

### Using the Trust Center

<b>Trusted Publishers</b>	Specify a trusted publisher (developer) in this pane. Any content from these publishers will be assumed as safe.
<b>Trusted Locations</b>	Any folder paths listed here are considered safe by Access. Use the Add new location button to specify a folder or network folder to trust.
<b>Add-Ins</b>	The Add-Ins tab lets you specify add-in security. Some settings provide safer usage, but may limit the functionality.
<b>Macro Settings</b>	Macros, like add-ins, can be automatically safe or unsafe based on these security settings.
<b>Message Bar</b>	Show or hide the message bar which displays information regarding blocked content if you open a database file.
<b>Privacy Options</b>	These options allow you to specify how Microsoft Office will access the Internet for additional resources.

### Other Macro Tasks

<b>Embedding a Macro</b>	Embedding a macro means a macro is directly assigned to a form, report, or control. They cannot be directly access through the Navigation Pane.
<b>Assign to Keystroke</b>	You can assign a macro to run when a key combination is pressed. The macro must be named as AutoKeys.
<b>Assign to Event</b>	Certain database objects like forms and reports have special events, such as the On No Data event. If no data is found, a macro assigned to this event can run.
<b>Assign to Control</b>	A macro can be set to run when a control is interacted with such as a mouse over, double-click, or keystroke when a control is in focus.

### COM Add-In Security

If your situation requires a specialized piece of code to perform an action, Microsoft Access 2007 requires the following criteria to be true:

- The add-in has been digitally signed by the developer, showing that the original content has not been modified
- The digital signature is continuous and valid and have not been altered since the signature was considered valid
- The digital signature is current (not past its expiry date)
- The digital signature was issued by a reputable commercial certificate authority (CA)
- The developer is a trusted publisher and any of their content is trusted by your computer

### VBA – Using the If-Then-Else Statement

The If-Then-Else statement is a staple of nearly every programming language and is used extensively. You have made literally millions of these types of decisions in your lifetime no doubt! It determines if a particular statement evaluates to TRUE. If so, it will execute one block of code. Otherwise (the statement being false) some other block of code will execute.

If it is raining outside, you will take an umbrella with you. If it is not raining, you won't take an umbrella. Translated into VBA code structure:

```
If (it is raining) Then
    I will take an umbrella
Else
    I will not take an umbrella
```

As you will learn in the last section of this manual, SQL queries can be nested; that is you can have a query inside another query. The same is true of If-Then-Else statements:

```
If (it is raining) Then
    I will take an umbrella
Else IF(it is sunny)
    I will take a hat
Else
    I will not take a hat
I will not take an umbrella
```

This statement covers all bases. If it is raining, you will take an umbrella, end of story. All other code will be ignored. However if it is not raining, but sunny, you will take a hat (and thusly no umbrella). If it is not raining but also not sunny, then you will not need a hat or umbrella.



### SQL Subquery Types

A subquery is defined as a complete SELECT query inside another SELECT query. The inner query will retrieve results that the outer (or main) query will use as arguments.

<b>Scalar</b>	A scalar subquery returns a single value. SELECT [Branch ID] FROM Branch WHERE Address = '123 Anystreet' AND City = 'New York'; will return a single branch number.
<b>Row</b>	A row subquery can return values from the same row. SELECT [Branch ID], Phone, [BranchManager] FROM Branch WHERE Address = '123 Anystreet' AND City = 'New York';
<b>Table</b>	A table subquery can return multiple values from one or more rows: SELECT [Branch ID], Phone, [Branch Manager] FROM Branch WHERE City = 'New York';

## Before Digitally Signing a File...

<b>Trust in Each Other</b>	Packaging a database and sending it to another user is a contract of trust between you and the recipient. A correct digital signature ensures that the data contained inside is safe and has not been tampered with.
<b>Older Access Versions</b>	Though Access 2007 supports older file formats, the Package and Sign command only applies to Access 2007 file types. Access 2007 can use the sign and distribute function on older Access file types, see the help file for more information.
<b>One at a Time</b>	Only a single database file can be packed at once.
<b>Everything is Protected</b>	All objects in the database file are digitally signed. Access 2007 also compresses the database file for faster downloading.
<b>SharePoint Functionality</b>	If you are using Windows SharePoint Server 3.0 or higher, you can extract databases from the SharePoint Site instead of having to download them first.

## Private SharePoint Space Categories

To access your personal space, click the My Site link after logging into the SharePoint server. The default Private space will contain the following sections:

<b>My Calendar</b>	Your space can act like a simple scheduler & mail server for you if you already have access to some sort of web mail client such as <a href="http://mail.mycompany.com">http://mail.mycompany.com</a> .
<b>News for You</b>	A link to the main news page of the SharePoint site. Notifications can be posted and viewed here by all members of your organization.
<b>My Links Summary</b>	The Links section is similar to the Favorites section of Internet Explorer. Add workspace URLs or the URLs of any websites you visit frequently.
<b>Links for You</b>	Items shown here are links that members of your organization can send to you.
<b>My Alerts Summary</b>	SharePoint services feature an internal message and alert system that will notify you of any errors or changes to documents you specify.

## SharePoint Requirements

In order to log into and use a SharePoint site, you will need a few things:

<b>Internet Explorer v6 and Internet Connection</b>	Windows SharePoint services are built largely on Microsoft technology. Therefore, in order to properly use the SharePoint features you must use Internet Explorer as your Internet browser. A high-speed Internet connection is strongly recommended.
<b>Username/ Password</b>	A user name and password will be provided to you from your system administrator. Keep your password in a safe place.
<b>System Requirements</b>	Your computer must have Windows 2000/XP/Vista installed, and at least 512 megabytes of memory (1 gigabyte for Vista). The recommended amount of hard drive space is dependant on how much data you intent to transfer to and from the SharePoint site, but modern computers should have no space issues.

## Categories of SharePoint Lists

New lists are divided into seven different categories:

<b>Document Libraries</b>	Create a Document Library for any file type, or a Form Library which can organize and use XML-based forms.
<b>Picture Libraries</b>	Create a Picture Library to store any pictures/charts/photos.
<b>Lists</b>	Like the table template in Access 2007, create a list of Announcements, Contacts, Events, Tasks, or Issues.
<b>Custom Lists</b>	Create a completely customizable list, or import a spreadsheet made in Microsoft Excel.
<b>Discussion Boards</b>	Create a newsgroup-style discussion board to discuss topics.
<b>Surveys</b>	Create a quick survey to receive input from others.
<b>Web Pages</b>	Create a basic page, a web start page to display different web parts, or a workspace.

## Structured Query Language (SQL) : Basic Queries

<b>Select All Data</b>	<code>SELECT * FROM [table name];</code>
<b>Select Specific Data</b>	<code>SELECT Employees.Name FROM Employees WHERE Employees.[Employee ID] = 15;</code>
<b>Select Conditional data</b>	<code>SELECT Employees.Name FROM Employees WHERE Employees.Salary &gt;= 30000;</code>
<b>Order By ASC(ending)/DESC(ending)</b>	<code>SELECT Employees.[Employee ID], Employees.Name, Employees.Salary FROM Employees ORDER BY Employees.Salary, Employee.Name ASC;</code> <code>SELECT Employees.[Employee ID], Employees.Name, Employees.Salary FROM Employees ORDER BY Employees.Salary DESC;</code>
<b>SELECT</b>	The SELECT keyword is used to retrieve information from one or more tables. <code>SELECT Employee_ID, Employee_Name FROM Employees WHERE Salary &lt;30000;</code>
<b>UPDATE</b>	The UPDATE keyword is used to update data in a table. <code>UPDATE Employees SET Salary = Salary * 1.05 WHERE Position = 'Manager';</code>

## COM Add-In Types

<b>Active Application</b>	These are installed and are currently running.
<b>Inactive Application</b>	These are installed but are not currently running.
<b>Document Related</b>	These are template add-ins currently being used.
<b>Disabled Application</b>	These are disabled because they caused problems in the past.

## Other Database Tasks

<b>Splitting a Database</b>	Access 2007 can split a database into two halves: one containing tables, another containing queries and forms.
<b>Database Replication</b>	Database replication is not a backup. You create one or more identical copies of the database what can each be called upon to help with querying. If the master should fail, one slave database can revive the entire system.