

Exercise 3: Key Innovations in Microsoft Office Access and InfoPath

Microsoft Office Access has been redesigned to take advantage of the new 2007 Microsoft Office system user interface. Access also now provides a number of built-in database template applications for organizations to start using without major modifications. Microsoft Office InfoPath provides the ability to import forms previously created in Microsoft Office Word or Excel. These imported forms can then be enhanced to provide additional intelligence or integration with other 2007 Office system services. This exercise illustrates the new features of Microsoft Office Access and InfoPath.

Task 3-1: Overview of the New Application Library in Office Access

Office Access consists of a number of prebuilt template applications that can be modified to address many organizations' needs. This task shows the new application library in Office Access, as well as an overview of the new object-oriented interface.

Overview of the New Application Library in Office Access	
Tasks	Detailed Steps
1. Log on to NTA-CL1 as Ben with the password of Pa55w0rd! , and start Microsoft Office Access.	- If necessary, log on to NTA-CL1 as Customer Ben with the password of Pa55w0rd!. - Click Start, point to All Programs, Microsoft Office, and then click Microsoft Office Access. <i>Microsoft Office Access opens.</i>
2. From the Business template category, select the Issues template, and then create a new database. Name the new database file Issues .	- On the Template Categories pane, click Business. <i>Notice that various templates available in Office Access Home (if the Business template is not visible, click a template displayed under From Microsoft Office Online). The Template Categories section should then appear.</i> - In the Business pane, click Issues. - In the right pane, under File Name, verify that Issues is entered, and then click Create. <i>The application is automatically created.</i>
3. In the left pane, change the Navigation category to Object Type .	- In the left pane, click the bar to open the Navigation pane. - Click the arrow next to Issues Navigation, and then click Object Type. <i>The familiar Tables, Queries, Forms, Reports, and Macros sections are displayed.</i>
4. Open the Contacts table. 5. Switch to Design view.	- In the All Access Objects pane, under Tables, double-click Contacts. <i>Notice that the table appears as a tabbed page.</i> - In the status bar, click the Design View button. <i>Notice that as the Design view mode is selected, the context-based menu options are changed to reflect the commands related to designing the database table.</i>
6. Close Microsoft Access.	Close Microsoft Access, and do not save changes.

7 Microsoft Office System A Resource For Teachers

Ensheng Dong



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