

Creating a New Database

The Getting Started page, which appears when you start Access, provides three main options for creating or opening a database:

- **New Blank Database:** Create a new blank database from scratch for storing information.
- **Templates:** Select a template stored locally on your computer or from Office Online. Several categories of templates are available: Featuring, Local Templates, Business, Education, Personal, and Sample. Within the categories are different types of templates—for example: Assets, Contacts, and Projects.
- **Recent Database:** Open an existing database from a list of recently opened databases or click the **More** link to browse your computer or network for more existing databases.

In this lesson, we'll look at how to create a new database from a template, as well as from scratch.

Create a database from a template

The easiest way to create a database is by using one of the built-in database templates. A database template saves you time and effort, providing you with ready-to-use tables, forms, queries, and reports. There are templates available for the most common types of databases, such as contact management, inventory, and order taking. Once you create a database with an Access template you can modify it to better suit your needs.

1. On the Getting Started page, click a **template category** button in the Template Categories list on the left side of the page.

The templates for that category appear on the page.

2. Click **template** button for the template you want to use.

The right side of the screen changes to display information about that type of database.

- ✔ **Tip:** Here you can give the new file a name of your choosing. Access displays the file path to the location where your file will be saved, but you can change the location.

3. Click the **Create** or **Download** button.

- ✔ **Tip:** If the template is a saved locally on your computer, you will click **Create**. If it is an online template, you will need to click **Download** so that

Exercise

- **Exercise File:** None required.
- **Exercise:** On the Getting Started page, create a new database using the Contacts template in the Local Templates category. Save it with the file name My Contacts. If necessary, expand the Navigation Pane and change its view to display all database objects. Explore the objects in the new database. Use the Office Button to close the database and return to the Getting Started page. Create a new blank database. Close the database.

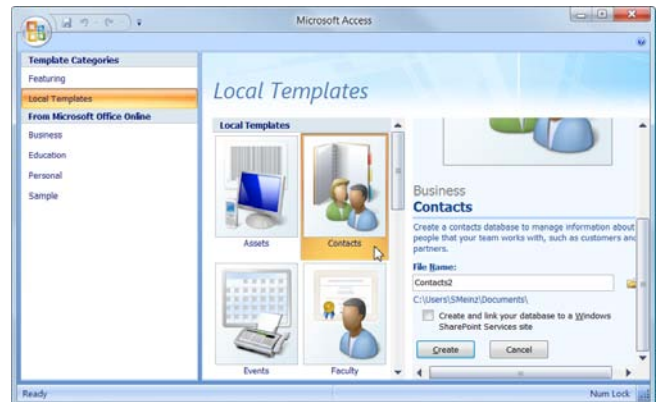


Figure 3-2: Creating a database with the Contacts template.

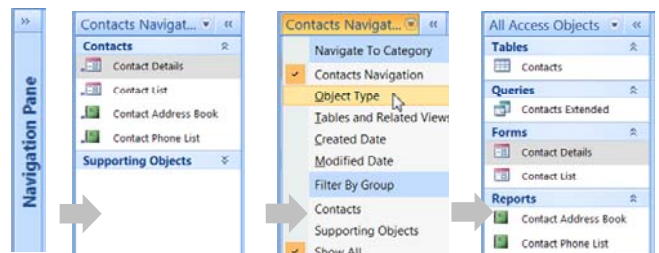


Figure 3-3: Expanding the Navigation Pane and changing the view to display all Access objects.

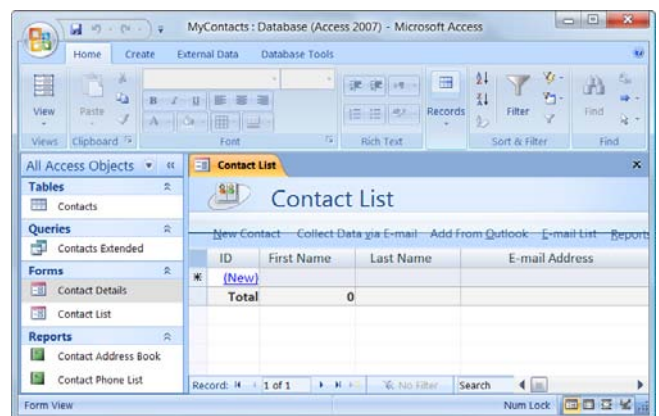


Figure 3-4: A new database created with the Contacts template.

Access can retrieve the template from the Microsoft Web site.

The database appears in the window.

- ✔ **Tip:** If the Navigation Pane is minimized, click the **Shutter Bar Open/Close** button to expand it.

Create a new blank database

The advantage of creating a blank database is that it gives you the most flexibility and control over your database design. The disadvantage of creating a blank database is that you have to create every table, form, report, and query yourself.

1. On the Getting Started page, click the **Blank Database** button in the New Blank Database section.

- ❗ **Trap:** You may need to expand your window to see the Blank Database button and the New Blank Database area.

The right side of the screen changes to display information about creating a blank database.

- 🔗 **Other Ways to Create a New Blank Database:** Click the **Office Button** and select **New**.

2. Enter a name for the new database file in the File Name text box.

Access displays the file path to the location where your file will be saved, but you can change the location.

3. Click the **Create** button.

Access creates a new blank database and creates a single blank table where you can start storing data.

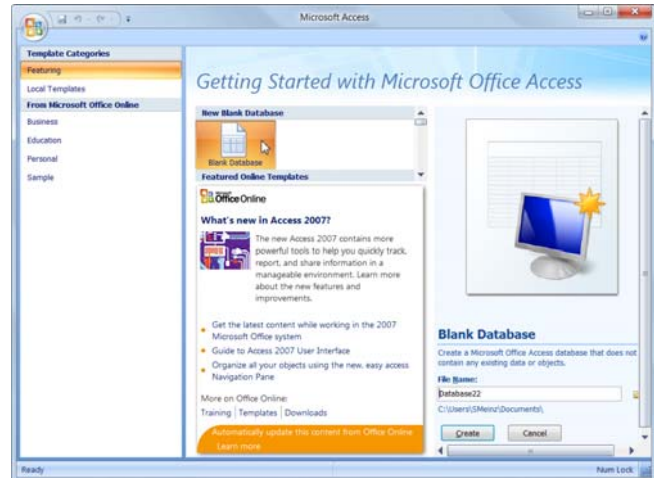


Figure 3-5: Creating a new blank database.

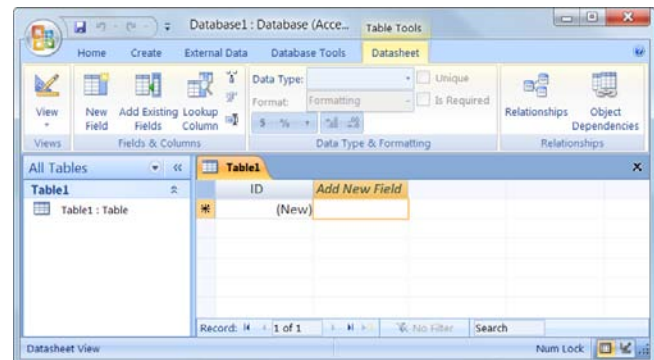


Figure 3-6: A new blank database.