Maintaining a Database

* You can maintain some important aspects of a database by using the commands on the       tab and       tab on the File tab in       view.
* Though they might not seem as important as the actual       in your database, the       on these tabs allow you to provide       of all the data in the file, and that is important.
* By using the commands on the Info tab, you can       and repair your database, set database      , and protect your database by using      .
* The commands on the Save & Publish tab let you save your database in a       file format and back up your database.

Backing Up a Database

* After all the work you have put into a database, you start to depend on being able to       and       the data and the information in it on a       basis.
* To protect your work, it is a good idea to back up a database.
* A       is a copy of a file. It is a good idea to create backup files of all your databases and continue to back them up on a regular basis.
* Essentially, you are making another       of the database that you can store on your computer, on a network drive, or in another safe location to prevent the       of your      .
* You can store a backup copy in the same place as your original file, such as on your computer. However, if something happened to your computer, both files would be affected.
* A better solution is to save a backup copy to a       drive or removable media that is stored in a different       location. For example, some companies that maintain sensitive client data have elaborate backup processes in place to store backup copies on computers or other media       in another part of the city or in another part of the      .
* If an entire office building is destroyed by fire or a city is involved in a natural disaster, the backup files containing client data are safe in another location. It is a good idea to consider the appropriate       needed for even a small company’s data.
* When backing up a database, Access automatically adds the       to the filename. You can keep this filename as an identifier for the backup file or change the filename to something else.
* Just keep in mind that you need a new name or       so that you aren’t just overwriting your original file. In the       box, choose the location where you want to save the file.

Saving as a Previous Version

* Access 2010 allows you to save a database in a       Access file format so that those using earlier versions of the software can use the database.
* However, some       of Access 2010 cannot be converted to a file format prior to Access      .
* Access will alert you when this is the case, and you can always remove that feature in order to save the database as a previous version.
* Before you can save a database in a previous file format, you should       the database, but make sure all       are closed.
* When you save a new, blank database in Microsoft Office Access 2010, you are prompted to give it a filename.
* Although you may have created the database in Access 2010, it is saved in the Access 2007 format by default, which gives it the       extension.
* The Office Access 2007 format is not readable by earlier versions of Access. If you need to share a database with others using earlier versions of the software, the Save As command allows you to save the database in the Access 2000 format or the Access 2002–2003 format, both of which have the extension      .
* When you use the       command to save a database in an earlier format, it       the original database file in its format and creates a       in the format you choose.

Compacting and Repairing a Database

* The       and Repair command on the       tab in Backstage view,       files and fixes       problems in the file       that may result from normal, everyday use of a database file.
* As records or objects in a database are deleted, the       space within the file might not be replaced right away, leaving the file       or with large empty spaces within the file structure. In databases with many records and objects, these issues can affect the database’s       over time.
* In the same way, minor errors can occur in any file, especially when it is shared by many different users on a       drive.
* Using the Compact and Repair command on a regular basis will help to optimize the file and repair minor problems before they become       ones.

Encrypting a Database

* a database means to       the data in a way that can only be reconverted by an authorized user who has the password.
* When you use a database       to encrypt a database, you make all data unreadable by other tools and you force users to enter a password to use the database.
* Encrypting a database can provide       for       data. You can use the       database command to change the password on a regular basis or to remove it.
* When you       an encrypted database, the Password       dialog box appears where you key the password.
* Passwords are case      , meaning you can use       and lowercase letters as well as       and      , but you must enter them       as they were entered when the password was set in order for there to be a match.
* It is very important for you to remember your password, because if you forget it Microsoft cannot       it for you. Write down the password and store it in a safe location.

Encrypting and Decrypting a Database

* To encrypt a database, you first need to open it in       mode.       a database is removing the password from a file that has been encrypted.
* If you want to remove a password, open the database in Exclusive mode, then click the       Database button from the       Tools group and key the password in the       Database Password dialog box exactly as it was entered to encrypt the database.

Configuring Database Options

* The Access       dialog box provides many ways to customize Access.
* From changing popular       to specific or       options for databases, Access offers a number of ways to       your copy of Access.
* Through the Access Options dialog box, you can enable error checking, show/hide the Navigation pane, and select a startup display form.
* If you want a       to be displayed       when you open a database, the       Form menu lets you choose from available forms in the database. You can choose none if you do not wish to display a form.
* The       Navigation Pane option is turned on by default, but if you don’t want the Navigation pane to be displayed when you open your database, click the Display Navigation Pane check box to remove the check mark. You must       and       the current database for these settings to take effect.
* Enable       checking, located in the       Designers options, is another feature you can change.
* Error checking is on by default, but you can clear the check box to       all types of error checking in forms and reports.
* For example, Access places error indicators in controls that encounter one or more types of errors. The       appear as triangles in the upper-left or upper-right corner of the control, depending on text direction. The default indicator color is      , but you can change that to another color if you choose.
* The Access Options dialog box lets you customize certain aspects of Access and your databases. The Access Options dialog box has       sections of customizable options, including General, Current Database, Datasheet, Object Designers, Proofing, and Language.