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## **Opening a Database - How to do it:**

1. Open Microsoft Access by clicking:

- Start Button
- All Programs
- Microsoft Office
- Microsoft Access

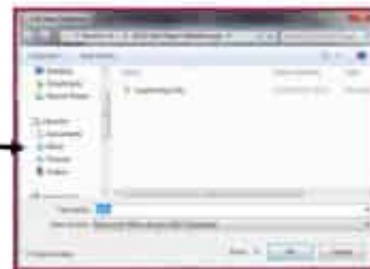


2. Click the **Office Button** followed by **New** to open the **Blank Database** pane on the right-hand side in the window.

3. Enter a meaningful **File Name**: for the database. For example **'Kites'** would make sense as this is the type of information that the database will hold.



4. Click on the **Browse button** (yellow folder) and choose where you would like to save your database (Data Manipulation folder).



Press .

5. Click on  and you will be presented with a new database similar to this:



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Microsoft Access 2007 Full Tutorial PdfOpen Microsoft Word Our customizable courseware is provided as simple-to-use, editable Microsoft Word documents—if you can use Microsoft Word you can create your own training materials in minutes! Select Your Topics Select the content you need from our award-winning courseware library.. Eventually, you reach a point where you have to add some programming to automate certain processes and tie your database objects together.. Microsoft Access 2007 Introduction A database is a collection of information that's related.

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Programming, in this case, is the process of creating a macro or VBA procedure and then setting the command button's OnClick event property so that clicking the command button runs the macro or procedure.. Tables store your data in your database Queries ask questions about information stored in your tables.. Each event property is associated with a specific event, such as clicking the mouse, opening a form, or modifying data in a text box.

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Access allows you to manage your information in one database file Within Access there are four major areas: Tables, Queries, Forms and Reports.. Conversely, VBA code is referred to as VBA, code, a function, or a procedure VBA code is contained in class modules (which are part of individual forms or reports and typically contain code just for those objects) and in modules (which are not tied to specific objects and typically contain 'global' code that can be used throughout the database).. For example, suppose that you have created a form and a report, and you want to add a command button to the form that, when clicked, opens the report. [Kick The Dust Up Download](#)

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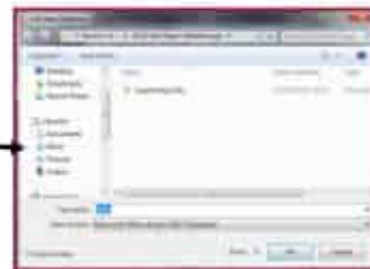


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Note: Many Microsoft Office programs use the term 'macro' to refer to VBA code This can be confusing to Access users because, in Access, the term 'macro' refers to a named collection of macro actions that you can assemble by using the Macro

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Builder.. This article helps orient you to the programming tools in Access In this articleWhat is programming?In Access, programming is the process of adding functionality to your database by using Access macros or Visual Basic for Applications (VBA) code. [Download Trusteer Management Application](#)

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Access macro actions represent only a subset of the commands available in VBA The Macro Builder gives you a more structured interface than the Visual Basic Editor, enabling you to add programming to controls and objects without having to learn VBA code.. Access allows you to manage your information in one database file Within Access there are four major areas: Tables, Queries, Forms and Reports.. You should remember that in Access Help articles, Access macros are referred to as macros.. For a simple operation, such as opening a report, you can use the Command Button Wizard to do all the work, or you can turn off the wizard and do the programming yourself.. You can even mix and match topics Microsoft Access 2007 Introduction A database is a collection of information that's related.. Events can also be triggered by factors outside of Access, such as system events, or by macros or procedures that are attached to other events.. Tables store your data in your database Queries ask questions about information stored in your tables.. Objects (such as forms and reports) and controls (such as command buttons and text boxes) have various event properties to which you can attach macros or procedures.. When you create a new database, you typically begin by creating several database objects such as tables, forms, and reports. 6e4e936fe3 [Ds Emulator For Mac](#)

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