

# After completing this lesson, you will be able to:

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- Start Access and open an existing database.
- Move around in Access.
- Open and close a table.

*(continued)*

# After completing this lesson, you will be able to:

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- View a table in Datasheet view and Design view.
- Navigate within a table using the mouse pointer.
- Navigate within a table using the keyboard.

# Starting Access

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## To start Access

1. On the Windows taskbar, click the Start button.
2. On the Start menu, point to All Programs and click Microsoft Access.

# Opening an Existing Database

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## To open an existing database

1. If Access is not already open, start Access and, in the New File task pane, click one of the recently used databases listed there or click the More files link to open a dialog box to find the database.

*Or*

If Access is already open, click the Open button on the Database toolbar.

*(continued)*

# Opening an Existing Database

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## **To open an existing database** *(continued)*

2. Click the Look in down arrow and navigate to the location of the database that you want to open.
3. Click the database that you want to open and click Open.

# Using the Office Assistant

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## To display the Office Assistant

1. On the Help menu, click Show the Office Assistant.

## To hide the Office Assistant

- Right-click the Office Assistant and then click Hide on the shortcut menu that appears.

# Moving Around in Access

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## To move around the Database window

- On the Objects bar, click the type of object for which you want to view a list of available objects.

# Opening an Object in Datasheet View

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## To open an object in Datasheet view

1. On the Objects bar, click the type of object that you want to open.
2. Click the name of the object that you want to open.
3. On the Database window toolbar, click Open.

*Or*

Double-click the name of the object that you want to open.



# Opening an Object in Design View

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## To open an object in Design view

1. On the Objects bar, click the type of object that you want to open.
2. Click the name of the object that you want to open.
3. On the Database window toolbar, click Design.

# Switching Between Datasheet and Design View

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**To switch between Datasheet and Design view for a table**

- On the Table Datasheet toolbar or Table Design toolbar, click the View button.

# Navigating in Datasheet View

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## To navigate in Datasheet view

- Use the mouse to click in the cell that you want to select.

*Or*

- Use the navigation buttons in the bottom-left corner of the table.

*Or*

- Use the shortcut keys.

# Closing an Object

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## To close an object

- Click the Close button in the top-right corner of the object.
- Or*
- On the File menu, click Close.