

## Make the switch to Access 2010

If you have some experience with Access 2003 or earlier — a couple small databases or more — this course was written for you. Here are some suggested ways to practice what you saw in the course.

**Important** To follow these steps, you must have Access 2010 installed on your computer, and you need to be connected to the Internet.

### Create a new, blank database

To follow these steps, you can use one of your own database schemas.

1. Start Access 2010. It opens in Backstage view automatically.
2. Click the **New** tab. The **Blank Database** template is already selected.
3. On the right side of the tab, in the **File Name** box, enter a name for the new database.
4. Optionally, click the folder icon located to the right of the **File Name** box.

That starts the **File New Database** dialog box, and you can use it to select another location for the database.

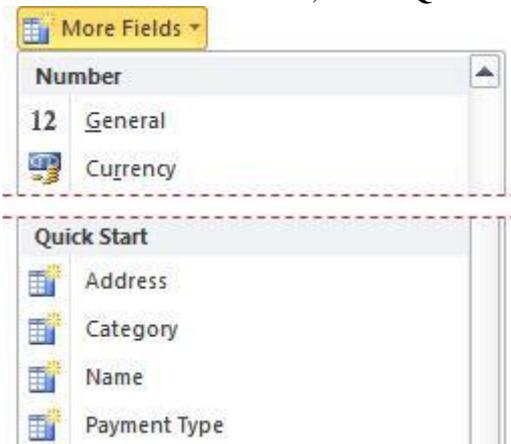
5. Click **Create**.

The database opens and displays a blank table in Datasheet view, ready for you to add fields.

### Add fields to a table

Access provides several ways to add fields to a table. Here are some of the most common.

1. With the table open in Datasheet view, make sure you're on the **Fields** tab (click it if you're not).
2. In the **Add & Delete** group, open the **More Fields** list.
3. At the bottom of the list, under **Quick Start**, click **Name**.



4. Click the blank field header to the right of the new fields (the words **Click to Add**), and then repeat step 4 to add the **Address and Phone fields to your table**.

5. Right-click the blank field header (the words **Click to Add**), and from the list that appears, select **Memo**.

That sets the data type for the field and makes the field header writable.

6. In the field header, enter **Comments**, then click outside the header to commit your changes.

### Navigate the Navigation Pane

**Note** You need an internet connection to follow these steps. Start by downloading the Northwind sample database. To do that, click the **New** tab, and then click **Sample Templates**. Trust the database (on the yellow message bar, click **Enable Content**) and log in to the database.

1. The Navigation Pane is closed in this template, so click the double arrow to open it.



2. In the pane, click the **Reports** bar to expand that group.

Notice the group displays a set of shortcuts to the database objects. That's how you know you're looking at a custom category or group.

3. Click the bar at the top of the pane (it reads Northwind Traders), and click **Object Type**. Now you're looking at a list of the objects in the database.
4. Click **Forms**, then right-click the **Customer List** form and click **Layout View**.
5. Click the **Tables** group to expand it, and then double-click the **Customers** table.
6. Right-click the bar at the top of the pane and click **Search Bar**.

To make the Search bar visible, repeat this step.

7. With the Search bar visible, expand all the groups, and in the Search box, slowly enter **customer**. Notice how Access filters the list of objects as you type.

### Navigate the ribbon

Try these steps with a database such as Northwind.

- Open a table in Datasheet view and note which contextual tabs appear, and explore those tabs to see the commands they provide.
- Open a query in Design view and note which contextual tabs appear. Explore the tabs to see the commands they provide.
- Open a form in Layout view and note which contextual tabs appear. Explore those tabs, too.

## Bonus Steps!

1. With any database object open and the **Home** tab showing, press the ALT key.

A set of **Key Tips** appears.



Access provides a Key Tip for each ribbon tab, and a Key Tip for the commands on each tab.

2. Press the ALT key again, and notice the Key Tips disappear.
3. Press ALT+C to go to the **Create** tab.

Because you navigated to the **Create** tab from the **Home** tab, Access displays a set of Key Tips for every command on the **Create** tab.

4. Press ALT yet again, and notice the Key Tips disappear.
5. Now press ALT+C and notice the Key Tips for each command reappear.

If you accidentally close the Key Tips for a given tab, you can press ALT and the letter for that tab to see the Key Tips again.

6. Press **QD** to start the query designer.
7. With the query designer open, press ALT+H to go to the **Home** tab.

Notice how the Key Tips for disabled (gray) commands are also disabled.

## Publish a web database

Start by downloading one of the web database templates, such as the Assets Web Database template. To do that, click the **New** tab, and then click **Sample Templates**. Trust the database (on the yellow message bar, click **Enable Content**) and **log in to the database**.

1. In Backstage view, click the **Save & Publish** tab.
2. Click **Publish to Access Services**.
3. Click **Run Compatibility Checker**.
4. Click **Yes** to close any open objects and let the Compatibility Checker run.

If the compatibility check finds no issues, or it only finds warnings, the database is ready to publish.

5. Enter the URL of your server and a name for the site. Obtain the URL from your system administrator.
6. Click **Publish to Access Services**.

You'll need to wait for the publish process to finish, and for your server to finish processing your new site.

7. Start your browser, go to the site, open the Current Assets form and enter some data.

### **Change a web database and save your changes to the web**

1. Open the Assets web database in Access.
2. Open the Main form in Layout view.
3. Right-click the **Getting Started** tab in the form and click **Delete**, then press CTRL+S to save your changes.
4. Click the **File** tab to go to Backstage view.
5. On the **Info** tab, click **Sync All** to write (save) your changes to the web.

