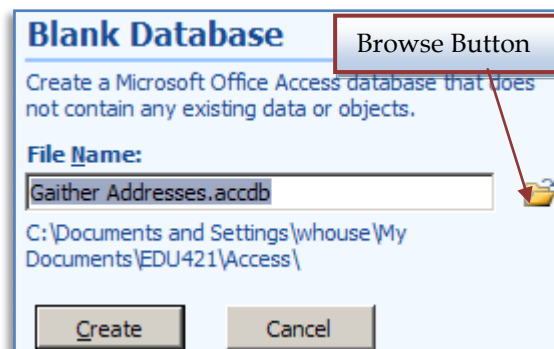
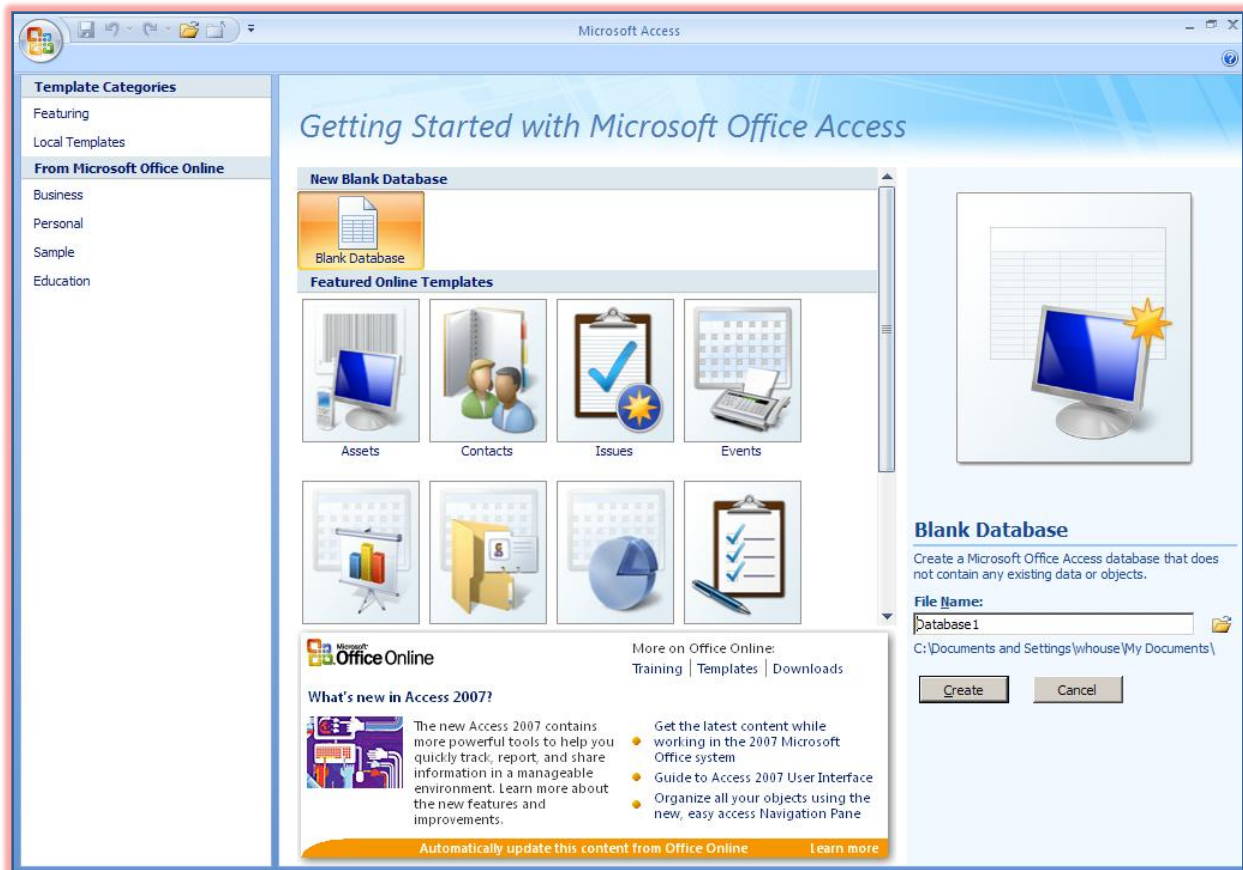


OPENING MICROSOFT ACCESS AND CREATING THE DATABASE

Microsoft Access is used to store information pertaining to people, places, or things. It is a powerful tool that can be used to create tables, reports, forms, and queries.

Opening Access

- ❖ Click **Start** on the **Task Bar**.
- ❖ Click the **All Programs** link.
- ❖ Move the mouse pointer over **Microsoft Office**.
- ❖ Click the link for **Access**.
- ❖ The Access Program with the **Getting Started Task Pane** will display (see illustration below).



Creating the Database

A database can be created using a template or by creating the database manually.

- † Click the **Blank Database** button under **New Blank Database** in the middle frame of this window (see illustration previous page top).
- † In the right frame of the window, under **Blank Database**, click the **Browse** button (see illustration previous page bottom).
- † The **File New Database** window will display.
- † Click the **Save in** list arrow to locate the folder where the **Database** is to be stored.
- † Input a name for the **Database**.
- † Make sure that **Microsoft Office Access 2007 Databases** appears in the **Save as type** box.
- † Click **OK**.
 - ✦ The name of the database will appear in the **File Name** box.
 - ✦ The location of the database will be displayed directly below the **File Name** box.
- † Click the **Create** button to create the **Database** in the specified location.
- † The **Database** will open displaying a new blank table, named **Table 1**.