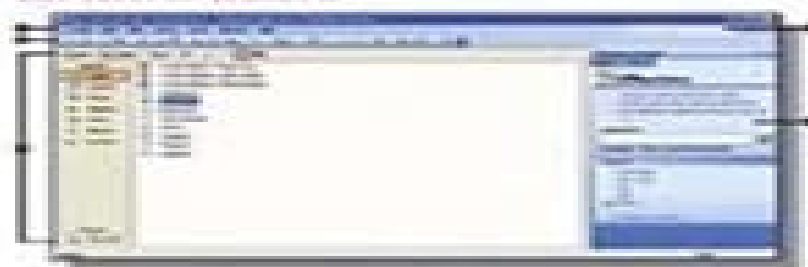




Getting Started

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 on the task pane, and select a category from the resulting menu.
- To navigate through the task pane, click the **Back** and **Forward** buttons, or click the **Home** 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** 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 open other buttons to do. For example, when Access automatically creates a minimized word, the **AutoCorrect Options** smart tag button will appear. Click the button to select from a list of options, such as undoing the correction or disabling AutoCorrect 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** button on the Database toolbar.
2. In the **New File** task pane, under **Templates**, click the file icon representing a database.
3. Click on the **Databases** 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** 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 people others 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 of 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 an administrator user group specific permissions to users), you should also create a backup of the **workgroup information file**. Other workgroup information file is a file that Access needs at startup that contains user information, such as account names, passwords, and groups.

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