



Databases

When Access is opened an initial screen appears which gives you the option of creating a new **Blank Access database**; creating a new database using the **Access database wizards, pages, and projects**; or selecting an existing database by clicking **Open an existing file**.

Creating a Blank Database

1. Select **Blank Access Database** from the **Startup** window, then click the **OK** button. If Access is already running, select **New** from the **File** menu, and then double-click on the **Database** icon in the **General** tab of the **New** window.
2. Select the directory to create the database in, name the file, and then click the **Create** button.
3. In the **Database** window that appears, click on the type of object you wish to create in the **Object Bar** on the left. Then click the **New** button and select from the options listed to create a new item.

Using the Database Wizards

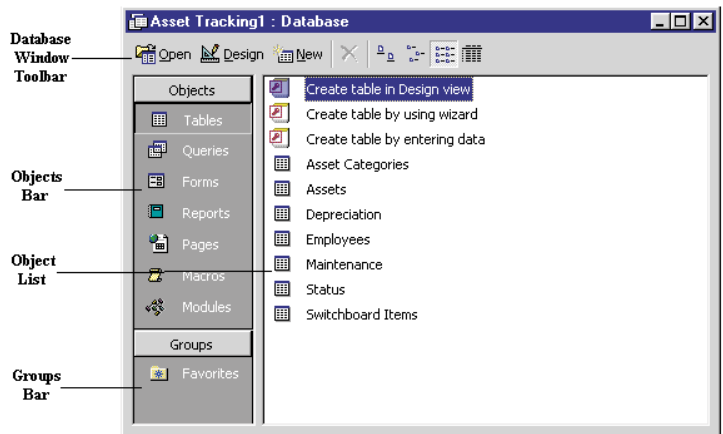
1. Select **Access database wizards, pages, and projects** from the **Startup** window and then click the **OK** button, or select **New** from the **File** menu if Access is already running.
2. Select the **Databases** tab in the **New** window to use a database template.
3. Select the type of database you want to create and click the **OK** button.
4. Select the directory to create the database in, name the file, and then click the **Create** button.
5. The next screen summarizes the database's functions. Click the **Next >** button to continue.
6. To choose what fields are included in the tables of the database, select a table in the **Tables in the database** list. Then check the fields you wish to include and uncheck the fields you wish to remove. The italicized fields are optional fields you may wish to add. Click the **Next** button to continue.
7. Continue through the wizard to set up **Forms** to enter data and **Reports** to analyze data.
8. Click the **Finish** button.

Opening an Existing File

1. Select **Open an existing file** from the startup window. (If Access is already loaded, select **Open** from the **File** menu.) Click the **OK** button.
2. Click the drive or folder that contains the database in the **Look In** box. Or you can click a shortcut (**History, My Documents, Desktop, Favorites, or Web Folders**) in the **Places Bar**.
3. Double-click the folders in the folder list until you open the folder that contains the database.
4. Open the database by doing one of the following:
 - To open the database with shared access, click the **Open** button.
 - To open the database with exclusive access, click the **Open** button arrow and then select **Open Exclusive**.
 - To open the database for read-only access, click the **Open** button arrow and then select **Open Read-Only**.
 - To open the database for read-only access and prevent other users from opening it, click the **Open** button arrow and then select **Open Exclusive Read Only**.

Working in the Database Window

The **Database** window allows you to work with all the objects in the database. The types of database objects are shown in the **Objects Bar** on the left side of the window. The list of all objects of that type will be listed in the **Objects List** on the right side of the window. The **Groups Bar** allows you to create groups of different types of objects for easy access.



Tables are collections of data about a specific topic, such as orders or products. They contain rows, referred to as records, and columns, referred to as fields.



Queries provide a way to view, change and analyze data.



Forms provide a customized view for working with tables. Forms make the database more interactive by utilizing text-input boxes and command buttons.



Reports provide organized, professional views of data from queries or tables.



Pages create data access web pages.



Macros provide an automated way to perform common database actions, including opening/closing forms and using command buttons to print or save.



Modules use the Visual Basic programming language to perform advanced tasks that are beyond the scope of this reference guide.

Working with Objects

1. Click on the type of object you wish to work with from the **Objects Bar**.
2. Select the object you wish to work with from the **Objects List**.
3. From the **Database** window toolbar select one of the following:
 - **Open** - to open the selected object in the **Datasheet** or **Form** view.
 - **Design** - to open the selected object in the **Design** view.
 - **New** - to create a new database object.