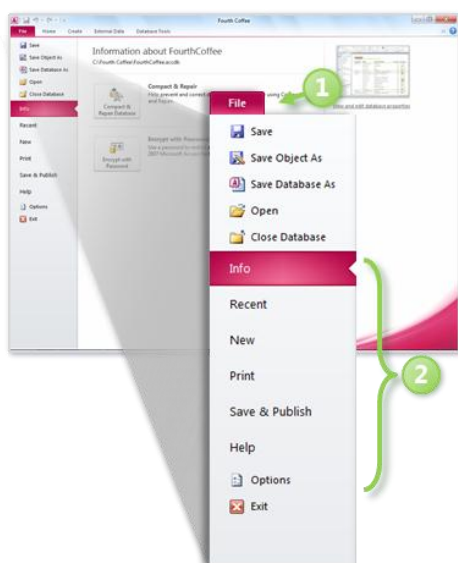


Microsoft® Access® 2010 is all about simplicity, with pre-built and community templates to get you started, web databases so you can get anywhere access to your data, and powerful tools that stay relevant as your data grows.¹ Access 2010 empowers you to make the most of your information, with fewer barriers and a small learning curve. With seamless connections to variety of data sources, along with data collection tools, collaboration happens the way it should. Access 2010 amplifies the power of your data—by making it easier to manage, analyze, and share with others. Your data will never be further away than your closest Web browser through new Web databases and Access Services on Microsoft SharePoint® Server 2010.²

Backstage View:

Prep your work for prime time

Get centralized access to your database tasks such as save, print, publish, or customize your Access experience in Microsoft Office Backstage™ view.



- 1 **File tab:** Opens Backstage view. Click any Ribbon tab to return to the main view.
- 2 **Backstage tabs:** Fast, easy, and organized access to tools and options that were previously spread across several locations.
 - **Info:** Compact and repair your database or encrypt it with a password. After publishing a Web database, the Sync All option will display so you can synchronize your design changes.
 - **Recent:** Displays a list of recent databases. Click the pushpin icon next to a database to 'pin' it to the list and move it to the top so it's readily available.
 - **New:** Find a rich set of built-in templates for creating new databases. Also find online and community-submitted databases.
 - **Print:** Quick access to Print options and Print Preview.
 - **Save & Publish:** Save a copy of your database as a database template for efficient reuse, publish your Web database to SharePoint 2010 to make it available through a Web browser, save Access objects in PDF or XPS format, and more.
 - **Help:** Get application help and links to other online self-help resources, such as training tutorials. Also find information about the version you are running, activation, and licensing information.
 - **Options:** Offers extensive options for setting your preferences, including the ability to customize the Ribbon and Quick Access Toolbar.



Tip: Get help for using the Ribbon, including how to customize the Ribbon in Access 2010, in the Office 2010 Getting Started Guide or on Office.com.

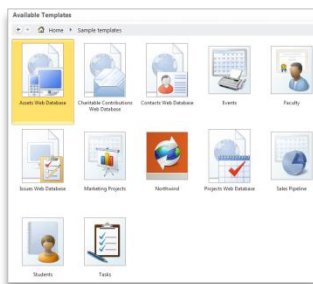
Build databases faster and easier than ever

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

Get started quickly with pre-built templates

Find database templates in Access 2010 you can use as a starting point or customize them to meet to your needs.

1. Click the **File** tab to open Backstage view.
2. On the **New** tab, click **Sample templates** to select a built-in template or select a category from the **Office.com Templates** to browse community-submitted templates.



Reuse database parts built by others

Simplify your database creation by adding common components across your databases or organization in just a few clicks.

1. Start with an open database.
2. On the **Create** tab, in the **Templates** group, click **Application Parts**.
3. Click an Application Part in the gallery.



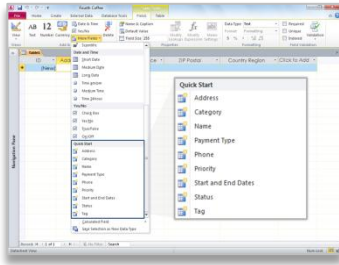
Tip: Create your own database template or Application Part. In Backstage view, on the **Save & Publish** tab, save your database as a **Template**. For **Application Parts**, select the **Application Part** option in the **Create New Template from This Database** dialog box.

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

² 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.

Simultaneously add multiple fields

Use Quick Start fields to add groups of related—and pre-formatted—fields to your table in just a few clicks. Save time and help ensure consistency when creating tables that use similar fields across your databases.



To add a Quick Start field:

1. Start with an open table.
2. On the **Table Tools Fields** tab, in the **Add & Delete** group, click **More Fields**.

3. Locate the **Quick Start** heading near the bottom of the gallery.
4. Click a Quick Start field to add the field or fields to your table.

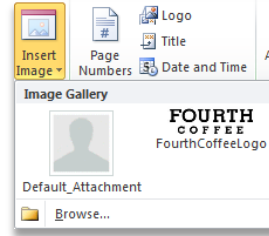
To create your own Quick Start field:

1. Select a field or fields in your table.
2. On the **Table Tools Fields** tab, click **More Fields**.
3. Click **Save Selection as New Data Type**.

Note: User Defined Quick Start fields are automatically available to all databases.

Share your images across your database

Reuse shared images in your forms and reports through the Image Gallery and save valuable design time.



1. Start with an open form or report.
2. On the **Home** tab, in the **Views** group, click **View** and then click **Layout View**. The **Form** (or **Report**) **Layout Tools** appear automatically.

To add a shared image to a form or report:

- Select an empty cell. On the **Design** tab, in the **Controls** group, click **Insert Image**.

To use a shared image as a form background:

- On the **Format** tab, in the **Background** group, click **Background Image**.

To manage shared images:

- Right-click an image in the gallery and then select **Delete**, **Update** or **Rename**.

Add navigation to your database using drag-and-drop functionality



Use a Navigation Form and make your frequently used forms and reports more accessible and readily available when you need them.

To create a Navigation Form:

1. Start with an open database.
2. On the **Create** tab, in the **Forms** group, click **Navigation** to view a list of available navigation layouts.
3. Click a layout from the gallery to add a Navigation Form to your database. A new Navigation Form will display in Layout View.

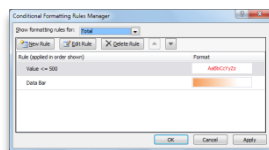
To add forms and reports to your Navigation form:

1. Select a form or report in the **Navigation Pane**.
2. Drag the selected form or report to the navigation controls on the Navigation Form.

Track trends & gain insight: Conditional formatting now supports data bars and you can easily manage your rules in a single intuitive view.

Easily manage your rules

Switch between your fields to modify, add, or delete conditional formatting rules and now add up to 50 formatting conditions.



To display the new Conditional Formatting Rules Manager:

1. Start with an open form or report.
2. On the **Home** tab, in the **Views** group click **View** and then click **Layout View**. The **Form** (or **Report**) **Layout Tools** appear automatically.
3. Select a value field. On the **Format** tab in the **Control Formatting** group, click **Conditional Formatting**.

Add greater emphasis to your values

Add data bars with gradient fills to your forms and reports and visually see how one value compares to the others or identify trends.

1. Start with an open form or report.
2. On the **Home** tab, in the **Views** group click **View** and then click **Layout View**. The **Form** (or **Report**) **Layout Tools** appear automatically.
3. Select a value field. On the **Format** tab in the **Control Formatting** group, click **Conditional Formatting**.
4. Click **New Rule**.
5. In the **New Formatting Rule** dialog box, click **Compare to other records** to access data bar options.

Product	Quantity	Unit Price	Discount	Cost
Almond syrup UnitCase (5)	20	\$10	0.00%	\$1,000
Brown sugar cinnamon sugar tree syrup UnitCase (5)	4	\$10	0.00%	\$100
Brown sugar cinnamon syrup UnitCase (5)	40	\$10	0.00%	\$1,000
Caramel sugar tree syrup UnitCase (5)	100	\$10	0.00%	\$1,000
Caramel syrup UnitCase (5)	100	\$10	0.00%	\$1,000
Chocolate sugar tree syrup UnitCase (5)	30	\$10	0.00%	\$1,000
Chocolate sugar tree syrup UnitCase (5)	30	\$10	4.00%	\$900
Chocolate mint sugar tree syrup UnitCase (5)	100	\$10	0.00%	\$1,000
Chocolate mint syrup UnitCase (5)	200	\$10	0.00%	\$2,000
Cinnamon syrup UnitCase (5)	90	\$10	0.00%	\$4,000
Dark chocolate sugar tree syrup UnitCase (5)	30	\$10	0.00%	\$1,000

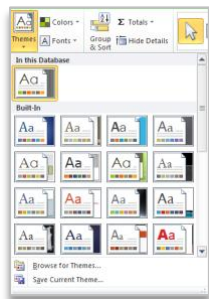
Tip: Customize your data bar scale. Set specific values for the length of the shortest bar and longest bar or use an expression for the data bar length to define your own threshold.

Add a professional polish to your database New flexible formatting options give you the ability to effortlessly create great-looking forms and reports.

Add a professional polish to your database New flexible formatting options give you the ability to effortlessly create great-looking forms and reports.

Change the appearance of your entire database in a few simple clicks

Take advantage of familiar and appealing Office themes and apply them to your databases with high fidelity both on the Access client and the Web.



To select a default Office theme:

1. Start with an open form or report.
2. On the **Home** tab, in the **Views** group, click **View** and then click **Layout View**. The **Form** (or **Report**) **Layout Tools** appear automatically.
3. On the **Design** tab, in the **Themes** group, click **Themes**.
4. Select an Office Theme from the gallery to apply it to your database.

To apply a theme to a form or report without changing your database theme:

1. Right-click a theme in the **Themes** gallery.
2. Click **Apply Theme to This Object Only**.

To prevent formatting from automatically updating:

- Use colors from the **Standard Colors** palette or **More Colors**.
- For fonts, use any font other than those identified as (Header) or (Detail) under the **Theme Fonts** section at the top of the Font list.

Add graphic effects and shape styles to your forms

Enhance your navigation controls, tabs, and buttons with new shape tools in Access 2010.



To change color and shape effects:

1. Start with an open form.
2. On the **Home** tab, in the **Views** group, click **View** and then click **Layout View**. The **Form Layout Tools** appear automatically.
3. Select a tab, button, or navigation

control on your form.

4. On the **Format** tab, in the **Control Formatting** group, click **Quick Styles**.
5. Select a style from the gallery to apply it to your selected object.
6. Explore other formatting options in the **Shape Effects** gallery.

To change the shape:

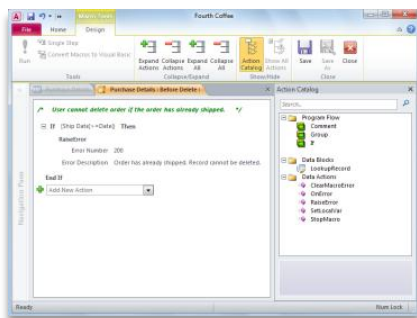
- On the **Format** tab, in the **Control Formatting** group, click **Change Shape**.

Note: Available styles and colors match your selected Office Theme.

Add automation more intuitively

The revamped Macro Designer in Access 2010 makes it easier to create, edit, and automate database logic.

Design your macros faster than before



New Macro Designer enhancements help you be more productive, reduce coding errors, and easily incorporate more complex logic to create robust applications and extend your database application.

To create a Named Macro:

- 
1. Start with an open database.

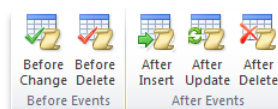
2. On the **Create** tab, in the **Macros & Code** group, click **Macro**.

To add a new action:

- Double-click an action from the Action Catalog.
- Drag an action from the Action Catalog and drop it at your desired location.
- Click the arrow next to **Add New Action** and select an action from the list.

Add logic directly to your tables

New data macros in Access 2010 enable you to store your macros



in your tables, not the objects that **use** your tables.

To add data macro to your table:

1. Start with an open table.
2. On the **Table Tools Table** tab, in the **Before Events** or **After Events** group, click a data macro to open the Macro Designer.

Notes and Tips:

- Table design changes are also saved when you save your data macro.
- If a data macro has been added to your table, the button for the data macro will appear selected.
- To edit or view a data macro, click the data macro button.
- Hover your mouse pointer over a data macro on the Ribbon to reveal a ScreenTip that provides additional help and tips for using data macros.



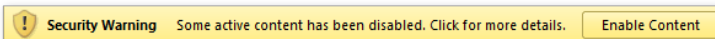
Tip: Share your macros with others or reuse macros written by others. Simply paste your code into any text editor and when it's pasted into the Macro Designer, Access will convert it to the correct format.

Fewer repeated security checks

Access 2010 remembers the files you trust so that you can avoid being prompted each time you open a previously trusted database.

Of course you want to be protected from potential threats to your computer and to your files. But why go through repeated security checks after you have confirmed that a file is trusted? After you confirm that a database containing active content (such as macros) is safe to enable, you don't have to repeat yourself.

1. A message bar automatically appears below the Ribbon to indicate you have opened an untrusted database.
2. If you trust the contents and choose to proceed, click **Enable Content** on the message bar to trust the database and activate the content.

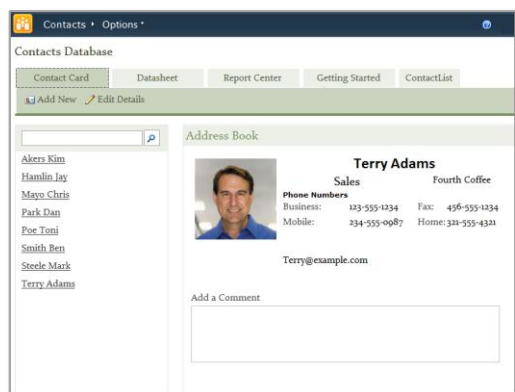


To manage Trusted Document settings:

1. Click the **File** tab to open Backstage view.
2. Click **Options**, then in the Options dialog box, click **Trust Center**.
3. On the right, click the **Trust Center Settings** button.
4. In the Trust Center dialog box, click the **Trusted Documents** tab to display options for working with Trusted Documents, such as clearing all previously trusted databases.

Access your application from virtually anywhere.

Extend your database to the Web so that users without an Access client can open Web forms and reports via a browser and changes are automatically synchronized.



Share your database through a Web browser

With Access 2010 and SharePoint Server 2010, your data can have enhanced protection to help meet data compliance, along with backup and audit requirements, providing you increased accessibility and manageability.

To create a new Web database:

1. Click the **File** tab to open Backstage view.
2. On the **New** tab, click **Blank web database** or click **Sample templates** and select a database with **Web Database** in the template name.

To check compatibility and publish your Web database to SharePoint Server 2010:

1. Click the **File** tab to open Backstage view.
2. On the **Save & Publish** tab, click **Publish to Access Services**.
3. Click **Run Compatibility Checker** to verify database content is ready for the Web.

4. After the Compatibility Check is complete, under the **Publish to Access Services** heading, provide a **Server URL** and a **Site Name**, and then click **Publish to Access Services**.

Note: This feature requires Microsoft SharePoint Server 2010 and Access Services must be enabled. To access a Web database through Web browser, an 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.



Tip: Create a Navigation Form for your Web Database and set it as your Web Display Form prior to publishing. Click the File tab to open Backstage view and then click Options. Find Web Display Form in the Current Database options.

Keyboard shortcut tips

- Press the Alt key to view KeyTips. KeyTips appear on the Ribbon with letter or number combinations you press sequentially on the keyboard to execute commands. Press a KeyTip to activate a Ribbon tab and then press the KeyTip for your desired command. KeyTips are also available for the Quick Access Toolbar and Backstage view.
- Hover your mouse pointer on Ribbon commands and find keyboard shortcuts in the ScreenTips. (Note not all commands have shortcuts.)
- Many common commands use Ctrl + the first letter of the command. Here are a few examples:

New: Ctrl + N • **Open:** Ctrl + O • **Save:** Ctrl + S • **Print:** Ctrl + P

New keyboard shortcuts

Shortcuts for working in the Expression Builder and Macro Designer:

- Manually display AutoComplete: Press Ctrl + Spacebar.

Shortcuts for working in the Macro Designer:

- Expand a code block: Press the Left arrow key
- Collapse a code block: Press the Right arrow key
- Move a code block or group: Press Ctrl + Up/Dn Arrow keys
- Delete a code block or group: Press Shift + Delete
- Move actions/code block: Drag + Drop
- Copy actions/code block: Ctrl + Drag + Drop