Access 2010 Options

<<< Security >>>

I've been working with Access 2010 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 2010 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. The first time a database is opened from a new location, Access will display the following "Security Warning":

By clicking the [Enable Content] button, Access will automatically add the location to the list of authorized locations from which an Access database can be opened.

<<< 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 [File] tab in the top-left corner of the screen, and then click the [Options] button.

Click the "Client Settings" item in the left column, and then uncheck the "Action Queries" option in the "Editing" section.

Click the [OK] button to save the change.
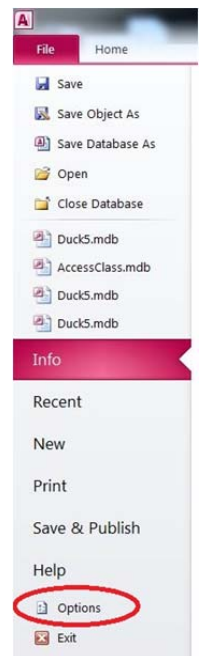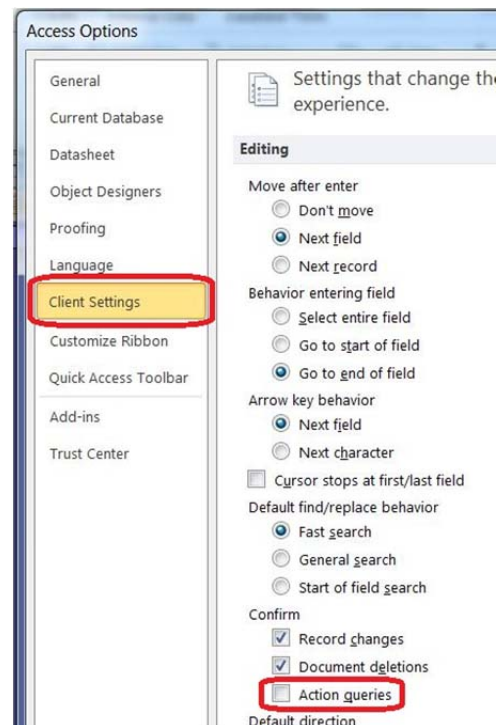
<<< Toolbar Ribbon >>>

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. To "Hide" or "Show" the ribbon, simply click the little arrow in the upper right corner of the screen.
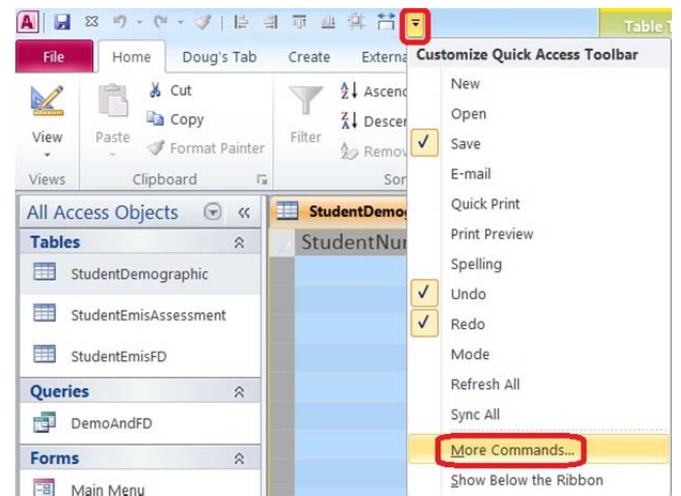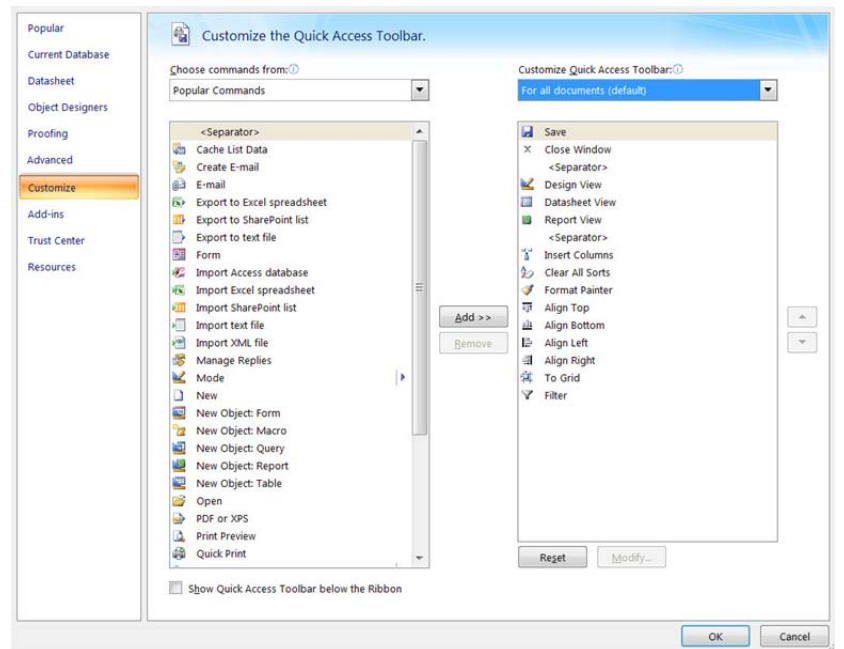
<<< Quick Access Toolbar >>>

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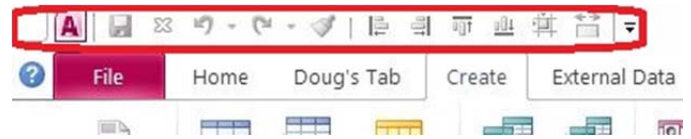
To do this, click the arrow at the right end of the Quick Access Toolbar, and select the "More Commands…" option.

You can add several frequently used commands to the toolbar.
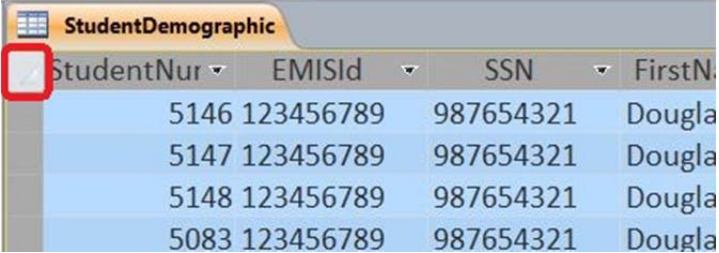
I experimented and found that I like the Quick Access Toolbar displayed below the Ribbon.

<<< 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 2010, 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 2010 is a little different. Here's how I resize all of the columns in a table.

Click the top-left corner of the table grid:

Now, click the "More" option in the "Records" section of the ribbon...
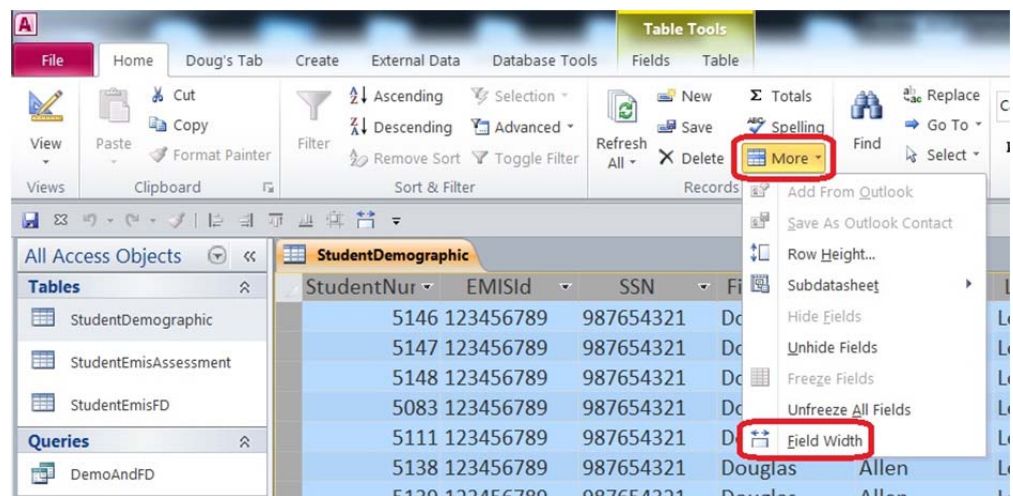
... and then select the "Field Width" option.

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