Access 2007 - New Features

**The Ribbon**
The menu bar and toolbars have been replaced in Office 2007 by the **Ribbon**. The Ribbon has been designed to give you quicker access to things that you do frequently. For more info on the Ribbon, see the cheat sheet titled “Access 2007 - Getting Started.”

**Contextual Toolbars**
The Ribbon has been designed to take away unnecessary clutter. Contextual toolbars appear in the Ribbon only when they are needed. For example, you will only see the chart toolbar when you are working on a chart.

**Multivalued Fields**
You can now store more than one value in a single field. To do this, you open the list and put a check mark next to the values you want to select.

**Backup**
It’s very easy to create a backup of your database in Access 2007. Just click the **Office Button**, hover your mouse over **Manage**, and click **Back Up Database**. The current date will automatically be appended to the database file name.

**Layout View for Forms & Reports**
You can use Layout view to make many common design changes while you view data in a form or report. For example, add a field by dragging a field name from the new Field List pane, or change properties by using the property sheet. Layout view supports the new, stacked and tabular layouts — groups of controls that you can manipulate as one so that you can easily rearrange fields, columns, rows, or whole layouts.

**Report View for Reports**
By using Report view, you can browse an accurate rendering of your report without having to print or display it in Print Preview. To focus on certain records, use the filter feature, or use a Find operation to search for matching text. With the addition of the Report and Layout views, there are now four views for working with reports: Design View, Layout View, Report View, and Print Preview.

**Compact & Repair**
To keep your database running smoothly and small in size, it is recommended to run the Compact & Repair function on a monthly basis. To do this, click the **Office Button**, hover your mouse over **Manage**, and choose **Compact and Repair Database**.

**Make Forms Easier**
There are now three types of forms that you can create: plain forms, split forms (show both the data sheet and form at once), and multiple-item forms (show multiple records).

**Summary Statistics**
You can now put things such as totals right in your data sheet, when you previously needed to create a query or report to accomplish that same task. (Insert screenshot)

**Quick Access Toolbar**
The Ribbon generally does an excellent job of giving you easy access to commands. However, if you really miss the toolbars of previous versions of Access, or if there’s a command that you use frequently but can’t get to quickly in the Ribbon, you can add the command to your **Quick Access Toolbar**.

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