


Access 2007

How do I?

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1. Open databases created in Access 2000, 2002 and 2003?

- a. With Microsoft Office Access 2007, you can open and use databases created in Access 2000, Access 2002, and Access 2003. Using the changes and improvements in Office Access 2007, you can also convert databases created with previous versions of Access into the new Office Access 2007 file format. Databases created with Access 97 or earlier must be enabled or converted for use with Office Access 2007.
- b. Databases created using Access 2000, Access 2002, and Access 2003 do not need to be converted for use with Office Access 2007. You can open the databases and modify data and object design in Office Access 2007.
- c. When you upgrade from Access 97 and earlier, you must either enable or convert your database files (in MDB format) to open in Office Access 2007. When you open an Access 97 format MDB file for the first time, you can enable or convert the database.
- d. Click the **Microsoft Office Button** , and then click **Open**.
- e. Click a shortcut in the **Open** dialog box, or in the **Look in** box, click the drive or folder that contains the database that you want.
- f. In the folder list, browse to the folder that contains the database.
- g. When you find the database, do one of the following:
- h. Double-click the database to open it in the default mode specified in the **Access Options** dialog box or the mode that was set by an administrative policy.
- i. Click **Open** to open the database for shared access in a multi-user environment so that you and other users can read and write to the database.
- j. Click the arrow next to the **Open** button and then click **Open Read-Only** to open the database for read-only access so that you can view but not edit it. Other users can still read and write to the database.
- k. Click the arrow next to the **Open** button and then click **Open Exclusive** to open the database with exclusive access. When you have a database open with exclusive access, anyone else who tries to open the database receives a "file already in use" message.
- l. Click the arrow next to the **Open** button and then click **Open Exclusive Read-Only** to open the database for read-only access. Other users can still open the database, but they are limited to read-only mode.

- m. If you cannot find the database that you want to open. In the **Open** dialog box, click the **My Computer** shortcut on the left side (or in the **Look in** box, click **My Computer**).
- n. In the list of drives, right-click the drive that you think might contain the database, and click **Search**.
- o. Enter your search criteria and press ENTER to search for the database.
- p. If the database is found, double-click it in the search dialog box to open it.
- q. Since the search was initiated from the **Open** dialog box, you must click **Cancel** in that dialog box before the database will open.

2. Which features are available only in the new file format in Office Access 2007?

- a. To use these features with existing databases, you must first convert the databases to Office Access 2007 ACCDB file format.
 - Complex data (multi-valued data types)
 - Attachment Date type
 - Append Only Memo fields
 - Compressed image storage for any Picture property
 - E-mail database as attachment
 - Publish database to a Document Library in Microsoft Office SharePoint Server 2007
 - Full support for Linked Tables to Office SharePoint Server 2007
 - Offline support for Linked Tables to Office SharePoint Server 2007
 - Linked Tables to files in ACCDB format
 - Encrypt with database password

3. Which features are available only in MDB file format?

- a. The following features are available only with databases that are in Access 2003 or earlier MDB file format. They are not available with Office Access 2007 ACCDB file format.
 - Ability to open the database with previous versions of Access
 - Object Level Security (also known as Workgroup Security)
 - Database replication
 - Encode database (replaced with Encrypt with database password)

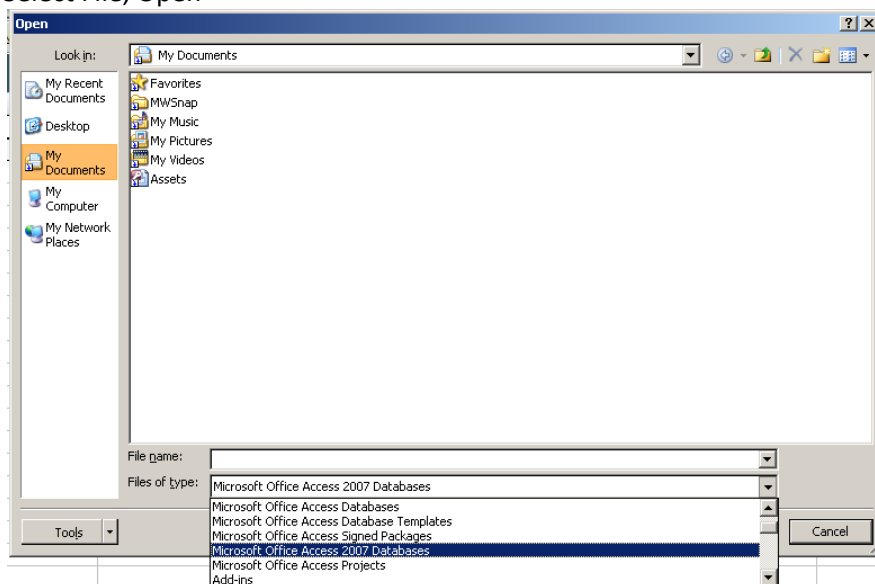
4. Which features are no longer available in Office Access 2007?

- a. The following features are no longer available in Office Access 2007:
 - Data Access Pages (DAPs) cannot be opened using Office Access 2007. You must use Access 2003 or earlier to create or make design changes to DAPs. To browse DAPs, you must use Internet Explorer. To browse Access 2000 DAPs, you must install Microsoft Office 2000 Web Components, which installs with Access 2000. To browse Access 2002 and Access 2003 DAPs, you must install Microsoft Office XP Web Components, available at [Office XP Tool: Web Components \(http://go.microsoft.com/fwlink/?LinkId=36954\)](http://go.microsoft.com/fwlink/?LinkId=36954).
 - Microsoft Office XP Web Components is not installed with Office Access 2007. Forms in PivotTable or PivotChart view still function correctly. Databases with references to OWC10.DLL point to the new OFFOWC.DLL. The new OFFOWC.DLL does not support all of the functionality in OWC10.DLL. In some cases, you might need to download and install the Microsoft Office XP Web Components.
 - Toolbars used in previous Access versions are not used by default. They are used only if the following **Startup** options are configured:
 - The **Allow Built-in Toolbars** option is disabled

- A default menu bar is specified.
- The user interface for toolbar and menu customizations is removed and replaced by the new ribbon. The toolbars and menus can be modified in previous versions of Access or by using the VBA object model or macros.
- The user interface for some early import and export formats is removed. There is no user interface to export to ASP or IDC/HTX. There is no user interface to import files from Lotus 1-2-3/DOS (*.wj*) or Exchange. Code and macros created to work with these formats continue to work.

5. Enable a database?

- By enabling a database, you make it compatible with Office Access 2007. You can open objects and edit data, but all object definitions are read-only. You can open enabled databases in Access 97 or Office Access 2007, but you can only make design changes in Access 97. You can make data changes in either Access 97 or Office Access 2007. This option is useful in mixed environments where a database must open in both Access 97 and Office Access 2007.
- You must open the database in the version of Access in which it was created.
- Select File, Open





- Then choose the version in the drop down list
- Select Open

6. Convert a database?

- Access 97 or earlier format databases are converted into Access 2002-2003 format by default. If a database is converted to Access 2002 or Access 2003, the database can only be opened by Access 2002 or Access 2003. To convert an Access 97 or earlier database to Office Access 2007 ACCDB file format, you must first convert it to Access 2002, Access 2003, or Access 2000. You can then convert the database to Office Access 2007.
- If you share the database with other users, ensure that those users are all using Office Access 2007 before you convert the database to the Access 2007 file format. You cannot use the Access 2007 file format in earlier versions of Access.
- You cannot convert a replicated database to the Office Access 2007 file format. However, you can use Access 2007 to create a replica of a database that is formatted in either the Access 2000 or the Access 2002 - 2003 file format.

For Access 2000 or Access 2002 - 2003 database

To convert an Access 2000 or Access 2002 - 2003 database (.mdb) to the Access 2007 file format (.accdb), you must first open the database in Access 2007 and then save it in the .accdb file format.

1. Click the **Microsoft Office Button** , and then click **Open**.
2. In the **Open** dialog box, select and open the database that you want to convert.
3. Click the **Microsoft Office Button** , point to **Save As**, and then, under **Save the database in another format**, click the file format to which you want to convert.
4. If any database objects are open when you use the **Save Database As** command, Access prompts you to close them prior to creating the copy. Click **Yes** to make Access close the objects, or click **No** to cancel the entire process. If needed, Access will also prompt you to save any changes.
5. In the **Save As** dialog box, type a file name in the **File name** box, and then click **Save**.

Convert an Access 97 database

When you open an Access 97 database in Office Access 2007, the **Database Enhancement** dialog box appears. To convert the database to the Access 2007 file format, click **Yes**. Access then creates a copy of the database in the .accdb format. You cannot use the .accdb file in versions of Access earlier than Office Access 2007.

Convert an Access 95 database

If you use an existing database in the Access 95 format (.mdb), you can import tables, queries, and macros from that database into an Office Access 2007 database (.accdb). You can also import forms and reports that do not employ Microsoft Visual Basic for Applications (VBA) code. To import forms and reports that contain VBA code or modules into Access 2007, do the following:

1. Open the database in Access 2000, Access 2002, or Access 2003.
2. Save the database in either the Access 2000 or Access 2002 - 2003 format.
3. Open the database in Access 2007.
4. Convert the database into an Access 2007 database.

Convert an Access 2.0 database

You can import tables, queries, and macros from an Access 2.0 database (.mdb) into an Office Access 2007 database (.accdb). You cannot, however, convert an Access 2.0 database to the Access 2007 file format by using Access 2007. To import forms, reports, or modules into an Access 2007 database, you first convert the database by using an earlier version of Access, then open the converted database using Access 2007, and then convert the database into an Access 2007 database. The following procedure explains these steps:

Open the database in Access 2000, Access 2002, or Access 2003.

1. Save the database in either the Access 2000 or Access 2002 - 2003 format.
2. Open the database in Access 2007.
3. Convert the database into an Access 2007 database.