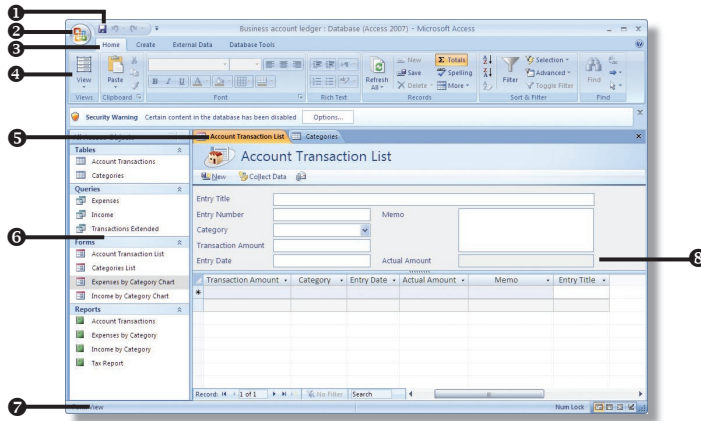


## Getting Started

### The Access Window

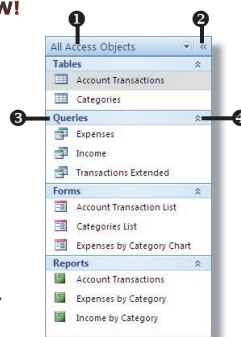


- NEW!** ① **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- NEW!** ② **Microsoft Office Button** – contains common file and system commands.
- NEW!** ③ **Tab Bar** – contains tabs that display tools and commands in the ribbon.
- NEW!** ④ **Ribbon** – contains groups of tools for use with Access 2007.
- NEW!** ⑤ **Object Tabs** – display tabs for open database objects.
- NEW!** ⑥ **Navigation Pane** – allows you to work with all database objects.
- ⑦ **Status Bar** – contains worksheet information and shortcuts, including **View** buttons.
- NEW!** ⑧ **Object Window** – displays the currently open database object.

### Using the Navigation Pane **NEW!**

The **Navigation** pane replaces the **Database** window and allows you to work with all objects contained in the database.

- ① **Navigation Pane Menu** – allows you to change the objects displayed in the pane.
- ② **Shutter Bar Open/Close Button** – allows you to expand or collapse the pane. (You can also press **F11**.)
- ③ **Group Bar** – displays database objects.
- ④ **Expand/Collapse Button** – allows you to expand or collapse a group.



### Creating a New Blank Database

When you create a blank database, you must add the tables, queries, forms, and reports to the database.

1. Click the **Microsoft Office** button, and select **New** from the resulting menu, or press **Ctrl + N**.
2. In the **Getting Started with Microsoft Office Access** page, click the **Blank Database** shortcut under **New Blank Database**.
3. Enter a file name in the **File Name** box.
4. Click the **Browse for a location to put your database** button.
5. Select a location to save the database and click the **OK** button.
6. Click the **Create** button.

### Creating a Database Based on a Template

When you create a database based on a template, preformatted tables, queries, forms, and reports are included with the database.

1. Click the **Microsoft Office** button.
2. Select **New** from the resulting menu.
3. In the **Template Categories** pane, do one of the following:
  - To download an online template, click the **Business**, **Education**, **Personal**, or **Sample** shortcut.
  - To use a template stored on your computer, click the **Local Templates** shortcut.
4. Select the template you want to use.
5. Enter a file name in the **File Name** box.
6. Click the **Browse for a location to put your database** button.
7. Select a location to save the database and click the **OK** button.
8. Click the **Download** or **Create** button.

### Opening an Existing Database

1. Click the **Microsoft Office** button and select **Open** from the resulting menu, or press **Ctrl + O**.
  2. Locate and select the file you want to open.
  3. Click the **Open** button.
- Note: To open a recently used database, click the **Microsoft Office** button and select a database under **Recent Documents**.*

## Database Objects

Access database files consist of objects that help you manage all your information. Database objects include:

- **Tables** – for storing data in spreadsheet form.
- **Forms** – for viewing, adding, and updating data.
- **Reports** – for analyzing or printing data in a specific layout.
- **Queries** – for finding, filtering, and retrieving data.
- **Macros** – for automating tasks.
- **Modules** – for automating tasks using Microsoft Visual Basic.

*Note: To open a database object, double-click the object in the **Navigation** pane, or right-click the object in the **Navigation** pane and select **Open** from the shortcut menu.*

### Working with Tabs **NEW!**

- To switch between open objects, click on the object tab for the object you want to view.
- To switch the object view, right-click the object tab and select a view from the shortcut menu.
- To close an object, right-click the object tab and select **Close** from the shortcut menu, or click the **Close** button in the upper-right corner of the **Object** window.
- To close all open objects, right-click the object tab and select **Close All** from the shortcut menu.

### Saving a Database Object

1. Select the object, click the **Microsoft Office** button and select **Save** from the resulting menu, or right-click the object tab and select **Save** from the resulting menu.
2. Enter a name for the object in the “**Object**” **Name** box and click the **OK** button. (Note that when you save a query, you are not given the option to enter a name.)

*Note: To quickly save after the initial save, click the **Save** button on the **Quick Access** toolbar, or press **Ctrl + S**.*