

MS Access - Lesson 4: Create a new database

You can create a new database from scratch or from the wizard database.

TipsMake.com - You can create a new database from scratch or from the wizard database.

Create a new database

To create a new database from scratch:

- Click on **Microsoft Office Button** .
- Select **New**.
- Select the **New Blank Database** icon .

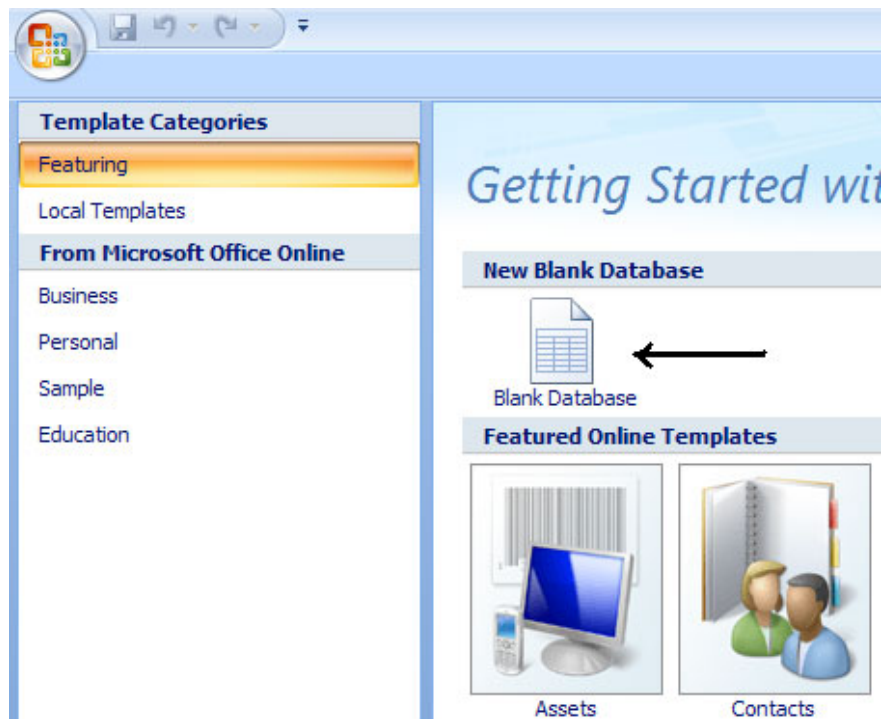


Figure 1: Creating a database from New Blank Database - Enter a name for the database in the right area immediately after selecting New Blank Database.

- Click **Create** to create.

Blank Database

Create a Microsoft Office Access database that does not contain any existing data or objects.

File Name:

Database2



C:\Documents and Settings\Administrator\My Documents\

Create

Cancel

Figure 2: Complete step to create a new Database Database **templates**

To create a new database from database templates:

- Click Microsoft Office Button.
- Click New.
- Select the database template you want to create.

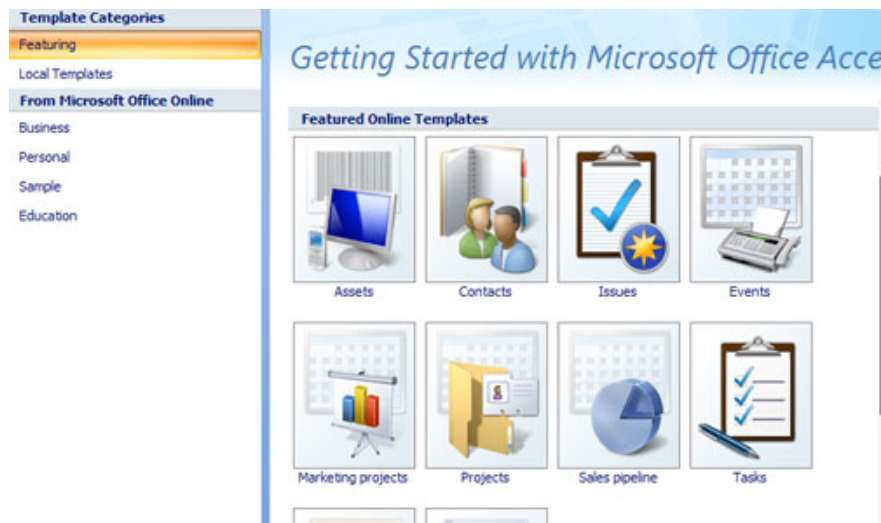


Figure 3: Creating a database from Templates - Enter a name for the database.
 - Click the **Download** button to create a new database from that template.

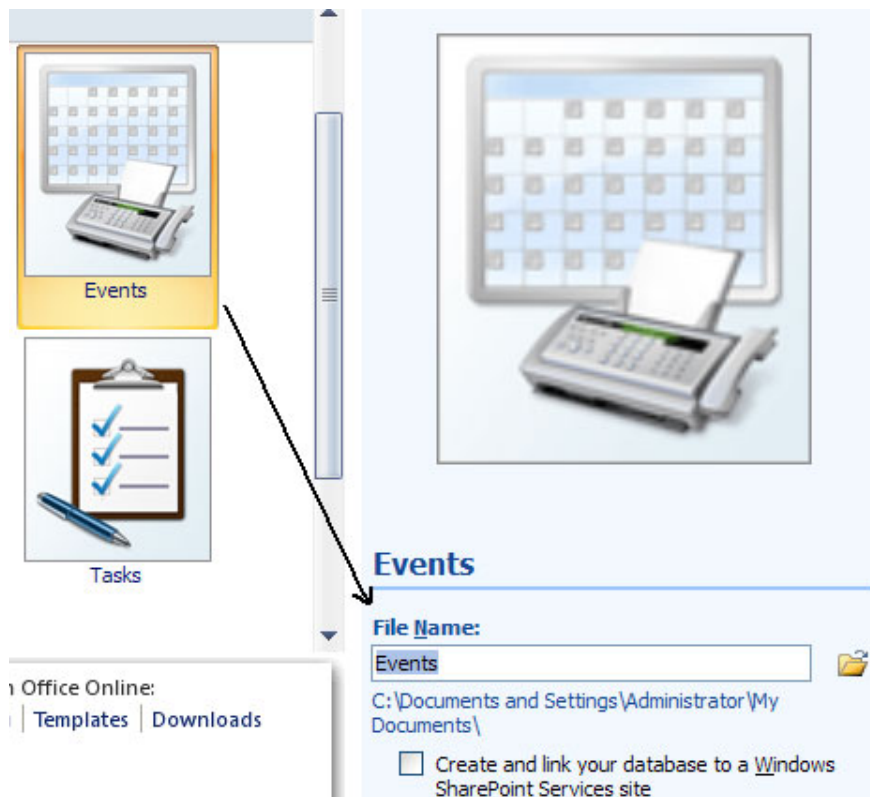


Figure 4: Complete creating Database from Templates

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