shortcut

Your Short Cut to Knowledge

What's New in Microsoft® Office
Access 2007?

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Contents at a Glance

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Warning and Disclaimer

Figure 40 *You can right-click a column heading to rename the column.*

Figure 41 *Access places the new column names at the top of each column.*

7. Use the tool in the lower-right corner of the status bar to switch to Design view. The Save As dialog box appears.

8. Provide a name for the table and click OK.

9. Your table should appear as in Figure 42. Notice that the data types that Access selected are based on the type of data that you entered into each field. In Design view, you can modify each data type as you choose. You also can modify any field or table property as necessary.
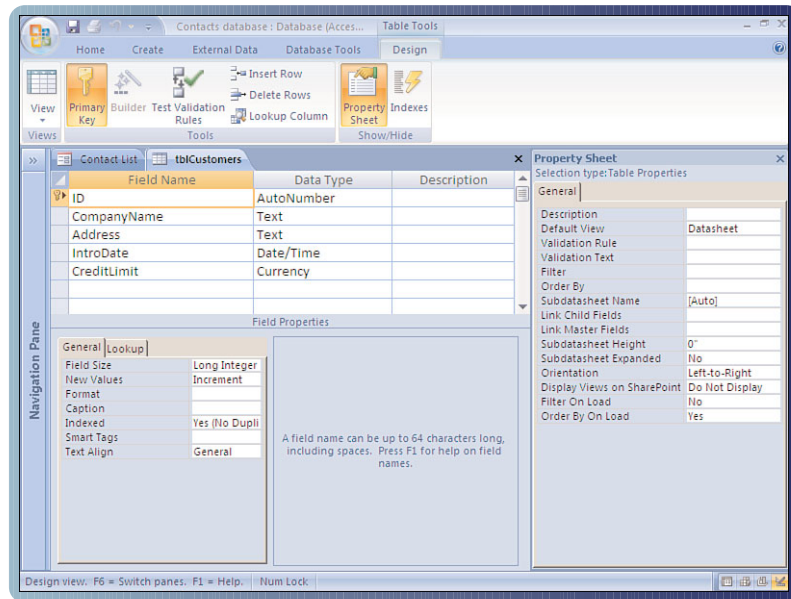
Figure 42 *In Design view, you can modify field and table properties.*

The Attachment Data Type

The new Attachment data type enables you to seamlessly work with database attachments. Using the Attachment data type, you can store documents such as Word documents right within your Microsoft Office Access 2007 database without an increased risk of database bloat or corruption. Notice that that the Attachment

data type is available in Design view (see Figure 43). In Datasheet view, the Attachment field appears as a paper clip (see Figure 44). To add an attachment to a field:
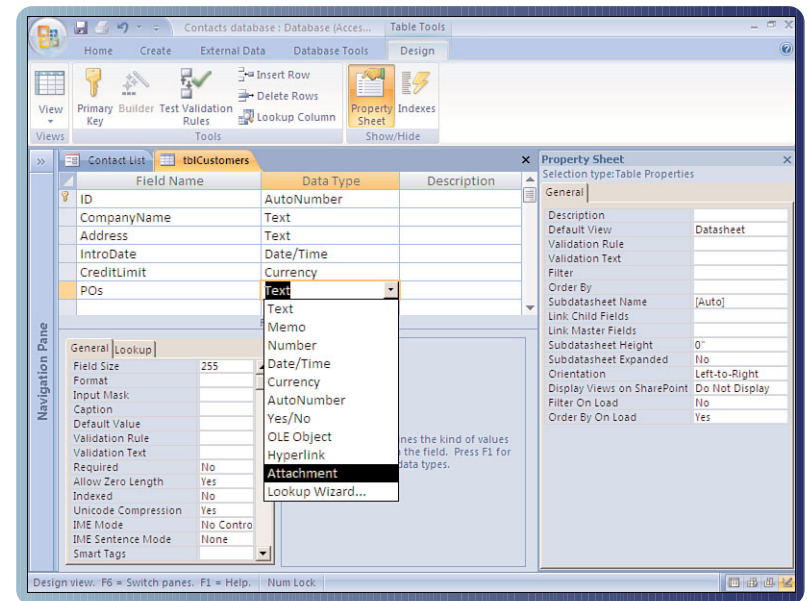
Figure 43 *You can select the Attachment data type as the data type for a field.*
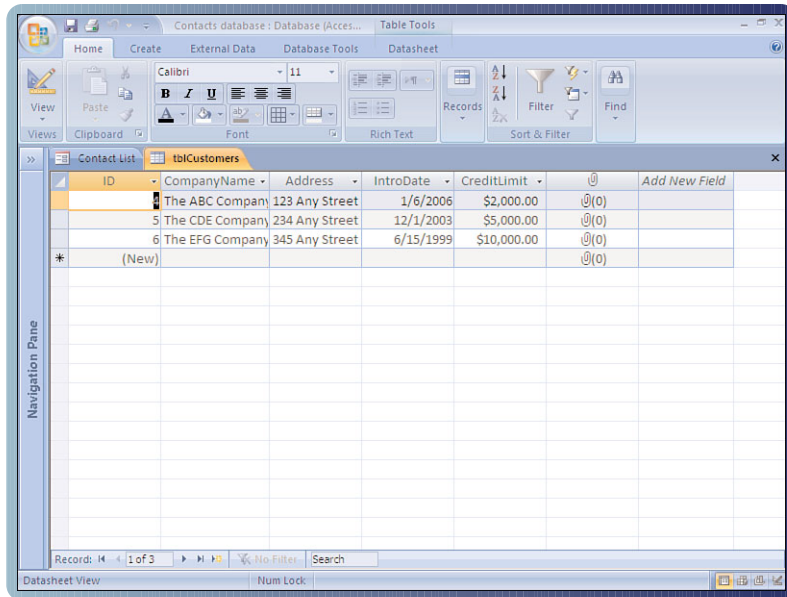
Figure 44 *In Datasheet view, the Attachment field appears as a paper clip.*

1. Double-click the paper clip in the appropriate field and row. The Attachments dialog box appears (see Figure 45).

2. Click Add to add an attachment. The Choose File dialog box appears.
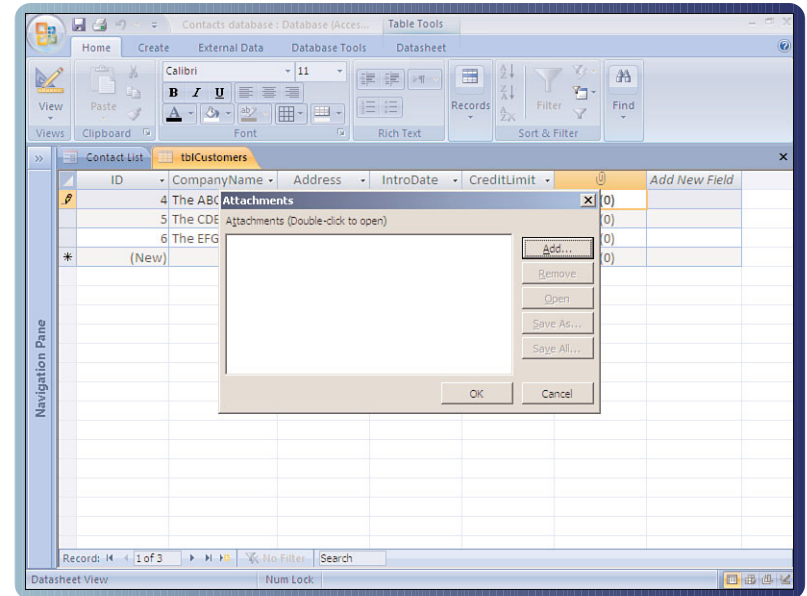
Figure 45 *The Attachments dialog box enables you to manage your attachments.*

3. Locate the document you want to attach, and then click Open. You are returned to the Attachments dialog box, which now appears as in Figure 46. Notice that you can add additional attachments, remove attachments, save the selected attachment with another filename, or save all attachments.

Figure 46 *The Attachments dialog box shows any existing attachments.*

4. Click OK to close the dialog box. The datasheet now reflects the proper number of attachments along with the paper clip. Note that in Figure 47 one attachment is associated with the first row.

Working with the Attachment Data Type

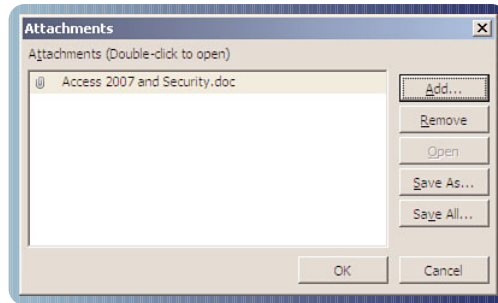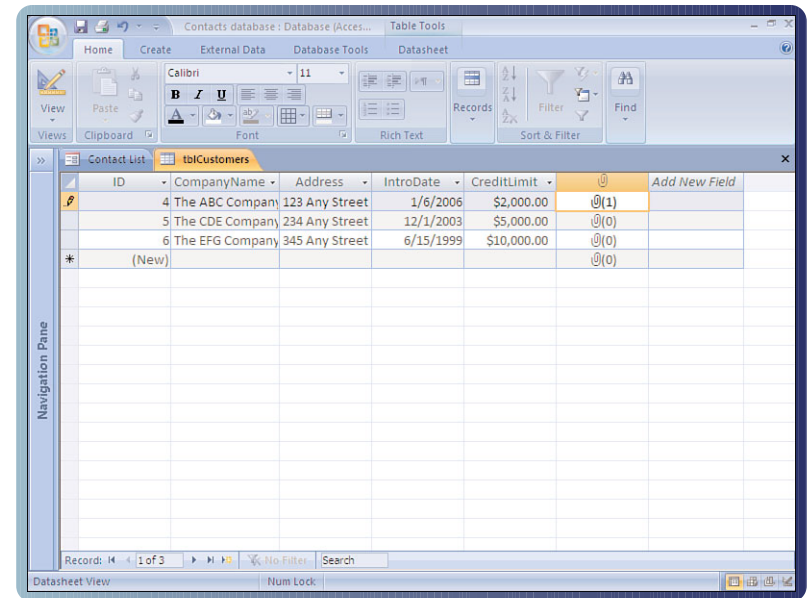After you have added an attachment, you probably will want to work with it. Here are the steps involved:

1. Double-click the paper clip in the appropriate field and row. The Attachments dialog box appears.

2. Select the desired attachment and click Open. The appropriate software will launch and the document will load.

Figure 47 *In Datasheet view, you can easily see the number of attachments associated with a particular row and column.*

3. Work with the document as desired.

4. Click to close the document. You are asked whether you want to save your changes.

5. Click Yes to save your changes. You are returned to Access to the Attachments dialog box, where you can opt to work with a different attachment if you'd like.

6. Click OK to close the Attachments dialog box.

What's New with Tables?

Rich Text in Memo Fields

Unlike its predecessors, Microsoft Office Access 2007 enables you to store rich text in memo fields. This means that you can easily format the text in your memo fields. The process is very easy:

1. Select the text that you want to format.

2. Hover your mouse pointer over the selected text. The mini toolbar appears.

3. Click to select the appropriate formatting options.

4. Move your mouse pointer away from the text when finished. The text will appear formatted.

note

If the mini toolbar does not appear, it's probably because the text format of your memo field is set to Plain Text. For the mini toolbar to function, you must change the Text Format property to Rich Text (see Figure 48).
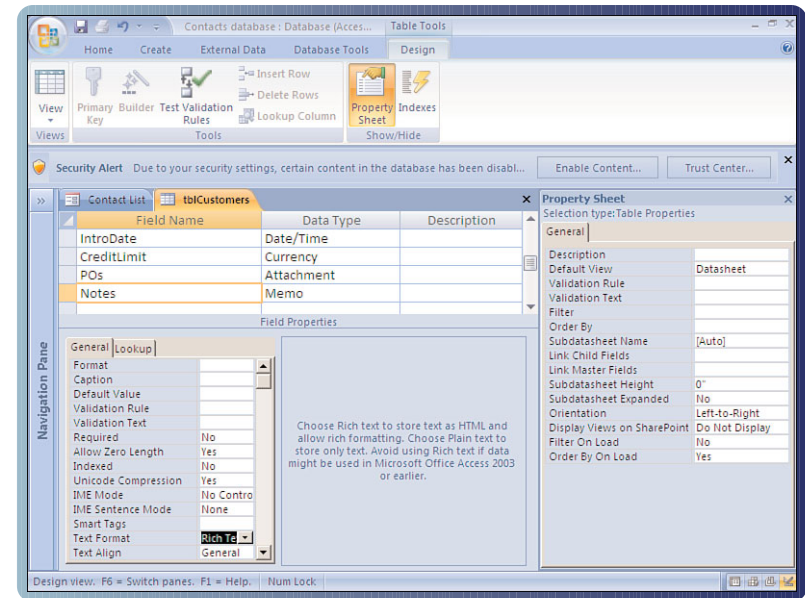

Figure 48 *For the mini toolbar to function, you must change the Text Format property of the memo field to Rich Text.*

Memo Field History Tracking

In addition to the ability to format memo fields, you now have the ability to track the history of what users enter into memo fields. To activate this feature, you must set the Append Only property of the field to Yes (see Figure 49).
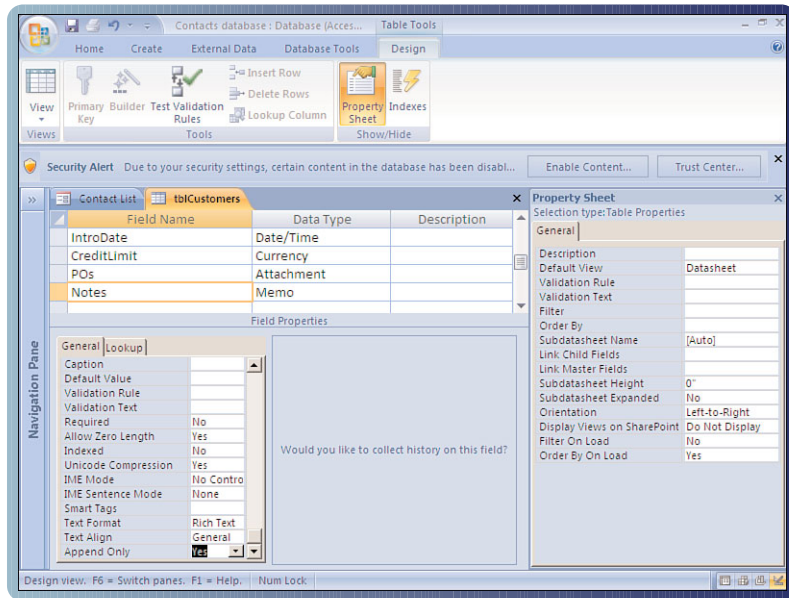
**Figure 49** *To activate memo field history tracking you must set the Append Only property of the field to Yes.*

note

You cannot use Rich Text formatting when the Append Only property of a memo field is set to Yes. In other words, if you want to utilize the Append Only property, you must ensure that you set the Text Formatting property to Plain Text; otherwise, Access ignores the Append Only property of the field.

Reviewing the History of Notes Associated with a Memo Field

Each time you click within the memo field, the existing note disappears, ready for you to create a new note. To view the existing notes associated with a memo field:

1. Right-click the memo field and select Show Column History (see Figure 50). The History for Notes dialog box appears (see Figure 51).
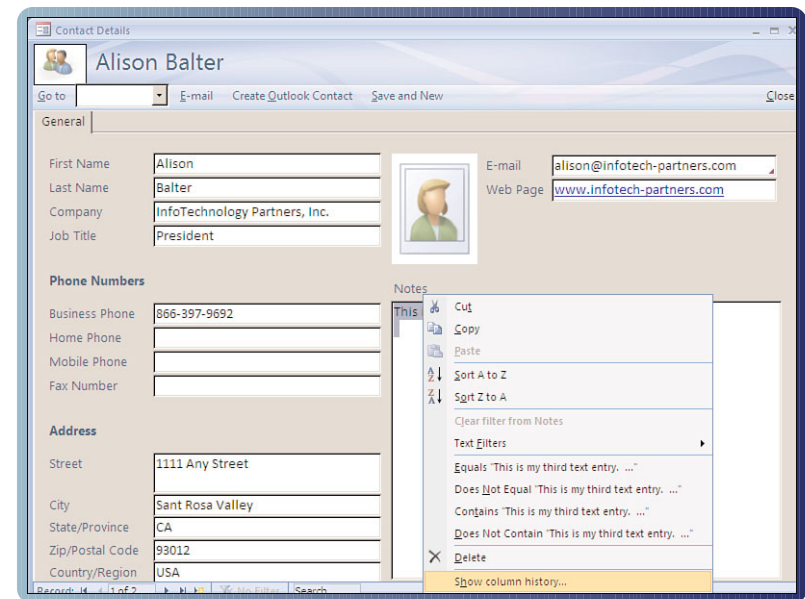
Figure 50 *Right-click the memo field to show column history.*