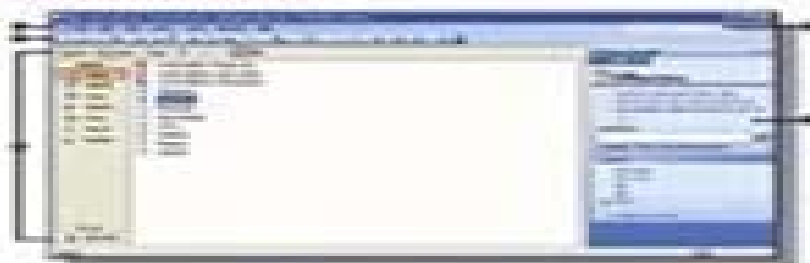




Getting Started

The Access Window



- **Menu Bar** – contains all tools for you with Access 2003.
- **Database Explorer** – contains databases for standard Access tables and links.
- **Database Window** – allows you to work with all objects in the database.
- **Type a Question for Help Box** – provides quick access to help when you have a question.
- **Task Pane** – displays tasks according to the selected task category.

Note: To hide or display a toolbar, select **Toolbars** from the **View** menu and select the toolbar from the resulting menu.

Using the Task Pane

The task pane contains commands you use during work. For example, when you select **New** from the **File** menu to create a new database, the **New File** pane will appear in the task pane.

- To change the task category, click the down arrow on the task pane, and select a category from the resulting menu.
- To navigate through the task pane, click the **Back** and **Forward** buttons, or click the **Home** button to return to the **Getting Started** task pane.
- To open or close the task pane, select **Task Pane** from the **View** menu, or press **Ctrl + F7**. To quickly close the task pane, click the **Close** button in the upper-right corner of the pane.



Using the Getting Started Task Pane

The **Getting Started** task pane appears when you open Access 2003. It allows you to browse and search Microsoft Office Online, open recent Access files, and create a new file.

Using Smart Tags

Smart Tags enable you to perform actions that you would normally need to open other software. For example, when Access automatically connects a linked table, the **Table/Connect Database** button will appear. Click the button to check for a list of options, such as undoing the connection or disabling, **Table/Connect** options.

Using the Database Wizard

The **Database Wizard** helps you create a database. You can set up the required tables, forms, and reports for the database in one operation.

1. Select **New** from the **File** menu, press **Ctrl + N**, or click the **New** button on the **Database** toolbar.
2. In the **New File** task pane, under **Templates**, click the **Use the step-by-step wizard** button.
3. Click on the **Database** tab.
4. Select the type of database you want to create.
5. Click the **OK** button to display the **File New Database** dialog box.
6. Specify a name and location for the database.
7. Click the **Create** button.
8. Follow the instructions provided by the Wizard to create the database.
9. Click the **Finish** button when you are finished.

Opening an Existing Database

1. Select **Open** from the **File** menu, press **Ctrl + O**, or click the **Open** button on the **Database** toolbar.
2. Locate and select the database you want to open.
3. Choose one of the following:
 - To open the database for shared access in a multiuser environment, click the **Open** button.
 - To open the database for read-only access so that you can view it but cannot edit it, click the arrow on the **Open** button and select **Open Read-Only** from the resulting menu.
 - To open the database with exclusive access, click the arrow on the **Open** button and select **Open Exclusive** from the resulting menu.
 - To open the database for read-only access and also prevent others from opening it, click the arrow on the **Open** button and select **Open Exclusive Read-Only** from the resulting menu.

Opening a Recently Used Database

To open a recently used database, select the file name of the database from the bottom of the **File** menu. If recently used files are not displayed, select **Options** from the **Tools** menu and click on the **General** tab. Check the **Recently used file list** and click the **OK** button.

Opening a Sample Database or Project

1. Select **Sample Database** from the **Help** menu.
2. Select the database or project you want to open from the resulting menu.
3. If prompted, click the **Yes** button to install the sample data.

Backing Up a Database

1. Open and close all objects in the database.
2. Select **Back Up Database** from the **File** menu.
3. Specify a location for the backup copy.
4. Enter a name for the backup copy in the **File** name box.
5. Click the **Save** button.

Note: If you are using user-level security (such as tables and queries or administrative user-level specific permissions) in several files, you should also create a backup of the user-level information file. Other user-level information file is a file that stores results of starting that contains user information, such as account names, passwords, and groups.

Microsoft Access 2003 Quick Source Guide

Yicheng Fang



Microsoft Access 2003 Quick Source Guide:

Microsoft Access 2003 Quick Source Guide Quick Source,2004-01-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses Access 2003 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute the basic commands of the software as well as pointing out the many NEW features of this version Topics include Using the Task Pane Creating a database with the Database Wizard Opening and Backing Up a Database Working with Database Objects Creating and Opening a Table Adding and Copying a Field Entering Finding Replacing Filtering and Sorting Data Linking Tables Editing Table Relationships Creating and Designing Queries Reports and Forms Creating a Data Access Page Printing a Database Object and much more An excellent instructional tool for a user new to Access 2003 it also serves as a handy reference tool for the more experienced user [Microsoft Outlook Web Access 2003 Quick Source Guide](#) Quick Source (Firm),2004-05-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses Outlook Web Access 2003 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute the basic commands of the software as well as pointing out the many NEW features of this version Topics include Using the Navigation and Reading Panes Creating and Searching Folders Creating Reading Forwarding Sorting Saving Printing and Replying to Messages Opening and Saving E Mail Attachments Inserting Files Hyperlinks and Signatures Checking Spelling Setting Default Formatting Using the Out of Office Assistant and Quick Flags Setting up Delivery and Read Receipts Scheduling Appointments Creating and Sorting Tasks Creating Contacts and Distribution Lists Filtering and Managing Junk E Mail Creating Reading and Replying to Posted Messages on Public Folders and much more An excellent instructional tool for a user new to Outlook Web Access 2003 it also serves as a handy reference tool for the more experienced user *Microsoft office outlook 2003 inside out* Jim Boyce,2004 *Microsoft Access 2003* Lisa Friedrichsen,2004-05 Help users master computer skills quickly and easily with this colorful highly visual Illustrated Course Guide for Access 2003 [Microsoft Office Access 2003 Inside Out](#) John L. Viescas,2004 Hey you know your way around a database so now dig into Access 2003 and really put your information to work This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds all in concise fast answer format It s all muscle and no fluff Discover the best and fastest ways to perform everyday *Access 2007 VBA Programmer's Reference* Teresa Hennig,Rob Cooper,Geoffrey L. Griffith,Armen Stein,2011-06-01 Access 2007 VBA Programmer s Reference covers a wide spectrum of programming topics relevant to Access Although it assumes the reader has some familiarity with VBA programming language it begins with a brief introduction to VBA And to help you leverage the tools that Access provides a chapter highlights the new features in Microsoft Office Access 2007 including new wizards and GUI graphical user interface elements that previously required VBA code as well as new VBA features The book also discusses how to create and name variables how to use Data Access Object DAO and ActiveX Data Object ADO to manipulate data both within Access and within

other applications proper error handling techniques and advanced functions such as creating classes and using APIs Key new objects such as using Macros and the Ribbon are explored too as are forms and reports the two most powerful tools for working with and displaying data Working with other applications is covered extensively both in a general nature and for working specifically with Microsoft Office applications Windows SharePoint Services and SQL Server Of course this book wouldn't be complete without discussing security issues and the Developer Extensions

New Perspectives on Microsoft Office Access 2003 Joseph J. Adamski, Kathleen T. Finnegan, Joe Adamski, 2003-12 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology to make learning Microsoft Access 2003 skills both meaningful and memorable for students Updated to include the new features of Access 2003 the text begins with the basics such as queries forms and reports and moves on to more advanced topics including advanced queries macros Visual Basic and more

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Forthcoming Books Rose Army, 2003-04

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Quill & Quire, 2003

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