



# Access 2010 New Features

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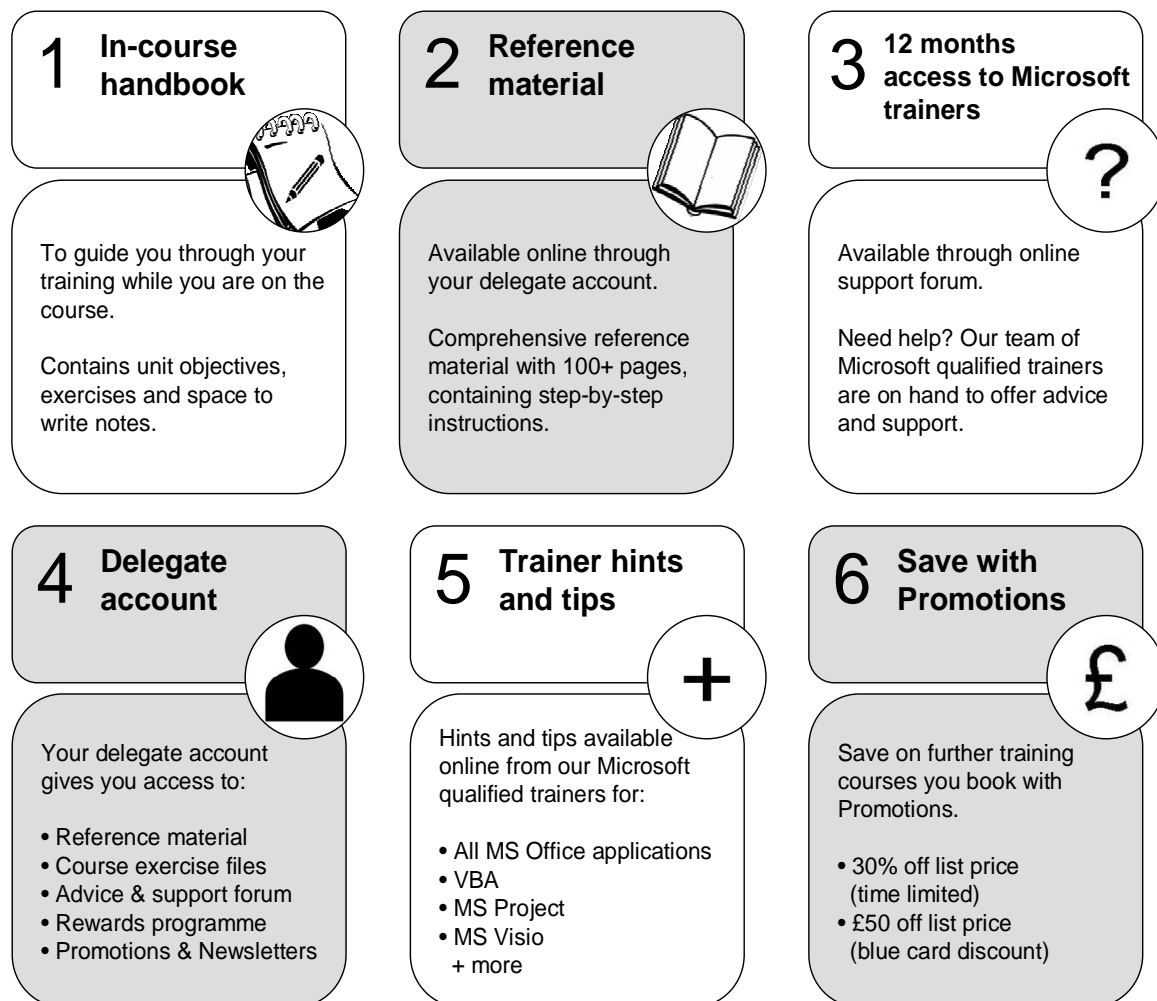


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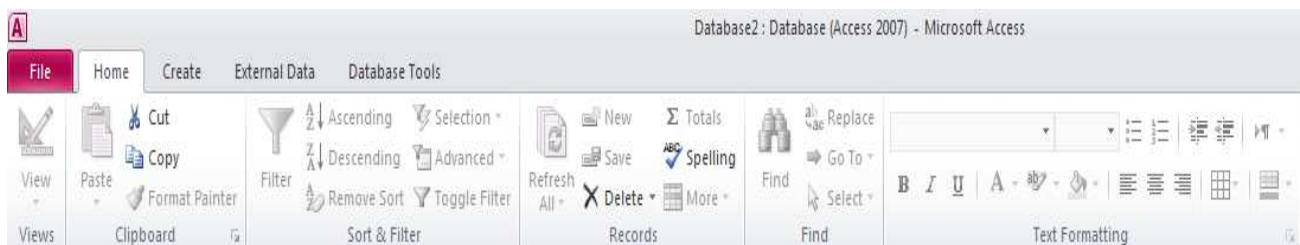
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# **NEW FEATURES OF ACCESS 2010**

## **Exploring the Improved Ribbon and Backstage View**

The Ribbon replaces traditional menus and toolbars with a visual layout of commands, organised into a set of tabs, to help you find the features you need fast. The Ribbon was introduced in Office 2007, when it enhanced a few of the Microsoft Office applications. In Office 2010, every application has the Ribbon.



### **Access 2010 Ribbon**

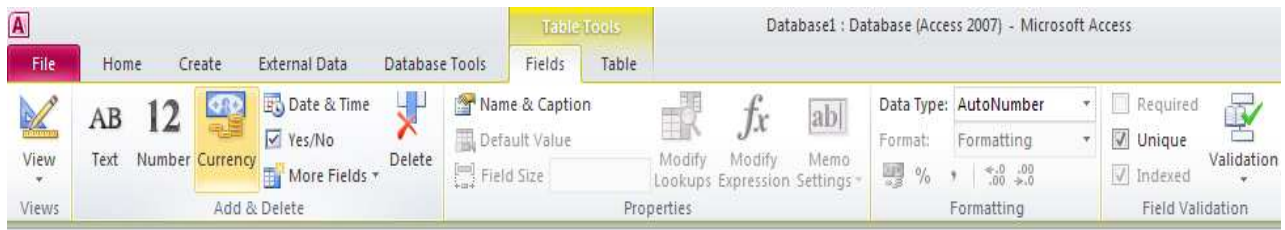
By default Access has four Ribbons available through tabs. These Ribbons are: **Home, Create, External Data and Database Tools.**

### **Access Keys**

These are shortcuts to opening the tabs of the Ribbon and accessing commands within the Ribbon. You use access keys by pressing the **Alt** key followed by another key or a sequence of other keys.

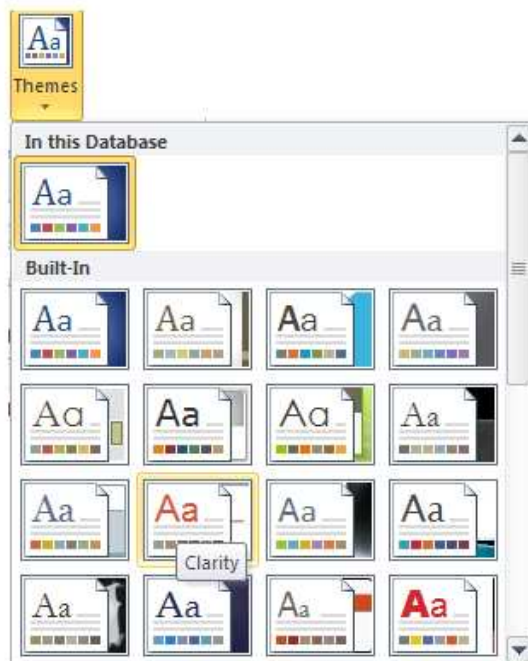
## Contextual Tabs

These are further tabs that the Ribbon contains. They house commands that are specific to certain objects. For example, when you create or open a table in your database, only then will it present the ‘Table Tools’ contextual tab. This tab will contain all the relevant commands to modify the design, layout and format of the table.



## Live Preview

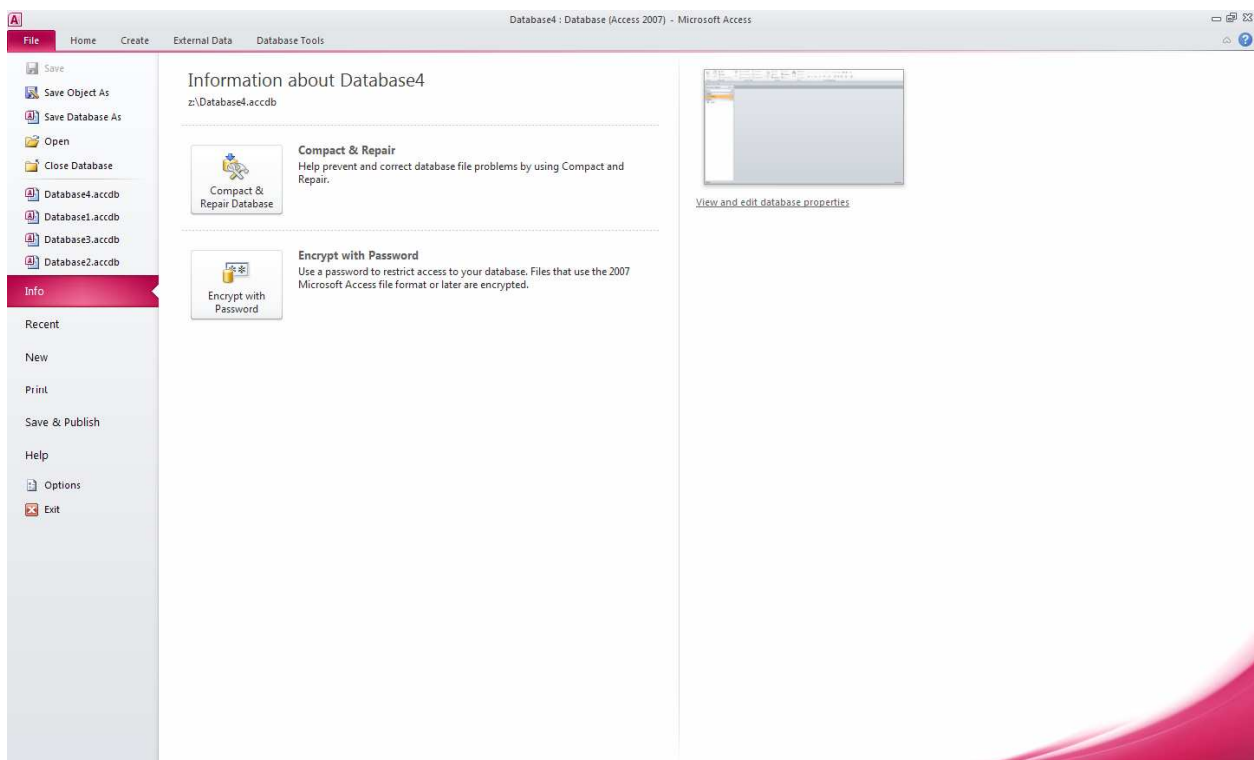
Live preview is a new technology that shows the results of applying a Theme, editing or formatting change as the user moves the pointer over various options presented on the Ribbon.



## BACKSTAGE VIEW

The biggest change to the user interface in Office 2010 is **BACKSTAGE VIEW**.

You can click the **'File'** tab to access the Backstage view. This replaces the Office button from Office 2007 or the **'File'** menu from previous versions.



This view contains some commonly used commands such as **saving, open, close, printing and sharing**. It also allows you to create a database for the password and view and add properties for each database.

You've also got the ability to create new Access databases using some of the built-in templates as well as a number of templates available at office.com via the **New** command.

Within the Backstage view, you have an **'Options'** button. This button allows you to customise your Access environment through a number of

different categories such as proofing, Current Database, Datasheet etc. The new enhancement in 2010 is that you are able to **customise your Ribbon** by adding in your own tab and groups if necessary.

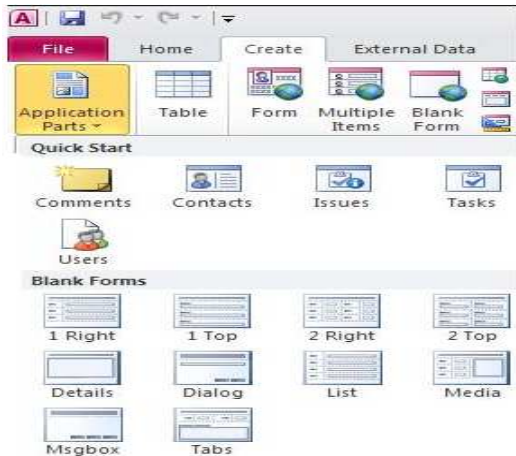
If you want to customise your Ribbon, click **‘Options’** and select **‘Customise Ribbon’**. Here you can create your own tab even groups within those tabs. You have a whole host of commands that you simply ‘Add’ to a specific group or tab on the right hand side of the dialogue box.

Also in the top left hand corner you still have the **Quick Access Toolbar**. Here you have commands that you use on a regular basis. Click the drop down to add additional commands.

So thanks to an enhanced ribbon and backstage view, you’ll always be able to access quickly the task you need to accomplish.

## **Application Parts**

Application parts for adding functionality to an existing database  
You can easily add functionality to an existing database by using an application part. New in Access 2010, an application part is a template that comprises part of a database — for example, a pre-formatted table, or a table with an associated form and report. For example, add a Tasks application part to your database, and you get a Tasks table, a Tasks form, and the option to relate the Tasks table to another table in your database.



If you need to insert an Application Part, use the steps outlined below:

1. Go to the Create Tab.
2. Click Application Parts.
3. Select the part you would like to use by clicking on it.
4. Edit the object as desired.

## **Excel Data**

You can now copy data from a spreadsheet and paste it directly into the Datasheet of an existing or blank database table.

## **New Macro builder**

Access 2010 has a new macro builder that features IntelliSense and a clean straightforward interface.



Microsoft has included Intellisense in the Expression and Query Builder portions of Access. Intellisense helps complete the field names and other items you might use in these areas. This reduces the margin of error when working with queries and expressions, as well as the time spent looking up the spelling of field names in large databases

1. Select an action from the list...
2. ...or double-click an action in the Action Catalog to add it to your macro.
3. The Design tab appears when you are working on a macro.
4. When you add an action, more options appear in the macro builder. For example, when you add an "If" action, you see:



## **Calculated Data Type**

Calculated Data Type allows you to store the result of a calculation in a field. The fields used in the calculation can only be from the current table.

In Design View type the name of the new field and change the Data Type to Calculated as shown on the next page:



Table1	
Field Name	Data Type
ID	AutoNumber
EmployeeName	Text
SalesTarget	Text
Commission	Text
	Text
	Memo
	Number
	Date/Time
	Currency
	AutoNumber
	Yes/No
	OLE Object
	Hyperlink
	Attachment
	Calculated
	Lookup Wizard...

You are then presented with the expression builder where you create a calculation as shown on the next page:

**Expression Builder**

Enter an Expression to calculate the value of the calculated column:  
 (Examples of expressions include [field1] + [field2] and [field1] < 5)

IIf([Department]="Marketing",0.2,0.1)

OK  
Cancel  
Help  
<< Less

Expression Elements

- Table1
- Functions
- Constants
- Operators

Expression Categories

- ID
- EmployeeName
- Department
- Commission

Expression Values

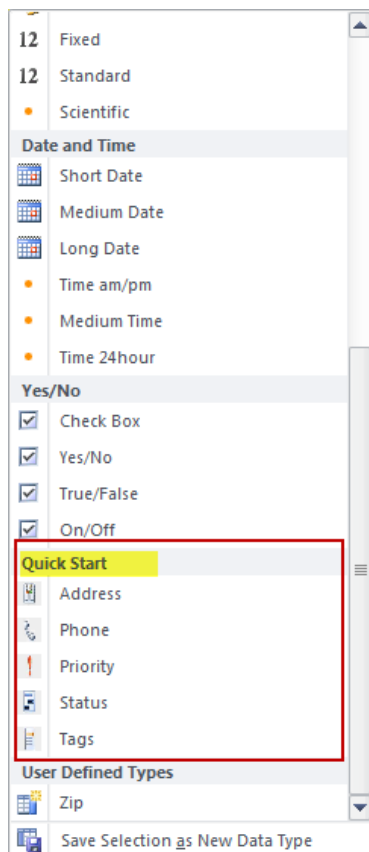
- <Value>

## **Groups of fields**

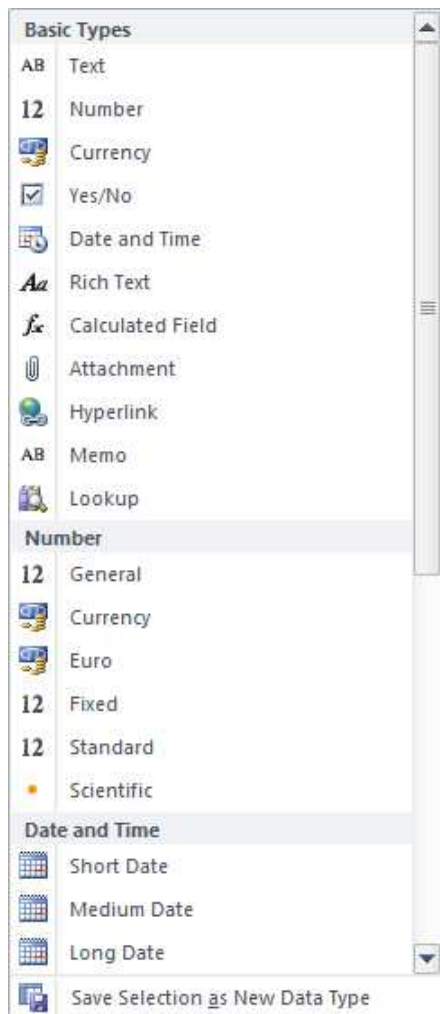
Access 2010 changes the way that fields are added to the database by using a better list of fields to insert. The Data Type gallery replaces the Add Field task pane and contains all of the common field types for use in a database. One handy new feature here allows you to add certain groups of fields, called Quick Start selections, as a collection rather than adding one field at a time as shown in the screenshot below. The 'More fields' pane is accessed by selecting the Fields tab of the Table Tools Contextual toolbar.

For example, when you select the Address Quick Start, multiple fields are inserted:

- Address
- City
- Country\_Location
- State
- Zip



In addition to the data types already available in the Add Field fly-out, you can add your own to the list. You can save selected fields as new, user-defined data types. When saving fields for later use, you can categorize them under any section within the Add Fields fly-out, with the default being User Defined. The screenshot below shows the Add Field option.



## **Reporting**

Access 2010 allows conditional formatting within reports, showing the information that meets a certain condition or set of conditions. To use or change the conditional formatting rules in a report, open the report and choose the Format tab on the Ribbon. Then, select the Conditional Formatting option.

The Conditional Formatting Rules Manager (as shown on the next page) lists the rules will be displayed. Just choose the field for which you want to add/remove/modify formatting rules. The rules for the selected field are displayed in a box below.

