

# Department of Energy Office of Science

## Quick Guide



## Microsoft® Access™ 2002 Office XP

**This upgrade will not affect your day-to-day operations. You can do everything you used to do, but with more capability. This guide is intended for experienced Access users.**

### New Features

- **Round-tripping.** You can now work with and modify Access 2000 files in Access 2002 without converting the file format. This allows you to easily share different versions of database files with other Access users.
- **Multiple Undo and Redo.** You now have the ability to undo and redo multiple actions in Design view in all objects in your Microsoft Access databases and in views, stored procedures, and functions in your Microsoft Access project.
- **Conversion Error Logging.** If problems are encountered when converting from Access 95 and later versions, Access 2002 will now create a table that lists information about each error, making it much easier to identify and solve problems.
- **Subforms/Subreports that Live in Design View.** You can now open subforms or subreports in their own Design View window directly from within the form or report or from the **View** menu. Scrolling has also been improved so that it is easier to work with subforms and subreports in Design View.
- **Password Security in an Access Project.** You can now change the logon password specified in an Access project connected to a Microsoft SQL Server 6.5 or later version database directly from within your Access 2002 menu.
- **The Linked Table Wizard.** The Linked Table Wizard guides you through the process of linking your tables to a SQL Server database, and does this all from within your Access project.
- **Office task panes.** The most common tasks in Microsoft Office are now organized in panes that display in place with your Office document. Continue working while you search for a file using the **Search** task pane, pick from a gallery of items to paste in the **Office Clipboard** task pane, and quickly create new documents or open files using the task pane that appears when you start an Office program. Other task panes vary per Office program.

- **Control paste options and automatic changes with smart tags.** New in-place buttons called "smart tags" let you immediately adjust how information is pasted or how automatic changes occur in your Office programs. Smart tags and their associated choices vary per Office program.

### Improved Features

- **More convenient access to Help.** Get the full power of the Answer Wizard in an unobtrusive package. When you enter a question about an Office program in the **Ask a Question** box on the menu bar, you can see a list of choices and read a Help topic whether you are running the Office Assistant or not.
- **Updated Clip Organizer.** Hundreds of new clips, an easy task pane interface, as well as the same abilities to organize clips and find new digital art on the Web are part of the updated Clip Organizer (formerly Clip Gallery).
- **Conceptual diagrams.** Word, Excel, and PowerPoint include a new gallery of conceptual diagrams. Choose from diagrams such as **Pyramid** for showing the building blocks of a relationship, **Radial** for showing items in relation to a core element, and more.
- **Office Clipboard.** The new clipboard allows users to store up to 24 items across the various Office components.
- **Office Assistant.** The Office Assistant is now hidden by default. He will only become active if the Help screen is activated.

### Helpful Tips

#### Recycle Access Tables.

You can create a copy of a Microsoft Access table without copying all the data it contains. Here's how:

1. In the Database window under **Objects**, click **Tables**.
2. In the **Object** list on the right side of the Database window, click the table that has the

structure or data you want to copy, and then click **Copy** on the toolbar.

3. Click **Paste** on the toolbar.
4. Click **Structure Only** under **Paste Options**.

The new table inherits all the field properties from the original table. You can then alter field names and properties as appropriate.

### **Use These Shortcuts to Insert Time/Date in Excel or Access:**

Here are a few keyboard shortcuts you can use to insert the current time and date in a Microsoft Access table or Microsoft Excel spreadsheet.

- **Current date:** Press CTRL+SEMICOLON
- **Current time:** Press CTRL+SHIFT+SEMICOLON
- **Current date and time:** Press CTRL+SEMICOLON then SPACE then CTRL+SHIFT+SEMICOLON

In Access, this keyboard shortcut only works if you are entering data in the Datasheet or Form view.

### **Print a Map of Table Relationships in Access 2002.**

Proper design of tables and the relationships between them is critical to building a good database. Access 2002 helps you evaluate your design by generating a graphical representation of table relationships in your database.

1. On the Tools menu, click Relationships.
2. On the File menu, click Print Relationships. A report is generated that displays the relationships as they appear in the Relationships window.
3. Save or print the report, if desired, and then close the report window.
4. Close the Relationships window.

For more helpful Access tips please visit:

<http://www.microsoft.com/office/using/tips/archives/accesstips.asp>

**For additional help, call SC Support Center  
☎ 301-903-5313**

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