

# Getting started with Access 2007

## What is Database?

# Database Object

- Tables
- Queries
- Form
- Reports
- Macros

# Start using Access for the first time

- Create a database by using a template
- Create a database from scratch
- Paste data from another source into Access table
- Import data from another source
- Open an existing Access database
- Backup Database

# Create a blank database

- Add a Table
- Import data from a spreadsheet or other program
- Import an Excel worksheet into Access

# Database specifications For Table

- Access database (.accdb) file size  
2 gigabytes, minus the space needed for system objects

*NOTE: Although the maximum size for a single database file is 2GB, you can work around this limitation by using a split database. A front-end database file can point to thousands of back-end database files, each of which could be as large as*

- Number of objects in a database  
32,768
- Number of characters in a table name 64
- Number of characters in a field name 64
- Number of fields in a table 255
- Number of characters in a Text field 255
- Number of characters in a Memo field 65,535

# Database specifications For Table

- Size of an OLE Object field 1 gigabyte
- Number of characters in a validation message 255
- Number of characters in a validation rule 2,048
- Number of characters in a table or field description  
255