Datasheet view and Form view only)	CTRL+F
Open the Replace tab in the Find and Replace dialog box (Datasheet view and Form view only)	CTRL+H
Find the next occurrence of the text specified in the Find and Replace dialog box when the dialog box is closed (Datasheet view and Form view only)	SHIFT+F4

Working in Design view

To do this	Press
Switch between Edit mode (with insertion point displayed) and Navigation mode in a datasheet. When working in a form or report, press ESC to leave Navigation mode.	F2
Switch to the property sheet (Design view in forms and reports in both Access databases and Access projects)	F4
Switch to Form view from form Design view	F5
Switch between the upper and lower portions of a window (Design view of queries, and the Advanced Filter/Sort window)	F6
Cycle through the field grid, field properties, the Navigation Pane, access keys in the Keyboard Access System, Zoom controls, and the security bar (Design view of tables)	F6
Open the Choose Builder dialog box (Design view window of forms and reports)	F7
Open the Visual Basic Editor from a selected property in the property sheet for a form or report	F7
Switch from the Visual Basic Editor back to form or report Design view	SHIFT+F7 or ALT+F11

Editing controls in form and report Design view

To do this	Press
Copy the selected control to the Clipboard	CTRL+C
Cut the selected control and copy it to the Clipboard	CTRL+X
Paste the contents of the Clipboard in the upper-left corner of the selected section	CTRL+V
Move the selected control to the right (except controls that are part of a layout)	RIGHT ARROW or CTRL+RIGHT ARROW
Move the selected control to the left (except controls that are part of a layout)	LEFT ARROW or CTRL+LEFT ARROW
Move the selected control up	UP ARROW or CTRL+UP ARROW
Move the selected control down	DOWN ARROW or CTRL+DOWN ARROW
Increase the height of the selected control	SHIFT+DOWN ARROW
Increase the width of the selected control If used with controls that are in a layout, the entire layout is resized	SHIFT+RIGHT ARROW
Reduce the height of the selected control	SHIFT+UP ARROW
Reduce the width of the selected control Note If used with controls that are in a layout, the entire layout is resized	SHIFT+LEFT ARROW

Window operations

By default, Microsoft Access 2010 databases display as tabbed documents. To use windowed documents,

119. Click the **FILE** tab., and then click **OPTIONS**.
120. In the **ACCESS OPTIONS** dialog box, click **CURRENT DATABASE** and, under **DOCUMENT WINDOW OPTIONS**, click **OVERLAPPING WINDOWS**.

- *You will have to close and reopen the current database for the option to take effect.*

To do this	Press
Toggle the Navigation Pane	F11
Cycle between open windows	CTRL+F6
Restore the selected minimized window when all windows are minimized	ENTER
Turn on Resize mode for the active window when it is not maximized; press the arrow keys to resize the window	CTRL+F8
Display the control menu	ALT+SPACEBAR
Display the shortcut menu	SHIFT+F10
Close the active window	CTRL+W or CTRL+F4
Switch between the Visual Basic Editor and the previous active window	ALT+F11

Working with Wizards

To do this	Press
Toggle the focus forward between controls in the wizard	TAB
Move to the next page of the wizard	ALT+N
Move to the previous page of the wizard	ALT+B
Complete the wizard	ALT+F

Miscellaneous

To do this	Press
Display the complete hyperlink address for a selected hyperlink	F2
Check spelling	F7
Open the Zoom box to conveniently enter expressions and other text in small input areas	SHIFT+F2
Display a property sheet in Design view	ALT+ENTER
Exit Access or close a dialog box	ALT+F4
Invoke a Builder	CTRL+F2
Toggle forward between views when in a table, query, form, report, page, PivotTable list, PivotChart report, stored procedure, or Access project (.adp) function. If there are additional views available, successive keystrokes will move to the next available view.	CTRL+RIGHT ARROW or CRTL+COMMA (,)
Toggle back between views when in a table, query, form, report, page, PivotTable list, PivotChart report, stored procedure, or .adp function. If there are additional views available, successive keystrokes will move to the previous view. CTRL+PERIOD (.) does not work under all conditions with all objects.	CTRL+LEFT ARROW or CRTL+PERIOD (.)

The Navigation Pane shortcut keys

To do this	Press
Go to the Navigation Pane Search box from anywhere in the database.	ALT+CTRL+F

Editing and navigating the Object list

To do this	Press
Rename a selected object	F2
Move down one line	DOWN ARROW
Move down one window	PAGE DOWN
Move to the last object	END
Move up one line	UP ARROW
Move up one window	PAGE UP
Move to the first object	HOME

Navigating and opening objects

To do this	Press
Open the selected table or query in Datasheet view	ENTER
Open the selected form or report	ENTER
Run the selected macro	ENTER
Open the selected table, query, form, report, data access page, macro, or module in Design view	CTRL+ENTER
Display the Immediate window in the Visual Basic Editor	CTRL+G

Work with menus

To do this	Press
Show the shortcut menu	SHIFT+F10
Show the access keys	ALT or F10
Show the program icon menu (on the program title bar)	ALT+SPACEBAR
With the menu or submenu visible, select the next or previous command	DOWN ARROW or UP ARROW
Select the menu to the left or right; or, when a submenu is visible, to switch between the main menu and the submenu	LEFT ARROW or RIGHT ARROW
Select the first or last command on the menu or submenu	HOME or END
Close the visible menu and submenu at the same time	ALT
Close the visible menu; or, with a submenu visible, to close the submenu only	ESC

Work in windows and dialog boxes

Using a program window

To do this	Press
Switch to the next program	ALT+TAB
Switch to the previous program	ALT+SHIFT+TAB
Show the Windows Start menu	CTRL+ESC
Close the active database window	CTRL+W
Switch to the next database window	CTRL+F6
Switch to the previous database window	CTRL+SHIFT+F6
Restore the selected minimized window when all windows are minimized	ENTER

Using a dialog box

To do this	Press
Switch to the next tab in a dialog box	CTRL+TAB
Switch to the previous tab in a dialog box	CTRL+SHIFT+TAB
Move to the next option or option group	TAB
Move to the previous option or option group	SHIFT+TAB
Move between options in the selected drop-down list box, or to move between some options in a group of options	Arrow keys
Perform the action assigned to the selected button; select or clear the check box	SPACEBAR
Move to the option by the first letter in the option name in a drop-down list box	Letter key for the first letter in the option name you want (when a drop-down list box is selected)
Select the option, or to select or clear the check box by the letter underlined in the option name	ALT+letter key
Open the selected drop-down list box	ALT+DOWN ARROW
Close the selected drop-down list box	ESC
Perform the action assigned to the default button in the dialog box	ENTER
Cancel the command and close the dialog box	ESC
Close a dialog box	ALT+F4

Editing in a text box

To do this	Press
Move to the beginning of the entry	HOME
Move to the end of the entry	END
Move one character to the left or right	LEFT ARROW or RIGHT ARROW
Move one word to the left or right	CTRL+LEFT ARROW or CTRL+RIGHT ARROW
Select from the insertion point to the beginning of the text entry	SHIFT+HOME
Select from the insertion point to the end of the text entry	SHIFT+END
Change the selection by one character to the left	SHIFT+LEFT ARROW
Change the selection by one character to the right	SHIFT+RIGHT ARROW
Change the selection by one word to the left	CTRL+SHIFT+LEFT ARROW
Change the selection by one word to the right	CTRL+SHIFT+RIGHT ARROW

Work with property sheets

Using a property sheet with a form or report in Design view

To do this	Press
Toggle the property sheet tab	F4
Move among choices in the control drop-down list one item at a time	DOWN ARROW or UP ARROW
Move among choices in the control drop-down list five items at a time	PAGE DOWN or PAGE UP
Move to the property sheet tabs from the control drop-down list	TAB
Move among the property sheet tabs with a tab selected, but no property selected	LEFT ARROW or RIGHT ARROW
With a property already selected, move down one property on a tab	TAB
With a property selected, move up one property on a tab; or if already at the top, move to the tab	SHIFT+TAB
Toggle forward between tabs when a property is selected	CTRL+TAB
Toggle backward between tabs when a property is selected	CTRL+SHIFT+TAB

Using a property sheet with a table or query

To do this	Press
Toggle the property sheet tab	F4
With a tab selected, but no property selected, move among the property sheet tabs	LEFT ARROW or RIGHT ARROW
Move to the property sheet tabs when a property is selected	CTRL+TAB
Move to the first property of a tab when no property is selected	TAB
Move down one property on a tab	TAB
Move up one property on a tab; or if already at the top, select the tab itself	SHIFT+TAB
Toggle forward between tabs when a property is selected	CTRL+TAB
Toggle backward between tabs when a property is selected	CTRL+SHIFT+TAB

Work with the Field List pane

To do this	Press
Toggle the Field List pane	ALT+F8
Add the selected field to the form or report detail section	ENTER
Move up or down the Field List pane	UP ARROW or DOWN ARROW
Move to the upper Field List pane from the lower pane	SHIFT+TAB
Move to the lower Field List pane from the upper pane	TAB

Keyboard shortcuts for using the Help window

To do this	Press
Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic	TAB
Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web site article	SHIFT+TAB
Perform the action for the selected Show All, Hide All, hidden text, or hyperlink	ENTER
Move back to the previous Help topic	ALT+LEFT ARROW
Move forward to the next Help topic	ALT+RIGHT ARROW
Open the Print dialog box	CTRL+P
Scroll small amounts up and down, respectively, within the currently-displayed Help topic.	UP ARROW AND DOWN ARROW
Scroll larger amounts up and down, respectively, within the currently-displayed Help topic.	PAGE UP AND PAGE DOWN
Display a menu of commands for the Help window; requires that the Help window have active focus (click an item in the Help window).	SHIFT+F10

Keys for working with text and data

Selecting text in a field

To do this	Press
Change the size of the selection by one character to the right	SHIFT+RIGHT ARROW
Change the size of the selection by one word to the right	CTRL+SHIFT+RIGHT ARROW
Change the size of the selection by one character to the left	SHIFT+LEFT ARROW
Change the size of the selection by one word to the left	CTRL+SHIFT+LEFT ARROW

Selecting a field or record

- *To cancel a selection, use the opposite arrow key.*

To do this	Press
Select the next field	TAB
Switch between Edit mode (with insertion point displayed) and in a datasheet. When using a form or report, press ESC to leave Navigation mode.	F2
Switch between selecting the current record and the first field of the current record, in Navigation mode	SHIFT+SPACEBAR
Extend selection to the previous record, if the current record is selected	SHIFT+UP ARROW
Extend selection to the next record, if the current record is selected	SHIFT+DOWN ARROW
Select all records	CTRL+A or CTRL+SHIFT+SPACEBAR

Extending a selection

To do this	Press
Turn on Extend mode (in Datasheet view, Extended Selection appears in the lower-right corner of the window); pressing F8 repeatedly extends the selection to the word, the field, the record, and all records	F8
Extend a selection to adjacent fields in the same row in Datasheet view	LEFT ARROW or RIGHT ARROW
Extend a selection to adjacent rows in Datasheet view	UP ARROW or DOWN ARROW
Undo the previous extension	SHIFT+F8
Cancel Extend mode	ESC

Selecting and moving a column in Datasheet view

To do this	Press
Select the current column or cancel the column selection, in Navigation mode only	CTRL+SPACEBAR
Select the column to the right, if the current column is selected	SHIFT+RIGHT ARROW
Select the column to the left, if the current column is selected	SHIFT+LEFT ARROW
Turn on Move mode (Move mode: The mode in which you can move a column in Datasheet view by using the left and right arrow keys.); then press the RIGHT ARROW or LEFT ARROW key to move selected column(s) to the right or left	CTRL+SHIFT+F8

Edit text and data

If the insertion point is not visible, press F2 to display it.

Moving the insertion point in a field

To do this	Press
Move the insertion point one character to the right	RIGHT ARROW
Move the insertion point one word to the right	CTRL+RIGHT ARROW
Move the insertion point one character to the left	LEFT ARROW
Move the insertion point one word to the left	CTRL+LEFT ARROW
Move the insertion point to the end of the field, in single-line fields; or to move it to the end of the line in multi-line fields	END
Move the insertion point to the end of the field, in multiple-line fields	CTRL+END
Move the insertion point to the beginning of the field, in single-line fields; or to move it to the beginning of the line in multi-line fields	HOME
Move the insertion point to the beginning of the field, in multiple-line fields	CTRL+HOME

Copying, moving, or deleting text

To do this	Press
Copy the selection to the Clipboard	CTRL+C
Cut the selection and copy it to the Clipboard	CTRL+X
Paste the contents of the Clipboard at the insertion point	CTRL+V
Delete the selection or the character to the left of the insertion point	BACKSPACE
Delete the selection or the character to the right of the insertion point	DELETE
Delete all characters to the right of the insertion point	CTRL+DELETE

Undoing changes

To do this	Press
Undo typing	CTRL+Z or ALT+BACKSPACE
Undo changes in the current field or current record; if both have been changed, press ESC twice to undo changes, first in the current field and then in the current record	ESC

Entering data in Datasheet or Form view

To do this	Press
Insert the current date	CTRL+SEMICOLON (;)
Insert the current time	CTRL+SHIFT+COLON (:)
Insert the default value for a field	CTRL+ALT+SPACEBAR
Insert the value from the same field in the previous record	CTRL+APOSTROPHE (')
Add a new record	CTRL+PLUS SIGN (+)
In a datasheet, delete the current record	CTRL+MINUS SIGN (-)
Save changes to the current record	SHIFT+ENTER
Switch between the values in a check box or option button	SPACEBAR
Insert a new line	CTRL+ENTER

Refreshing fields with current data

To do this	Press
Recalculate the fields in the window	F9
Requery the underlying tables; in a subform, this requeries the underlying table for the subform only	SHIFT+F9
Refresh the contents of a Lookup field (Lookup field: A field, used on a form or report in an Access database, that either displays a list of values retrieved from a table or query, or stores a static set of values.) list box or combo box	F9

Keys for navigating records

Navigate in Design view

To do this	Press
Switch between Edit mode (with insertion point displayed) and Navigation mode	F2
Toggle the property sheet	F4
Switch to Form view from form Design view	F5
Switch between the upper and lower portions of a window (Design view of macros, queries, and the Advanced Filter/Sort window) Use F6 when the TAB key does not take you to the section of the screen you want.	F6
Toggle forward between the design pane, properties, Navigation Pane, access keys, and Zoom controls (Design view of tables, forms, and reports)	F6
Open the Visual Basic Editor from a selected property in the property sheet for a form or report	F7
Invokes the Field List pane in a form, report, or data access page. If the Field List pane is already open, focus moves to the Field List pane.	ALT+F8

To do this	Press
When you have a code module open, switch from the Visual Basic Editor to form or report Design view	SHIFT+F7
Switch from a control's property sheet in form or report Design view to the design surface without changing the control focus	SHIFT+F7
Display a property sheet	ALT+ENTER
Copy the selected control to the Clipboard	CTRL+C
Cut the selected control and copy it to the Clipboard	CTRL+X
Paste the contents of the Clipboard in the upper-left corner of the selected section	CTRL+V
Move the selected control to the right by a pixel along the page's grid	RIGHT ARROW
Move the selected control to the left by a pixel along the page's grid	LEFT ARROW
Move the selected control up by a pixel along the page's grid Note For controls in a stacked layout, this switches the position of the selected control with the control directly above it, unless it is already the uppermost control in the layout.	UP ARROW
Move the selected control down by a pixel along the page's grid Note For controls in a stacked layout, this switches the position of the selected control with the control directly below it, unless it is already the lowermost control in the layout.	DOWN ARROW
Move the selected control to the right by a pixel (irrespective of the page's grid)	CTRL+RIGHT ARROW
Move the selected control to the left by a pixel (irrespective of the page's grid)	CTRL+LEFT ARROW
Move the selected control up by a pixel (irrespective of the page's grid) Note For controls in a stacked layout, this switches the position of the selected control with the control directly above it, unless it is already the uppermost control in the layout.	CTRL+UP ARROW
Move the selected control down by a pixel (irrespective of the page's grid) Note For controls in a stacked layout, this switches the position of the selected control with the control directly below it, unless it is already the lowermost control in the layout.	CTRL+DOWN ARROW
Increase the width of the selected control (to the right) by a pixel Note For controls in a stacked layout, this increases the width of the whole layout.	SHIFT+RIGHT ARROW
Decrease the width of the selected control (to the left) by a pixel Note For controls in a stacked layout, this decreases the width of the whole layout.	SHIFT+LEFT ARROW
Decrease the height of the selected control (from the bottom) by a pixel	SHIFT+UP ARROW
Increase the height of the selected control (from the bottom) by a pixel	SHIFT+DOWN ARROW

Navigate in Datasheet view

To do this	Press
Move to the record number box; then type the record number and press ENTER	F5

Navigating between fields and records

To do this	Press
Move to the next field	TAB or RIGHT ARROW
Move to the last field in the current record, in Navigation mode	END
Move to the previous field	SHIFT+TAB, or LEFT ARROW
Move to the first field in the current record, in Navigation mode	HOME
Move to the current field in the next record	DOWN ARROW
Move to the current field in the last record, in Navigation mode	CTRL+DOWN ARROW
Move to the last field in the last record, in Navigation mode	CTRL+END
Move to the current field in the previous record	UP ARROW
Move to the current field in the first record, in Navigation mode	CTRL+UP ARROW
Move to the first field in the first record, in Navigation mode	CTRL+HOME

Navigating to another screen of data

To do this	Press
Move down one screen	PAGE DOWN
Move up one screen	PAGE UP
Move right one screen	CTRL+PAGE DOWN
Move left one screen	CTRL+PAGE UP

Navigate in subdatasheets

Going to a specific record

To do this	Press
Move from the subdatasheet to move to the record number box; then type the record number and press ENTER	ALT+F5

Expanding and collapsing subdatasheet

To do this	Press
Move from the datasheet to expand the record's subdatasheet	CTRL+SHIFT+DOWN ARROW
Collapse the subdatasheet	CTRL+SHIFT+UP ARROW

Navigating between the datasheet and subdatasheet

To do this	Press
Enter the subdatasheet from the last field of the previous record in the datasheet	TAB
Enter the subdatasheet from the first field of the following record in the datasheet	SHIFT+TAB
Exit the subdatasheet and move to the first field of the next record in the datasheet	CTRL+TAB
Exit the subdatasheet and move to the last field of the previous record in the datasheet	CTRL+SHIFT+TAB
From the last field in the subdatasheet to enter the next field in the datasheet	TAB
From the datasheet to bypass the subdatasheet and move to the next record in the datasheet	DOWN ARROW
From the datasheet to bypass the subdatasheet and move to the previous record in the datasheet	UP ARROW

- *You can navigate between fields and records in a subdatasheet with the same shortcut keys used in Datasheet view.*

Navigate in Form view

To do this	Press
Move to the record number box; then type the record number and press ENTER	F5

Navigating between fields and records

To do this	Press
Move to the next field	TAB
Move to the previous field	SHIFT+TAB
Move to the last control on the form and remain in the current record, in Navigation mode	END
Move to the last control on the form and set focus in the last record, in Navigation mode	CTRL+END
Move to the first control on the form and remain in the current record, in Navigation mode	HOME
Move to the first control on the form and set focus in the first record, in Navigation mode	CTRL+HOME
Move to the current field in the next record	CTRL+PAGE DOWN
Move to the current field in the previous record	CTRL+PAGE UP

Navigating in forms with more than one page

To do this	Press
Move down one page; at the end of the record, moves to the equivalent page on the next record	PAGE DOWN
Move up one page; at the end of the record, moves to the equivalent page on the previous record	PAGE UP

Navigating between the main form and subform

To do this	Press
Enter the subform from the preceding field in the main form	TAB
Enter the subform from the following field in the main form	SHIFT+TAB
Exit the subform and move to the next field in the master form or next record	CTRL+TAB
Exit the subform and move to the previous field in the main form or previous record	CTRL+SHIFT+TAB

Navigate in Print Preview and Layout Preview

Dialog box and window operations

To do this	Press
Open the Print dialog box from Print	CTRL+P (or datasheets, forms, and reports)
Open the Page Setup dialog box (forms and reports only)	S
Zoom in or out on a part of the page	Z
Cancel Print Preview or Layout Preview	C or ESC

Viewing different pages

To do this	Press
Move to the page number box; then type the page number and press ENTER	ALT+F5
View the next page (when Fit To Window is selected)	PAGE DOWN or DOWN ARROW
View the previous page (when Fit To Window is selected)	PAGE UP or UP ARROW

Navigating in Print Preview and Layout Preview

To do this	Press
Scroll down in small increments	DOWN ARROW
Scroll down one full screen	PAGE DOWN
Move to the bottom of the page	CTRL+DOWN ARROW
Scroll up in small increments	UP ARROW
Scroll up one full screen	PAGE UP
Move to the top of the page	CTRL+UP ARROW
Scroll to the right in small increments	RIGHT ARROW
Move to the right edge of the page	END
Move to the lower-right corner of the page	CTRL+END
Scroll to the left in small increments	LEFT ARROW
Move to the left edge of the page	HOME
Move to the upper-left corner of the page	CTRL+HOME

Navigate in the Database Diagram window in an Access project

To do this	Press
Move from a table cell to the table's title bar	ESC
Move from a table's title bar to the last cell you edited	ENTER
Move from table title bar to table title bar, or from cell to cell inside a table	TAB
Expand a list inside a table	ALT + DOWN ARROW
Scroll through the items in a drop-down list from top to bottom	DOWN ARROW
Move to the previous item in a list	UP ARROW
Select an item in a list and move to the next cell	ENTER
Change the setting in a check box	SPACEBAR
Go to the first cell in the row, or to the beginning of the current cell	HOME
Go to the last cell in the row, or to the end of the current cell	END
Scroll to the next "page" inside a table, or to the next "page" of the diagram	PAGE DOWN
Scroll to the previous "page" inside a table, or to the previous "page" of the diagram	PAGE UP

Navigate in the Query Designer in an Access project

Any Pane

To do this	Press
Move among the Query Designer panes	F6, SHIFT+F6

Diagram Pane

To do this	Press
Move among tables, views, and functions, (and to join lines, if available)	TAB, or SHIFT+TAB
Move between columns in a table, view, or function	Arrow keys
Choose the selected data column for output	SPACEBAR or PLUS key
Remove the selected data column from the query output	SPACEBAR or MINUS key
Remove the selected table, view, or function, or join line from the query	DELETE

- *If multiple items are selected, pressing SPACEBAR affects all selected items. Select multiple items by holding down the SHIFT key while clicking them. Toggle the selected state of a single item by holding down CTRL while clicking it.*

Grid Pane

To do this	Press
Move among cells	Arrow keys or TAB or SHIFT+TAB
Move to the last row in the current column	CTRL+DOWN ARROW
Move to the first row in the current column	CTRL+UP ARROW
Move to the top left cell in the visible portion of grid	CTRL+HOME
Move to the bottom right cell	CTRL+END
Move in a drop-down list	UP ARROW or DOWN ARROW
Select an entire grid column	CTRL+SPACEBAR
Toggle between edit mode and cell selection mode	F2
Copy selected text in cell to the Clipboard (in edit mode)	CTRL+C
Cut selected text in cell and place it on the Clipboard (in edit mode)	CTRL+X
Paste text from the Clipboard (in edit mode)	CTRL+V
Toggle between insert and overstrike mode while editing in a cell	INS
Toggle the check box in the Output column If multiple items are selected, pressing this key affects all selected items.	SPACEBAR
Clear the selected contents of a cell	DELETE
Remove row containing selected data column from the query If multiple items are selected, pressing this key affects all selected items.	DELETE
Clear all values for a selected grid column	DELETE
Insert row between existing rows	INS (After you select grid row)
Add an Or … column	INS (after you select any Or ... column)

SQL Pane

You can use the standard Windows editing keys when working in the SQL pane, such as CTRL+ arrow keys to move between words, and the Cut, Copy, and Paste commands on the Edit menu.

- *You can only insert text; there is no overstrike mode.*

Work with PivotTable views

PivotTable view

Keys for selecting elements in PivotTable view

To do this	Press
Move the selection from left to right, and then down	The TAB key
Move the selection from top to bottom, and then to the right	ENTER
Select the cell to the left. If the current cell is the leftmost cell, SHIFT+TAB selects the last cell in the previous row.	SHIFT+TAB
Select the cell above the current cell. If the current cell is the topmost cell, SHIFT+ENTER selects the last cell in the previous column.	SHIFT+ENTER
Select the detail cells for the next item in the row area	CTRL+ENTER
Select the detail cells for the previous item in the row area	SHIFT+CTRL+ENTER
Move the selection in the direction of the arrow key. If a row or column field is selected, press DOWN ARROW to move to the first item of data in the field, and then press an arrow key to move to the next or previous item or back to the field. If a detail field is selected, press DOWN ARROW or RIGHT ARROW to move to the first cell in the detail area.	Arrow keys
Extend or reduce the selection in the direction of the arrow key	SHIFT+arrow keys
Move the selection to the last cell in the direction of the arrow key	CTRL+arrow keys
Move the selected item in the direction of the arrow key	SHIFT+ALT+arrow keys
Select the leftmost cell of the current row	HOME
Select the rightmost cell of the current row	END
Select the leftmost cell of the first row	CTRL+HOME
Select the last cell of the last row	CTRL+END
Extend selection to the leftmost cell of the first row	SHIFT+CTRL+HOME
Extend selection to the last cell of the last row	SHIFT+CTRL+END
Select the field for the currently selected item of data, total, or detail	CTRL+SPACEBAR
Select the entire row containing the currently selected cell	SHIFT+SPACEBAR
Select the entire PivotTable view (PivotTable view: A view that summarizes and analyzes data in a datasheet or form. You can use different levels of detail or organize data by dragging the fields and items or by showing and hiding items in the drop-down lists for the fields.)	CTRL+A
Display the next screen	PAGE DOWN
Display the previous screen	PAGE UP
Extend the selection down one screen	SHIFT+PAGE DOWN
Reduce the selection by one screen	SHIFT+PAGE UP
Display the next screen to the right	ALT+PAGE DOWN

Display the previous screen to the left	ALT+PAGE UP
Extend the selection to the page on the right	SHIFT+ALT+PAGE DOWN
Extend the selection to the page on the left	SHIFT+ALT+PAGE UP

Keys for carrying out commands

To do this	Press
Display Help topics	F1
Display the shortcut menu for the selected element of the PivotTable view. Use the shortcut menus to carry out commands in the PivotTable view.	SHIFT+F10
Carry out a command on the shortcut menu	Underlined letter
Close the shortcut menu without carrying out a command	ESC
Display the Properties dialog box	ALT+ENTER
Close the Properties dialog box	ALT+F4
Cancel a refresh operation in progress	ESC
Copy the selected data from the PivotTable view to the Clipboard	CTRL+C
Export the contents of the PivotTable view to Microsoft Excel 2010 Excel 2010	CTRL+E

Keys for displaying, hiding, filtering, or sorting data

To do this	Press
Show or hide the expand indicators (⊞ and ⊟boxes) beside items	CTRL+8
Expand the currently selected item	CTRL+PLUS SIGN (on the numeric keypad)
Hide the currently selected item	CTRL+MINUS SIGN (on the numeric keypad)
Open the list for the currently selected field	ALT+DOWN ARROW
Alternately move to the most recently selected item, the OK button, and the Cancel button in the drop-down list for a field	The TAB key
Move to the next item in the drop-down list for a field	Arrow keys
Select or clear the check box for the current item in the drop-down list for a field	SPACEBAR
Close the drop-down list for a field and apply any changes you made	ENTER
Close the drop-down list for a field without applying your changes	ESC
Turn AutoFilter on or off	CTRL+T
Sort data in the selected field or total in ascending order (A – Z 0 – 9)	CTRL+SHIFT+A
Sort data in the selected field or total in descending order (Z – A 9 – 0)	CTRL+SHIFT+Z
Move the selected member up or left	ALT+SHIFT+UP ARROW or ALT+SHIFT+LEFT ARROW
Move the selected member down or right	ALT+SHIFT+DOWN ARROW or ALT+SHIFT+RIGHT ARROW

Keys for adding fields and totals & changing the layout of a PivotTable view

Keys for working with the Field List pane

To do this	Press
Display the Field List pane, or activate it if it is already displayed	CTRL+L
Move to the next item in the Field List pane	Arrow keys
Move to the previous item and include it in the selection	SHIFT+UP ARROW
Move to the next item and include it in the selection	SHIFT+DOWN ARROW
Move to the previous item, but don't include the item in the selection	CTRL+UP ARROW
Move to the next item, but don't include the item in the selection	CTRL+DOWN ARROW
Remove the item from the selection, if the item that has focus is included in the selection, and vice versa	CTRL+SPACEBAR
Expand the current item in the Field List pane to display its contents. Or expand Totals to display the available total fields.	PLUS SIGN (numeric keypad)
Collapse the current item in the Field List pane to hide its contents. Or collapse Totals to hide the available total fields.	MINUS SIGN (numeric keypad)
Alternately move to the most recently selected item, the Add to button, and the list next to the Add to button in the Field List pane	The TAB key
Open the drop-down list next to the Add to button in the Field List pane. Use the arrow keys to move to the next item in the list, and then press ENTER to select an item.	ALT+DOWN ARROW
Add the highlighted field in the Field List pane to the area in the PivotTable view that is displayed in the Add to list	ENTER
Close the Field List pane	ALT+F4

Keys for adding fields and totals

To do this	Press
Add a new total field for the selected field in the PivotTable view by using the Sum summary function	CTRL+SHIFT+S
Add a new total field for the selected field in the PivotTable view by using the Count summary function	CTRL+SHIFT+C
Add a new total field for the selected field in the PivotTable view by using the Min summary function	CTRL+SHIFT+M
Add a new total field for the selected field in the PivotTable view by using the Max summary function	CTRL+SHIFT+X
Add a new total field for the selected field in the PivotTable view by using the Average summary function	CTRL+SHIFT+E
Add a new total field for the selected field in the PivotTable view by using the Standard Deviation summary function	CTRL+SHIFT+D
Add a new total field for the selected field in the PivotTable view by using the Standard Deviation Population summary function	CTRL+SHIFT+T
Add a new total field for the selected field in the PivotTable view by using the Variance summary function	CTRL+SHIFT+V
Add a new total field for the selected field in the PivotTable view by using the Variance Population summary function	CTRL+SHIFT+R
Turn subtotals and grand totals on or off for the selected field in the PivotTable view	CTRL+SHIFT+B
Add a calculated detail field	CTRL+F

Keys for changing the layout

The following four shortcuts do not work if you press the keys 1, 2, 3, or 4 from the numeric pad of your keyboard.

To do this	Press
Move the selected field in the PivotTable view to the row area	CTRL+1
Move the selected field in the PivotTable view to the column area	CTRL+2
Move the selected field in the PivotTable view to the filter area	CTRL+3
Move the selected field in the PivotTable view to the detail area	CTRL+4
Move the selected row or column field in the PivotTable view to a higher level	CTRL+LEFT ARROW
Move the selected row or column field in the PivotTable view to a lower level	CTRL+RIGHT ARROW

Keys for formatting elements in PivotTable view

To use the following shortcuts, first select a detail field or a data cell for a total field.

The first seven keyboard shortcuts change the number format of the selected field.

To do this	Press
Apply the general number format to values in the selected total or detail field	CTRL+SHIFT+~ (tilde)
Apply the currency format, with two decimal places and negative numbers in parentheses, to values in the selected total or detail field	CTRL+SHIFT+$
Apply the percentage format, with no decimal places, to values in the selected total or detail field	CTRL+SHIFT+%
Apply the exponential number format, with two decimal places, to values in the selected total or detail field	CTRL+SHIFT+^
Apply the date format, with the day, month, and year, to values in the selected total or detail field	CTRL+SHIFT+#
Apply the time format, with the hour, minute, and AM or PM, to values in the selected total or detail field	CTRL+SHIFT+@
Apply the numeric format, with two decimal places, thousands separator, and a minus sign for negative values, to values in the selected total or detail field	CTRL+SHIFT+!
Make text bold in the selected field of the PivotTable view	CTRL+B
Make text underlined in the selected field of the PivotTable view	CTRL+U
Make text italic in the selected field of the PivotTable view	CTRL+I

Keys for selecting items in a chart , PivotChart view

To do this	Press
Select the next item in the chart	RIGHT ARROW
Select the previous item in the chart	LEFT ARROW
Select the next group of items	DOWN ARROW
Select the previous group of items	UP ARROW

Keys for working with properties and options

To do this	Press
Display the Properties dialog box	ALT+ENTER
Close the Properties dialog box	ALT+F4
When the Properties dialog box is active, select the next item on the active tab	The TAB key
When a tab in the Properties dialog box is active, select the next tab	RIGHT ARROW
When a tab in the Properties dialog box is active, select the previous tab	LEFT ARROW
Display a list or palette when a button that contains a list or palette is selected	DOWN ARROW
Display the shortcut menu	SHIFT+F10
Carry out a command on the shortcut menu	Underlined letter
Close the shortcut menu without carrying out a command	ESC

Keys for working with fields

To do this	Press
Open the list for the currently selected field	ALT+DOWN ARROW
In the drop-down list for a field, alternately move to the most recently selected item, the OK button, and the Cancel button	The TAB key
In the drop-down list for a field, move to the next item	Arrow keys
In the drop-down list for a field, select or clear the check box for the current item	SPACEBAR
Close the drop-down list for a field and apply any changes you made	ENTER
Close the drop-down list for a field without applying your changes	ESC

Keys for working with the Field List pane

To do this	Press
Display the Field List pane, or activate it if it is already displayed	CTRL+L
Move to the next item in the Field List pane	Arrow keys
Move to the previous item and include it in the selection	SHIFT+UP ARROW
Move to the next item and include it in the selection	SHIFT+DOWN ARROW
Move to the previous item, but don't include the item in the selection	CTRL+UP ARROW
Move to the next item, but don't include the item in the selection	CTRL+DOWN ARROW
Remove the item from the selection if the item that has focus is included in the selection, and vice versa	CTRL+SPACEBAR
Expand the current item in the Field List pane to display its contents, or expand Totals to display the available total fields	PLUS SIGN (numeric keypad)
Collapse the current item in the Field List pane to hide its contents, or collapse Totals to hide the available total fields.	MINUS SIGN (numeric keypad)
In the Field List pane, alternately move to the most recently selected item, the Add to button, and the list next to the Add to button	The TAB key
Open the drop-down list next to the Add to button in the Field List pane. Use the arrow keys to move to the next item in the list, and then press ENTER to select an item.	ALT+DOWN ARROW
Add the highlighted field in the Field List pane to the drop area that is displayed in the Add to list	ENTER
Close the Field List pane	ALT+F4

Microsoft Office Fluent Ribbon

To Activate the Office Fluent RibbonPress ALT.

The KeyTips are displayed over each feature that is available in the current view.

Press the letter shown in the KeyTip over the feature that you want to use.

Depending on which letter you press, you might be shown additional KeyTips. For example, if the External Data tab is active and you press C, the Create tab is displayed, along with the KeyTips for the groups on that tab.

Continue pressing letters until you press the letter of the command or control that you want to use. In some cases, you must first press the letter of the group that contains the command.

- *To cancel the action that you are taking and hide the KeyTips, press ALT.*

Online Help

Keyboard shortcuts for using the Help window

The Help window provides access to all Office Help content. The Help window displays topics and other Help content.

In the Help window

To do this	Press
Open the Help window.	F1
Close the Help window	ALT+F4
Switch between the Help window and the active program.	ALT+TAB
Go back to Program Name Home.	ALT+HOME
Select the next item in the Help window.	TAB
Select the previous item in the Help window.	SHIFT+TAB
Perform the action for the selected item.	ENTER
In the Browse Program Name Help section of the Help window, select the next or previous item, respectively.	TAB or SHIFT+TAB
In the Browse Program Name Help section of the Help window, expand or collapse the selected item, respectively.	ENTER
Select the next hidden text or hyperlink, including Show All or Hide All at the top of a topic.	TAB
Select the previous hidden text or hyperlink.	SHIFT+TAB
Perform the action for the selected Show All, Hide All, hidden text, or hyperlink.	ENTER
Move back to the previous Help topic (Back button).	ALT+LEFT ARROW or BACKSPACE
Move forward to the next Help topic (Forward button).	ALT+RIGHT ARROW
Scroll small amounts up or down, respectively, within the currently displayed Help topic.	UP ARROW, DOWN ARROW
Scroll larger amounts up or down, respectively, within the currently displayed Help topic.	PAGE UP, PAGE DOWN
Display a menu of commands for the Help window. This requires that the Help window have the active focus (click in the Help window).	SHIFT+F10
Stop the last action (Stop button).	ESC
Refresh the window (Refresh button).	F5
Print the current Help topic. Note If the cursor is not in the current Help topic, press F6, and then press CTRL+P.	CTRL+P
Change the connection state.	F6, and then press ENTER to open the list of choices

Switch among areas in the Help window; for example, switch between the toolbar and the Search list.	F6
In a Table of Contents in tree view, select the next or previous item, respectively.	UP ARROW, DOWN ARROW
In a Table of Contents in tree view, expand or collapse the selected item, respectively.	LEFT ARROW, RIGHT ARROW

Microsoft Office basics

Display and use windows

To do this	Press
Switch to the next window.	ALT+TAB
Switch to the previous window.	ALT+SHIFT+TAB
Close the active window.	CTRL+W or CTRL+F4
Move to a task pane from another pane in the program window (clockwise direction). You might need to press F6 more than once. Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar or Microsoft Office Fluent Ribbon and then pressing CTRL+TAB to move to the task pane.	F6
When more than one window is open, switch to the next window.	CTRL+F6
Switch to the previous window.	CTRL+SHIFT+F6
When a document window is not maximized, perform the Size command (on the Control menu for the window). Press the arrow keys to resize the window, and, when finished, press ENTER.	CTRL+F8
Minimize a window to an icon (works for only some Microsoft Office programs).	CTRL+F9
Maximize or restore a selected window.	CTRL+F10
Copy a picture of the screen to the Clipboard.	PRINT SCREEN
Copy a picture of the selected window to the Clipboard.	ALT+PRINT SCREEN

Move around in text or cells

To do this	Press
Move one character to the left.	LEFT ARROW
Move one character to the right.	RIGHT ARROW
Move one line up.	UP ARROW
Move one line down.	DOWN ARROW
Move one word to the left.	CTRL+LEFT ARROW
Move one word to the right.	CTRL+RIGHT ARROW
Move to the end of a line.	END
Move to the beginning of a line.	HOME
Move up one paragraph.	CTRL+UP ARROW
Move down one paragraph.	CTRL+DOWN ARROW
Move to the end of a text box.	CTRL+END
Move to the beginning of a text box.	CTRL+HOME
Repeat the last Find action.	SHIFT+F4

Move around in and work in tables

To do this	Press
Move to the next cell.	TAB
Move to the preceding cell.	SHIFT+TAB
Move to the next row.	DOWN ARROW
Move to the preceding row.	UP ARROW
Insert a tab in a cell.	CTRL+TAB
Start a new paragraph.	ENTER
Add a new row at the bottom of the table.	TAB at the end of the last row

Access and use task panes

To do this	Press
Move to a task pane from another pane in the program window. (You might need to press F6 more than once.) Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar and then pressing CTRL+TAB to move to the task pane.	F6
When a menu or toolbar is active, move to a task pane. (You might need to press CTRL+TAB more than once.)	CTRL+TAB
When a task pane is active, select the next or previous option in the task pane.	TAB or SHIFT+TAB
Display the full set of commands on the task pane menu.	CTRL+DOWN ARROW
Move among choices on a selected submenu; move among certain options in a group of options in a dialog box.	DOWN ARROW or UP ARROW
Open the selected menu, or perform the action assigned to the selected button.	SPACEBAR or ENTER
Open a shortcut menu; open a drop-down menu for the selected gallery item.	SHIFT+F10
When a menu or submenu is visible, select the first or last command on the menu or submenu.	HOME or END
Scroll up or down in the selected gallery list.	PAGE UP or PAGE DOWN
Move to the top or bottom of the selected gallery list.	CTRL+HOME or CTRL+END

Created by Stephen Moffat on the Thursday, 24 January 2008