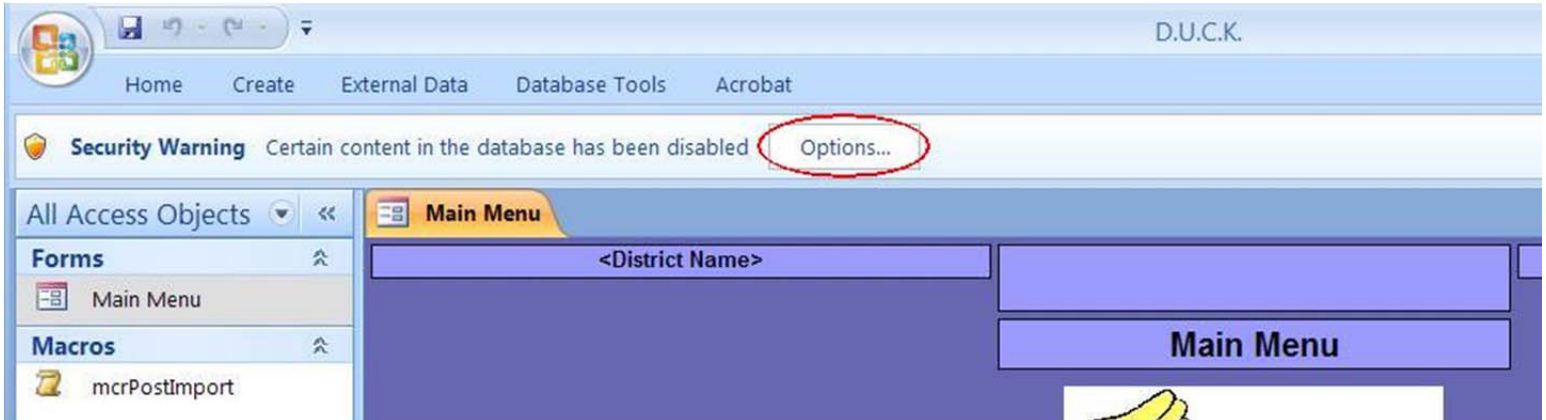


Access 2007 Options

<<< Security >>>

I've been working with Access 2007 more lately because several of the districts have upgraded to the newer version. I've come across a few things that I thought I'd share with the rest of the group.

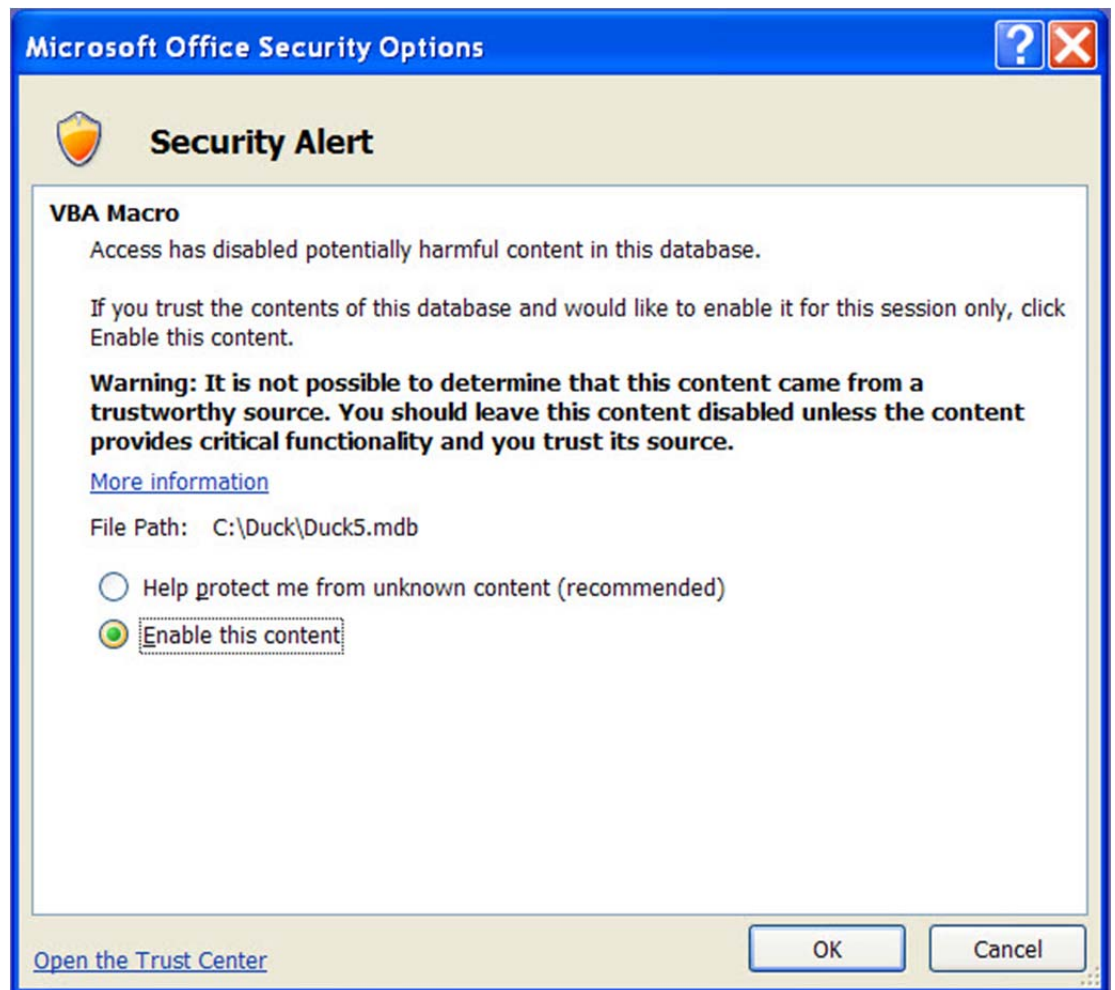
To start with, Access 2007 has more stringent security than ever before. You now have to specify the location (i.e. drive:\folder) where Access is allowed to open a database. There are two approaches for this. The first option is when you open a database from a random location on your computer. When you open the database, you should see a "Security Warning" similar to this:



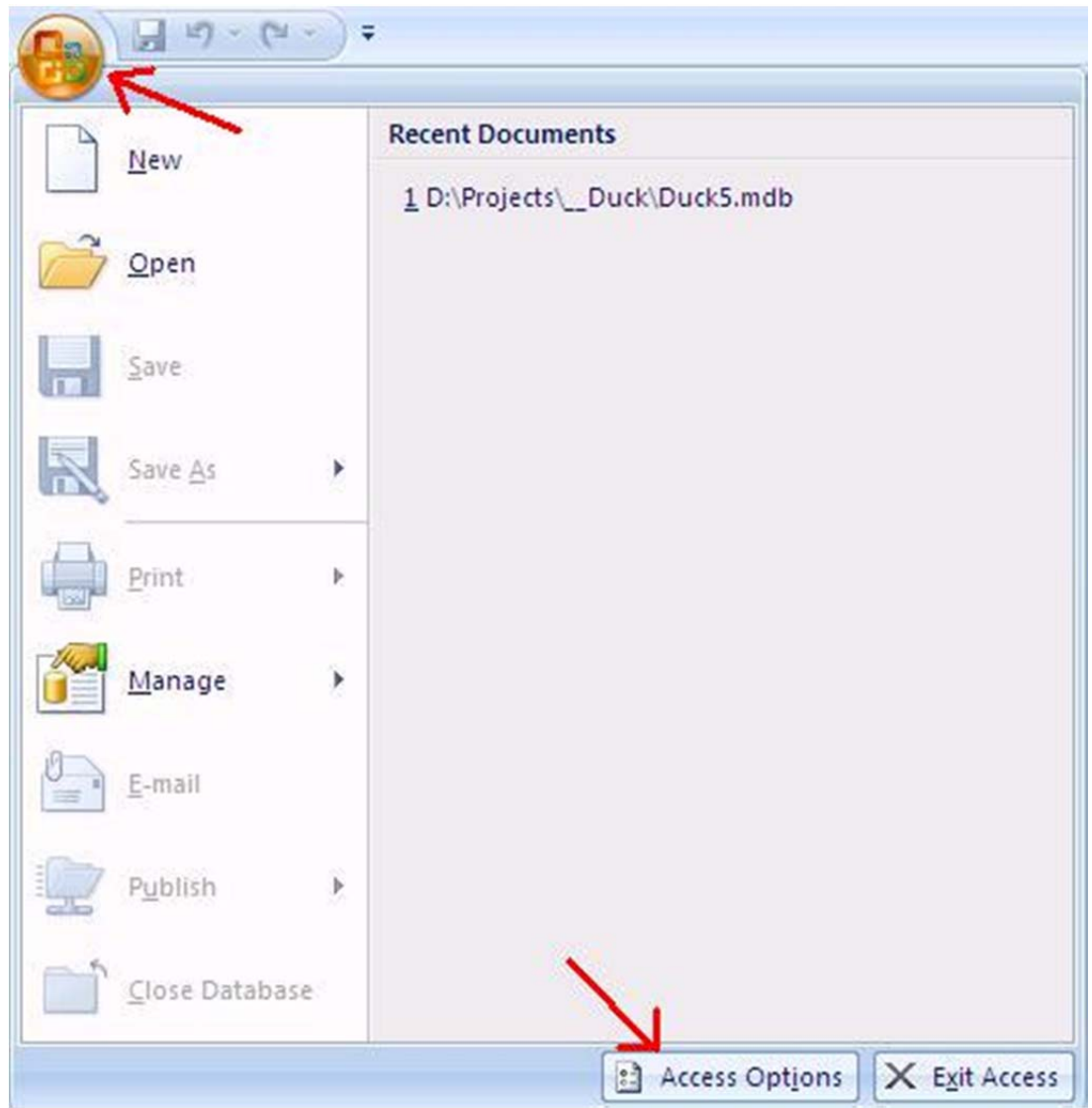
Clicking the [Options] button will open the following dialog box:

Click "Enable this content" and click [OK] to open the database.

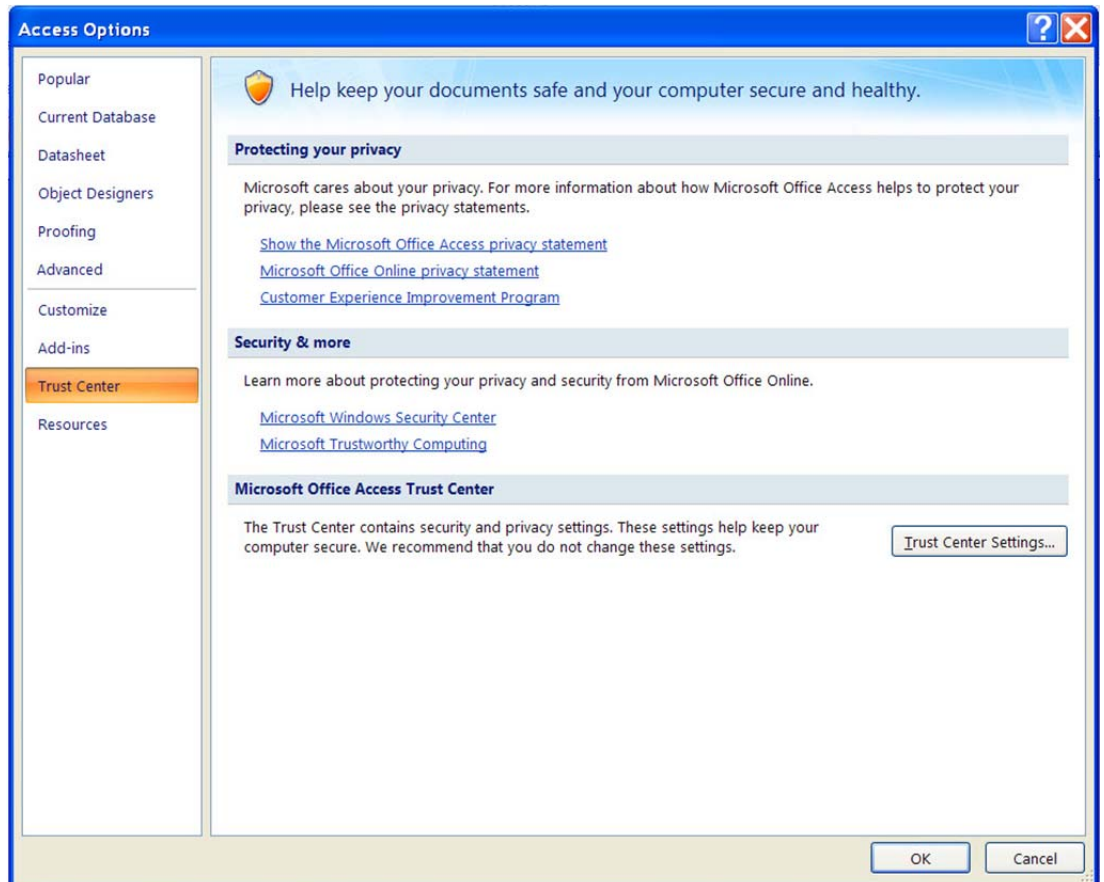
This will allow opening the database without any further intervention.



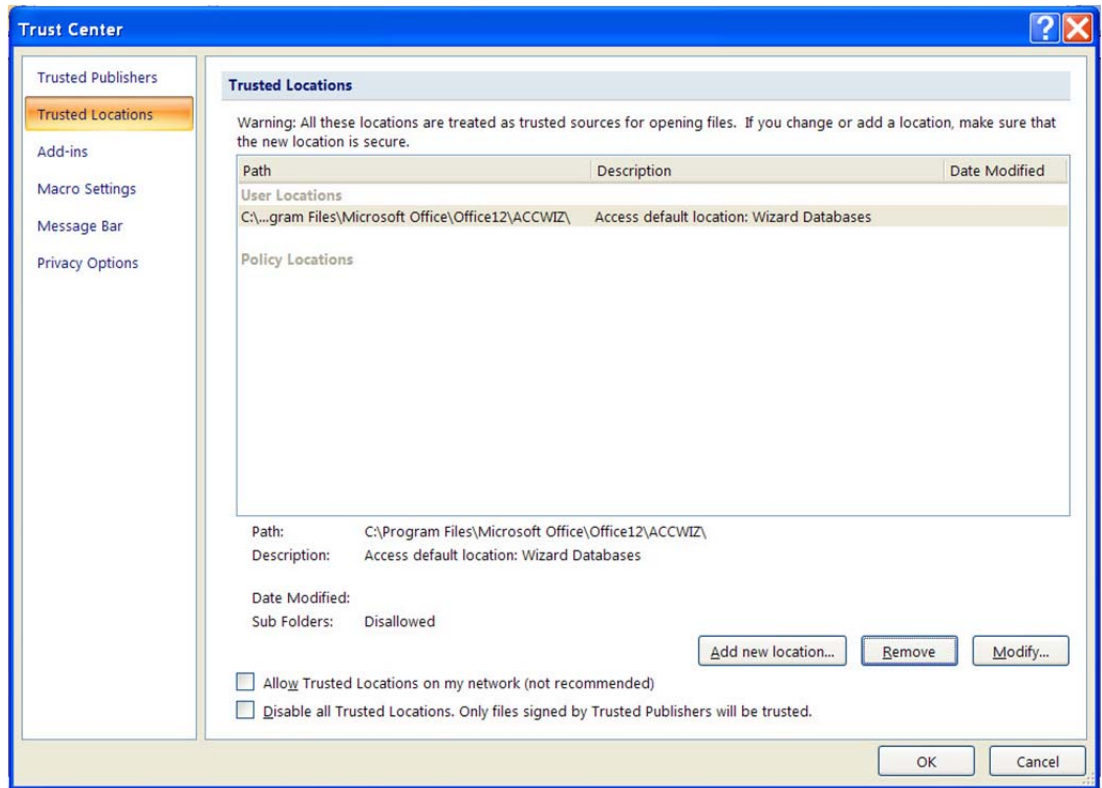
The second option is to specify the location of the database in the list of “trusted locations”. By doing this, Access will open any database in the location entered without displaying any security messages. To add a trusted location to the list, click the [Office] button in the top-left corner of the screen, and then click the [Access Options] button.



Click the “Trust Center” item in the left column, and then click the [Trust Center Settings] button.



Click the “Trusted Locations” item in the left column, and then click the [Add new location] button.

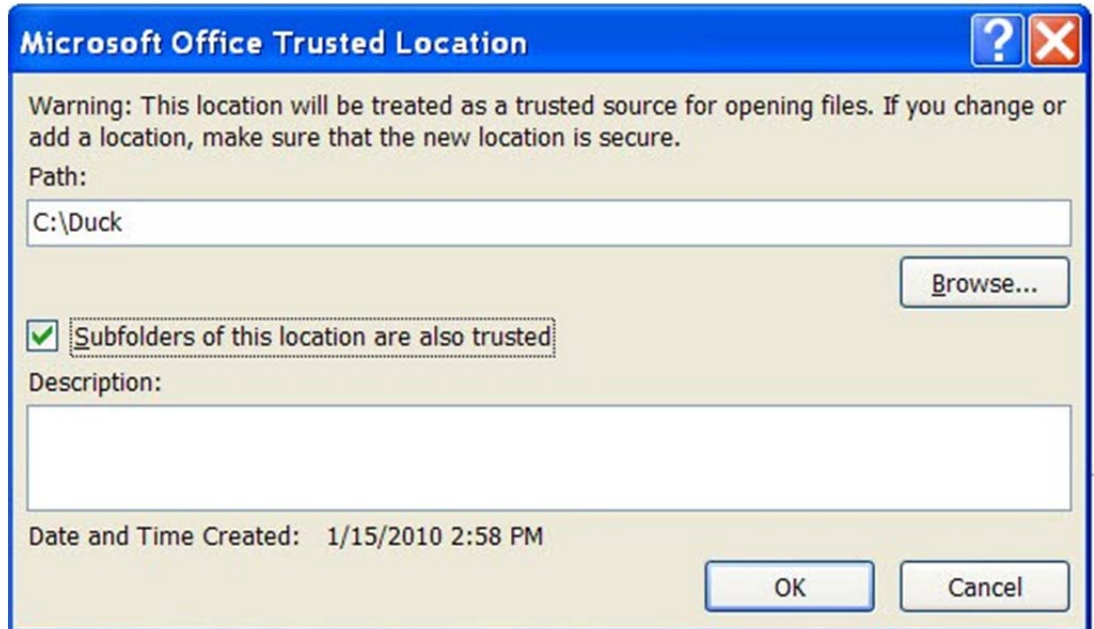


Enter the path where the database resides.

Click the “Subfolders of this location are also trusted” if desired.

Click the [OK] button.

From this point on, any databases located in a trusted location will open without a security warning being displayed.



<<< Action Query Pop-up Messages >>>

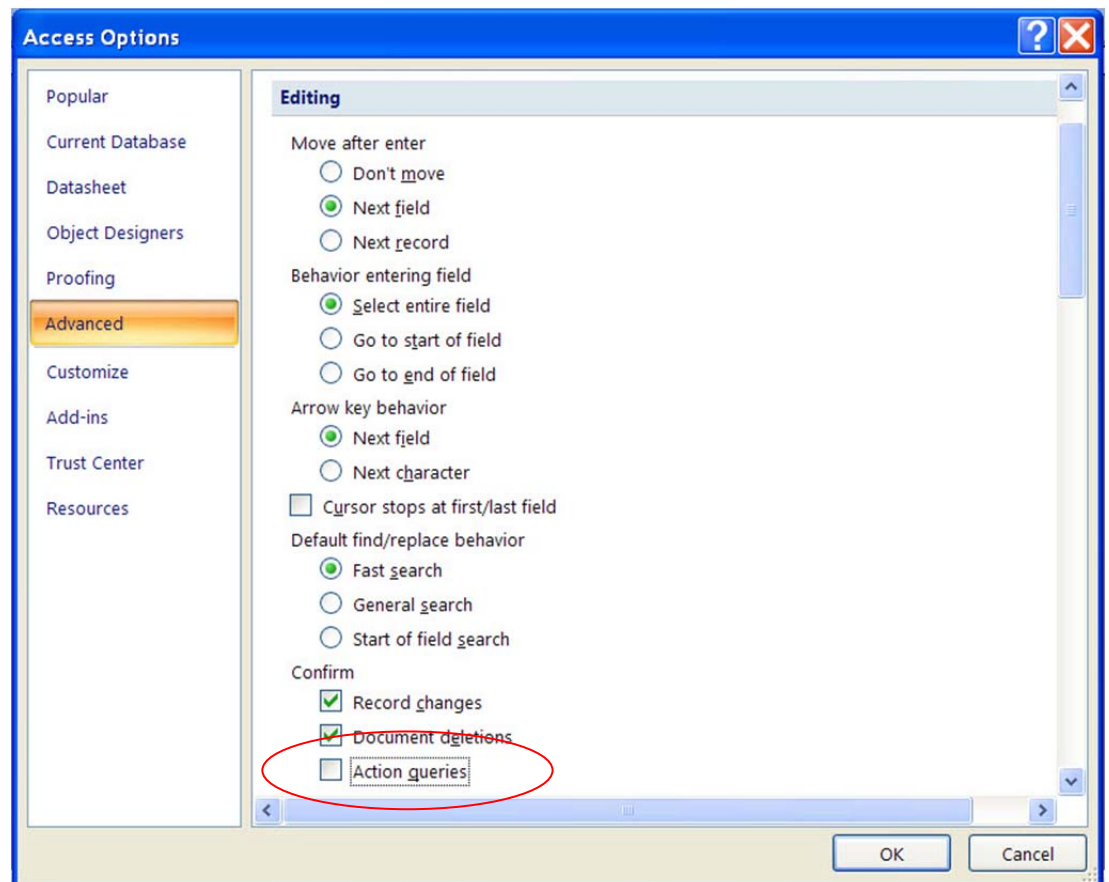
Action queries that insert, update, or delete rows of data in a table display a warning message by default:



These messages can be disabled in the Access Options. Click the [Office] button in the top-left corner of the screen, and then click the [Access Options] button.

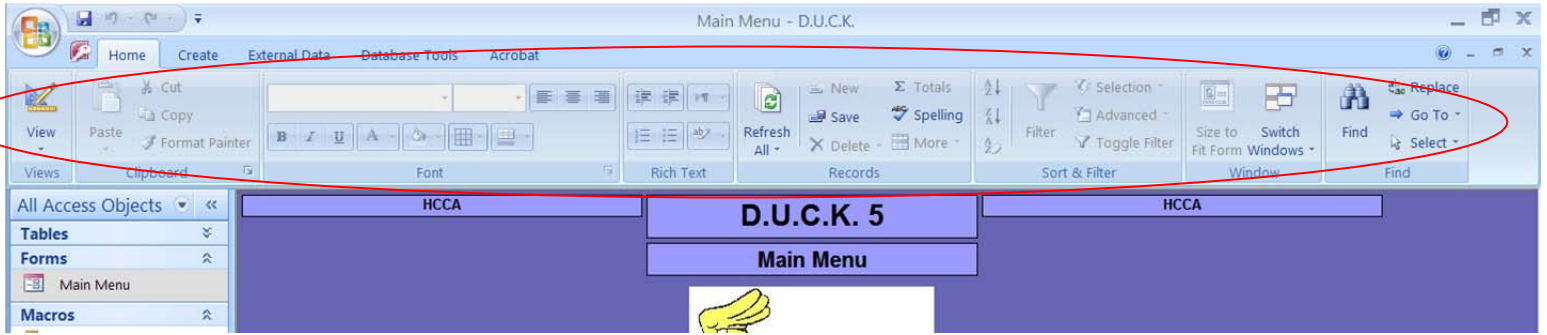
Click the “Advanced” item in the left column, and then uncheck the “Action Queries” option in the “Editing” section.

Click the [OK] button to save the change.

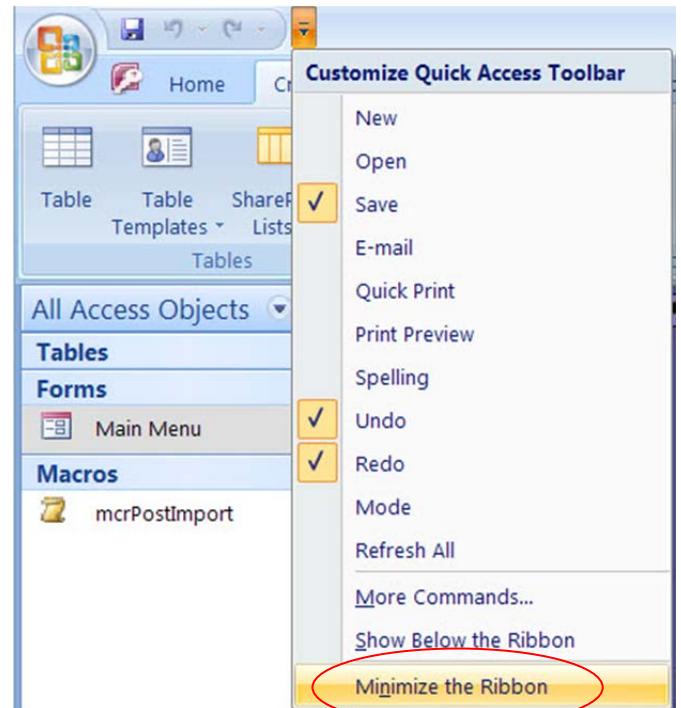


<<< Toolbar Ribbon >>>

By default, Access displays the new “larger than life” toolbar across the top of the screen:

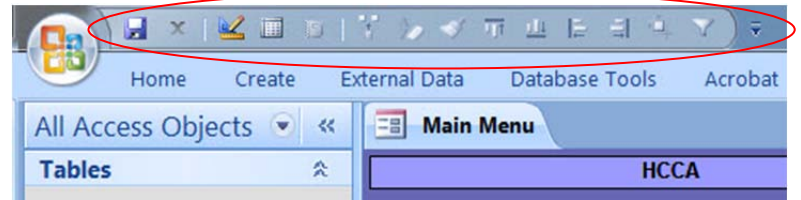


It's a personal preference thing if you want it displayed all the time, or only when you need something from it.

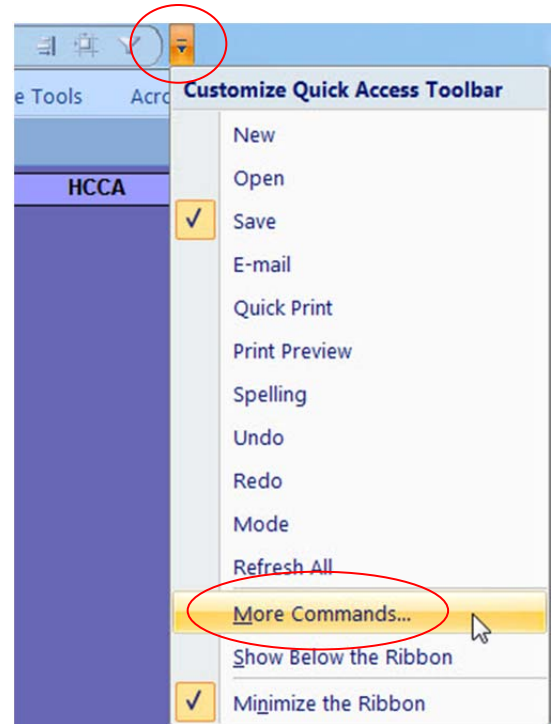


<<< Quick Access Toolbar >>>

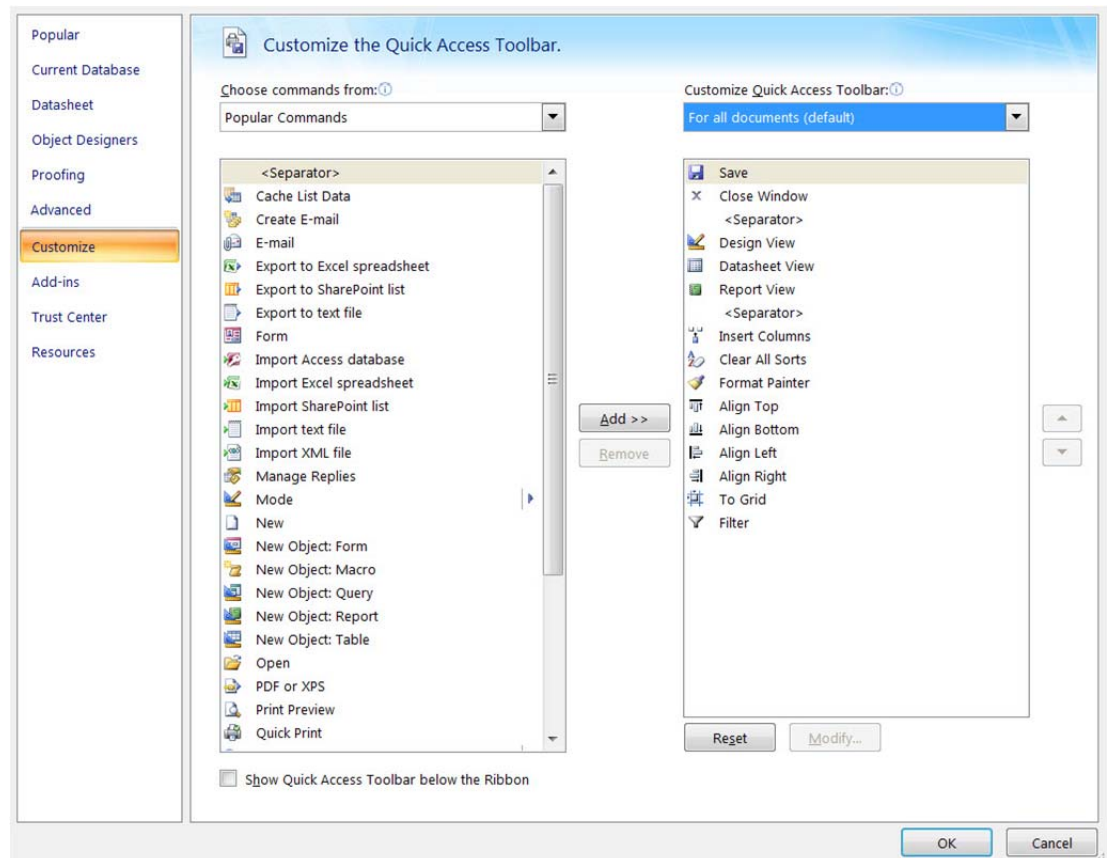
Another thing you can do to make Access easier to work with is to add features that you utilize a lot to the "Quick Access Toolbar" located across the top of the screen.



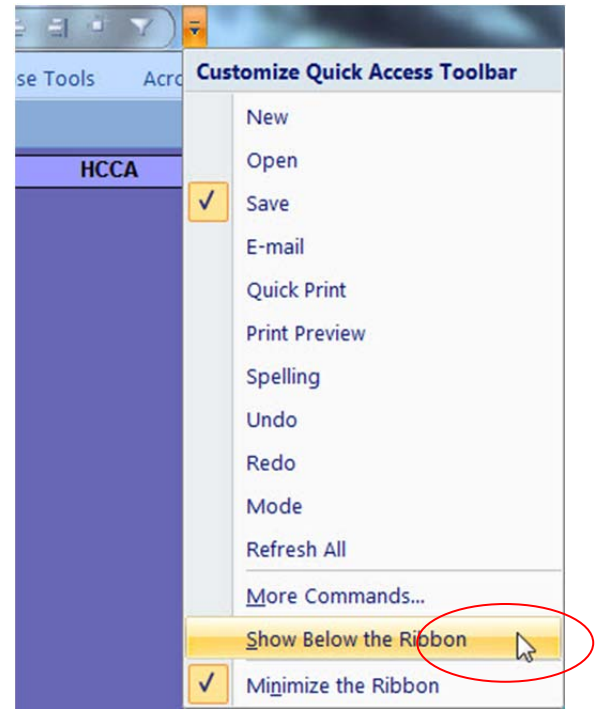
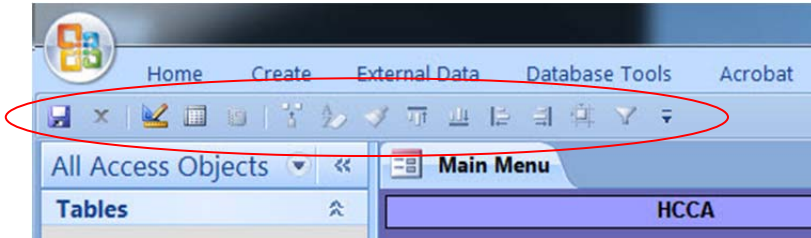
To do this, click the arrow at the right end of the Quick Access Toolbar, and select the "More Commands..." option.



You can add several frequently used commands to the toolbar.



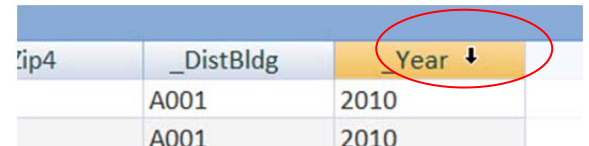
I experimented and found that I like the Quick Access Toolbar displayed below the Ribbon.



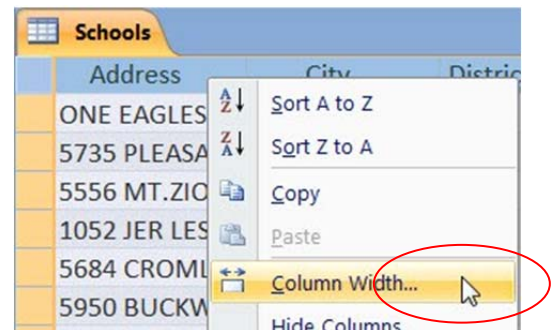
<<< Resizing columns >>>

By default, the column widths in a table are set wide enough for most fields, but not nearly wide enough for others. In Access 2003 and earlier versions, you only needed to highlight the columns and double-click any one of the vertical column separators in the header row and all of the columns highlighted would be resized to fit the column heading or the data within each column. The resizing would happen even to the columns not visible on the screen, even if they were highlighted. In Access 2007, performing the above steps will only resize the columns visible on the screen, regardless of how many you've selected. The procedure to resize all of the columns in Access 2007 is a little different. Here's how I resize all of the columns in a table.

Position the mouse cursor over the last column to the right, then left-click-n-drag the mouse to the left side of the screen. All of the columns will quickly become highlighted.



Now, right-click any column heading, and select the "Column Width" option.



Select "Best Fit" and all of the columns will be resized to fit their data or the column heading, whichever is widest.

