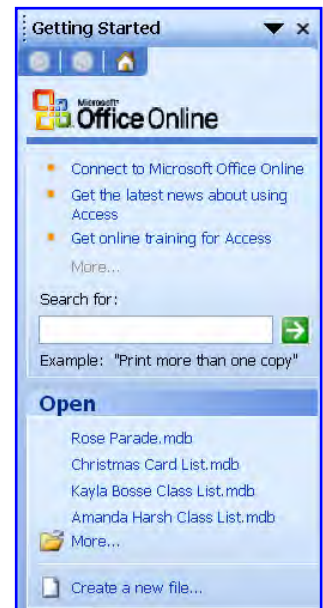


## OPENING MICROSOFT ACCESS AND CREATING THE DATABASE

### Opening Access

- ❖ To open Access, do one of the following:
  - Click **Start** on the **Task Bar**.
  - Click the **All Programs** link.
  - Click **Microsoft Office** in the list of programs.
  - Look for **Microsoft Access**.
  - Click on the link for **Access**.
- ❖ The Access Program with the **Getting Started Task Pane** will display (see illustration top right).



### Creating the Database

- ❖ Click the **Create a new file** link near the middle of the Task Pane.
- ❖ The **New File Task Pane** will display (see illustration bottom right).
- ❖ The choices under **New** are:
  - **Blank Database** - This option is used to create a database that doesn't contain any tables or other objects.
  - **Blank Data Access Page** - This option is used to create a blank data access page which is a dynamic Web page that allows users to directly manipulate data in a database using the Internet.
  - **Project using Existing Data** - This option is used to work in conjunction with SQL data.
  - **Project using New Data** - This option is used to work in conjunction with SQL data.
  - **From Existing File** - With this option, it is possible to create a new database from one that was created earlier.
- ❖ Click the first option: **Blank Database**.
- ❖ The **SaveAs** dialog box will appear.
- ❖ Input a name for the Database.
- ❖ Select the location where the database is to be stored.
- ❖ Click **Create**.
- ❖ The **Database** has been created.
- ❖ The **Database** window will appear.
- ❖ This is the area where you select what you want to create in the database.
- ❖ The options that are available for use with the database are described in the **Database Objects** link.

