

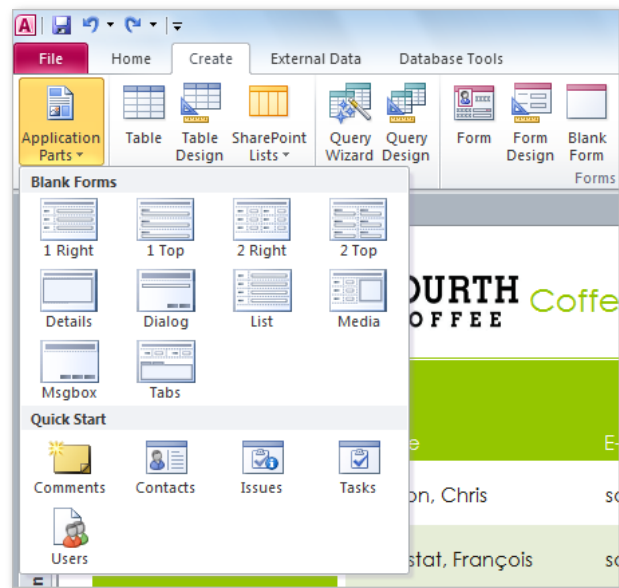
# Access 2010 Features & Benefits

Microsoft® Access® 2010 is all about simplicity, with pre-built and community templates to get you started, web databases so you can get anywhere access to your data, and powerful tools that stay relevant as your data grows.<sup>1</sup> Access 2010 empowers you to make the most of your information—even if you're not a database expert. And, through newly added Web databases, Access amplifies the power of your data making it easier to track, report, and share with others. Your data will never be further away than your closest Web browser.<sup>2</sup>

## Build your databases faster and easier than ever before.

Forget the learning curve. Out-of-the box templates and reusable components make Access 2010 a fast and simple database solution.

- Get started in just a few clicks. Find new built-in templates you can start using without customization or select templates from [Office.com](http://Office.com) and customize them to meet your needs.
- Build your databases with new modular components. New Application Parts enable you to add a set of pre-built Access objects, such as a table and form for task management, to your database in a few simple clicks.



## Create more impactful forms and reports.

Access 2010 brings you the innovative tools you'd expect from Microsoft Office to help you easily create professional, coordinating forms and reports.

- Simplified formatting. The addition of Office themes in Access 2010 gives you the ability to coordinate numerous database objects and makes formatting a breeze.

<sup>1</sup> Microsoft SharePoint Server 2010 is required to publish and share a Web database and Access Services must be enabled.

<sup>2</sup> An appropriate device, Internet connection and supported Windows® Internet Explorer® 7 for Windows, Safari 4 or later for Mac, and Firefox 3.5 or later for Windows, Mac, or Linux browser are required.

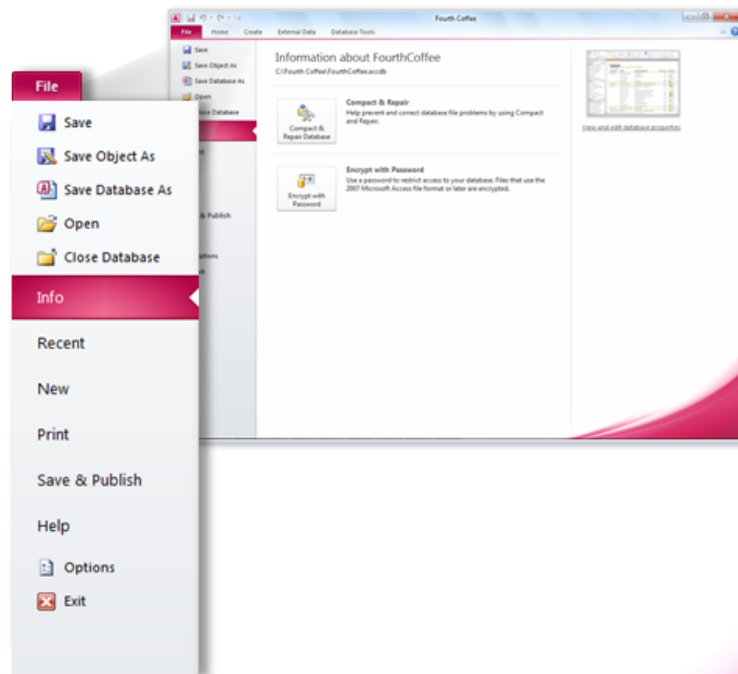
- Easily spot trends and add emphasis to your data. Conditional formatting now supports data bars and you can manage your conditional formatting rules from a single intuitive view.

<b>FOURTH COFFEE</b> Supply Purchases				
Product	Qty	Unit Price	Discount	Total
Sugar Unit:Bag	100	\$53	9.00%	\$4,818
Almond syrup Unit:Case (5)	20	\$50	0.00%	\$1,000
Brown sugar cinnamon syrup Unit:Case (5)	40	\$50	0.00%	\$2,000
Caramel syrup Unit:Case (5)	100	\$50	0.00%	\$5,000
Caramel syrup (sugar free) Unit:Case (5)	195	\$50	3.00%	\$9,660
Carmel honey syrup (sugar free) Unit:Case (5)	50	\$50	0.00%	\$2,500
Chocolate mint syrup (sugar free) Unit:Case (5)	150	\$50	0.00%	\$7,500
Chocolate syrup Unit:Case (5)	200	\$50	0.00%	\$10,000
Chocolate syrup (sugar free) Unit:Case (5)	20	\$50	4.00%	\$960

## Get easier access to the right tools, at the right time.

Locate the commands you need when you want them and where you want them.

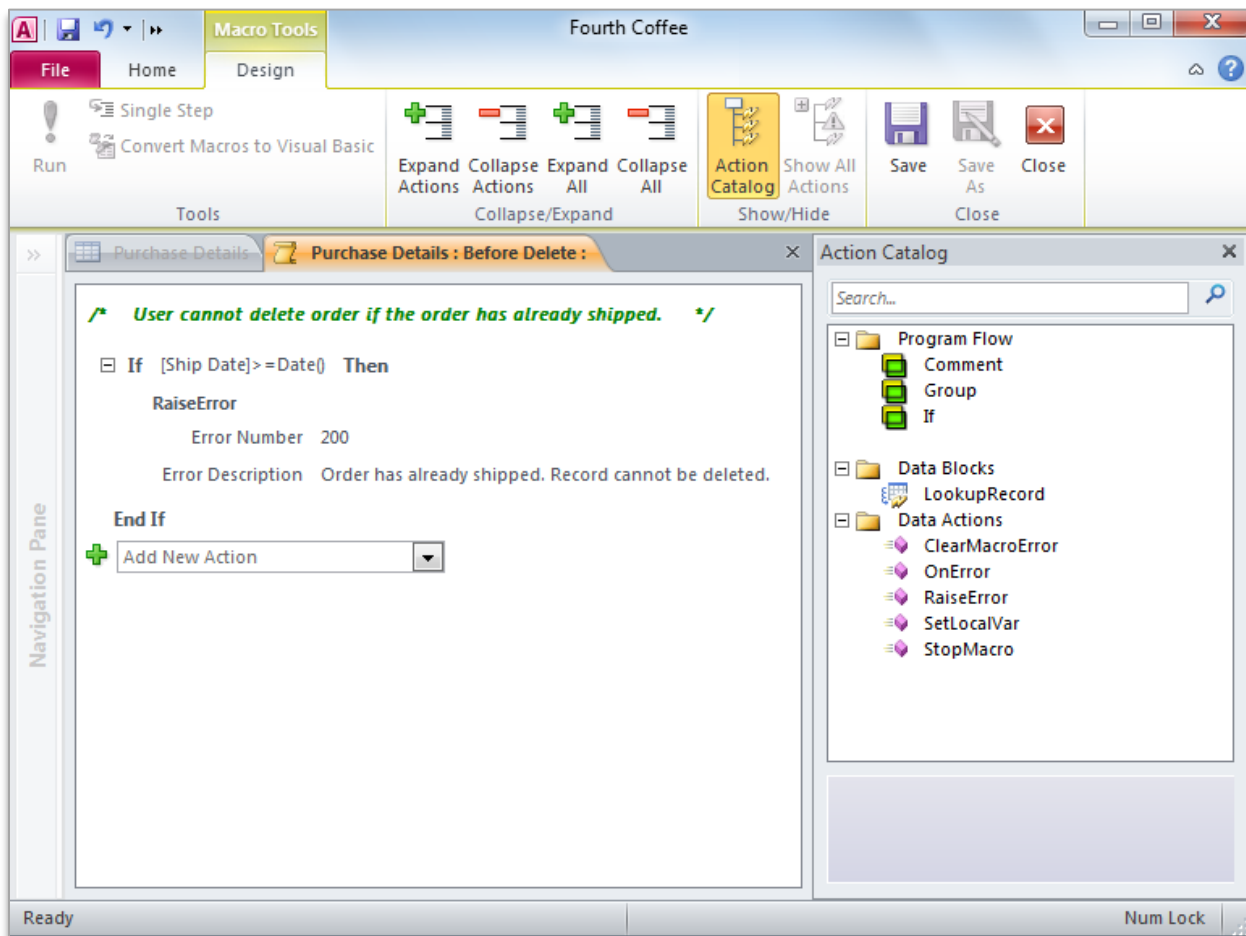
- Easily customize the improved Ribbon to make the commands you need more accessible. Create custom tabs or even customize built-in tabs. With Access 2010, you're in control.
- Manage your database and obtain a faster, more direct route to your database tools from the new Microsoft Office Backstage™ view. Backstage view replaces the traditional File menu across the Office 2010 applications to provide a centralized, organized space to manage your database and customize your Access experience.



## Add automation and complex expressions more intuitively.

Access 2010 empowers you to be your own developer by bringing you simplified and easy to use tools—even if you consider yourself a database novice.

- Build your expressions and formulas with ease. The enhanced Expression Builder greatly simplifies your formulas and expressions with IntelliSense®. Reduce errors and spend more time focusing on building your database.
- Effortlessly add automation to your database. With the revamped Macro Designer, it's now even easier for you to add basic logic to your database. If you're an experienced Access user, you'll find the enhancements are more intuitive for creating complex logic and enable you to extend your database application.



## Obtain a centralized landing pad for your data.

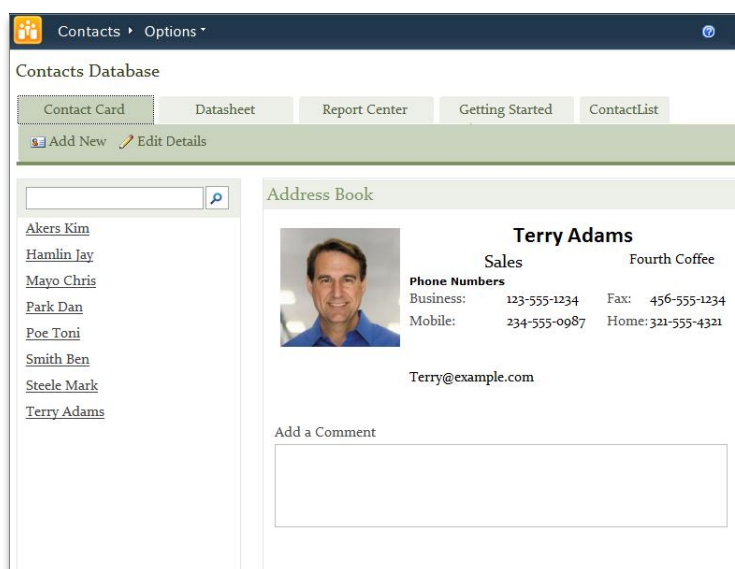
Access 2010 offers easy ways to bring your data together and increase work quality.

- View data that is trusted and validated by your IT staff. Include Web Services and Microsoft SharePoint® 2010 Business Connectivity Services data right in the applications you build via newly added Web Services protocol.<sup>3</sup>
- Use data from a variety of sources in your reports. Import and link data from a broad range of other external sources such as Microsoft Excel®, Microsoft SQL Server®, Microsoft Outlook®, and more.<sup>4</sup> Or, collect and update your data via e-mail—no server required.

## Access your database in new ways.

Newly added Access Services on Microsoft SharePoint Server 2010 enables you to make your databases available on the Web with through Web databases.

- Start collaborating right away. Post your databases online and then access, view, and edit them from the Web. Any user with permissions to your SharePoint 2010 site can use your Web forms and reports via a browser—even if they don't have Access installed.



Whether you're a large corporation, small business owner, non-profit organization, or if even you're looking for more efficient ways to manage your personal information, Access 2010 makes it easier to get what you need done more quickly, with more flexibility, and with better results.

<sup>3</sup> Support for Microsoft SharePoint 2010 Business Connectivity Services (BCS) is configured in SharePoint Server 2010.

<sup>4</sup> Some linked data sources, such as Microsoft Excel, cannot be updated from within Access.