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Access application

will launch and open.

Creating a New

Database . 1. After

opening the Access

application, select .

Blank Database(see

Figure 1, below).

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Figure 1 - Selecting Blank Database .

Note: an alternate way to navigate would be to click on the . Office. button and then select . New.

2. Under the . Blank Database

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2007 This is a quick start guide to get you up and running with MS Access 2007. It takes you through some of the new features of the product as well as how to create a database from scratch. Paul Barnett
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interface This article
discusses the new
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interface (UI). The

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The new user interface is the result of extensive research and usability testing, and it is designed to make it easier to find the commands that you need.

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far along thoughts. It
means that
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Access 2007 is a major overhaul in terms of the interface. The menus are now replaced by the Ribbon. At first it takes some getting used to if you have come from a previous version of MS Access. Introducing the Ribbon The Ribbon contains the essential commands necessary

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for creating and
manipulating your
database.

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Microsoft Access has
the look and feel of
other Microsoft Office
products as far as its
layout and
navigational aspects

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are concerned, but MS Access is a database and, more specifically, a relational database. Before MS Access 2007, the file extension was *.mdb, but in MS Access 2007 the extension has been changed to *.accdb extension.

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Open Microsoft
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Start Button All
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Access 2. Click the
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followed by New to
open the Blank
Database pane on the
right-hand side in the
window. 3. Enter a

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meaningful File

Name: for the
database. For

example Kites [would
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When you open a
database, the ribbon
appears at the top of
the main Access

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window, where it displays the commands in the active command tab. The ribbon contains a series of command tabs that contain commands. In Access, the main command tabs are File, Home, Create, External Data, and Database Tools. Each tab contains groups of related

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commands, and these groups surface some of the additional new UI elements, such as the gallery, which is a new type of control that presents choices visually.

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Microsoft Access is a database creation program that allows for anyone to easily maintain and edit a database. It is suitable for anything from small projects to large businesses, and is a very visual program. This makes it great for performing data entry, as you don't need to work with

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tables and spreadsheets. Part 1

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Table: 1) Make sure
you are in Datasheet
View. 2) Enter the
data into the table by
pressing the tab key
to move from one cell

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to another 3) When you have completed the record (row), press Enter. 5. When inputting data into the table, Access automatically saves the data after each new record.

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you need them. New formatting tools, new charts, expanded row counts, and Page Layout View will enable you to create better and bigger spreadsheets faster.

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