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Opening a Database - How to do it: 1. 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. Change the screen size or close a database. Click the Access icon to resize or move the screen or to close the database. You can quickly add or change controls on a form or report by clicking the tools icon when the form or report is open in Design or Layout view. Microsoft Access is a relational database management system (which allows you to link together data stored in more than one table). It is fully supported by Information Technology and is available for personal purchase from the Microsoft Store (students) and Microsoft Home Use Programme (staff). Microsoft Access courseware and training manuals. Our basic Access courseware shows how to use tables, queries, forms and reports in Access, while our VBA courseware shows how to create modules and write VBA code within Access: Microsoft Access 2016 Build desktop databases, apps or web databases that look and perform better than ever before thanks to Microsoft Access 2016. Learn how to pull in, manipulate and visualise data from Access desktop databases, Microsoft Excel files, text files, SharePoint lists and many more. free microsoft access training manual 2013 Microsoft Access Training Manual.pdf Free Download Here Microsoft Office 2013 Upgrade Training is an excellent Free Access 2003 Training Manual, courtesy of Mousertraining.co.uk. This Access training guide is 164 pages in length, and you need to ... Search Free Access Training. That's why we've made our entire library of Microsoft Office training manuals available for you to download completely free of charge. Our comprehensive resources include manuals for Word , Excel , PowerPoint , Access , Project & Visio , ranging from 2003 to 2010 editions . It seemed to be a complete manual on creating relational database systems, but a day later I couldn't find it. Office 365 (Home version) doesn't (yet?) have a help system via F1. I haven't done any work on databases, including Access, since I retired thirteen years ago, so I need a reference that covers the lot. Click the File tab and Select "New". The database is what will contain all of your data in its various forms. You can choose to create a blank database, a blank web database, or pick from a variety of templates. A blank database is a standard Access database, and is good for local use.