

Project 1-3: Creating a customer database using a template

You are working for a company that has been tracking their customer contacts in an Excel spreadsheet. However, you need a more powerful contact management tool and want to see what Access has to offer. You will open a new database based on a contact management template available from Microsoft and explore it.

1. From New in Backstage view, click the **Contacts** category in the templates categories.
2. Click the **Desktop** contacts template.
3. Name the database, **Customer Contacts** and create the database.
4. If a tutorial box titled, Getting Started with Contacts opens, close the box.
5. From the Navigation pane, open the **Contacts** table.
6. Type three new records into the table using information of your choosing but applicable to the table. (Hint: Don't worry about typing anything in the ID field; Access will automatically fill in this field for you.)
7. Right-click on one of your records and delete.
8. Type a new record to replace the deleted one.
9. Save and then close the table.

Project 1-4: Creating a new database and adding tables

You need to create a new database to track information regarding a new project. The database will need to have three tables. It will be created from scratch because none of the Microsoft Access templates are applicable to your information.

1. From New in Backstage view, click **Blank desktop** database.
2. Name the database, **Project X** and click **Create**.
3. When the database opens, it will contain one blank table.
4. Click the **Create Ribbon** tab and click the **Tables** button in the Tables group. A second blank table called Table 2 will open.
5. Click the **Create Ribbon** tab again and create a third blank table. It will be called Table 3.
6. In the Navigation pane, filter the Navigation pane list to only display tables.
7. Return the Navigation pane to display all objects.
8. In the Search box, above the Navigation pane, type **Table2** and hit enter.
9. Notice even though it is opened, it will become the active table in the middle of your screen.
10. Click **File > Save** and then **File > close** to close the database.