



Getting Started

The Access Window



- **Menu Bar** – contains all tools for working with Access 2002.
- **Database Toolbar** – contains shortcuts for standard Access actions and tools.
- **Database Window** – allows you to work with all objects in the database. (Refer to the *Working in the Database Window* section on this page for more information.)
- **Task & Querying Bar** – provides quick access to help when you have a question.
- **Task Pane** – displays tasks according to the selected task category.


Using the Task Pane

The Task pane displays commonly-used tasks. For example, when you select **New** from the **File** menu to create a new database, the **New File** pane will appear in the task pane. In previous versions of Access, a separate **New File** dialog box would appear.


To change the task category, click the down arrow button  on the task pane and select a category from the resulting menu.

Using the Database Wizard

The Database Wizard helps you to create your database. In one operation, set up the required tables, forms, and reports for your database.

1. Select **New** from the **File** menu, press **Ctrl + N**, or click the **New**  button.
2. In the **New File** task pane, click the **General Templates** dropdown.
3. Click the **Databases** tab.
4. Select the type of database you want to create.
5. Click the **OK** button. The **File New Database** dialog box will appear.
6. Specify a name and location for the database in the space provided.
7. Click the **Create** button.
8. Follow the Wizard to create your database.
9. Click the **Finish** button when done.

Opening an Existing Database

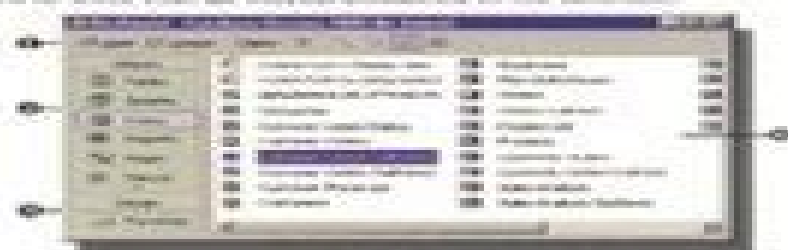
1. Select **Open** from the **File** menu, press **Ctrl + O**, or click the **Open**  button.
2. Locate and select the database you want to open.
3. To open the database for shared access in a multiuser environment, click the **Open** button.
4. To open the database for read-only access, click the arrow on the **Open** button and select **Open Read-Only** from the resulting menu.
5. To open the database with exclusive access, click the arrow on the **Open** button and select **Open Exclusive** from the resulting menu.
6. To open the database for read-only access and also prevent other users from opening it, click the arrow on the **Open** button and select **Open Exclusive Read-Only** from the resulting menu.

Opening a Sample Database

1. Select **Sample Databases** from the **Help** menu.
2. Select the database you want to open from the resulting menu.
3. If prompted to install the database, click the **Yes** button.

Working in the Database Window

When you open a database, the Database window appears, allowing you to work with all objects contained in the database.



- **Database Window Toolbar** – contains commands for creating, opening, closing, and managing database objects.
- **Objects Bar** – lists the database objects (Tables, Queries, Forms, Reports, Pages, Macros, and Modules).
- **Groups Bar** – contains shortcuts to database groups, which can contain shortcuts to database objects.
- **Objects List** – lists the corresponding database objects. (Refer to quickly open the Database window, page **F12**.)

Working with Objects

1. On the **Objects Bar** click the type of object you want to work with.
2. In the **Objects List**, select the object you want to work with.
3. On the **Database Window** toolbar, click one of the following buttons:
 - **Open** – to open the selected object in **Database** or **Form** view.
 - **Design** – to open the selected object in **Design** view.
 - **New** – to create a new database object.
 - **Preview** – to preview the selected report.
 - **Run** – to run the selected macro.

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The CPA Journal ,2002 **Who's who in the West** ,2004 **Microsoft Access 2002** Joseph W. Habraken,2002

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