

Easy Way



Teach yourself...

Microsoft Access 2007

(Level 2)

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Written in plain English

A Cheryl Price Publication

Easy Way – Microsoft Access 2007 (Level 2)

This book is designed to teach beginner topics for learning Microsoft Access 2007. It contains simple step-by-step exercises to guide you through the learning process.

There are dozens of exercises including consolidation exercise, both theory and practical at the end of each section.

The process of consolidation and accumulation of learning is unique to the Cheryl Price books.

Retrievable exercise files are used with this book. These are available for free download from the Resources page of our web site at www.cherylprice.co.nz. Instructions for downloading are included on the next page.

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T.Dip.WP, T.Dip.T

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Downloading Exercise Files

Exercise files can be downloaded from the Cheryl Price web site as follows:


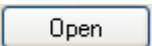

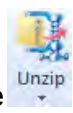

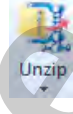
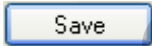
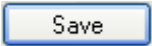
1	In your web browser, type: www.cherylprice.co.nz
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click on the Resources tab as shown at the right. 
4	Click on <u>Easy Way – Microsoft Access</u>
5	Click on the <u>Free download</u> hyperlink, ie Access 2007, Level 2 <u>Free Download</u> The File Download dialog box will display.
6	If you have Winzip use the following instructions otherwise move to step 7.
	a Click on  .
	b Click on the  of the  button.
	c If My Documents folder is not displayed click on Set default unzip folder at the bottom of the list. Ensure My Documents is selected then click on Select Folder.
	d Click on the  of the  button and click on the My Documents folder. The files will be unzipped.
7	Click on  and ensure My Documents folder is displayed. Click on 
8	Click on Open Folder which will display My Documents folder. Right click on the zipped exercise file and select Extract All. Click on Extract. A folder will be created containing the exercise files. You will need to double click on this folder to use the exercise files in this book.

Table of Contents

Section One - Database Theory, Entering Simple Data, Field Types

What is a Database?	1
Uses of Databases	1
Advantages of Databases	1
Different Types of Databases Models	2
Flat File Data Model (Single Table)	2
Relational Data Model (Multiple Tables)	2
Hierarchical Data Model (Tree-like Structure)	3
Network Data Model (Tree-like Structure)	3
Starting Access 2007	5
The Microsoft Access Getting Started Window	6
Office Button	6
Quick Access Toolbar	6
Getting Started Window	6
Title Bar	6
Minimize, Maximize and Restore Down	6
Close	6
Microsoft Office Access Help (F1)	7
Task Pane	7
Status Bar	7
Template Task Bar	7
Opening a Database	8
Security Settings	9
MovieMaker Database	9
Using the Quick Access Toolbar	10
Quick Access Toolbar List	10
Customise Quick Access Toolbar	10
Using the Office Button	12
Recent Documents	12
Sub-menus	12
Closing Access 2007	12
The Database Window	13
Ribbon	13
Navigation Pane	13
Database Objects	13
Shutter Bar Open/Close Button	13
Home Tab	13
Icon Controls	13
Group Controls	14
Create Tab	14
Additional Ribbons	14
Use the Navigation Pane to View Different Objects	15
Use the Navigation Pane to View All Objects	15
Database Objects	16
Naming Conventions	16
Tables	17
Queries	18
Forms	19
Reports	20
Macros	21
Closing the Navigation Pane	21

Using Database Objects	22
Closing the Database.....	28
Exiting Access	28

Section Two – Planning a Database, Creating a Database, Amending and Printing a Table

Use a Database to Solve a Problem	30
Scenario – Care Cosmetics Ltd.....	30
Information Required.....	31
Database Plan.....	32
Database Specifications	33
Type of Database	34
Database Software	34
Create a New Database and Table	35
Adding Fields to a Database Table	37
Use the Lookup Wizard	38
Understanding Field Data Types	40
Applying Date Data Types	41
Field Properties.....	42
Field Size	42
Understanding the Primary Key	43
View the Primary Key	43
Datasheet/Design View.....	43
Entering Records into a Table	44
Amend a Record in a Table	47
Amend Field Properties	47
Add Captions	48
Widen Columns	49
Date and Number Formats.....	49
Check Date and Number Formats.....	51
Delete Records from a Table	52
Print Preview.....	53
Change Orientation and Margins.....	55
Print the Table.....	56
Revision	57
Consolidation Exercises.....	58

Section Three - Create and Use Forms

Forms	60
Introduction.....	60
The Forms Group.....	60
Creating a Form	60
Create a Form.....	61
Enter a new record into a form	62
The Form Window.....	63
Viewing a Form	63
Layout View	64
The Form Layout Window	64
Formatting the Form	65
Format Ribbon.....	65
Change the Font Format	65
Resize the Form Fields	67
Modify the Alignment	69
Modify a Header	69
Add a New Record	70

AutoFormat.....	71
Create a Form using the Form Wizard.....	73
Modify a Header	74
Add Fields	75
Add Fields to a Table.....	75
Add New Fields to an Existing Form	75
Adding New Field Information.....	77
Hide Columns.....	77
Unhide Columns.....	78
Manipulate Data using Datasheet View.....	79
Sort Records	79
Apply a Filter.....	80
Scenario – Seedyse Ltd.....	82
Revision	84
Consolidation Exercises.....	86
Use the Care Cosmetics Staff Database.....	86
Using Fresh Products Database	86
Section Four - Create Queries, Use Criteria in Queries	
Queries	88
Data Retrieval Queries.....	88
The Other Group.....	88
The Simple Query Wizard	88
Examine the Query Window.....	90
Use Design View	90
Save a Query.....	91
Print a Query.....	91
Create a Query in Design View	93
Add Criteria to a Query	94
Add New Data	95
Run the Query.....	96
Modify a Query.....	96
Delete a Field.....	96
Use Multiple Criteria Operators	98
Use AND and OR Expressions.....	98
Use Save As.....	99
Use > and < Operators	100
Use Criteria on Two Different Fields	105
Additional Queries.....	107
Query 1	107
Query 2	107
Query 3	108
Additional Multiple Criteria Queries.....	109
Advanced Summary Exercise.....	109
Query 1	110
Query 2	110
Query 3	111
Revision	112
Consolidation Exercises.....	114

Section Five – Create Reports, Modify Reports

Reports	116
The Reports Group.....	116
Use the Report Wizard.....	116
The Report Window.....	120
Examine the Report Window.....	121
Modify a Report.....	121
Layout View	121
The Report Layout Window	122
Formatting the Report.....	123
Format Ribbon.....	123
Change the Header Font Format.....	123
Resize the Report Columns	124
Format the Column Headings.....	126
Modify the Page Footer	126
Sort and Group a Report.....	127
Preview and Print a Report.....	128
Create a Report from a Query.....	129
Modify the Report	130
Create a Report using Summary Options	132
Format the Summary Report.....	133
Additional Exercises	136
Evaluating a Database.....	138
User Documentation	138
Queries/Reports using CD Database.....	139
Query 1	139
Query 2	141
Query 3a	141
Query 3b	142
Report 1	143
Revision	144
Consolidation Exercises.....	145
Scenario – Star Holiday Lettings.....	145
Information Required.....	147

Exercise Files used in this book

(Instructions are at the front of this book for downloading retrievable files from our web site.)

Names of files	
Care Cosmetics Staff	Fresh Products Database
Coronation Road Book Store	MovieMaker Database
Database Documents	Southfield Mall Tenants
Deep Blue Dive Club	

Learning Outcomes

At the end of this section you should be able to -

- ☐ Understand database concepts and uses of databases
- ☐ Understand the different types of databases
- ☐ Start Access 2007
- ☐ Open an existing database
- ☐ Understand the database Window and Database Objects
- ☐ Open a database table
- ☐ Identify parts of a table
- ☐ Navigate through records in a table
- ☐ Manipulate data in a table by filtering and sorting records
- ☐ Add a new record to a table
- ☐ Delete a record from a table
- ☐ Close a database table
- ☐ Close a database
- ☐ Exit Access and Windows

Sample Document

What is a Database?

A database is an organised collection of information on a specific subject. We use databases all the time in everyday life – the telephone directory, for example, is a database.

Other examples of databases could be:

- Recipe book
- List of employee details (start date, name, address, date of birth, salary)
- List of CD collection (name of CD, date of release, artist/band)
- Stock listing (product name, number of stock, supplier, type of product)
- Library (where all the books are categorised and then stored alphabetically within the category making them easy to find)

The data in an Access 2007 database is stored in one or more tables. A table is made up of records, and records are made up of fields. In a **Customers** table, a record could be:

Smith Jane 319 Alfred St East Sydney NSW 2010 (02) 9955 2523

The fields could be called:

Surname FirstName Street Suburb State PostCode PhoneNumber

Uses of Databases

Databases hold information. This information can be searched and selected.

For example:

- A telephone directory is used to search for the telephone number of a person whose name is known to you. You already know the contents of the Surname field, and usually the FirstName field – these are your *search criteria*.
- The *search criteria* are then used to look up the additional information about the person – i.e. to find the particular record and therefore the address and telephone number of the person.
- If you only know one criterion value (e.g. the Surname), you will find many more matching records than if you know more criteria (e.g. the Surname, FirstName and StreetAddress).

Advantages of Databases

Databases are designed to store large amounts of data. They allow you to control the way the data is organised and displayed.

Once the required information has been stored in a database, it can be used in many ways. For example, you can format and print it as a report. Charts can also be created using information in the database.

Examples of database programs other than Access 2007 are Lotus Approach, DataEase, and Dbase IV.

Different Types of Databases Models

There are several different types of Database Models: Flat File, Relational, Hierarchical, and Network models. Each is briefly described here.

Flat File Data Model (Single Table)

This data model stores data in a single table in rows and columns. There are no links to any other sources of data. Data stored in a single Excel spreadsheet is an example of a flat file database.

If only one table is used for a database all data will be stored in and accessed from that table. This is an example of a Flat File Database.

Clients' Pet Visits

ClientID	Title	FirstName	LastName	Address	PetName	PetType	VisitDate	Reason
Andrw1	Mrs	Judy	Andrews	2 Ocean View Rd	Lassie	dog	30/11/2005	Injury
Evans1	Mr	Bill	Evans	34 Hopetown Rd	Matthew	cat	22/11/2005	Illness
Robbn1	Dr	Jonathan	Robbins	122 Crowley Court	Tippy	bird	19/11/2005	Illness
Evans1	Mr	Bill	Evans	34 Hopetown Rd	Jennifer	bird	18/11/2005	Injury
Evans1	Mr	Bill	Evans	34 Hopetown Rd	Matthew	cat	11/11/2005	Routine
Evans1	Mr	Bill	Evans	34 Hopetown Rd	Matthew	cat	03/11/2005	Illness
Andrw1	Mrs	Judy	Andrews	2 Ocean View Rd	Zachary	dog	02/11/2005	Illness

You will notice that data duplication occurs in this Flat File Data Model. For example:

- Mr Bill Evans's name and address appears in each of his records.
- He has two pets, a cat and a bird and has visited the Vet several times with these pets. Their names and types are also duplicated.

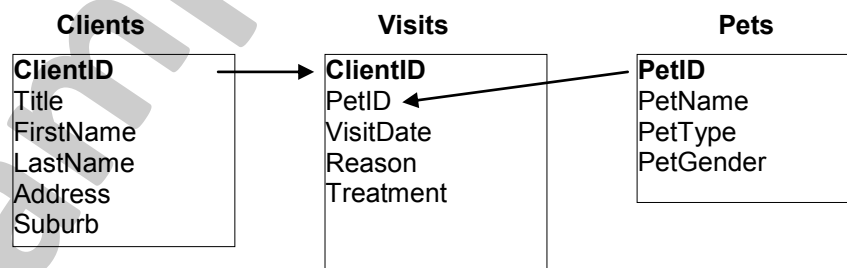
Data duplication is a problem with the Flat File Data Model, and this increases the chances of it being entered incorrectly.

Relational Data Model (Multiple Tables)

Data in this model is stored in multiple tables, each on a specific subject. Sometimes you will want to combine data from two or more tables, and this requires that Relationships have been created between them.

If we took the single table example above and converted it into a relational database, we would split the data into three separate tables. This would remove the problem of duplication of data.

The diagram below shows an example of relationships between tables.



The tables would appear as shown on the following page. Each table is storing data on a specific topic. The tables are related by a common field: **Clients** and **Visits** by ClientID, and **Pets** and **Visits** by PetID.

Clients Table

ClientID	Title	FirstName	LastName	Address	Suburb
Evans1	Mr	Bill	Evans	34 Hopetown Rd	Takapuna
Andrw1	Mrs	Judy	Andrews	2 Ocean View Rd	Torbay
Robbn1	Dr	Jonathan	Robbins	122 Crowley Court	Epsom

Pets Table

PetID	PetName	PetType	PetGender
1	Jennifer	bird	F
2	Matthew	cat	M
3	Lassie	dog	F
4	Zachary	dog	M
5	Tippy	bird	F

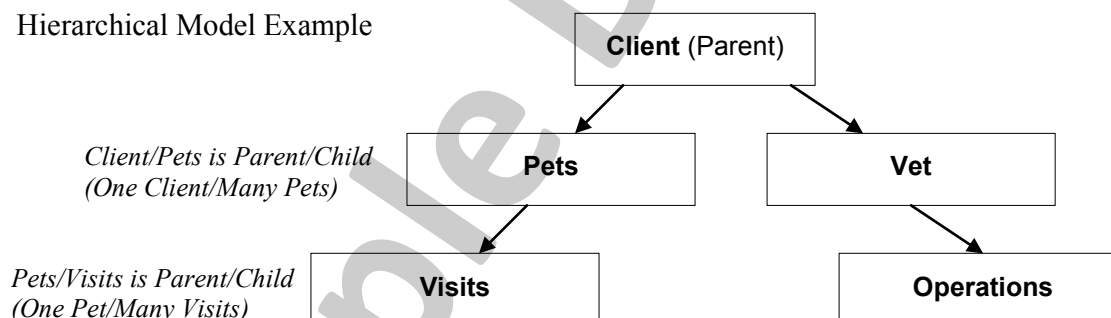
Visits Table

ClientID	PetID	VisitDate	Reason	Treatment
Evans1	1	18/11/2005	Injury	Bandage leg
Evans1	2	03/11/2005	Illness	Medication for cat fever
Evans1	2	11/11/2005	Routine	Full examination, no problems
Evans1	2	22/11/2005	Illness	Under observation
Andrw1	3	30/11/2005	Injury	Operation
Andrw1	4	02/11/2005	Illness	Injection for diarrhoea
Robbn1	5	19/11/2005	Illness	Ointment

Hierarchical Data Model (Tree-like Structure)

The Hierarchical model is organised in a tree-like structure. This means it allows there to be repeating information in the data that uses parent/child relationships. A parent/child relationship means that each parent may have many children but each child will only have one parent.

Hierarchical Model Example



If we were to use this on the Client and Pets example the Client is the Parent and the Pet is the Child. Under a Hierarchical structure One Client may have many Pets, but each Pet may only have One Client (Owner).

Network Data Model (Tree-like Structure)

The Network Model uses objects and their relationships in a more flexible way. The important thing about a Network Model is it is viewed as a graph using object types which are referred to as nodes and relationship types which are referred to as arcs.

When you compare the hierarchical model with the tree structure which has one parent and many children records this model gives the flexibility of having multiple parent and child records which make up a graph type of structure.

This model was used widely in the early years of computing. However, as computer processing became faster, people began using the Relational Model in preference to the Network Data models.

Explanation of a Relational Database

In business and personal life, you keep track of information from a variety of sources, each related to a particular topic or purpose. Your knowledge and organizational skills are required to coordinate information from all these sources.

Customer addresses in a mailing list

Product information in a file cabinet

Invoices in a spreadsheet

Supplier phone numbers in a card file

Once you've added data to your database, you'll want to analyze the data in different ways. You can use a query to perform calculations and totals, or to select only certain kinds of data. For example, you can define a query to show all customers who have placed orders of \$5000.00 or more within the last year.

Customers

Company Name	Contact Name
Around the Horn	Thomas Hardy
Eastern Connection	Ann Devon
Ernst Handel	Roland Mendel
Folies gourmandes	Marline Rance

Orders

Customer	OrderDate	UnitPrice	Quantity
Thomas Hardy	1996-07-06	16.00	1
Ann Devon	1996-07-06	16.00	1
Roland Mendel	1996-07-06	16.00	1
Marline Rance	1996-07-06	16.00	1

Order Details

OrderID	ProductID	UnitPrice	Quantity
1069	1	16.00	1
1069	2	4.00	1
1069	3	8.00	1
1069	4	2.00	1
1069	5	16.00	1
1069	6	6.00	1
1069	7	12.00	1
1069	8	5.00	1
1069	9	15.00	1
1069	10	4.00	1
1069	11	9.00	1
1069	12	3.00	1
1069	13	10.00	1
1069	14	4.00	1
1069	15	7.00	1
1069	16	9.00	1
1069	17	3.00	1
1069	18	1.00	1
1069	19	1.00	1
1069	20	1.00	1
1069	21	1.00	1
1069	22	1.00	1
1069	23	1.00	1
1069	24	1.00	1
1069	25	1.00	1
1069	26	1.00	1
1069	27	1.00	1
1069	28	1.00	1
1069	29	1.00	1
1069	30	1.00	1
1069	31	1.00	1
1069	32	1.00	1
1069	33	1.00	1
1069	34	1.00	1
1069	35	1.00	1
1069	36	1.00	1
1069	37	1.00	1
1069	38	1.00	1
1069	39	1.00	1
1069	40	1.00	1
1069	41	1.00	1
1069	42	1.00	1
1069	43	1.00	1
1069	44	1.00	1
1069	45	1.00	1
1069	46	1.00	1
1069	47	1.00	1
1069	48	1.00	1
1069	49	1.00	1
1069	50	1.00	1

Query Design View

Field	Company Name	Contact Name	OrderAmount: Sum([UnitPrice]*[Quantity])	OrderDate
Table:	Customers	Customers	Orders	Where
Total:	Group By	Group By	Expression	
Sort:	Ascending			
Show:				
Criteria:			>5000	Between Date() And Date()-365

It's usually easiest to add data to a database by using a form. In Microsoft Access, you can use a form to add, view, and edit your data one or more records at a time. You can also work with data from several tables at once with forms, and automate tasks by including macros or Visual Basic in your forms.

Automate tasks

Orders

Bill To: Franchi S.p.A.
Via Monte Bianco 34
Torino 10100 Italy

Salesperson: Suyama, Michael

Order ID: 10000 **Order Date:** 12-Jun-95

Print Invoice

Product	Unit Price	Quantity	Extended Price
Alice Mutton	\$27.00	4	\$108.00

You can create a form that looks just like a printed paper form with instructions on how to fill it out.


Using reports, you can print your data in a broad variety of layouts and type styles. Reports can print data from fields; text you define; totals and the results of calculations; or charts, pictures, or other objects — even another report. You can also use reports to print mailing labels.

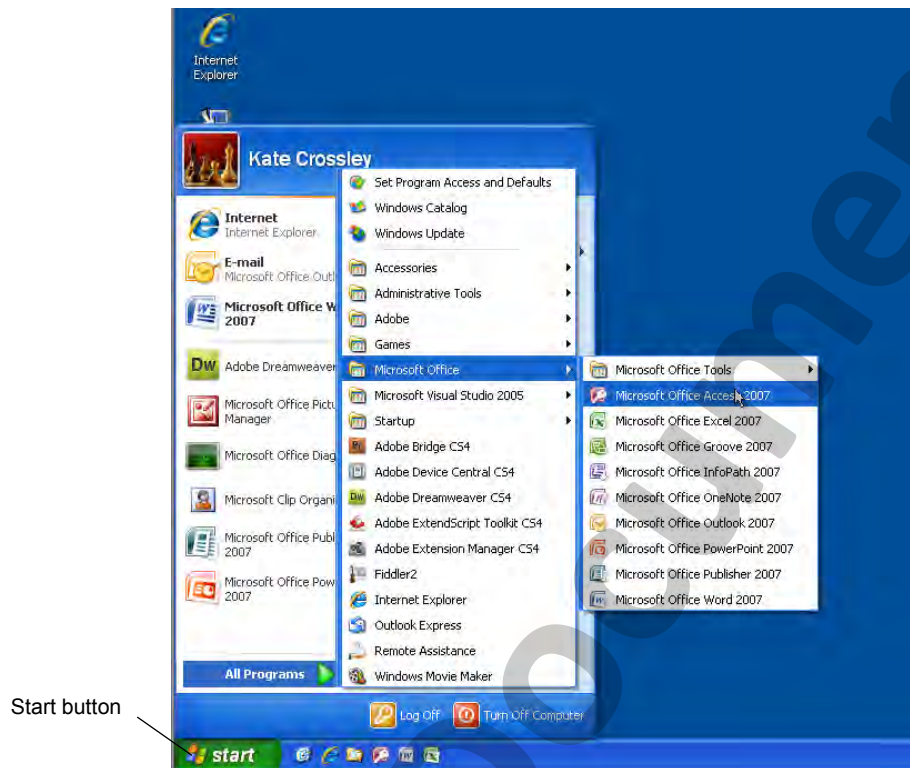
Use a report to print mailing labels to send a discount offer to your best customers.

Antonio Moreno Taqueria Mataderos 2312 Mexico D.F. 05023 Mexico	Blondel père et fils 24, place Kléber Strasbourg 67000 France
Around the Horn 120 Hanover Sq. London QA1 1DP UK	Bon app' 12, rue des Bouchers Marseille 13008 France
Berglunds snabbköp Berguvsvägen 8 Luleå S-958 22 Sweden	Bottom-Dollar Markets 23 Tsawassen Blvd. Tsawassen BC T2F 8M4 Canada

Starting Access 2007

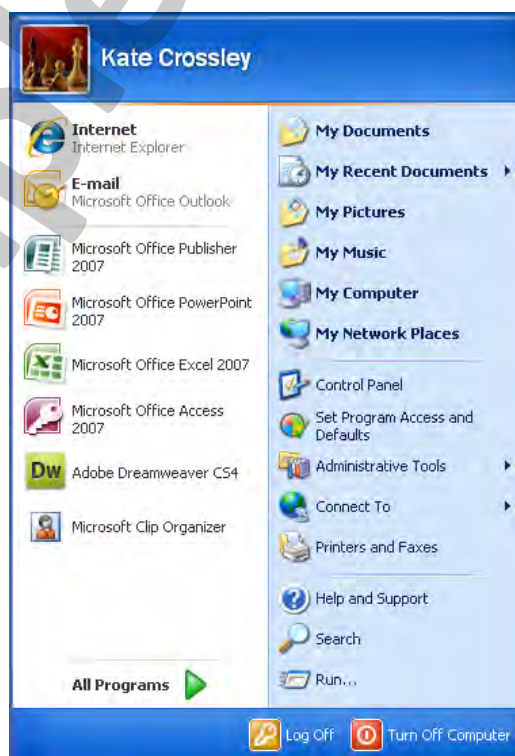
Exercise 1

- Click on the Start button , move the cursor up to All Programs, across to the right to Microsoft Office, across again to Microsoft Office Access 2007 and then click.

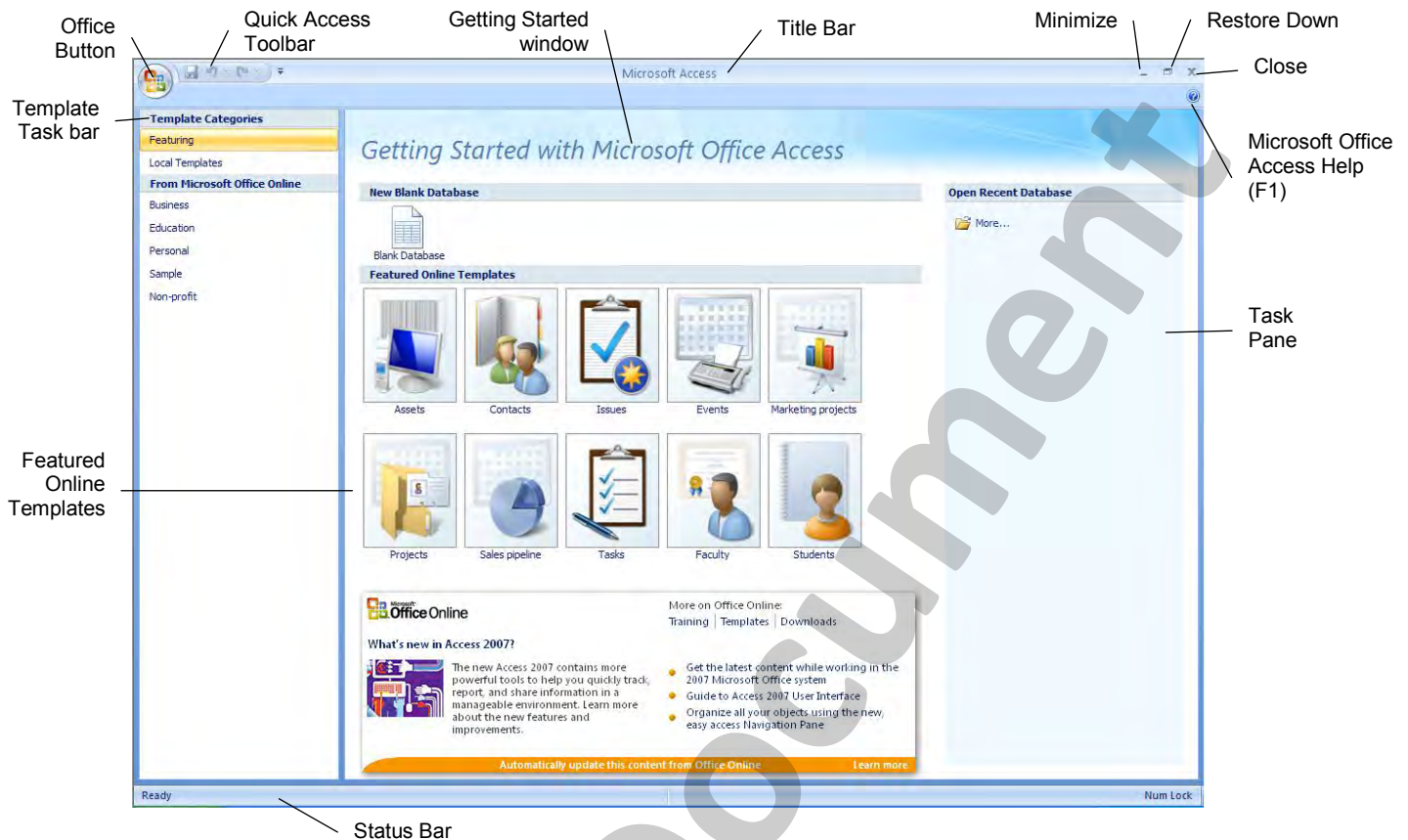


The full name of the application is Microsoft Office Access 2007 but for the rest of this book it will generally be referred to as Access 2007.

Note When you have used Access 2007 once it will appear on your Start menu as shown below. You can just click on it to start Access.



The Microsoft Access Getting Started Window



Office Button

The Office Button displays a drop down menu which gives easy access to Access 2007 features, ie New, Open, Save, Save As, Print. (This button replaced the File menu in Access 2003.)

Quick Access Toolbar

The Quick Access Toolbar is a useful feature for accessing your most frequently used commands.

Getting Started Window

This window is displayed when Access 2007 is first opened. From this window you can create a new Blank Database or view some of Access 2007's Featured Online Templates.

Title Bar

The name of the file appears on the database window title bar. (Because a database is not open at this stage there is no file name shown.)

Minimize, Maximize and Restore Down

This is used to increase (maximise) the size of the main window (Access 2007) and reduce the main window to a button (minimise) on the Taskbar. When the window is maximised, the Maximize button will display as the Restore Down button.



Close

Used to shut down Access 2007.

Microsoft Office Access Help (F1)

This displays a list of Help topics on the 'Microsoft Office Access Help (F1)' window. You can also type a question into the 'Type words to search for' box and search for a help topic. When Enter is pressed a list of help topics relating to the question will appear.

Task Pane

The Task Pane is used to access different databases and folders, eg Open Recent Databases or use the More folder to find other databases in the computer's filing system.

Status Bar

The Status Bar shows the current settings within a database, ie the name of the field that the cursor is currently in. It also displays indicators when certain features are used, eg Form View, Datasheet View etc.

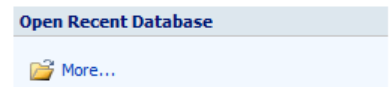
Template Task Bar

The Template Task Bar displays a list of templates available that can be used to create a new database. A template includes all the fields in the database (which can be edited) so that data can simply be added. Some templates are included with Access 2007 and some of the templates need to be downloaded from the Microsoft web site.

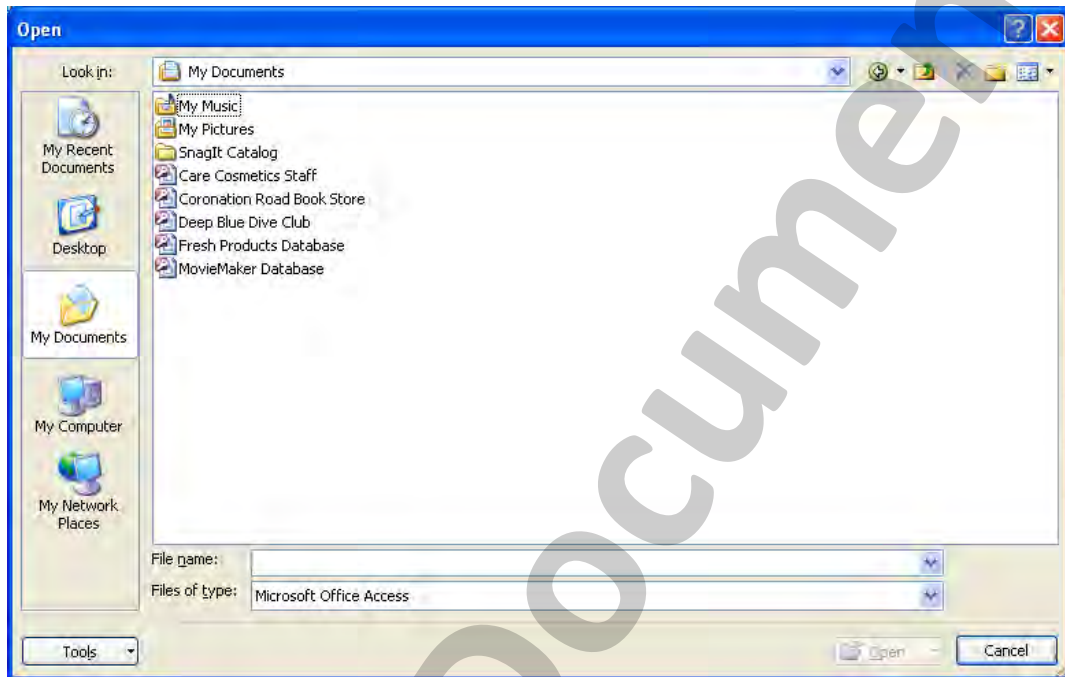
Opening a Database

Exercise 2

- 1 From the Getting Started with Microsoft Access window, click on More... from the Open Recent Database section as shown at the right. .



The Open dialog box will display existing database files.

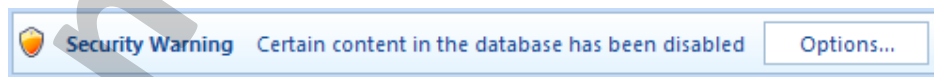


Open Dialog Box

- 2 Click on **MovieMaker Database**.
- 3 Click on .

Access 2007 has improved security measures to protect your PC from viruses. Many database files contain shortcut programs called *macros* that are designed to help the user work more efficiently. A macro could also be a virus however and Access 2007 may try to warn you about this.

Unless your security settings are already set to the lowest level, Access 2007 may display the following security warning when you click on Open.



- 4 Click on  to display the following dialog box.



- 5 Click on  because it is clear of viruses.

- 6 Click on OK to continue.

The database is now enabled so it can be accessed and used.

Security Settings

Security settings can be changed from High to Medium or Low but we recommend that you continue to enable content when you open a database instead of changing the security permanently as this could be hazardous to your computer.

It is essential that you ensure the security of your computer, by using and maintaining up-to-date anti-virus software.

MovieMaker Database

The database that has been opened is a simple database designed to keep track of videos for a video shop.

The MovieMaker Database can be used as follows:

- To search for specific videos
- To find a specific type of video, eg action, romance, comedy
- To see in how many videos the lead role is played by a specific actor or actress
- To search for a specific director
- To see if a video is in the shop or on lease


Before you start using this database you will add buttons to the Quick Access Toolbar for speedy use of common commands.

Using the Quick Access Toolbar


The Quick Access Toolbar is a useful feature for accessing your most frequently used commands. It is the only part of the Access 2007 screen that can be customised— commands can be added or removed and the toolbar itself can be positioned either above or below the Ribbon.

Quick Access Toolbar List

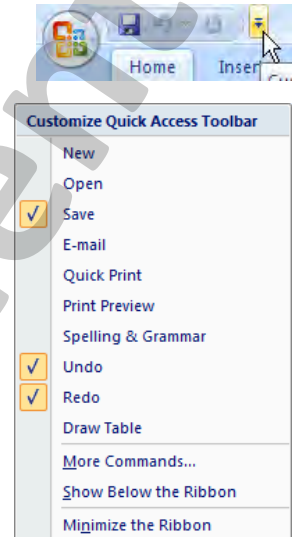
Exercise 3

- 1 Click on the Customise Quick Access Toolbar  to the right of the Quick Access Toolbar. The Customize Quick Access Toolbar menu will be displayed.

A tick is shown at the left of every option that displays presently on the Toolbar.

- 2 Click on New to add it to the Quick Access Toolbar.
- 3 Click on the  again and click on Open.
- 4 Add the following options to the Toolbar using the same steps.

Quick Print, Print Preview, Spelling

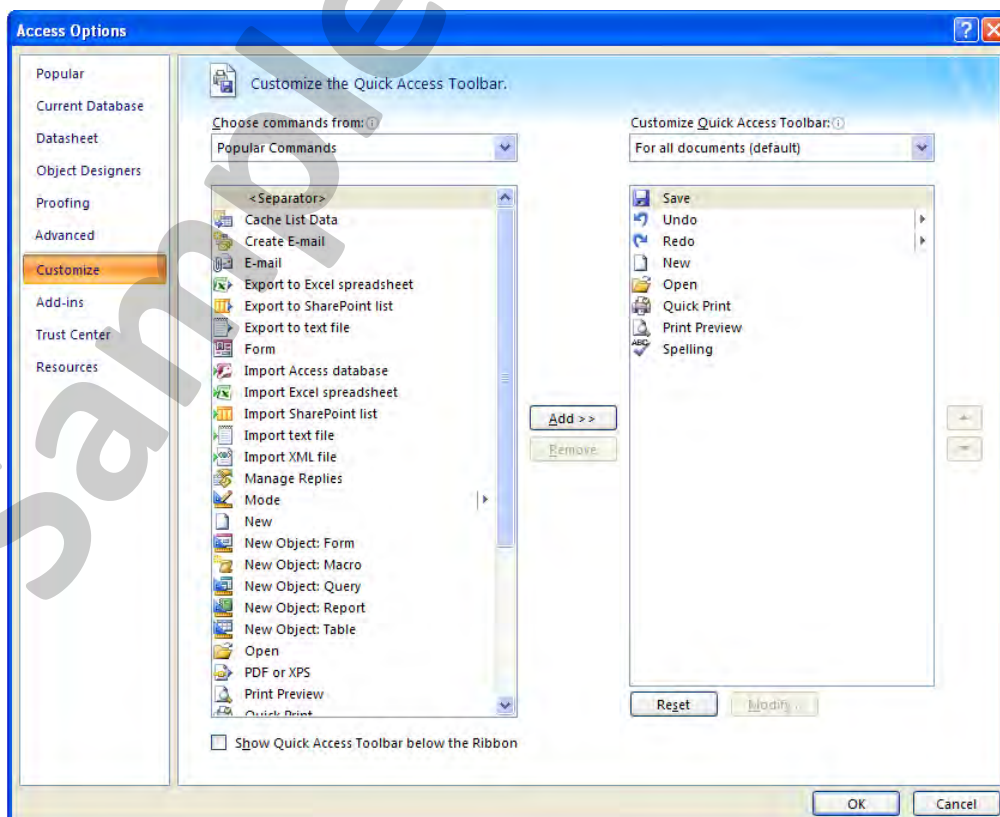


Customise Quick Access Toolbar



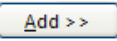

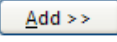
Some other useful options that are not on the Quick Access Toolbar list can be added using the following steps.

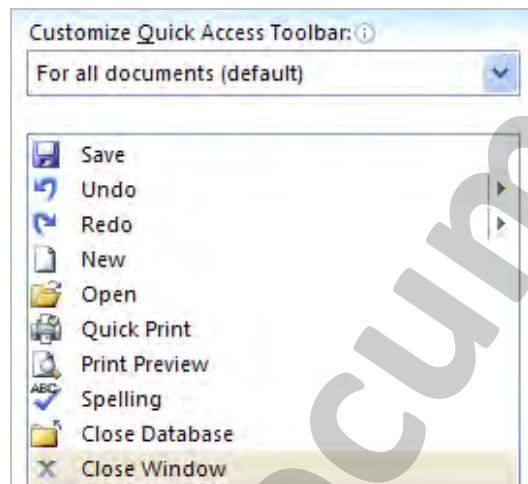
Exercise 4

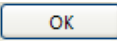

- 1 Click on the  to the right of the Quick Access Toolbar and select *More Commands...*. The Access Options dialog box will display, with the Customize option selected.

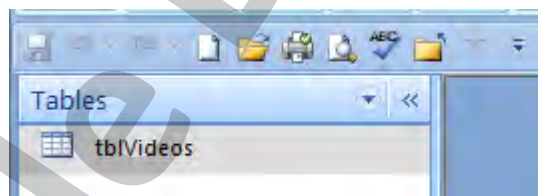



Note You could also click on the Office Button,  then select Customise.

- 2 Click on the Choose Commands from:  and select All Commands. The commands are listed in alphabetical order.
- 3 In the list at the left, scroll down until the Close commands are displayed.
- 4 Click on  **Close Database** then click on .
- 5 Click on  **Close Window** then click on . The two commands will be added to the Quick Access Toolbar list on the right as shown below.



- 6 Click on  to save the changes to the Toolbar.
- 7 Click on the  of the Quick Access Toolbar and select Show Below the Ribbon. The Toolbar is now displayed between the document area and the Ribbon as shown below.



- 8 Click on the  again and select Show Above the Ribbon to restore the Quick Access Toolbar to the original position.

The position that you display your Quick Access Toolbar is entirely up to you. The commands that you have added in the above exercise will be used throughout the remainder of this book. (You may wish to add other commands now, or as you work through this book.)

Using the Office Button

The Office Button is located at the very top left of the screen. The Office Button has replaced the File menu in earlier versions of Microsoft Access.

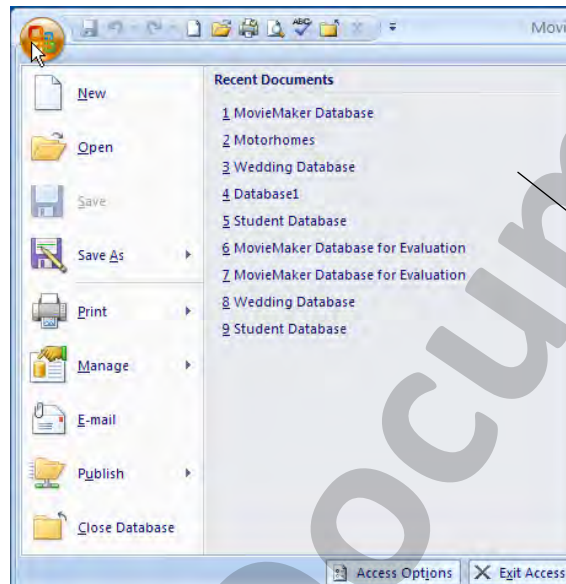


Exercise 5

- 1 Click on the Office Button



A menu with tools for working with your *files* will display, eg to open a database, create a new database, or to save or print a file.



List of Recent Documents/Databases

Recent Documents

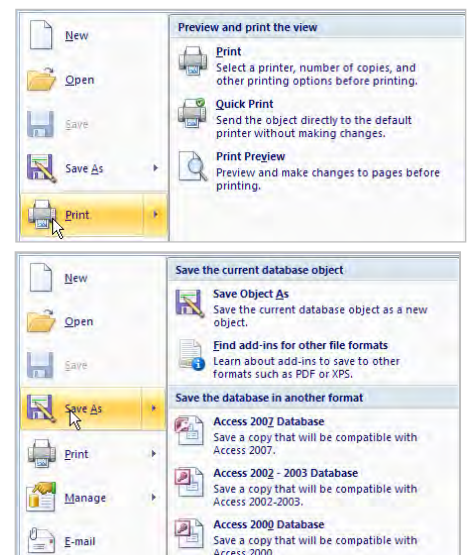
The menu will also display the most recent databases that you have used. Simply click on the name of a database to open it. (If you are opening a new copy of Microsoft Access no databases will be displayed).

Sub-menus

A menu item with an arrow next to it has extra options that can be selected from a sub-menu. Hover your mouse over the main item to see the additional options.

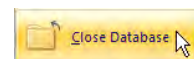
The Print sub-menu shown at the right allows you to choose between Print, for selecting printing options; Quick Print, to send the whole document straight to your default printer and Print Preview.


The Save As sub-menu includes options for saving in different database formats.



Closing Access 2007

Use the Close Database button on the Quick Access Toolbar or the option at the bottom of the Office button menu to close the database you are working on.



Note In Access 2007, clicking on the Close Window button on the Quick Access Toolbar OR at the top right of the screen  will close Access down completely.