

## OPEN MICROSOFT ACCESS AND CREATE 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.

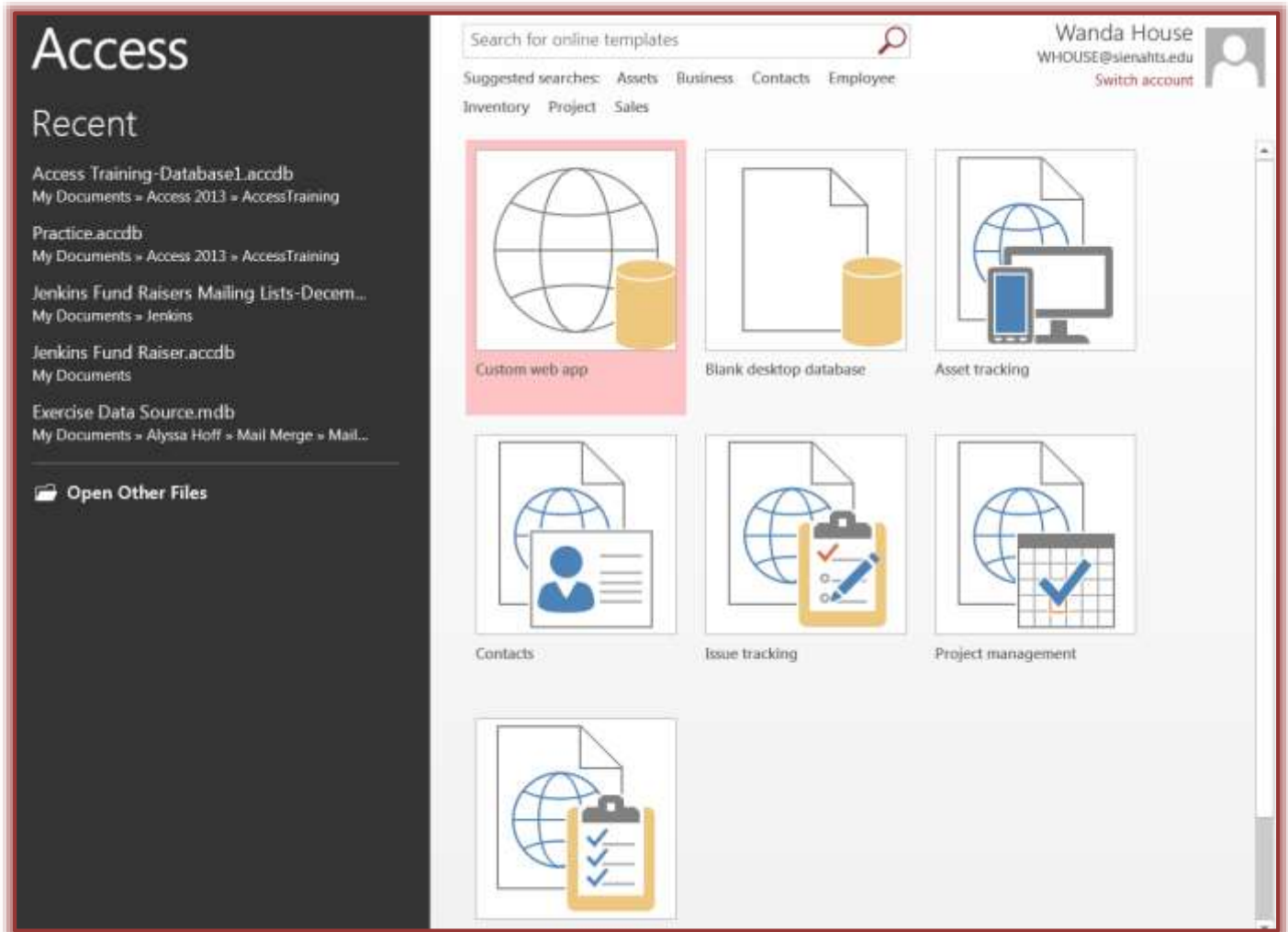
### Open Access

- ✚ Click the **Start** button on the **Taskbar**.
- ✚ Click **All Programs** at the bottom of the **Start Menu**.
- ✚ A list of programs will display on the left side of the **Start Menu**.
- ✚ Click the **Microsoft Office** folder.
- ✚ A list of **Microsoft Office** programs will display.
- ✚ Click the link for **Microsoft Access**.



or

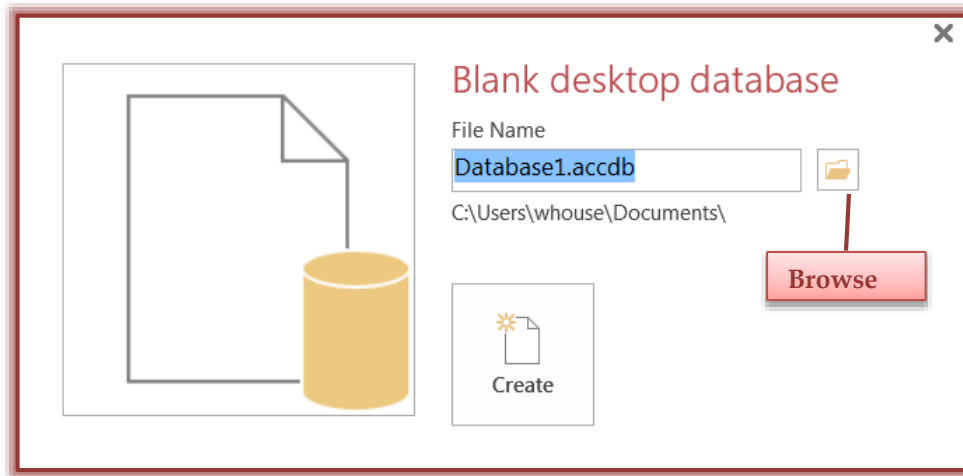
- ✚ Click the **Start** button on the **Taskbar**.
- ✚ In the **Search** box, input **Access**.
- ✚ A list of items that match the word, **Access**, will appear on the left side of the **Start Menu**.
- ✚ Click the link for **Microsoft Access** in the search results list to open the **Access Program**.
- ✚ The **Getting Started Window** will appear (see illustration below).



## Create the Database

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

- ✦ Click the **Blank Database** button under **Available Templates** (see illustration below left).
- ✦ Click the **Blank Desktop Database** option.
- ✦ The window shown in the illustration below will display.



- ✦ Click the **Browse** button.
- ✦ The **File New Database** window will display.
- ✦ Click the **Computer** link to locate the folder where the database is to be stored.
- ✦ Input the name for the database.
- ✦ Make sure that **Microsoft Office Access 2007 - 2013 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**.