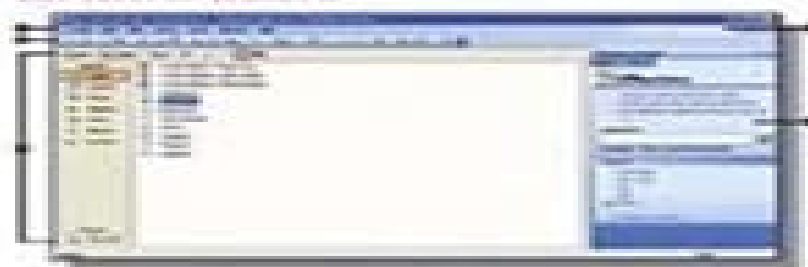




Getting Started

The Access Window



- **Menu Bar** - contains all tools for use with Access 2003.
- **Database Window** - contains shortcuts for standard Access activities and tools.
- **Database Window** - allows you to work with all objects in the database.
- **Type a Question in Help Box** - provides quick access to help when you have a question.
- **Task Pane** - displays tasks according to the selected task category.

Note: To hide or display a window, select **Windows** from the **File** menu and select the button from the resulting menu.

Using the Task Pane

The task pane displays commonly used dialog boxes. 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.

- To change the task category, click the down arrow [v] on the task pane, and select a category from the resulting menu.
- To navigate through the task pane, click the **Back** [B] and **Forward** [F] buttons, or click the **Home** [H] button to return to the **Getting Started** task pane.
- To open or close the task pane, select **Task Pane** from the **View** menu, or press **Ctrl + F6**. To quickly close the task pane, click the **Close** [X] button in the upper-right corner of the pane.



Using the Getting Started Task Pane

The **Getting Started** task pane appears when you open Access 2003. It allows you to learn and search Microsoft Office Online, open recent Access files, and create a new file.

Using Smart Tags

Smart Tags enable you to perform actions that you would normally need to perform using buttons in Access. For example, when Access automatically creates a new database, the **AutoConnect Database** [A] smart tag button will appear. Click the button to select from a list of options, such as enabling the connection or disabling AutoConnect options.

Using the Database Wizard

The **Database Wizard** helps you create a database. You can set up the required tables, forms, and reports for the database in one operation.

1. Select **New** from the **File** menu, press **Ctrl + N**, or click the **New** [N] button on the **Database** toolbar.
2. In the **New File** task pane, under **Templates**, click the **File New Database Wizard** button.
3. Click on the **Database** tab.
4. Select the type of database you want to create.
5. Click the **OK** button to display the **File New Database** dialog box.
6. Specify a name and location for the database.
7. Click the **Create** button.
8. Follow the instructions provided by the Wizard to create the database.
9. Click the **Finish** button when you are finished.

Opening an Existing Database

1. Select **Open** from the **File** menu, press **Ctrl + O**, or click the **Open** [O] button on the **Database** toolbar.
2. Create and select the database you want to open.
3. One of the following:
 - To open the database for shared access in a multiuser environment, click the **Open** button.
 - To open the database for read-only access so that you can view it but cannot edit it, click the arrow on the **Open** button and select **Open Read-Only** from the resulting menu.
 - To open the database with exclusive access, click the arrow on the **Open** button, and select **Open Exclusive** from the resulting menu.
 - To open the database for read-only access and allow password options from opening it, click the arrow on the **Open** button and select **Open Exclusive Read-Only** from the resulting menu.

Opening a Recently Used Database

To open a recently used database, select the file name of the database from the buttons on the **File** menu. If recently used files are not displayed, select **Options** from the **Tools** menu and click on the **General** tab. Check the **Recently used file list** box and click the **OK** button.

Opening a Sample Database or Project

1. Select **Sample Database** from the **File** menu.
2. Select the database or project referenced to open from the resulting menu.
3. If prompted, click the **Yes** button to install the sample data.

Backing Up a Database

1. Save and close all objects in the database.
2. Select **Back Up Database** from the **File** menu.
3. Specify a location for the backup copy.
4. Enter a name for the backup copy in the **File name** box.
5. Click the **Save** button.

Note: If you are using user-level security (such as when you connect to a database), you must specify permissions to users. You should also create a backup of the **workgroup information file**. After workgroup information file is a file that Access needs all startup that contains user information, such as account names, passwords, and groups.

Ms Access 2003 Quick Reference Guide

Stephen L. Nelson



Ms Access 2003 Quick Reference Guide:

Quicken 2007 For Dummies Stephen L. Nelson, 2006-11-29 Stephen Nelson's previous For Dummies guides to Quicken have sold more than 900 000 copies. Quicken has more than 16 million active users and 75 percent of the personal finance software market. Shows people how to get their finances under control quickly and easily using Quicken. Covers online banking and bill paying, tracking credit cards, managing loans, maximizing investments, calculating interest, preparing payroll, setting up accounts, creating reports, and more. Completely updated to cover the latest features and enhancements in the new version of Quicken. Published in conjunction with the release of Quicken X. **Physics For Dummies** Steven

Holzner, 2006-02-10 Does just thinking about the laws of motion make your head spin? Does studying electricity short your circuits? Do the complexities of thermodynamics cool your enthusiasm? Thanks to this book, you don't have to be Einstein to understand physics. As you read about Newton's Laws, Kepler's Laws, Hooke's Law, Ohm's Law, and others, you'll appreciate the For Dummies law: The easier we make it, the faster people understand it, and the more they enjoy it. Whether you're taking a class, helping kids with homework, or trying to find out how the world works, this book helps you understand basic physics. It covers Measurements, units, and significant figures; Forces, such as displacement, speed, and acceleration; Vectors, and physics notation; Motion, energy, and waves; sound; light; wave-particle; Solids, liquids, and gases; Thermodynamics; Electromagnetism; Relativity; Atomic and nuclear structures. Steven Holzner, Ph.D., earned his B.S. at MIT and his Ph.D. at Cornell, where he taught Physics 101 and 102 for over 10 years. He livens things up with cool physics facts, real-world examples, and simple experiments that will heighten your enthusiasm for physics and science. The book ends with some out-of-this-world physics that will set your mind in motion: The possibility of wormholes in space; The Big Bang; How the gravitational pull of black holes is too strong for even light to escape. May the Force be with you. **Personal Finance For Dummies** Eric

Tyson, 2006-08-28 Too many personal finance consultants offer financial advice that ignores the big picture and instead focuses on investing. You need much more than that to plan your future. You need a broader understanding of personal finance that includes all areas of your financial life in order to become financially sound. Personal Finance for Dummies, 5th Edition, is full of detailed, action-oriented financial advice that will show you how to lower expenses and tame debts, as well as invest wisely to achieve your financial goals. Now in its 5th edition, this up-to-date guide covers all the latest trends to ensure your financial stability. Just some of the updates and revisions include: Reviews of the new and revised tax laws and how to take advantage of them; The latest scoop on Medicare and Social Security and what it means for you; Updated investment advice on mutual funds and other managed investments; Enhanced smart spending tips; Coverage of new bankruptcy laws and how to eliminate consumer debt; Smart ways to use credit and improve credit scores; Expanded coverage on educational savings options. This hands-on, straightforward guide features ways to survive life changes such as starting your first job, getting married, having children, and retiring, as well as helpful tactics for preventing identity theft and fraud. With Personal

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AD / HD For Dummies Jeff Strong, Carol MacHendrie, 2004-10-29 Sound advice

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