

Microsoft Access 2007/2010 vs old MSA 2003

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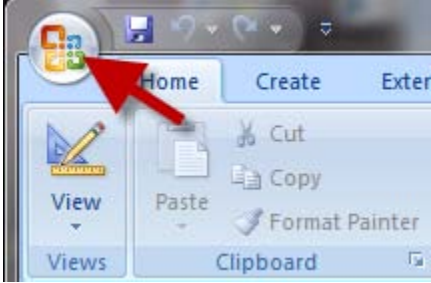
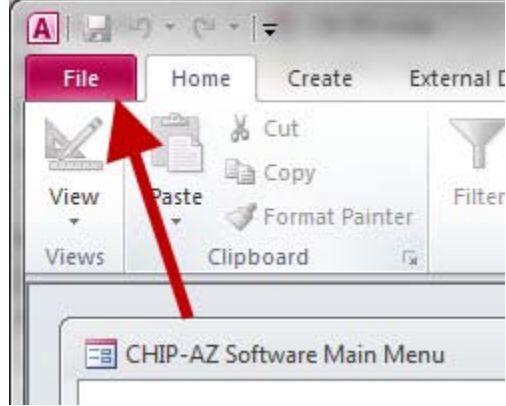
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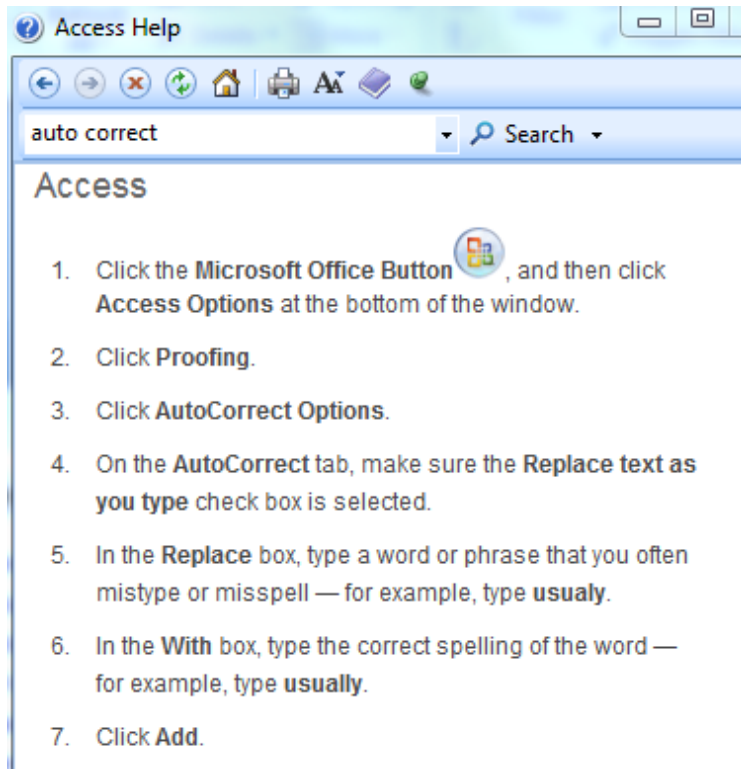
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Microsoft Access 2010 users will notice some differences

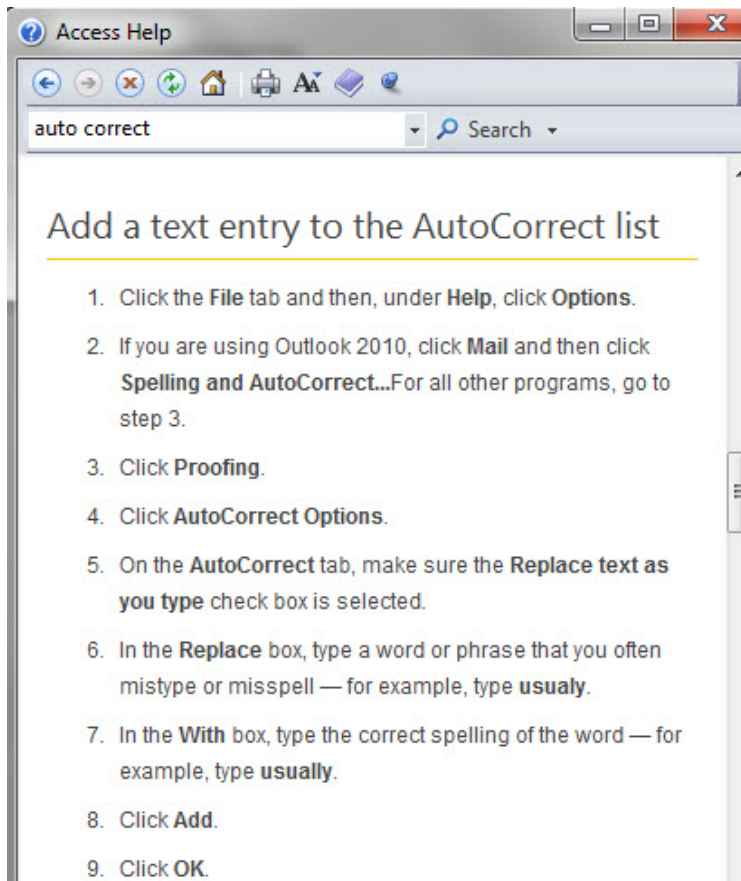
2007	In 2010 use
Microsoft Office Button	File Use "Home" to return to CHIP-AZ
	

AutoCorrect

2007

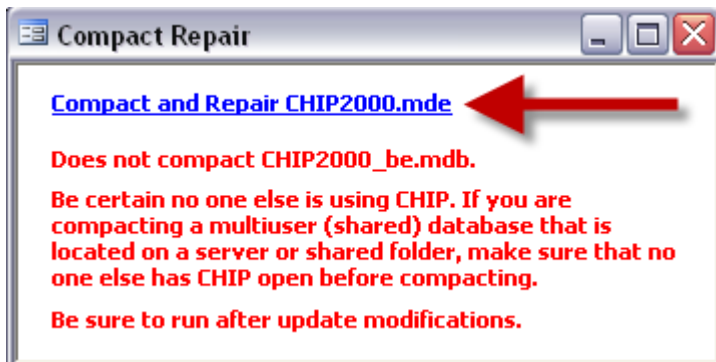
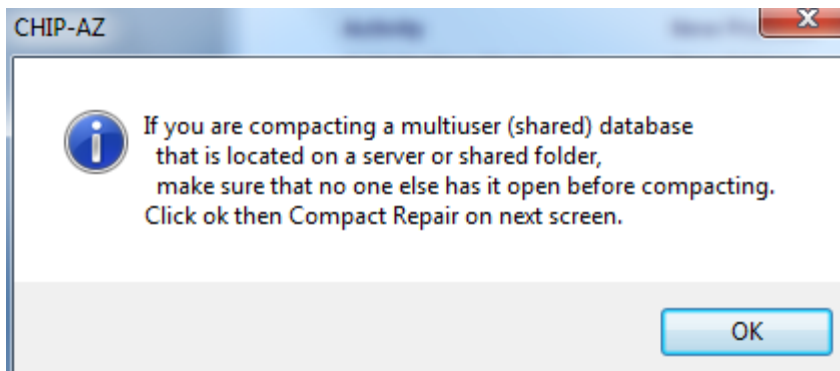
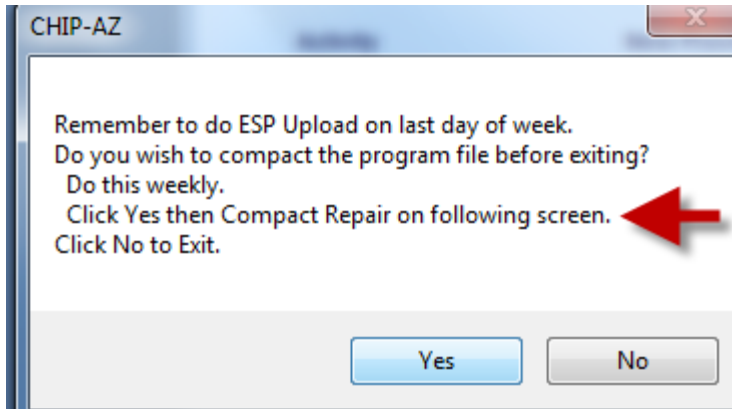


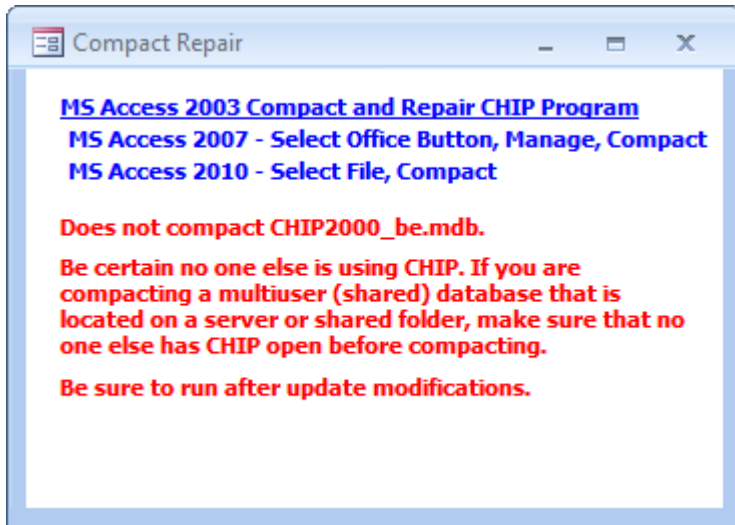
2010



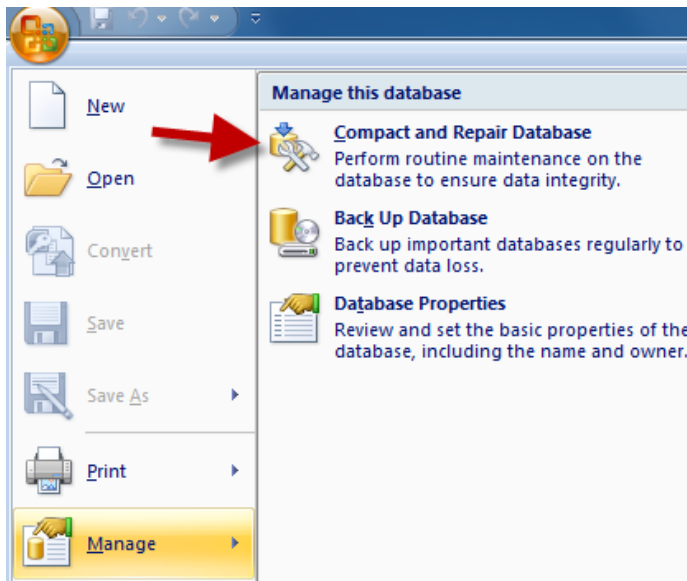
Compact and Repair a database

When exiting CHIP you will see the following:

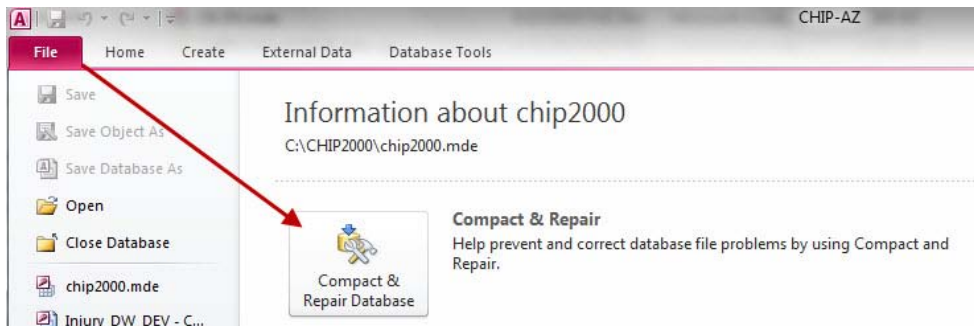




2007



2010



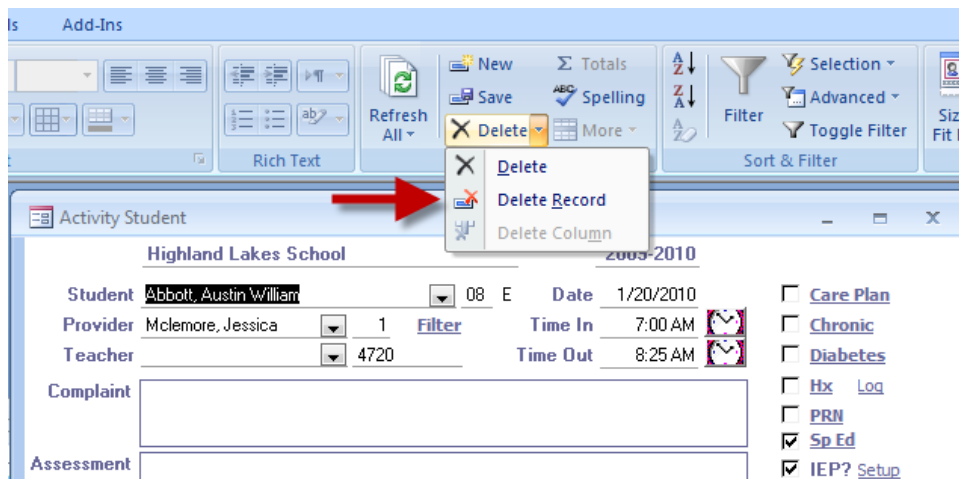
Remember

Compact and repair a database that you have open

NOTE If other users are also currently using the database file, you cannot perform a compact and repair operation.

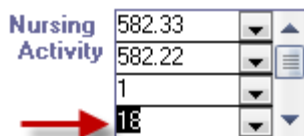
Delete a Record

Activity Record

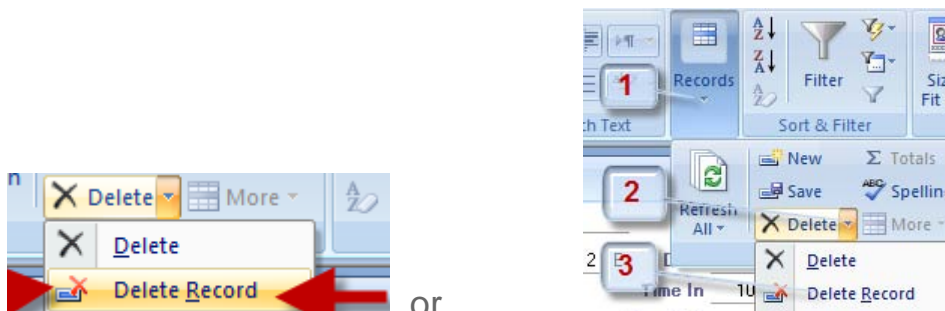


A bit trickier for a **Nursing code**...

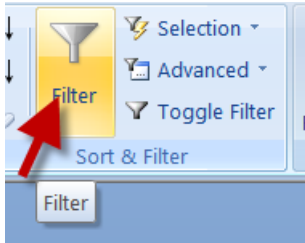
Select the code to be deleted.



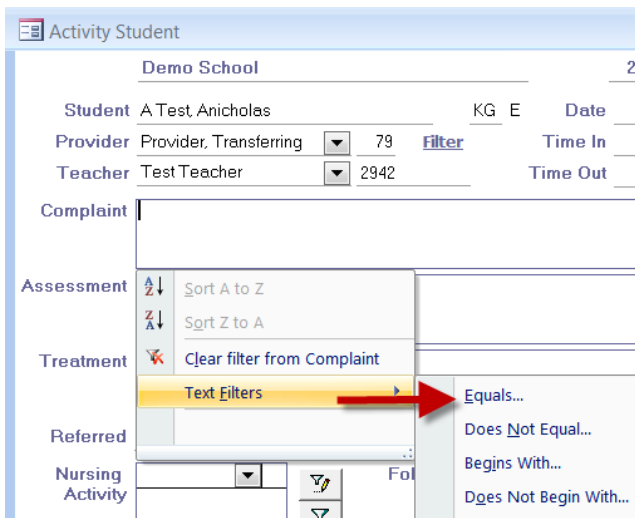
Then select Delete Record like above.



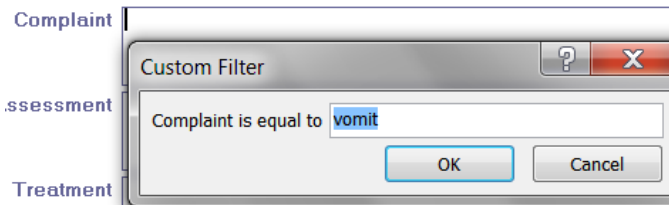
Filter Icons



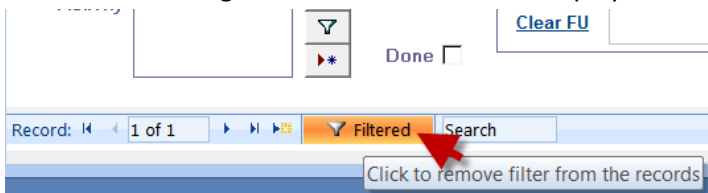
1. Click in field that contains data.



- 2.
3. Point at "Text filters"
4. Click "Equals"



- 5.
6. Type word such as "vomit". Click OK.
7. Records containing the word "vomit" will be displayed.



- 8.
9. Turn off filter by clicking "Filtered".