



Access 2007

Plant Operations Network Services

October 30, 2007

Curt Gomulinski

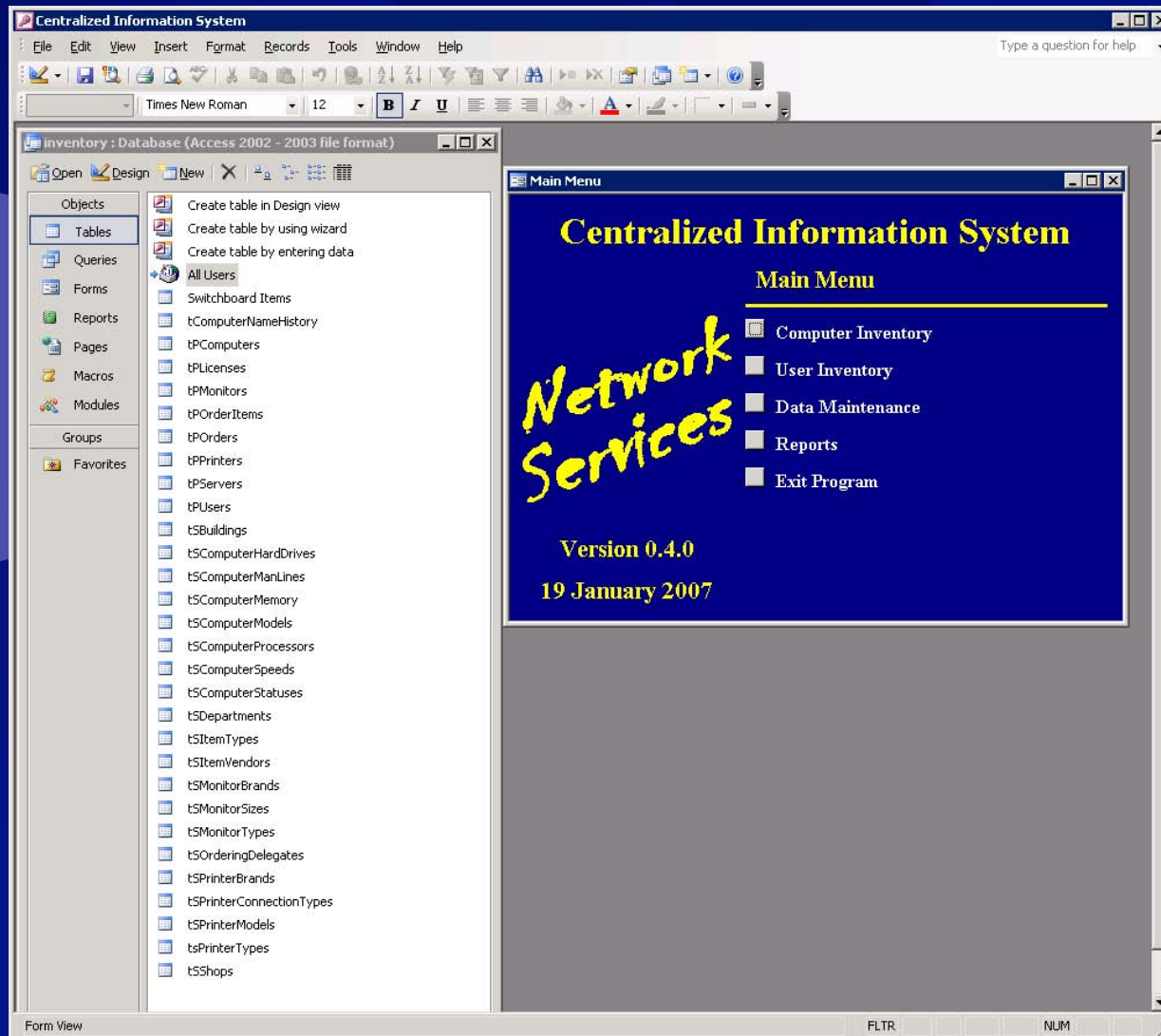
Major Changes

- Full implementation of the fluent user interface
- Additional pre-built templates
- Reports with different views of the same data
- Automatic data type detection
- New data types
- InfoPath integration
- SharePoint integration

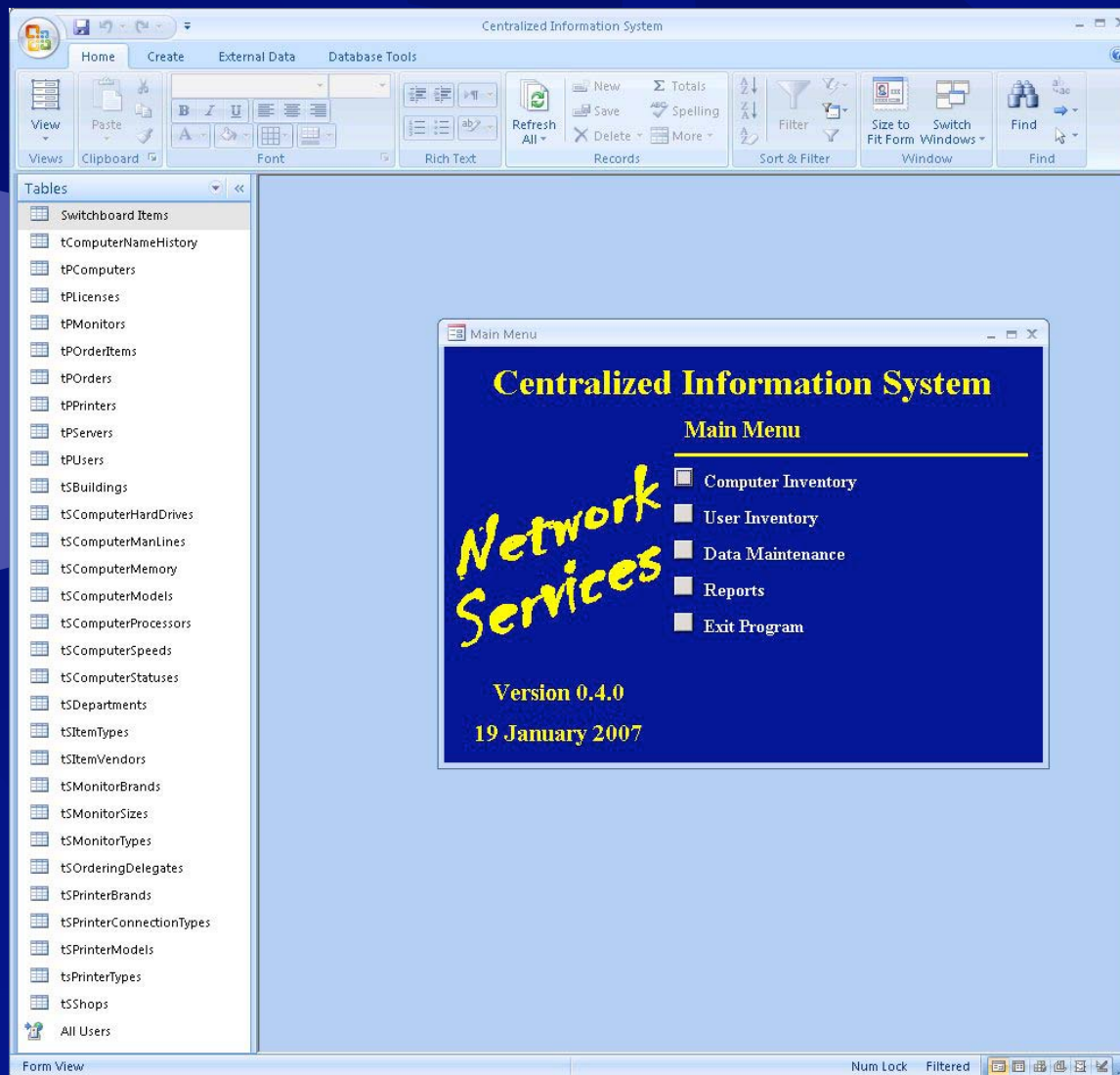
Security Changes

- Databases with macros or VBA code
 - By default, macros and VBA code will not run
 - User approval required to execute each time
- Working with BF-IT to resolve
 - Sign all VBA code with a certificate
 - Approve all databases on PO shared drives
 - Lower default security settings

Access 2003 Screen



Access 2007 Screen



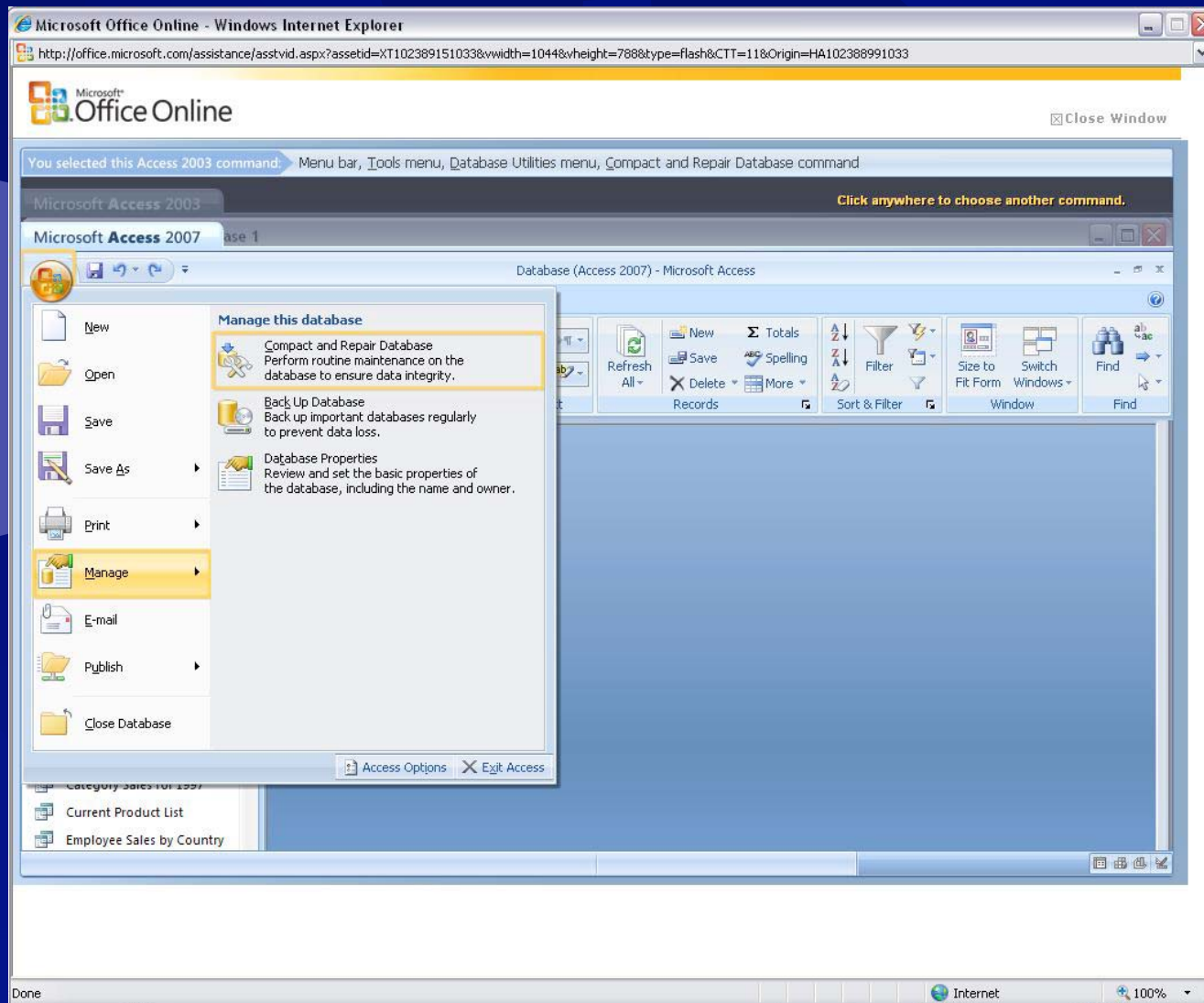
Access 2003 Command Reference

The screenshot displays a web browser window titled "Microsoft Office Online - Windows Internet Explorer" with the URL <http://office.microsoft.com/assistance/asstvid.aspx?assetid=XT102389151033&vwidth=1044&vheight=788&type=flash&CTT=11&Origin=HA102388991033>. The page content includes the Microsoft Office Online logo and a navigation breadcrumb: "You selected this Access 2003 command: Menu bar, Tools menu, Database Utilities menu, Compact and Repair Database command".

The main content area shows a window titled "Microsoft Access 2003" containing a screenshot of the Microsoft Access 2003 application interface. The window title is "Microsoft Access - Database 1". The menu bar includes File, Edit, View, Insert, Tools, Window, and Help. The "Tools" menu is open, showing options like Spelling, Office Links, Online Collaboration, Relationships, Analyze, Database Utilities, Security, Replication, Startup..., Macro, ActiveX Controls..., Add-Ins, AutoCorrect Options, Customize..., and Options... The "Database Utilities" sub-menu is expanded, listing: Convert Database, Compact and Repair Database..., Back Up Database..., Linked Table Manager, Database Splitter, Switchboard Manager, Upsizing Wizard, and Make MDE File... The "Compact and Repair Database..." option is highlighted.

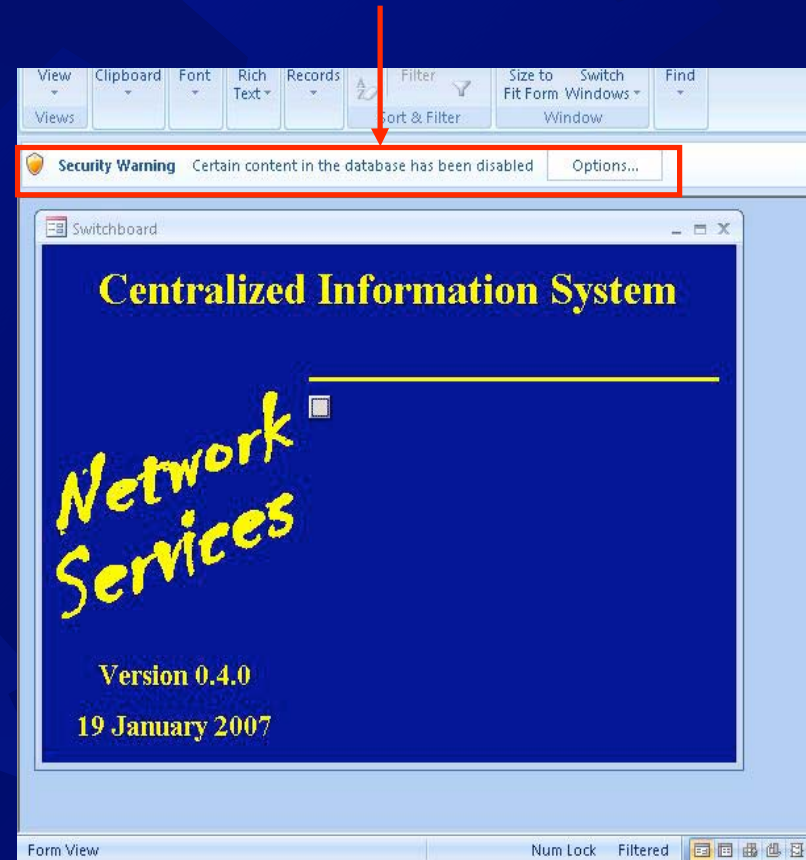
A text box on the right side of the screenshot reads: "Commands in this window. Rest the mouse pointer over a menu or button in the section above to learn its new location, or click it to see a demonstration." The status bar at the bottom of the browser window shows "Done" and "Internet" with a 100% zoom level.

Access 2007 Command Reference



One-time Security Override

- Content disabled by default
- Forms may appear different
- Warning message displayed
- Occurs each time the database is opened



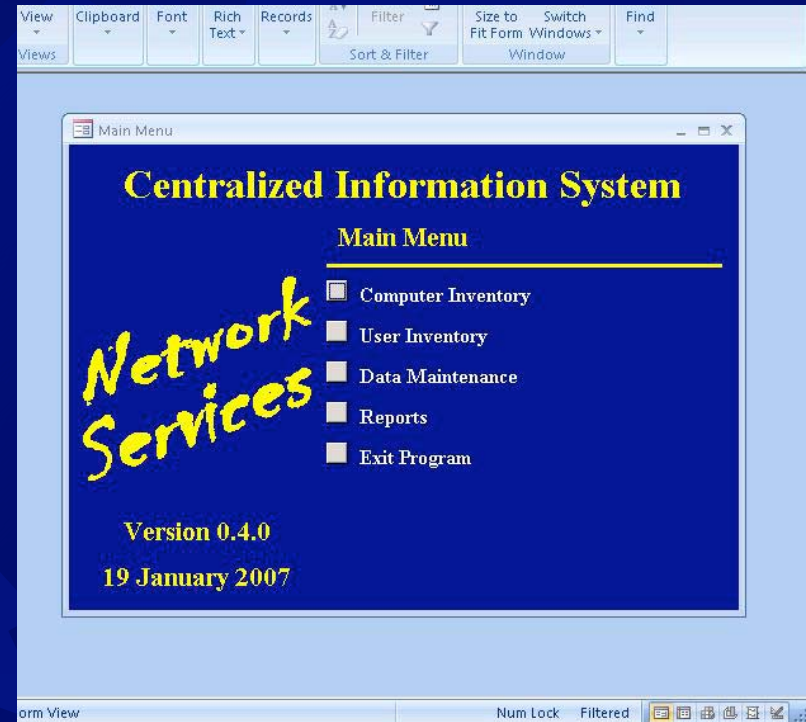
One-time Security Override

- Click the “Options...” button in security warning banner
- Displays security alert message
- Click the “Enable this content” option and the OK button



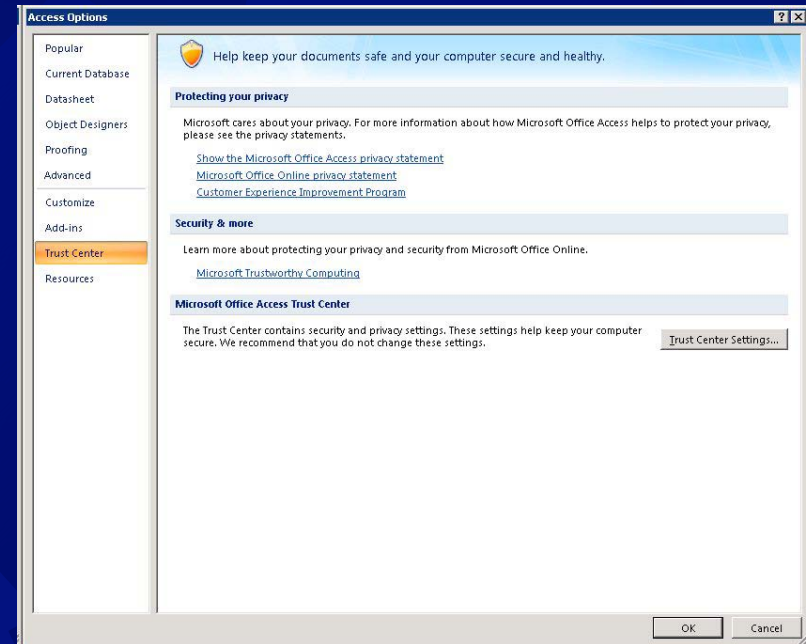
One-time Security Override

- Forms appear correct
- Macros and VBA code can execute
- Settings persist while the database is open



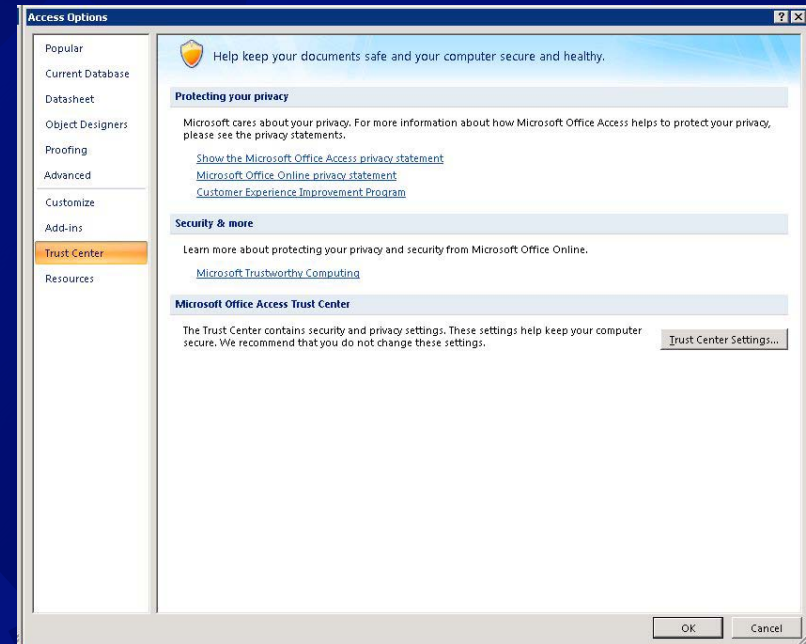
Permanent Security Override

- Click on the Office button
- Click on “Access Options” at the bottom of the menu window
- Click on the “Trust Center” option
- Click the “Trust Center Settings”



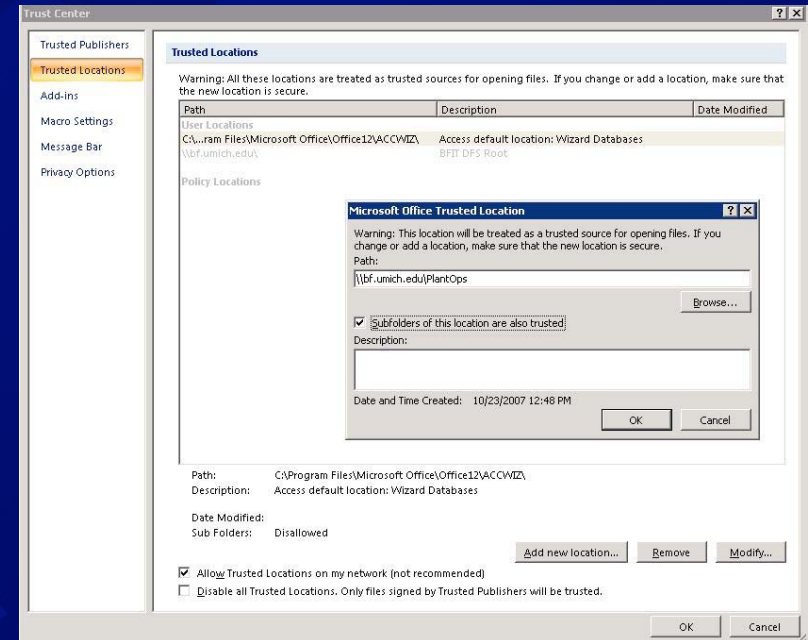
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Permanent Security Override

- Click the "Trusted Locations" menu
- Check "Allow Trusted Locations on my network"
- Click the "Add new locations" button
- Type "\\bf.umich.edu\PlantOps" in the Path box
- Check "Subfolders of this location..."
- Click OK, OK, OK
- Open your desired database



Access 2007 Links

- What's New in Access 2007
<http://office.microsoft.com/en-us/access/HA100241851033.aspx>
- Top 10 Benefits
<http://office.microsoft.com/en-us/access/HA101650211033.aspx>
- Up to speed with Access 2007 Online Tutorial
<http://office.microsoft.com/training/training.aspx?AssetID=RC101933201033>
- Access 2003 to Access 2007 Command Reference Guide
<http://office.microsoft.com/en-us/access/HA102388991033.aspx>
- PowerPoint presentation: Access 2007—Get up to speed
<http://office.microsoft.com/en-us/templates/TC102114121033.aspx?pid=CT102036981033>