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# Migrating to Access 2010

from Access 2003

## In This Guide

Microsoft Access 2010 looks very different from Access 2003, so we created this guide to help you minimize the learning curve. Read on to learn key parts of the new interface, discover free Access 2010 training, find features such as Print Preview or the Options dialog box, understand how to exchange database files with people who don't yet have Access 2010, and find out what happened to the Database window and to switchboards.

### Quick Access Toolbar

Commands shown here are always visible. You can add your favorite commands to this toolbar.

### Ribbon Tabs

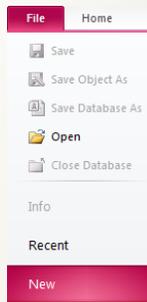
Click any tab on the ribbon to display its buttons and commands.

### Ribbon Groups

Each ribbon tab contains groups, and each group contains a set of related commands. Here, the **Records** group contains commands for creating new database records and for saving them.

### Backstage View

Click the **File** tab to enter Backstage view, where you can open, save, print, and manage your databases.



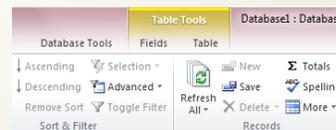
To exit Backstage view, click any ribbon tab.

### Navigation Pane

Use this pane to organize database objects, and to open or change the design of a database object.

### Contextual Ribbon Tabs

Some tabs appear on the ribbon only when you need them. For example, if you open a table in **Design** view, you'll see the **Table Tools**, which include two extra tabs—**Fields** and **Table**.



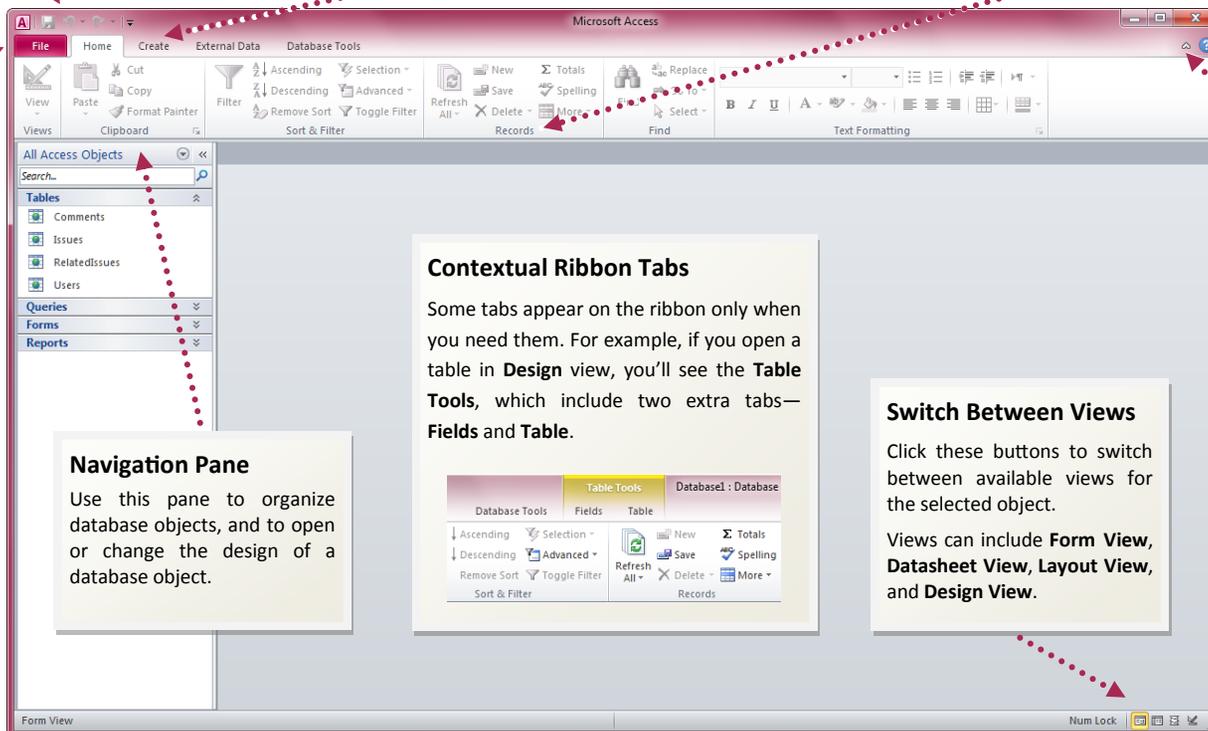
### Switch Between Views

Click these buttons to switch between available views for the selected object.

Views can include **Form View**, **Datasheet View**, **Layout View**, and **Design View**.

### Hide the Ribbon

Need more space on your screen? Click this icon or press **CTRL+F1** to hide or show the ribbon.



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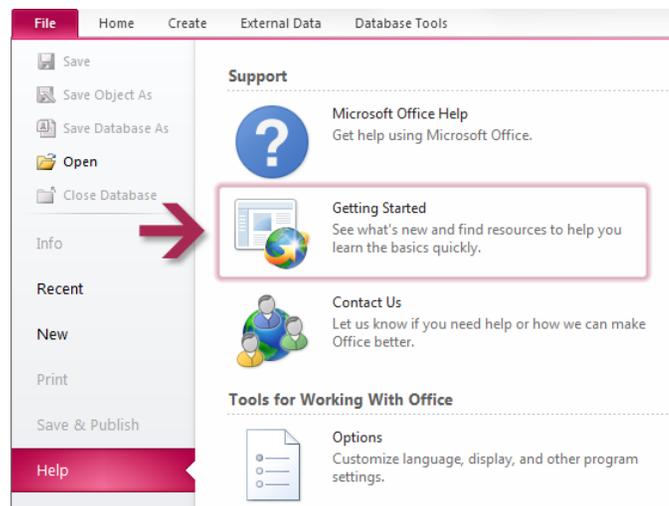
from Access 2003

## How to get started with Access 2010

Access 2010 opens in Backstage view, which contains many of the commands that were on the **File** menu in Access 2003.

In Backstage view, you can create and save new databases, start from a template, open existing databases, and publish them to SharePoint.

You can also get help in Backstage view. We have many free resources available to help you learn Access 2010, including training courses and a menu-to-ribbon guide that lets you click any Access 2003 command, and then shows you exactly where that command is located in Access 2010.

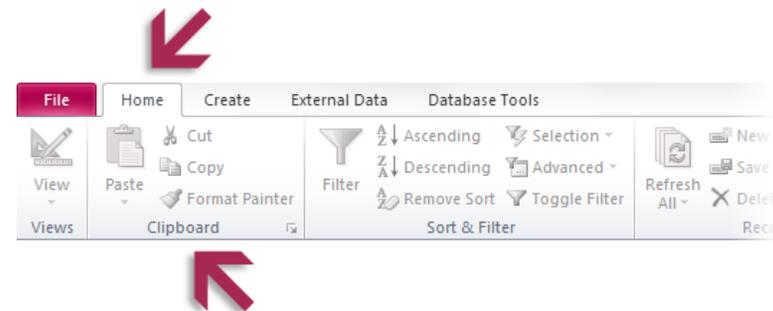


To find these free resources, click the **File** tab, and then click **Help**. Then, under **Support**, click **Getting Started**.

## Where are my menus and toolbars?

In Access 2010, a wide band spans the top of the main program window. This is the ribbon, and it replaces the old menus and toolbars. Each tab on the ribbon has different buttons and commands that are organized into ribbon groups.

When you open a database, the ribbon's **Home** tab is displayed. This tab contains many of the most frequently used commands in Access. For example, the first thing you'll see on the left side of the tab is the **Views** group, which can include the **Form View**, **Datasheet View**, **Layout View**, and **Design View** commands.



Next, in the **Clipboard** group, you'll find commands to paste, cut, and copy, as well as the **Format Painter**.

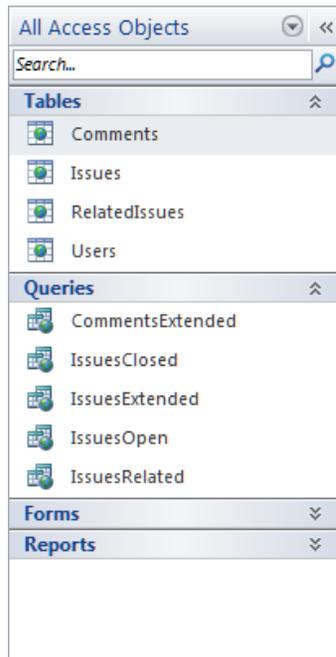
The ribbon adjusts its appearance to fit your computer's screen size and resolution. On smaller screens, some ribbon groups may display only their group name, not their commands. In that case, simply click the small arrow on the group button to reveal the commands.

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## What happened to the Database window?



When you open a database or create a new one in Access 2010, the names of your database objects appear in the Navigation Pane, which replaces the Database window that was in Access 2003.

The database objects include your tables, queries, forms, reports, pages, macros, and modules. The Navigation Pane divides your database objects into categories, and those categories contain groups. Some categories are predefined for you, and you can also create your own custom groups.

If you used the Database window to perform a task with a database object in Access 2003, you now

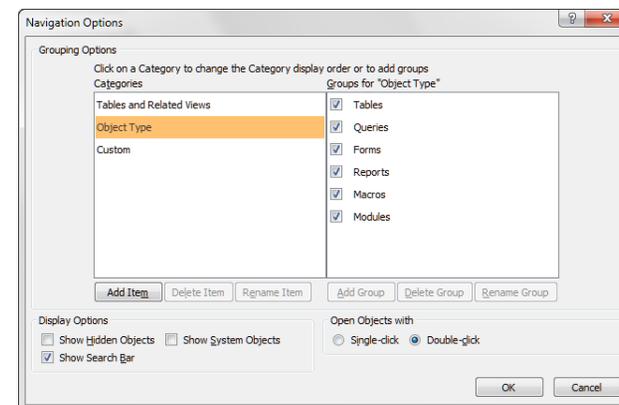
perform that task by using the Navigation Pane. To open or apply a command to a database object, right-click the object and select a menu item from the list.

In the Navigation Pane, the list of objects is always visible; things don't get buried under forms and other objects. You can also search for objects in this pane.

## What happened to switchboards?

Switchboards are Access forms that contain buttons or hyperlinks that, for example, open a form or a report. Using a switchboard is a way of hiding database objects that you do not want other users to see.

In Access 2010, you can use the Navigation Pane in place of switchboards. To do so, you create custom categories and groups that provide shortcuts to only the objects that you want users to see. Then, you set options for the Navigation Pane so that remaining objects are hidden. Right-click the top of the Navigation Pane, and then click **Navigation Options**.



To add a custom category, click **Add Item**. To add a custom group, select a custom category, and then click **Add Group**. You can hide a group by clearing its check box. After you create your custom groups, add objects to them by dragging them in the Navigation Pane. To hide a database object, add it to a hidden group.

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## Things you might be looking for

Look over the table below to find some of the common and familiar things that you might be looking for in Access 2010. Although this list isn't comprehensive, it's a good place to start. For a full list of Access 2010 commands, click the **File** tab, click **Help**, and then click **Getting Started**.

To...	Do this...	And then...
Rearrange items in the Navigation Pane	Right-click the top of the <b>Navigation Pane</b>	Select the organization options you want, such as <b>Sort By</b> or <b>View By</b>
Create new tables, forms, and other objects	Click the <b>Create</b> tab	Click the command for the object you want to create
View and edit database relationships	Click the <b>Database Tools</b> tab	In the <b>Relationships</b> group, click <b>Relationships</b>
Split a database into front-end and back-end databases	Click the <b>Database Tools</b> tab	In the <b>Move Data</b> group, click <b>Access Database</b>
Save a database as a different version Access database	Click the <b>File</b> tab	Click <b>Save &amp; Publish</b> , and then, under <b>Save Database As</b> , click the format you want
Import or export data	Click the <b>External Data</b> tab	Select the data format from which you want to import, or to which you want to export
Encrypt a database	Click the <b>File</b> tab	Click <b>Encrypt with Password</b>

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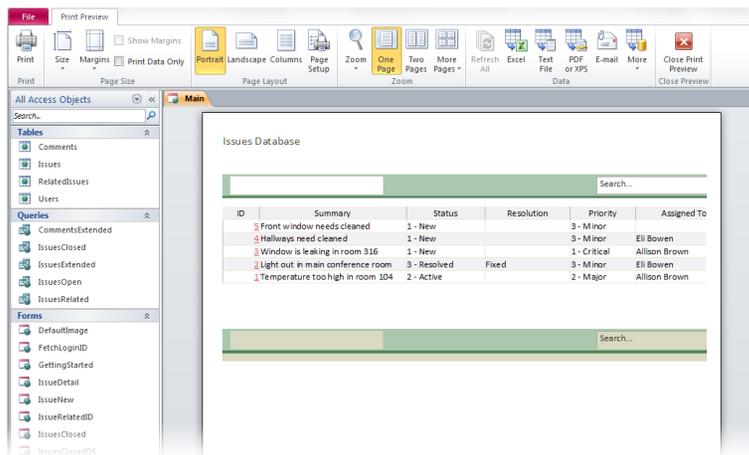
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## Where is Print Preview?

In Access 2010, look for Print Preview in Backstage view, alongside other useful print-related settings.

Click the **File** tab, click **Print**, and then click **Print Preview**. The **Print Preview** tab opens with a preview of how the current object will look when printed.

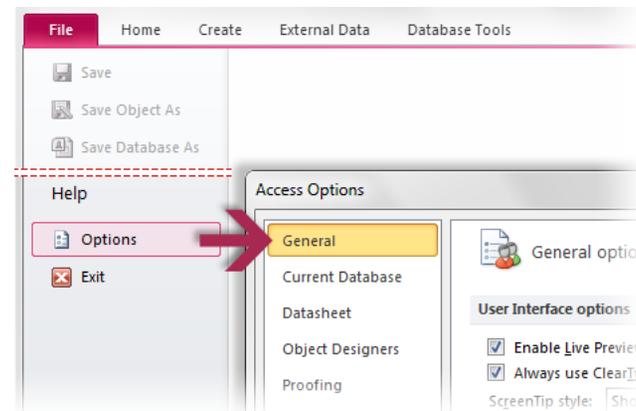


You can use the options on the **Print Preview** tab to fine-tune your preferences, for example, to change the paper size, set margins, or to change the orientation from portrait to landscape. You can also export the object's data in a variety of formats by using the commands in the **Data** group. When you're ready to print, click **Print** at the far left of the **Print Preview** tab.

## What happened to Tools | Options?

Looking for the program settings that let you control things like selecting a default form for the current database? Or perhaps you'd like to configure the database so that objects are displayed in overlapping windows instead of on document tabs.

Click the **File** tab, and then click **Options**. This opens the **Access Options** dialog box, where you can customize your Access settings and preferences.



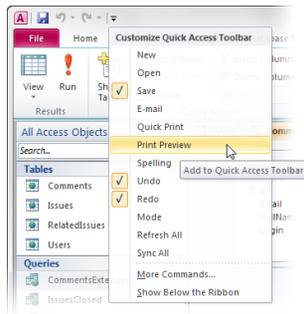
Some settings in the **Access Options** dialog box apply only to Access. But some preferences (for example, the color scheme) will apply to all other Microsoft Office 2010 programs that you have installed.

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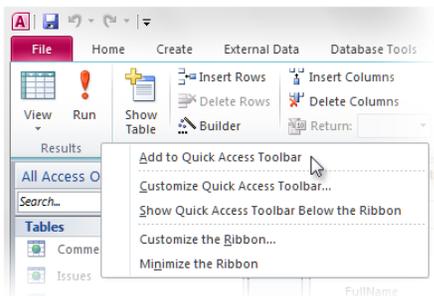
## Keep your favorite commands nearby



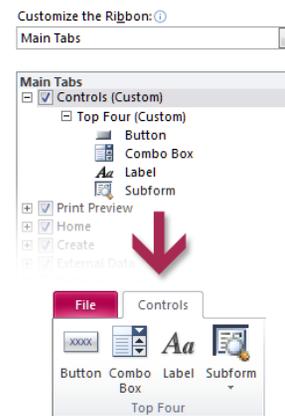
The Quick Access Toolbar in the upper-left corner of the Access program window provides shortcuts to commands you'll use often.

By adding buttons to this toolbar, you can keep all of your favorite commands visible at all times, even when you switch ribbon tabs.

Click the drop-down arrow next to the Quick Access Toolbar to turn on or off any of the commands in the list. If the command you want to add isn't shown in the list, switch to the ribbon tab where the button appears and then right-click it there. On the menu that appears, click **Add to Quick Access Toolbar**.



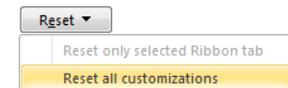
## Create ribbon tabs or groups of your own



You can customize ribbon commands by putting buttons into ribbon groups where you want them to appear, or by creating custom ribbon tabs of your own.

Right-click any ribbon group and then click **Customize the Ribbon**. In the **Access Options** dialog box, you can add commands to your own tabs or groups. For example, you could create a tab called **Controls**, and then add some of your most frequently used commands to a custom group on this tab.

If you make a mistake, don't panic. You can use the **Reset** button if you want to go back to the default ("factory") settings.



Not all older Access commands appear on the ribbon, but most are still available. If you can't live without some of these, simply add them to the ribbon or to the Quick Access Toolbar.

In the **Access Options** dialog box, in the **Choose commands from** list, select **Commands Not in the Ribbon**. Next, find the command that you want and add it to a custom ribbon tab or group.

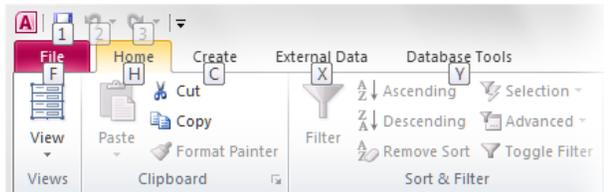
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## Introducing KeyTips

Access 2010 provides shortcuts for the ribbon, called KeyTips, so you can quickly perform tasks without using your mouse.



To make KeyTips appear on the ribbon, press the ALT key.

Next, to switch to a tab on the ribbon using your keyboard, press the key of the letter displayed under that tab. In the example shown here, you would press C to open the **Create** tab, X to open the **External Data** tab, Y to open the **Database Tools** tab, and so on.

Once you've switched to a ribbon tab in this way, all available KeyTips for that tab appear on the screen. You can then finish the sequence by pressing the final key (or keys) for the command you want to use.

To go back one level while in a sequence, press the ESC key. Doing so multiple times in a row cancels KeyTips mode.

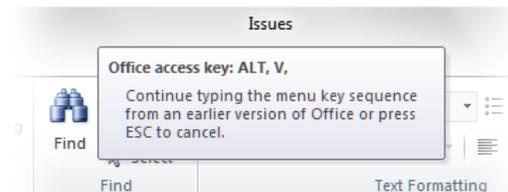
## Do keyboard shortcuts still work?

Keyboard shortcuts from Access 2003 are still available in Access 2010.

If you know a shortcut sequence, go ahead and type it. For example, with a form in Layout View, ALT+F8 still opens the Field List, and ALT+F4 quits Access 2010.

Many of the old menu accelerators are still available as well. For example, pressing ALT, T, O in succession opens the **Access Options** dialog box (formerly **Tools | Options**), and so on.

As you begin to type an ALT key sequence, you may see a box pop up:



If you know the entire key sequence that you want, go ahead and finish typing it. If you don't remember (or never learned) any ALT key sequences, press the ESC key to cancel and use KeyTips instead.

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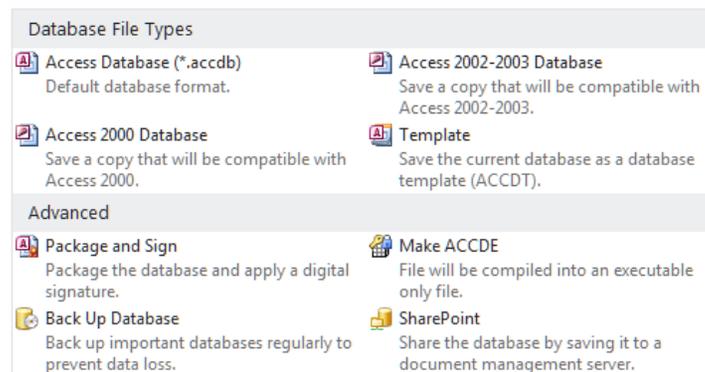
### Working with new and old Access files

Access 2010 (and Access 2007) databases use a new format for saving files. If people you work with are using different versions of Access, don't worry — you can still open and edit older databases in Access 2010, and share your files with people who don't yet have Access 2010.

By default, Access 2010 and Access 2007 create databases in the .accdb file format. This format supports newer features such as multivalued fields, data macros, and publishing to SharePoint so people can use the database in a Web browser.

Files created in the Access 2003 format (.mdb) will run in Access 2010, but features such as the Database window and toolbars will be replaced by the new user interface.

#### Save Database As



### Opening a 2003 database in Access 2010

If you use Access 2010 to open a database that was created with Access 2003, you'll see a switchboard (if one was created). Even though you are working in Access 2010, you're technically still working in the earlier file format. You won't be able to use new Access 2010 features such as multivalued fields and publishing to SharePoint.

You can convert your file, but before you do, ask yourself if you need to collaborate on your file with people who still use Access 2003 (or an even older version). If the answer is yes, you may want to keep the file in the .mdb format because after you save an older database as an .accdb file, you can only use that database in Access 2010 (or Access 2007).

**Note** If other people have created linked tables using your database, you might break those links if you convert the database to Access 2010.

To convert the Access 2003 file to the new Access 2010 (and Access 2007) format, open the file, and then, on the **File** tab, click **Save & Publish**. Then, under **Database File Types**, click **Access Database (\*.accdb)**. Click **Save As**.

If any database objects are open when you click **Save As**, Access 2010 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 necessary, Access will also prompt you to save any changes. Then, in the **Save As** dialog box, type a file name in the **File name** box, and then click **Save**.