

Teach Yourself
VISUALLY™

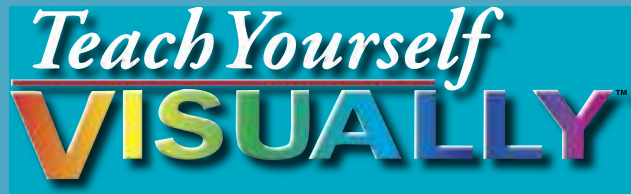
Microsoft®

Access® 2013

The Fast and Easy Way to Learn



Paul McFedries



Microsoft®
Access® 2013



by Paul McFedries



John Wiley & Sons, Inc.

Teach Yourself VISUALLY™ Access® 2013

Published by
John Wiley & Sons, Inc.
10475 Crosspoint Boulevard
Indianapolis, IN 46256

www.wiley.com

Published simultaneously in Canada

Copyright © 2013 by John Wiley & Sons, Inc., Indianapolis, Indiana

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978)750-8400, fax (978)646-8600. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201)748-6011, fax (201)748-6008, or online at www.wiley.com/go/permissions.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at <http://booksupport.wiley.com>. For more information about Wiley products, visit www.wiley.com.

Library of Congress Control Number: 2013932930

ISBN: 978-1-118-51770-3

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

Trademark Acknowledgments

Wiley, the Wiley logo, Visual, the Visual logo, Teach Yourself VISUALLY, Read Less - Learn More and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc. and/or its affiliates. Microsoft and Access are registered trademarks of Microsoft Corporation in the United States and other countries. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc. is not associated with any product or vendor mentioned in this book.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE PUBLISHER AND THE AUTHOR MAKE NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIM ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE PUBLISHER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. NEITHER THE PUBLISHER NOR THE AUTHOR SHALL BE LIABLE FOR DAMAGES ARISING HEREFROM. THE FACT THAT AN ORGANIZATION OR WEBSITE IS REFERRED TO IN THIS WORK AS A CITATION AND/OR A POTENTIAL SOURCE OF FURTHER INFORMATION DOES NOT MEAN THAT THE AUTHOR OR THE PUBLISHER ENDORSES THE INFORMATION THE ORGANIZATION OR WEBSITE MAY PROVIDE OR RECOMMENDATIONS IT MAY MAKE. FURTHER, READERS SHOULD BE AWARE THAT INTERNET WEBSITES LISTED IN THIS WORK MAY HAVE CHANGED OR DISAPPEARED BETWEEN WHEN THIS WORK WAS WRITTEN AND WHEN IT IS READ.

FOR PURPOSES OF ILLUSTRATING THE CONCEPTS AND TECHNIQUES DESCRIBED IN THIS BOOK, THE AUTHOR HAS CREATED VARIOUS NAMES, COMPANY NAMES, MAILING, E-MAIL AND INTERNET ADDRESSES, PHONE AND FAX NUMBERS AND SIMILAR INFORMATION, ALL OF WHICH ARE FICTITIOUS. ANY RESEMBLANCE OF THESE FICTITIOUS NAMES, ADDRESSES, PHONE AND FAX NUMBERS AND SIMILAR INFORMATION TO ANY ACTUAL PERSON, COMPANY AND/OR ORGANIZATION IS UNINTENTIONAL AND PURELY COINCIDENTAL.

Contact Us

For general information on our other products and services please contact our Customer Care Department within the United States at (877)762-2974, outside the United States at (317)572-3993 or fax (317)572-4002.

For technical support, please visit www.wiley.com/techsupport.



WILEY | Sales | Contact Wiley at (877) 762-2974 or fax (317) 572-4002.

Credits

Executive Editor

Jody Lefevere

Project Editor

Dana Rhodes Lesh

Technical Editor

Vince Averello

Copy Editor

Dana Rhodes Lesh

Editorial Director

Robyn Siesky

Business Manager

Amy Knies

Senior Marketing Manager

Sandy Smith

Vice President and Executive Group Publisher

Richard Swadley

Vice President and Executive Publisher

Barry Pruett

Project Coordinator

Katie Crocker

Graphics and Production Specialists

Ana Carrillo

Joyce Haughey

Andrea Hornberger

Jennifer Mayberry

Quality Control Technician

Lauren Mandelbaum

Proofreading and Indexing

Cynthia Fields

BIM Indexing & Proofreading Services

About the Author

Paul McFedries is a full-time technical writer. Paul has been authoring computer books since 1991 and has more than 80 books to his credit. His books have sold more than four million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY Microsoft Excel 2013*, *Teach Yourself VISUALLY Microsoft Windows 8*, *Windows 8 Visual Quick Tips*, *iPhone 5 Portable Genius*, and *iPad 4th Generation and iPad mini Portable Genius*. Paul is also the proprietor of Word Spy (www.wordspy.com), a website that tracks new words and phrases as they enter the language. Paul invites you to drop by his personal website at www.mcfedries.com or follow him on Twitter at [@paulmcf](https://twitter.com/paulmcf) and [@wordspy](https://twitter.com/wordspy).

Author's Acknowledgments

It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you will read in this book. However, this book is more than just the usual collection of words and phrases. A quick thumb through the pages will show you that this book is also chock-full of images, including sharp screenshots. Those colorful images make for a beautiful book, and that beauty comes from a lot of hard work by Wiley's immensely talented group of designers and layout artists. They are all listed in the Credits section on the previous page, and I thank them for creating another gem. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors that included project editor and copy editor Dana Lesh and technical editor Vince Averello. Thanks for your exceptional competence and hard work. Thanks, as well, to Wiley executive editor Jody Lefevere for asking me to write this book.

How to Use This Book

Whom This Book Is For

This book is for the reader who has never used Microsoft Access. It is also for readers who want to expand their knowledge of Access and learn about the features of the latest version.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. **Numbered steps** are actions you must perform; **bulleted steps** clarify a point, step, or optional feature; and **indented steps** give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross-reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names or options that you must click and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

Create a Validation RuleCHAPTER 4
Working with Fields


6 Although an input mask helps a user enter data into a field using the proper number and type of characters, it cannot restrict the field to certain entries based on logic. A better solution for preventing data-entry errors is the data validation feature. With data validation, you create *validation rules* that specify exactly what kind of data can be entered in a field and in what range that data can fall. You can also specify an error message that appears when a user enters data that does not satisfy a validation rule.

Create a Validation Rule

1 Create the Rule

1 In the Design view, click in the field for which you want to create a validation rule. The properties for that field appear.

2 Click in the **Validation Rule** row.

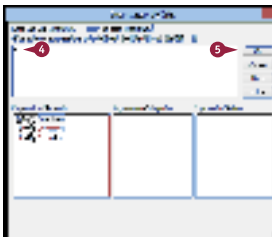

3 Click  **3**

The Expression Builder dialog box opens.

4 Enter the expression that represents the criteria you want to specify.

5 Click **OK**.

2 **Note:** You could have simply typed the validation rule into the row and skipped steps 3 to 5, but the Expression Builder's tools can be useful for complex expressions.

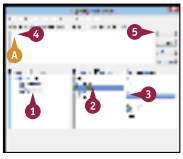


4 **TIP**

How do I use the Expression Builder?



The Expression Builder can guide you in determining the correct syntax for an expression. There are many types of expression content available, including functions, constants, and operators. For example, to enter the expression from the steps in this section (>0), you would do the following:

- 1 Click **Operators**.
- 2 Click **Comparison**.
- 3 Double-click **>**.
- 4 The **>** character appears in the expression at the top of the dialog box.
- 4 Type **0**.
- 5 Click **OK**.



4 The validation rule appears in the Validation Rule row.

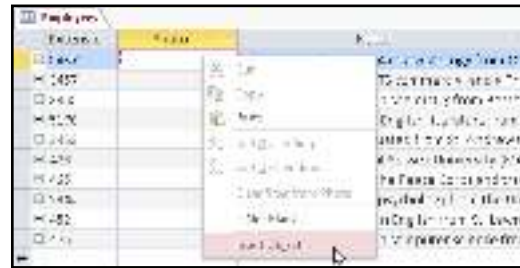
5 Type the text for the error message in the **Validation Text** row.



1 Click **OK** and then retype the field entry.

Chapter 3 Entering and Editing Data

Enter New Records	44
Navigate between Records.....	46
Edit Records.....	47
Attach Files to a Record.....	48
Open, Save, and Remove File Attachments	50
Insert an OLE Object	52
Open, Edit, and Remove OLE Objects.....	54
Enter Data in a Multivalued Field.....	55
Select Records.....	56
Delete Records	57
Sort Records.....	58
Resize Datasheet Columns and Rows	60
Print a Datasheet or Form	61



Chapter 4 Working with Fields

Understanding Field Properties	64
Understanding Field Sizes	65
Change a Field Size	66
Set a Field Caption.....	67
Set a Field's Format.....	68
Set a Default Value	70
Make a Field Required.....	71
Index a Field.....	72
Align Data within a Field	73
Create an Input Mask	74
Create a Validation Rule.....	76
Create a Record-Level Validation Rule	78

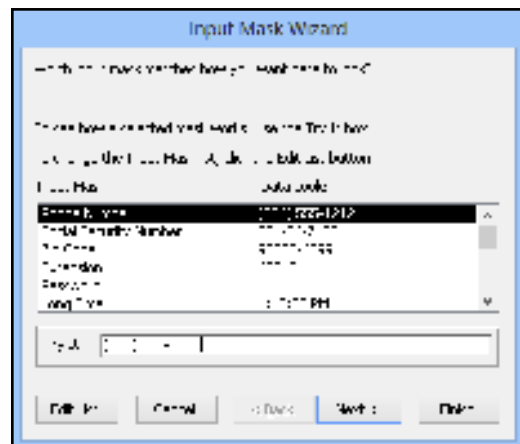
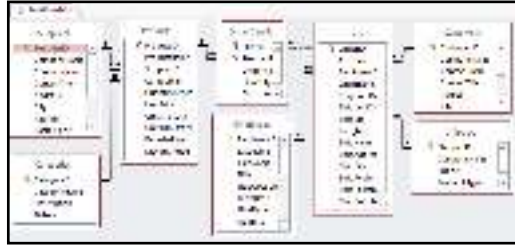


Table of Contents

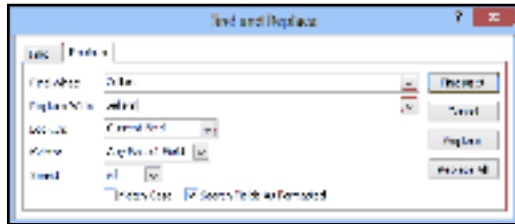
Chapter 5 Working with Relationships

Understanding Relationships	82
Create a Relationship between Two Tables	84
Edit a Relationship.....	86
Remove a Relationship	87
Arrange the Relationships Window.....	88
Print a Relationship Report	89
View Object Dependencies.....	90
Document the Database	92
Understanding Lookups	94
Create a Table for Use As a Field Lookup.....	96
Create a Field Lookup Based on a Table	98
Create a Field Lookup with Values That You Specify....	102
Set Up a Multivalued Field.....	104



Chapter 6 Finding and Filtering Data

Understanding Find and Replace	108
Find Data.....	109
Replace Data.....	110
Filter to Show Only Blank or Nonblank Entries.....	112
Filter by Selection.....	113
Filter for Multiple Values.....	114
Using Text Filters.....	115
Filter by Form.....	116
Save a Filter As a Query	118



Chapter 7 Creating Simple Queries

Understanding Queries.....	122
Create a Query with the Simple Query Wizard	124
Start a New Query in the Query Design View.....	126
Insert, Arrange, and Remove Query Fields.....	128
Set Field Sorting	130
Add an Alias to a Query Field.....	131
Understanding Criteria.....	132
Filter a Query for a Specific Value	134
Specify a Range of Values	135
Specify a List of Values	136
Hide a Field in the Query Results.....	137
Create Compound Criteria	138
Limit the Records Returned	139



Chapter 8 Creating Complex Queries

Understanding Summary Queries	142
Create a Summary Query with the Simple Query Wizard	144
Create a Summary Query in the Query Design View	148
Understanding Calculated Fields.....	150
Create a Calculated Field	151
Understanding Action Queries.....	152
Run a Make Table Query	153
Run a Delete Query	154
Run an Append Query	155
Run an Update Query.....	156
Prompt the User for a Parameter	158
Understanding Parameter Syntax.....	159

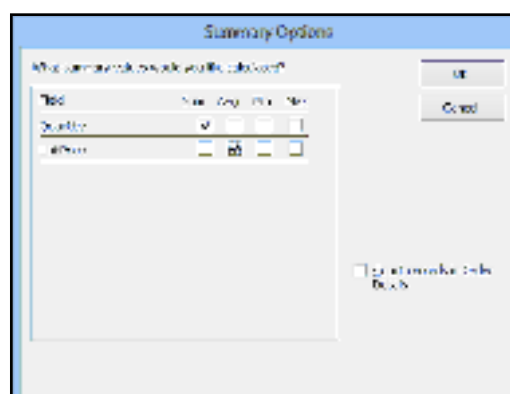
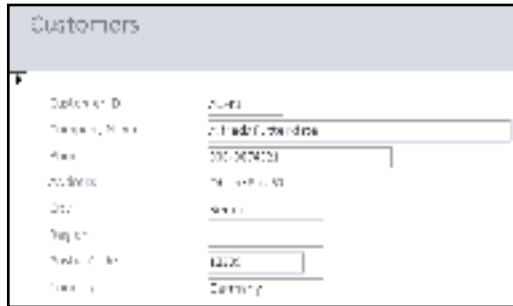


Table of Contents

Chapter 9 Creating Forms

Understanding Forms.....	162
Create and Save a Form.....	164
Create a Form with the Form Wizard.....	166
Create a Form in the Layout View	170
Create a Form in the Design View	172
Delete a Field from the Design View.....	173
Arrange Fields on a Form	174
Group Fields Together.....	176
Define the Tab Order on a Form.....	177



Chapter 10 Editing Forms

Display the Header and Footer	180
Resize Sections of a Form.....	181
Select Sections of a Form	182
Add a Form Title	183
Apply a Theme.....	184
Browse for a Theme to Apply	185
Apply a Font Theme or Color Theme	186
Create a Custom Font Theme.....	187
Create a Custom Color Theme	188
Create a Custom Theme.....	189
Adjust Internal Margins and Padding	190
Add a Label.....	191
Format Label Text	192
Change the Background Color	194
Add a Background Image	195
Add a Hyperlink.....	196
Add a Tabbed Section.....	198
Insert a Logo or an Image.....	200
Set Conditional Formatting.....	202



Chapter 11 Creating Reports

Understanding Report Views	206
Create a Simple Report	208
Apply a Theme to a Report	209
Preview and Print a Report	210
Create a Report with the Report Wizard	212
Create a Report in the Layout View	216
Set the Page Size and Orientation	217
Change the Report Layout Type	218
Set Page Margins	220
Set Control Margins and Padding	221
Format Report Text	222
Size and Align Report Fields	224
Insert a Page-Numbering Code	225



Chapter 12 Grouping and Sorting Data

Understanding Grouping and Summarizing	228
Group Report Results	230
Group a Numeric Field by Intervals	232
Group a Date Field	233
Group Records Using an Expression	234
Sort Report Results	236
Count Records	237
Add an Aggregate Function	238
Hide the Group Header and Footer	240
Keep a Group Together on a Page	241
Change the Grouping or Sorting Priority	242
Remove a Grouping or Sorting	243

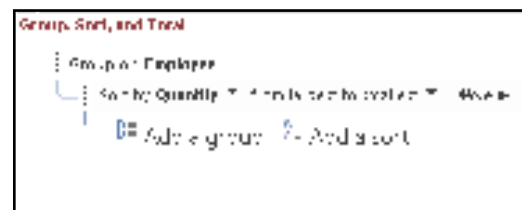


Table of Contents

Chapter 13 Creating Mailing Labels

Create Labels.....	246
Add a Field to an Existing Line	250
Add a Field to a Label As a Separate Line	251
Color the Label Background	252
Color the Label Text	253
Apply Font Formatting to the Label Text.....	254
Export Labels to Word.....	256



Chapter 14 Performing a Mail Merge

Start a Mail Merge.....	260
Create the Main Document in Word.....	262
Insert an Address Block	263
Insert a Greeting Line	264
Match Fields.....	265
Insert Individual Fields.....	266
Preview the Merge Results.....	267
Filter the Recipient List	268
Sort the Recipient List.....	270
Merge to a New Document.....	271
Merge Directly to a Printer	272
Save the Merge for Later Use	273



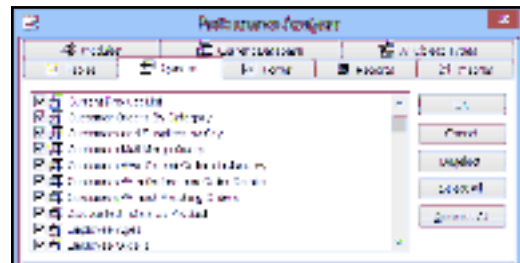
Chapter 15 Working with External Data

Import an Excel Worksheet.....	276
Link to an Excel Worksheet.....	280
Link to an Outlook Folder.....	282
Manage Linked Tables.....	284
Import a Table from Another Access Database.....	286
Import Data from a Delimited Text File.....	288
Import Data from a Web Page.....	292
Import Data from an XML File.....	294
Export Data to Excel.....	296
Export Data As HTML.....	297
Export Data to a Plain Text File.....	298
Save Import or Export Specifications.....	300
Using Saved Import or Export Specifications.....	301
Analyze Access Data Using an Excel PivotTable.....	302
Add Multiple Fields to a PivotTable Area.....	304
Move a Field to a Different PivotTable Area.....	306
Group PivotTable Values.....	308
Apply a PivotTable Filter.....	310



Chapter 16 Maintaining a Database

Set a Trusted Location.....	314
Save in an Earlier Version Format.....	316
Convert to the Access 2007-2013 Format.....	317
Back Up a Database.....	318
Analyze Database Performance.....	319
Compact and Repair a Database.....	320
Password-Protect a Database.....	322
Create a Switchboard.....	324
Set Switchboard Startup Options.....	328



Index.....	330
-------------------	------------

Getting Started with Access

Are you new to Microsoft Access or upgrading to the latest version of the program? This chapter introduces you to Access and to some useful database concepts. You also learn how to create and open a database as well as how to navigate through the Access interface.



An Introduction to Access4
Start and Exit Access6
Create a Blank Database8
Create a Database by Using a Template	10
Open a Database	12
Close a Database	13
Understanding the Access Interface	14
Customize the Quick Access Toolbar	16
Customize the Ribbon	18
Change the Navigation Pane View	20
Open and Close an Object.	22
Change an Object's View	23

An Introduction to Access

Microsoft Access is a program for creating and working with special files called *databases*, which are designed to store collections of related information. For example, one database might store business data such as customers, invoices, and inventory, whereas another might store personal data such as contacts, movies, and household items. You can use Access to create, retrieve, and manage large or small collections of information.

To get the most out of Access, you need to understand basic concepts such as tables, records, and fields; database objects such as datasheets and forms; and database tools such as filters, queries, and reports.

Tables, Records, and Fields

In Access, data is stored in *tables*, and each individual entry in a table is called a *record*. For example, in a Customers table, the information about each customer is a separate record. Each record is composed of one or more *fields* that contain individual pieces of data. In this example, customer fields may include Name, Address, City, State, and Zip Code.



Name	Address	City	State	Zip	Phone	Fax
Michael Chen	12345 Main St	Seattle	WA	98101	(206) 555-1234	(206) 555-5678
Jane Smith	56789 Oak St	Portland	OR	97201	(503) 555-9876	(503) 555-4321
Robert Johnson	98765 Pine St	San Francisco	CA	94101	(415) 555-2345	(415) 555-6789
Emily Davis	23456 Elm St	Denver	CO	80201	(303) 555-3456	(303) 555-7890
David Wilson	34567 Maple St	Phoenix	AZ	85001	(602) 555-4567	(602) 555-8901
Laura Brown	45678 Cedar St	Chicago	IL	60601	(773) 555-5678	(773) 555-9012
James Miller	56789 Birch St	Los Angeles	CA	90001	(213) 555-6789	(213) 555-0123
Sarah Lee	67890 Spruce St	San Diego	CA	92101	(619) 555-7890	(619) 555-4567
Kevin White	78901 Willow St	San Jose	CA	95101	(408) 555-8901	(408) 555-2345
Alice Garcia	89012 Ash St	San Antonio	TX	78201	(214) 555-9012	(214) 555-6789
Chris Martinez	90123 Hickory St	San Jose	CA	95101	(408) 555-0123	(408) 555-4567
Patricia Hernandez	01234 Cypress St	San Jose	CA	95101	(408) 555-5678	(408) 555-9012

Datasheets and Forms

By default, each table appears as a spreadsheet grid called a *datasheet*. You can type directly into a datasheet. To make data entry more convenient, some people choose to create on-screen *forms*, which are like dialog boxes that prompt for field entries. An attractively formatted form is easier and more pleasant to use to enter new records than a plain datasheet.



Customer ID:	12345	City:	Seattle
Company Name:	Microsoft Corporation	Region:	
Contact Name:	John Doe	Phone Code:	1234
Contact Title:	Software Engineer	Country:	USA
Address:	123 Main St	State:	WA 98101
		Zip:	98101-1234

Filters and Queries

It is often useful to display a filtered view of a table. You can filter a table to show only certain records, only certain fields, or both. You can run a one-time filter, or you can create a *query*, which is like a saved filter. Queries also enable you to combine data from multiple related tables into a single datasheet of results.

Country/Region	Product Line	Sales Volume
United States	Mountain Bikes	12,345
United States	Adventure Bikes	8,765
United States	Mountain Bikes	15,678
United States	Adventure Bikes	9,876
United States	Mountain Bikes	11,234
United States	Adventure Bikes	7,654
United States	Mountain Bikes	13,456
United States	Adventure Bikes	6,789
United States	Mountain Bikes	14,567
United States	Adventure Bikes	5,432
United States	Mountain Bikes	16,789
United States	Adventure Bikes	4,321
United States	Mountain Bikes	17,890
United States	Adventure Bikes	3,210
United States	Mountain Bikes	18,901
United States	Adventure Bikes	2,109
United States	Mountain Bikes	19,012
United States	Adventure Bikes	1,098
United States	Mountain Bikes	20,123
United States	Adventure Bikes	987
United States	Mountain Bikes	21,234
United States	Adventure Bikes	876
United States	Mountain Bikes	22,345
United States	Adventure Bikes	765
United States	Mountain Bikes	23,456
United States	Adventure Bikes	654
United States	Mountain Bikes	24,567
United States	Adventure Bikes	543
United States	Mountain Bikes	25,678
United States	Adventure Bikes	432
United States	Mountain Bikes	26,789
United States	Adventure Bikes	321
United States	Mountain Bikes	27,890
United States	Adventure Bikes	210
United States	Mountain Bikes	28,901
United States	Adventure Bikes	109
United States	Mountain Bikes	29,012
United States	Adventure Bikes	98
United States	Mountain Bikes	30,123
United States	Adventure Bikes	87
United States	Mountain Bikes	31,234
United States	Adventure Bikes	76
United States	Mountain Bikes	32,345
United States	Adventure Bikes	65
United States	Mountain Bikes	33,456
United States	Adventure Bikes	54
United States	Mountain Bikes	34,567
United States	Adventure Bikes	43
United States	Mountain Bikes	35,678
United States	Adventure Bikes	32
United States	Mountain Bikes	36,789
United States	Adventure Bikes	21
United States	Mountain Bikes	37,890
United States	Adventure Bikes	10
United States	Mountain Bikes	38,901
United States	Adventure Bikes	9
United States	Mountain Bikes	39,012
United States	Adventure Bikes	8
United States	Mountain Bikes	40,123
United States	Adventure Bikes	7
United States	Mountain Bikes	41,234
United States	Adventure Bikes	6
United States	Mountain Bikes	42,345
United States	Adventure Bikes	5
United States	Mountain Bikes	43,456
United States	Adventure Bikes	4
United States	Mountain Bikes	44,567
United States	Adventure Bikes	3
United States	Mountain Bikes	45,678
United States	Adventure Bikes	2
United States	Mountain Bikes	46,789
United States	Adventure Bikes	1
United States	Mountain Bikes	47,890
United States	Adventure Bikes	0
United States	Mountain Bikes	48,901
United States	Adventure Bikes	0
United States	Mountain Bikes	49,012
United States	Adventure Bikes	0
United States	Mountain Bikes	50,123
United States	Adventure Bikes	0

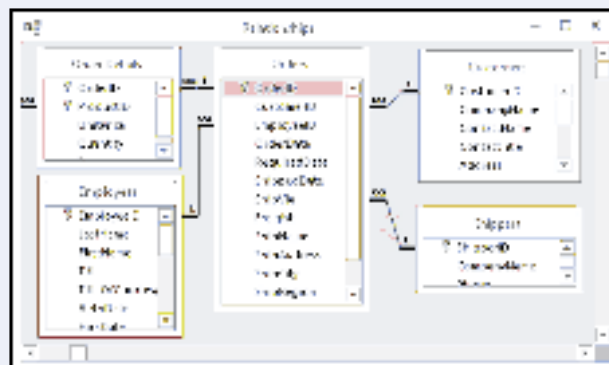
Reports

Tables and query results appear in plain datasheets, which are not very attractive when printed. Reports present data from tables and queries in an attractive, customizable format — complete with titles, headers and footers, and even logos and graphics.

Summary of Sales by Quarter		
Quarter 1		
Date	Sales Amount	Sales
1/1/2010	10	100,000
1/15/2010	15	150,000
1/31/2010	20	200,000
Quarter 2		
Date	Sales Amount	Sales
2/1/2010	25	250,000
2/15/2010	30	300,000
2/28/2010	35	350,000

Relational Databases

Microsoft Access creates *relational databases* — that is, databases that can contain multiple tables with links between them. For example, a business may have a Customers table for storing customer contact information and an Orders table for storing information about orders placed. Each customer in the Customers table has a unique ID, and each order in the Orders table references a specific customer ID.



Start and Exit Access

Before you can create or open a database file, you must first start Access. This brings the Access window onto the Windows desktop so that you can then begin using the program.

How you start Access depends on which version of Windows you are using. In this section, you learn how to start Access 2013 in Windows 8 and in Windows 7. When you are finished working with Access, you should exit the program.

Start and Exit Access

Start Access in Windows 8

- 1 On the Windows 8 Start screen, click **Access 2013**.

The Microsoft Access window appears on the desktop.



Start Access in Windows 7

- 1 Click **Start**.
- 2 Click **All Programs**.



- 3 Click **Microsoft Office 2013**.
- 4 Click **Access 2013**.



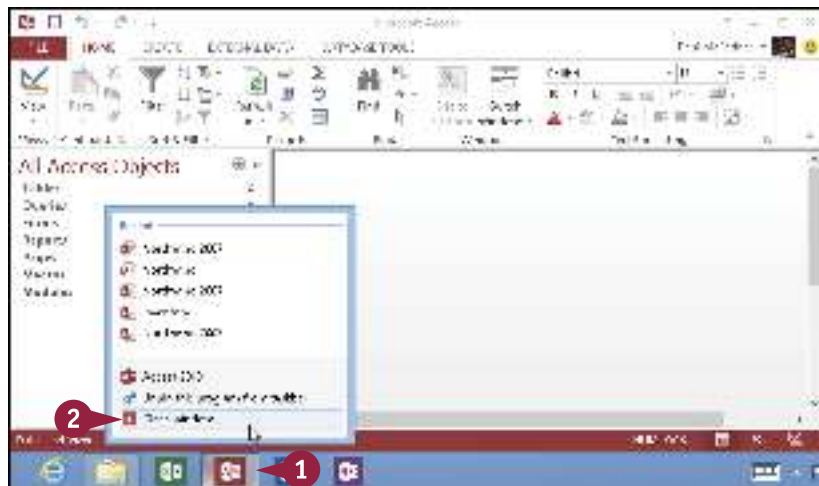
The Microsoft Access window appears on the desktop.

Exit Access

- 1 Right-click the Access taskbar button (A).
- 2 Click **Close window**.

Note: If you have two or more database files open, click **Close all windows** instead.

Access closes, returning you to your desktop view.



TIP

Are there faster methods that I can use to start Access?

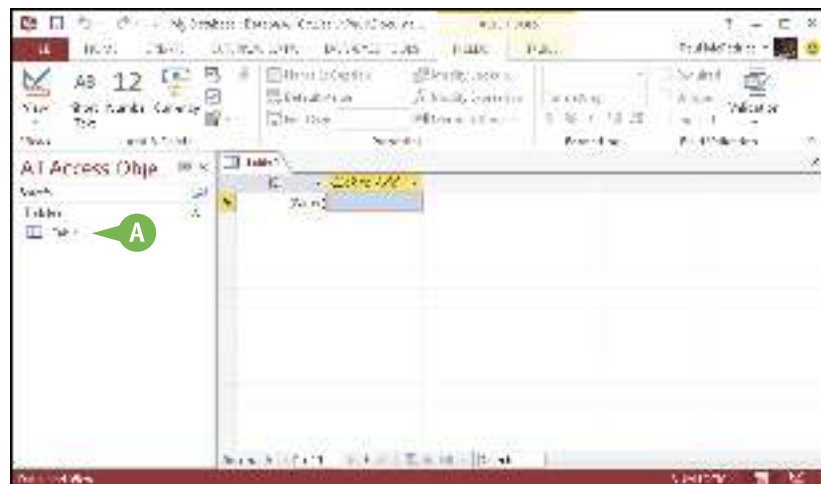
Yes. After you have used Access a few times in Windows 7, it should appear on the main Start menu in the list of your most-used programs. If so, you can click that icon to start the program. You can also force the Access icon onto the Start menu by following steps 1 to 3 in the “Start Access in Windows 7” subsection, right-clicking the **Microsoft Access 2013** icon, and then clicking **Pin to Start Menu**. If you are using Windows 8, you can right-click the **Access 2013** tile and then click **Pin to Taskbar** to add the Access icon to the desktop taskbar.

The Blank Desktop Database dialog box appears.

- 4 Type a filename for the database.
- 5 Click **Create**.



- A A new database opens, with a new blank table started.



TIP

Are there shortcuts that I can use to create a blank database?

Yes, Access offers a couple of techniques that you can use to shorten the process of creating a blank database. First, you can quickly display the New tab by pressing **Ctrl** + **N**. Second, if you prefer to use your mouse to begin the process of creating a blank database, you can add the New command to the Quick Access Toolbar. After you have done this, you can click **New** on the Quick Access Toolbar to go directly to the New tab. See the section “Customize the Quick Access Toolbar” to learn how to add commands to this toolbar.

Create a Database by Using a Template

Rather than start from scratch with a blank database, you can get your database project off the ground easier and faster by creating a new database based on a template.

A *template* is a special file that includes prefabricated database objects that you can use right away. For example, a contact management template might include a table with fields such as Name, Address, and Phone, as well as a form for entering data and a report that organizes the contacts into an address book. With a template, all you do is fill in the data, and Access does the rest.

Create a Database by Using a Template

1 Start Microsoft Access.

Note: If Access is already running, click **File** and then click **New** instead.

2 Type a word that describes the type of database you want to create.

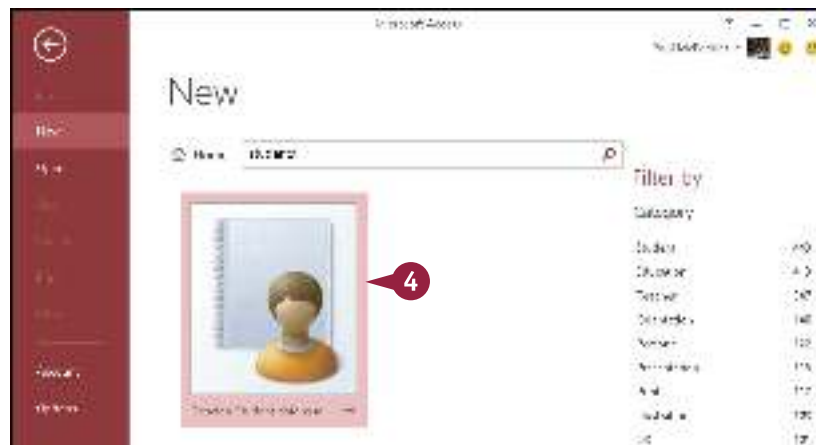
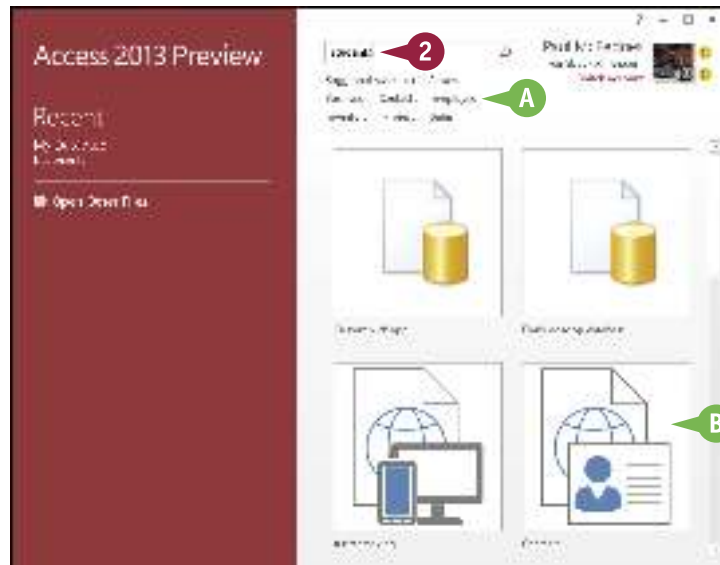
A You can also click any of these suggested template search terms.

B You can also click one of these Microsoft-supplied templates that are stored on your computer and then skip to step 5.

3 Press **Enter**.

The search results appear.

4 Click the template that best matches your needs.



- [click Options for Volatile Markets: Managing Volatility and Protecting Against Catastrophic Risk \(2nd Edition\) book](#)
- [read The Last Testament: A Memoir by God pdf, azw \(kindle\), epub, doc, mobi](#)
- [JavaScript and jQuery for Data Analysis and Visualization book](#)
- [download online Assertiveness for Earth Angels: How to Be Loving Instead of "Too Nice" pdf](#)

- <http://dadhoc.com/lib/Options-for-Volatile-Markets--Managing-Volatility-and-Protecting-Against-Catastrophic-Risk--2nd-Edition-.pdf>
- <http://anvilpr.com/library/Living-on-an-Acre--A-Practical-Guide-to-the-Self-Reliant-Life--2nd-Edition-.pdf>
- <http://chelseaprintandpublishing.com/?freebooks/The-Cocktail-Club--A-Year-of-Recipes-and-Tips-for-Spirited-Tasting-Parties.pdf>
- <http://transtrade.cz/?ebooks/Clean-Start--Inspiring-You-to-Eat-Clean-and-Live-Well-with-100-New-Clean-Food-Recipes.pdf>