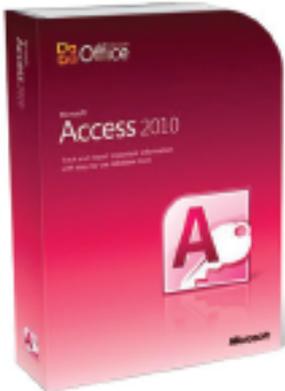


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By Patricia Cox

## Upgrading to Access 2010

Most people who have communicated to me about this column are still using Access 2003. Some are using Access 2007. During the “Moving from Excel to Access” Pre-Conference Workshop at the IMA Annual Conference & Exposition, I checked with participants to see which release they were using and got similar responses. Since converting database files can be more involved than just opening the file in the new release—as you can do most of the time with programs such as Excel or Word—this month’s column will address upgrading to a new release of Access.



The newly released Access 2010.

The Access 2010 release has a few improvements, but many Access users haven’t upgraded and don’t have a compelling reason to do so. Other influences may bring about the upgrade for reasons unrelated to Access, however, such as a corporate decision to move the whole company to Office 2010. Often this isn’t within your control, and you may be compelled to convert your databases to a new release. Here are a few things to know about the upgrade process and some options that are unique to database software upgrades.

### Using Files in Multiple File Formats

As you may know, every computer file has a file format, which is essentially the code that’s used to store the file. You may recall from earlier columns that you can link to data in another Access file. As a result, you can use one release of Access but still link to data in files stored in earlier formats.

### Making a Full Conversion

When you open an older Access file on

your computer after Access 2010 is installed, you will be asked if you want to convert the file. These conversions involve converting the data tables, queries, reports, forms, macros, and modules. Converting the data tables involves changing them into the new file format and giving you access to new options available for tables, such as new data type. Converting queries isn’t that involved because a query is stored in SQL, and that’s fairly universal for fundamental queries that you have created and saved. Converting reports and forms involves converting visual features, and sometimes these don’t convert exactly as they started out. Buttons on forms with Visual Basic code behind them might not convert correctly because the code may not convert. Macros convert as long as all of the actions in them are included in the new release. Modules may also convert with problems because the Visual Basic code release that they are based on may have changed.

### Conversion Plan

Because of these complexities and potential problems, you may end up



converting a working database application into one that doesn't fully work the way it did before. Here are some things that have helped get through or around the problems in earlier upgrades:

- ◆ Back up your file before the conversion so that you still have a working file if the conversion doesn't work.
- ◆ If the conversion doesn't work, try opening a new database and importing all of your objects into the new file.
- ◆ Refresh links to tables in other databases.
- ◆ Once you complete a conversion, perform a complete test of all the objects in the new file. Be sure your reports convert properly. You may

## Once you complete a conversion, perform a complete test of all the objects in the new file.

want to compare them to previous printouts of the same reports. Test all buttons on forms to make sure they still work. If they don't, you may need to delete them and recreate them.

### Trying Out the New Release

Visit the Microsoft website, and perform an Internet search on Access 2010 in order to learn about the changes that have been incorporated into the new version and see if any of the new features are useful to you. Microsoft currently has a Beta version of Office 2010 available at [www.](http://www.microsoft.com/office/2010/en/default.aspx)

[microsoft.com/office/2010/en/default.aspx](http://microsoft.com/office/2010/en/default.aspx). Before downloading this software, be sure to think about where you are going to install it. You may want to test the Beta version on a different machine than the one you use regularly for Access reporting. This will ensure that you can continue your work while you address any of the curveballs that the new software tosses your way.

Thanks again to all of you I met at the IMA Annual Conference & Exposition in Baltimore. Please keep in touch via e-mail with your questions. Soon we will start taking the concepts covered to date in the column and apply them to a continuous example over the next year. **SF**

*Patricia Cox has taught Excel and Access to management accounting students and other college majors and has consulted with local area businesses to create database reporting systems since 1998. She is also a member of IMA's Greater Milwaukee Chapter. To send Patricia a question to address in the Access column, e-mail her at [kathrynmann@tds.net](mailto:kathrynmann@tds.net).*