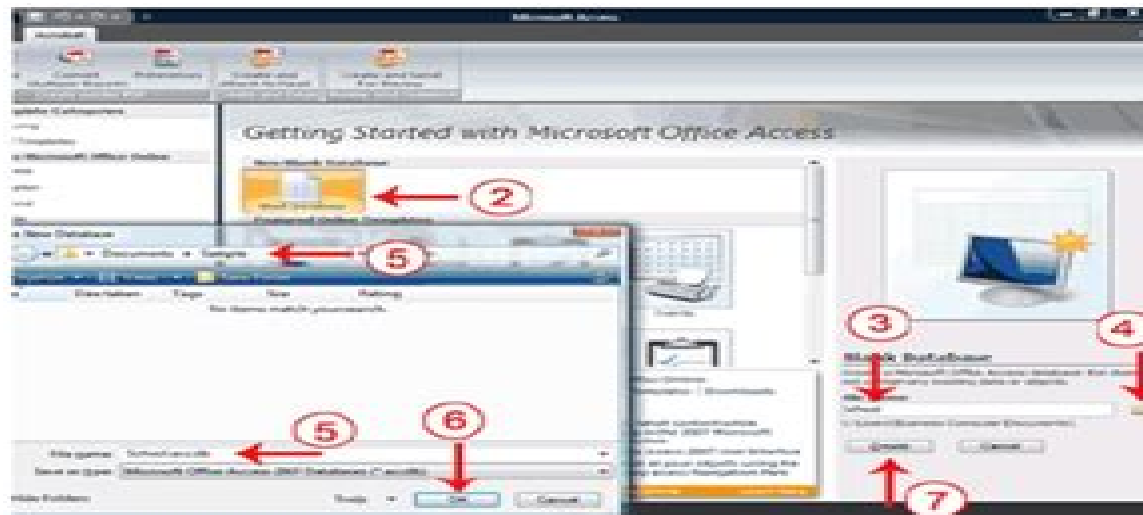


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Create a Blank Database

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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1. Understanding the eBook Microsoft Access 2007 Instructions
 - The Rise of Digital Reading Microsoft Access 2007 Instructions
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access 2007 Instructions
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Access 2007 Instructions
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access 2007 Instructions
 - Personalized Recommendations
 - Microsoft Access 2007 Instructions User Reviews and Ratings
 - Microsoft Access 2007 Instructions and Bestseller Lists

5. Accessing Microsoft Access 2007 Instructions Free and Paid eBooks
 - Microsoft Access 2007 Instructions Public Domain eBooks
 - Microsoft Access 2007 Instructions eBook Subscription Services
 - Microsoft Access 2007 Instructions Budget-Friendly Options
6. Navigating Microsoft Access 2007 Instructions eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Access 2007 Instructions Compatibility with Devices
 - Microsoft Access 2007 Instructions Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Access 2007 Instructions
 - Highlighting and Note-Taking Microsoft Access 2007 Instructions
 - Interactive Elements Microsoft Access 2007 Instructions
8. Staying Engaged with Microsoft Access 2007 Instructions
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Access 2007 Instructions
9. Balancing eBooks and Physical Books Microsoft Access 2007 Instructions
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Access 2007 Instructions
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Access 2007 Instructions
 - Setting Reading Goals Microsoft Access 2007 Instructions
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Access 2007 Instructions
 - Fact-Checking eBook Content of Microsoft Access 2007 Instructions
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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