



Charis Alexandra Training Ltd

Starting Access 2007

Access 2007 can be started by:

1. Click on the Windows Start button.
2. Select Programs, then Microsoft Office 2007.
3. Select the package Microsoft Office Access 2007.

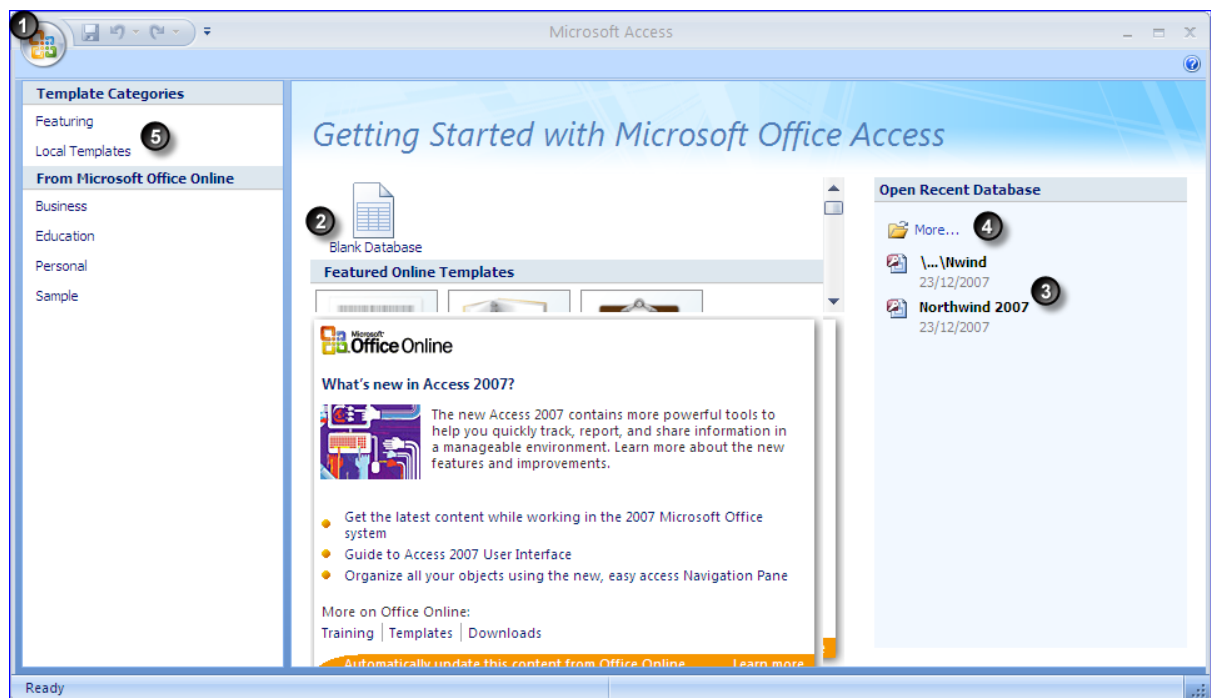
Or

By clicking on the



Icon

This brings up the opening screen



The different elements of the screen are:

1. The Office button – This brings up the main menu system.



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2. Blank Database – To create a blank database.
3. Recent Databases – Lists databases that have been opened recently.
4. More... - allows you to choose the database to open from the file system.
5. Template categories –creates a new database based on a template.