

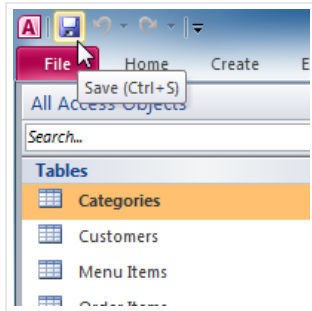
# Access 2010

## Managing Databases and Objects



Page 1

## Introduction



Each Access database consists of multiple **objects** that let you interact with data. Databases can include **forms** for entering data, **queries** for searching within it, **reports** for analyzing it, and of course, **tables** for storing it. Whenever you work with your database, you are working with many of these objects at once. Fortunately, Access makes managing these objects pretty easy.

In this lesson, you will learn how to to **open** and **close** databases, as well as how to **open, close,** and **save** objects.

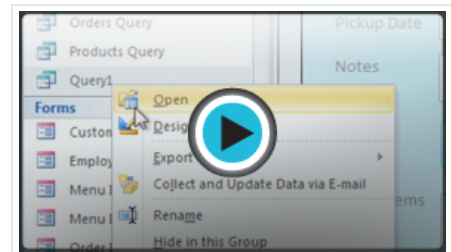
Throughout this course, we will be using a sample database. If you would like to follow along, [download our example](#) and use it to follow the procedures demonstrated in this lesson.

Page 2

## Opening and closing databases

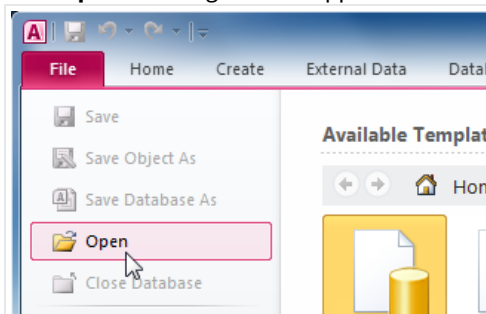
Before you enter data or otherwise modify your **objects**, you will have to open your **database**. After you've made changes to your database, you'll need to know how to close it.

### Video: Working with Databases in Access 2010

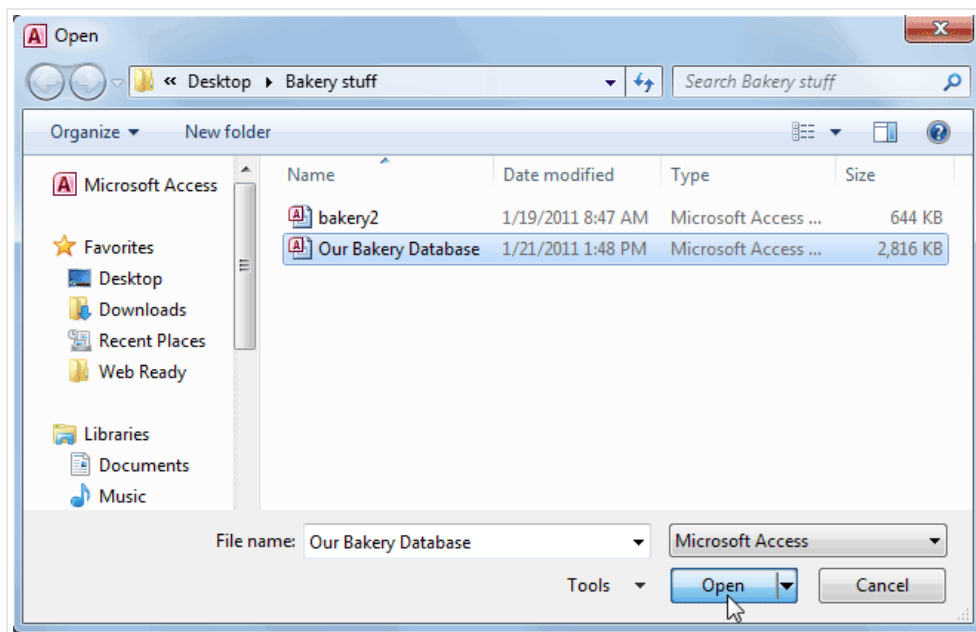


### To open an existing database:

1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **Open**. A dialog box will appear.

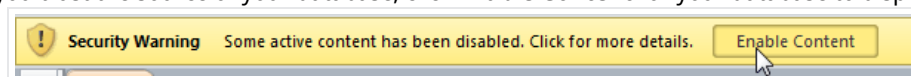


3. Locate and select the desired database, then click **Open**.

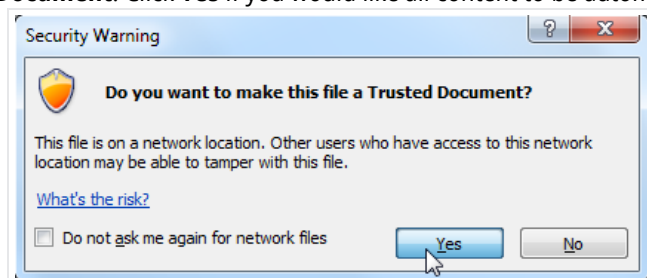


4. One or more **warning messages** may appear when you open your database.

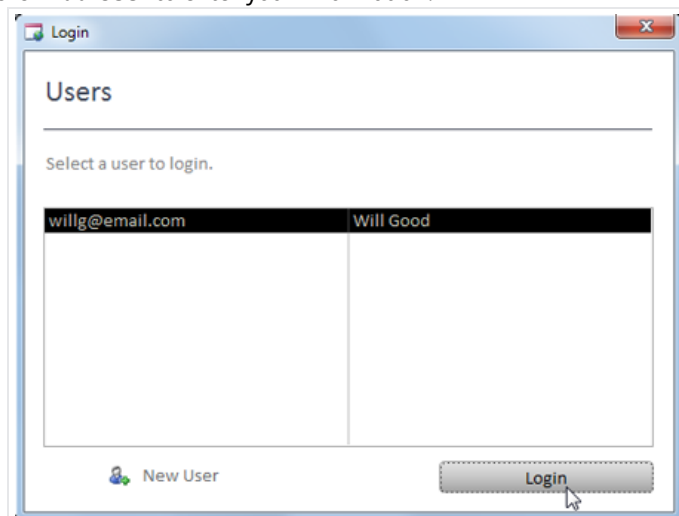
- If the database contains customized functions, a yellow bar with a security warning may appear below the Ribbon. If you trust the source of your database, click **Enable Content** for your database to display correctly.



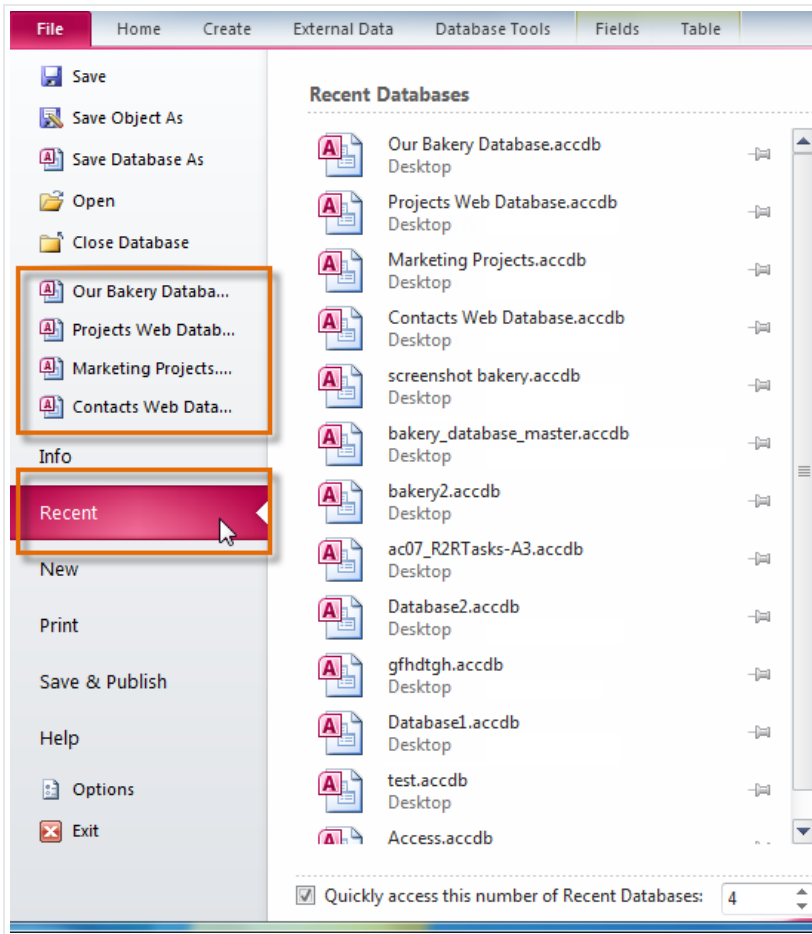
- After enabling all content in the database, you may see a message asking if you want to make the database a **Trusted Document**. Click **Yes** if you would like all content to be automatically enabled each time you open the database.



- You may be prompted to **Log In** to the database. Select your name from the log in list. If your name does not appear, click **Add User** to enter your information.

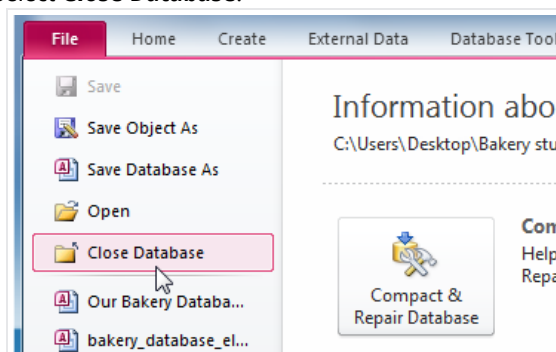


If you have opened the existing database recently, it may be easier to look for your database in the short list that appears in the sidebar or to select **Recent** and choose a database from the list that appears.

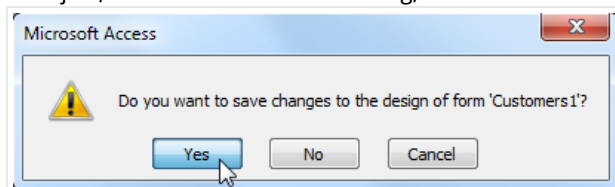


## To close a database:

1. Click the **File** tab to go to **Backstage View**.
2. Select **Close Database**.



3. If you have any unsaved objects, a dialog box will pop up for each one asking if you would like to save it. Select **Yes** to save the object, **No** to close it without saving, or **Cancel** to leave your database open.



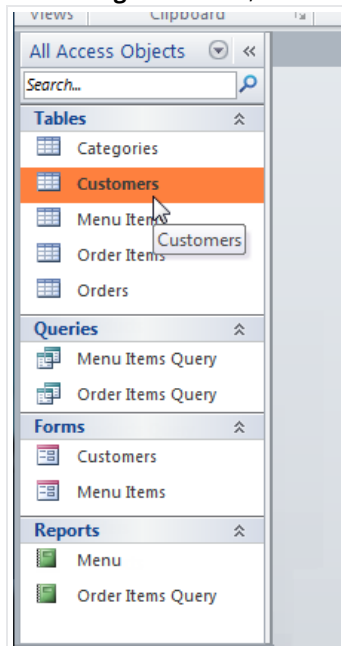
## Working with objects

It's helpful to think of your database as a large binder or folder in which you store your data. The data itself is contained in database **objects**. Access 2010 treats each of these objects as separate documents, which means you will have to **open** and **save** them individually in order to work with them.

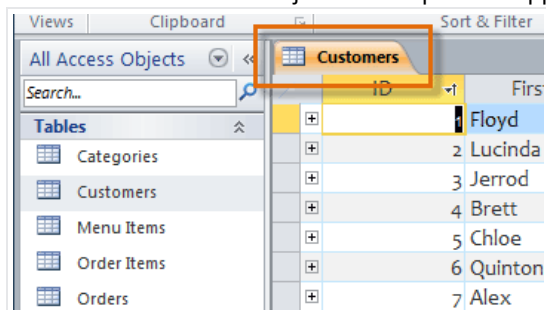
You may have noticed that this lesson contains no instructions for saving a database. That's because you cannot save an entire database at once. Rather, you must individually save the objects contained within the database.

### To open an object:

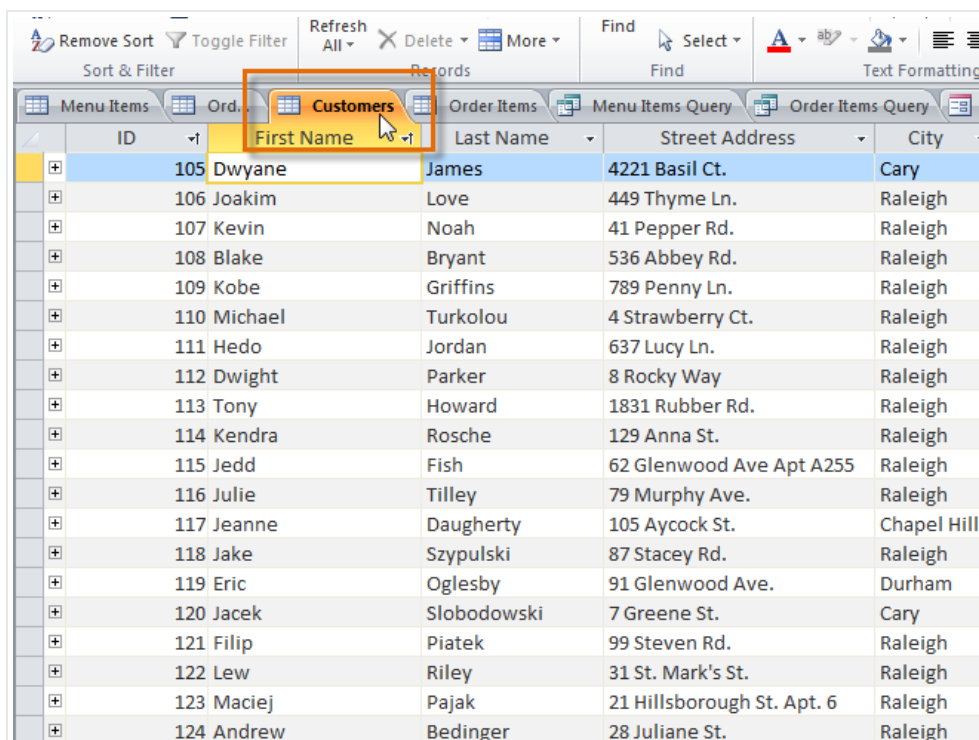
1. In the **Navigation Pane**, locate the object you would like to open.



2. **Double-click** the desired object. It will open and appear as a **tab** in the **Document Tabs bar**.



By default, the most recently opened object will display in the main window as the **current object**. To view another open object, simply click its tab in the **Document Tabs bar**.



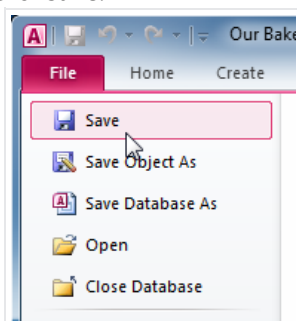
ID	First Name	Last Name	Street Address	City
105	Dwyane	James	4221 Basil Ct.	Cary
106	Joakim	Love	449 Thyme Ln.	Raleigh
107	Kevin	Noah	41 Pepper Rd.	Raleigh
108	Blake	Bryant	536 Abbey Rd.	Raleigh
109	Kobe	Griffins	789 Penny Ln.	Raleigh
110	Michael	Turkolou	4 Strawberry Ct.	Raleigh
111	Hedo	Jordan	637 Lucy Ln.	Raleigh
112	Dwight	Parker	8 Rocky Way	Raleigh
113	Tony	Howard	1831 Rubber Rd.	Raleigh
114	Kendra	Rosche	129 Anna St.	Raleigh
115	Jedd	Fish	62 Glenwood Ave Apt A255	Raleigh
116	Julie	Tilley	79 Murphy Ave.	Raleigh
117	Jeanne	Daugherty	105 Aycock St.	Chapel Hill
118	Jake	Szypulski	87 Stacey Rd.	Raleigh
119	Eric	Oglesby	91 Glenwood Ave.	Durham
120	Jacek	Slobodowski	7 Greene St.	Cary
121	Filip	Piatek	99 Steven Rd.	Raleigh
122	Lew	Riley	31 St. Mark's St.	Raleigh
123	Maciej	Pajak	21 Hillsborough St. Apt. 6	Raleigh
124	Andrew	Bedinger	28 Juliane St.	Raleigh

## Saving objects

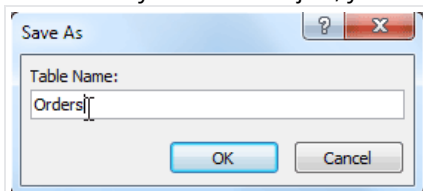
As in other Microsoft Office programs, you will be prompted to save any unsaved work when you attempt to close your database. However, it is a good idea to save your work as you go along. Saving your work often is the best way to ensure you don't lose any information if your computer crashes.

### To save a new object:

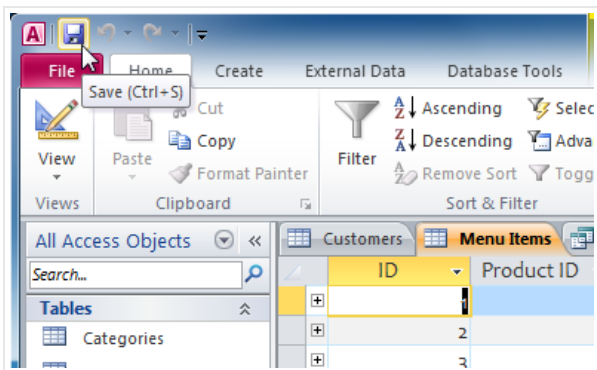
1. Select the object you wish to save by clicking its tab in the **Document Tabs bar**.
2. Select the **File** tab to navigate to **Backstage View**.
3. Click **Save**.



4. The first time you save an object, you will be prompted to name it. Enter the desired object name, then click **OK**.

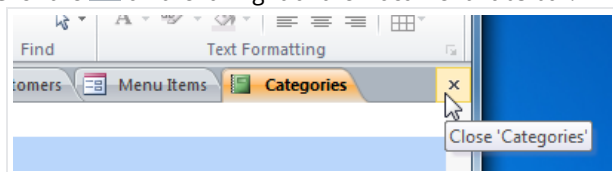


To save an existing object, select **save** in **Backstage View**, or simply click the **Save** command in the Quick Access Toolbar.



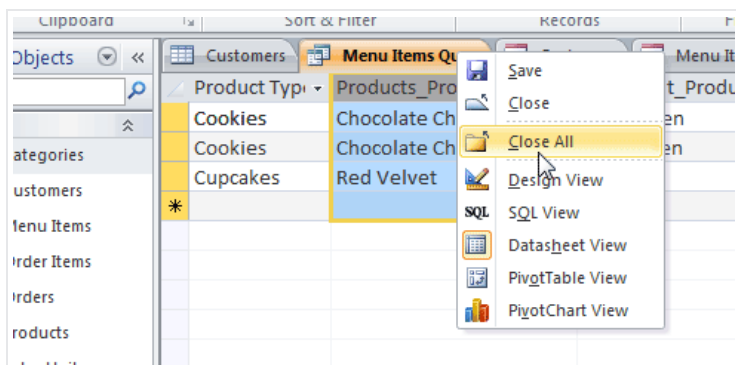
## To close an object:

1. Select the object you wish to close on the **Document Tabs bar**.
2. Click the **X** on the far right of the Document Tabs bar.



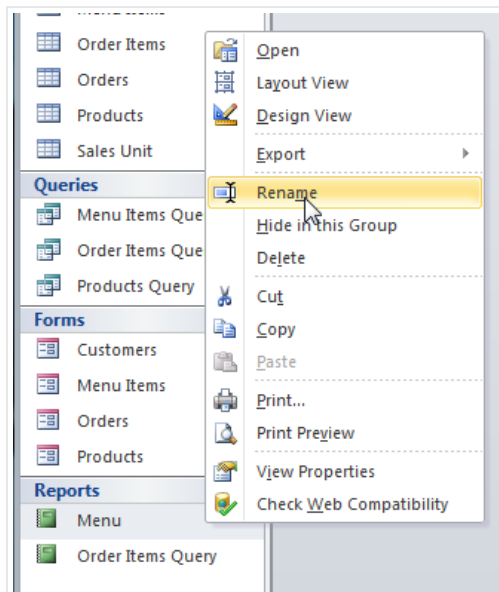
3. If there are any unsaved changes to the object, you will be prompted to save it. Select **Yes** to save, **No** to close it without saving your changes, or **Cancel** to leave the object open.

You can also close an object by right-clicking its tab on the Document Tabs bar. A drop-down menu will appear. Select **Close** to close that object, or **Close All** to close all open objects.

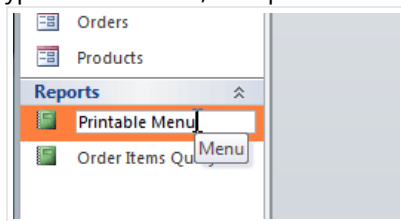


## To rename an object:

1. If the object you wish to rename is open, **close** it.
2. In the **Navigation Pane**, **right-click** the object you would like to rename.
3. Select **Rename**.



4. Type the new name, then press **Enter**.



## Challenge!

1. Open Access 2010 on your computer, and **open** an existing database. If you want, you can use our **sample database**.
2. **Open** an object.
3. **Close** the object.
4. **Rename** the object.
5. **Close** the database without saving your changes.