



Getting Started

After installing Microsoft Access 2003, you can create a new database or open an existing one. This section describes how to create a new database and how to open an existing one.

Creating a Blank Database

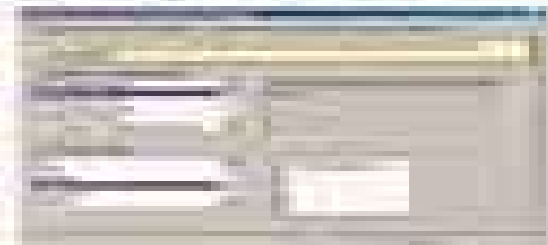
1. Click **File** > **New** > **Database** from the **File** menu. (Pressing **Ctrl+N** also opens the **New** task pane.)
2. In the **New** task pane, click **Database** in the **Task** pane.
3. Click **Blank Database** in the **Database** pane.
4. Click **File** > **Save** > **Save As** > **Database** from the **File** menu.
5. In the **Save As** task pane, click **Database** in the **Task** pane.
6. Click **Blank Database** in the **Database** pane.



7. Click **File** > **Save** > **Save As** > **Database** from the **File** menu.

Opening an Existing Database

1. Click **File** > **Open** > **Database** from the **File** menu. (Pressing **Ctrl+O** also opens the **Open** task pane.)
2. In the **Open** task pane, click **Database** in the **Task** pane.
3. Click **Blank Database** in the **Database** pane.



4. Click **File** > **Open** > **Database** from the **File** menu.
5. In the **Open** task pane, click **Database** in the **Task** pane.
6. Click **Blank Database** in the **Database** pane.
7. Click **File** > **Save** > **Save As** > **Database** from the **File** menu.
8. In the **Save As** task pane, click **Database** in the **Task** pane.
9. Click **Blank Database** in the **Database** pane.

Opening an Existing Database

1. Click **File** > **Open** > **Database** from the **File** menu. (Pressing **Ctrl+O** also opens the **Open** task pane.)
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Using Views

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