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MS Access uses "objects" to help the user list and organize information, as well as prepare specially designed reports. When you create a database, Access offers you Tables, Queries, Forms, Reports, Macros, and Modules. Databases in Access are composed of many objects but the following are the major objects ? Tables; Queries; Forms; Reports

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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

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Microsoft Access is a Database Management System (DBMS) from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software- development tools. It is a part of the Microsoft Office suite of applications, included in the professional and higher editions.

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## **Microsoft Access Tutorial - Quackit**

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Click the drop-down arrow to the right of the All Access Objects and click on a sort option from the list. Creating a Database 1. Start Access 2. Click on Blank desktop database 3. Under File Name type a name for the database 4. To change the location of where to store the database, click the folder icon and select a location 5. Click Create

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