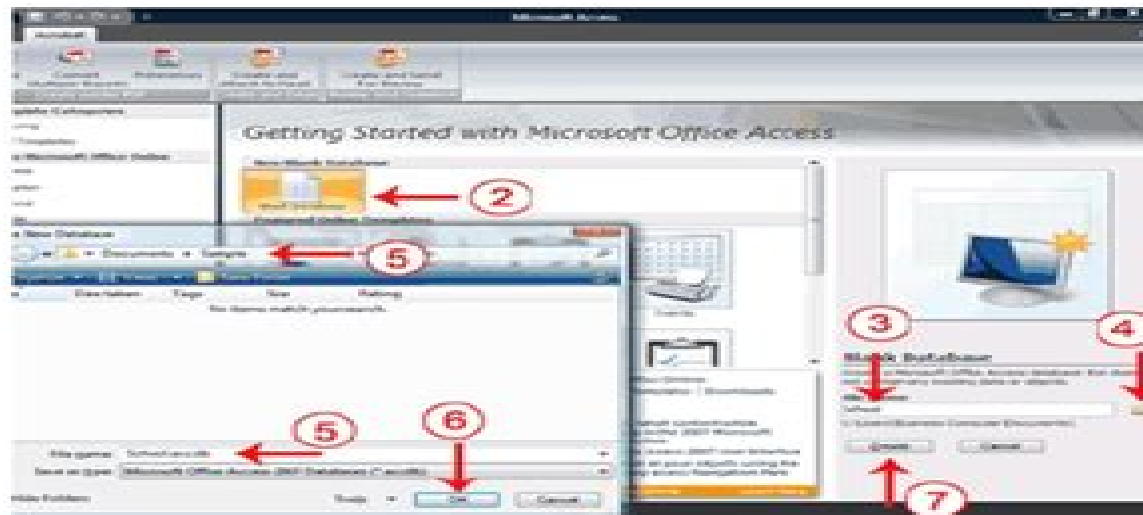


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Create a Blank Database

A blank database is a database with nothing in it. You must create all the tables, forms, reports, queries, and so on. If you cannot find a template that suits your needs, create a blank database. After you create the database, Access opens to a datasheet and makes available the tools you need to create objects. Creating tables is the first step in building a database. You will learn more about creating tables in the next lesson.

To create a blank database:



1. Start Access.
2. Click Blank Database.
3. Type the name you want to give your database in the File Name field. Access will automatically append .accdb to the name.
4. Click the Browse button. The File New Database window appears.
5. Locate the folder in which you want to store your database. Note that the name of the file appears in the File Name field.
6. Click OK.
7. Click the Create button. Access creates the database and opens a datasheet with the Table Tools available to you.

Note the Table Tools in the upper-right portion of the Ribbon.

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JA Banks



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