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 **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 tutorial, we will be using a sample database. If you would like to follow along, you'll need to download our "Managing databases and object.accdb" You will need to have Access 2013 installed on your computer in order to open the example.
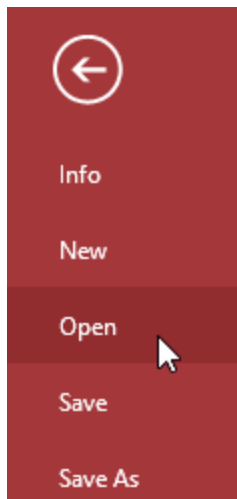
To open an existing database:

Before you enter data or modify your objects, you will need to open your database.

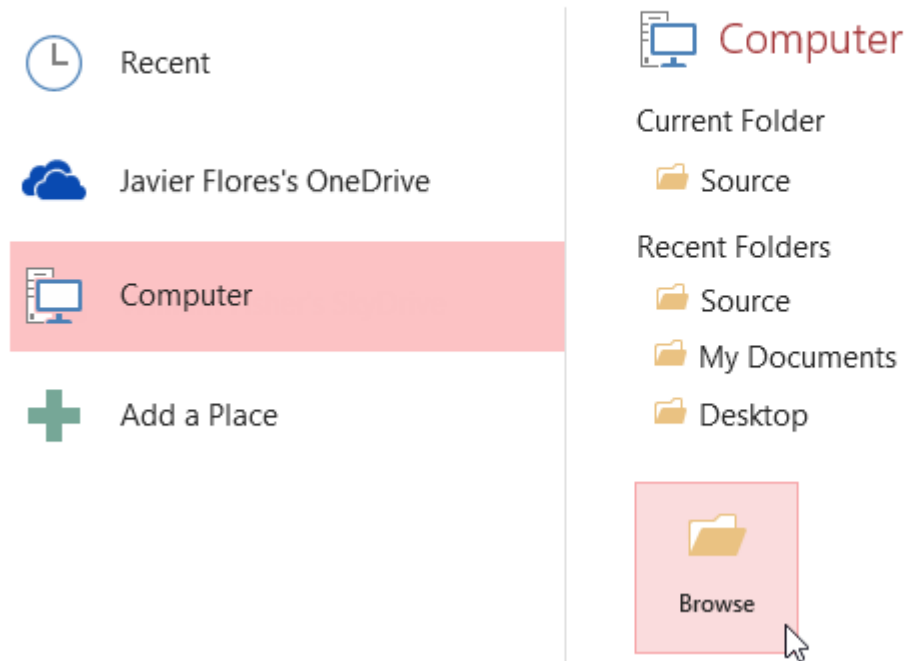1. Select the **File** tab to go to **Backstage view**.
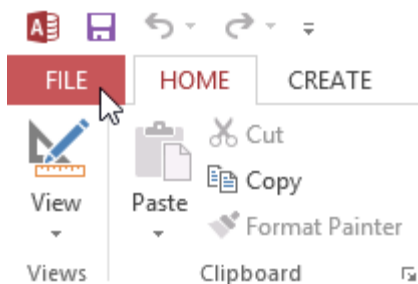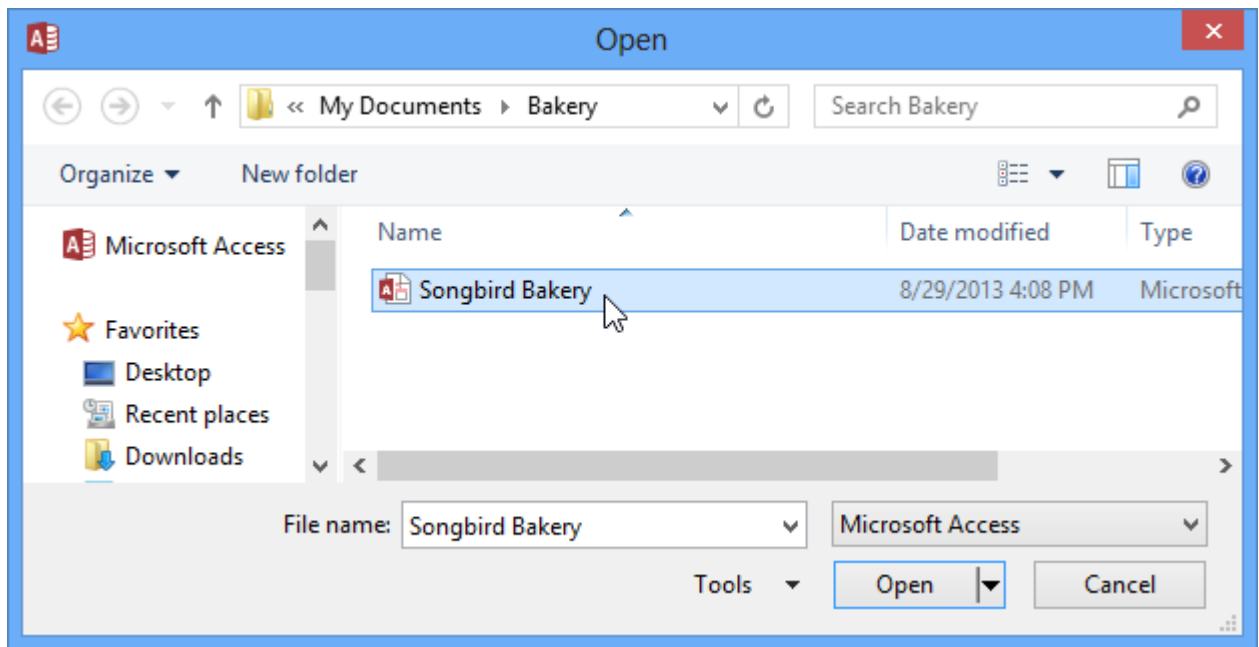

2. Click **Open**.

3. Select **Computer**, then click **Browse**.

4. The **Open** dialog box will appear. Locate and select the database, then click **Open**.

5. 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.
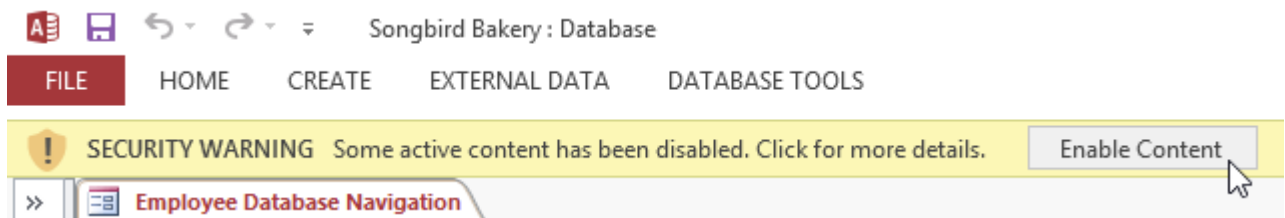

6. After enabling all content in the database, you may see a message asking if you want to make the database a **Trusted Document**. Click **Yes** if you would like all content to be automatically enabled each time you open the database.
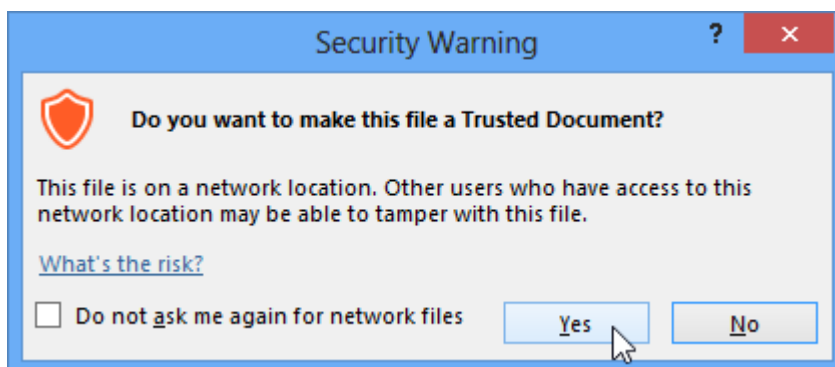
You may also be prompted to **sign in** to the database. Select your name from the login list. If your name does not appear, click **Add User** to enter your information.

To close a database:

1. Select the **File** tab to go to **Backstage view**.
2. Select **Close**.
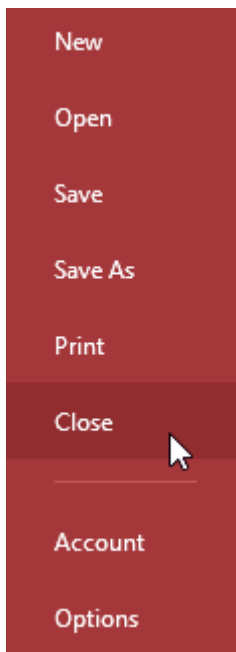
3. If you have any unsaved objects, a dialog box will appear for each one asking if you would like to save it. Select **Yes** to save the object, **No** to close it without saving, or **Cancel** to leave your database open.
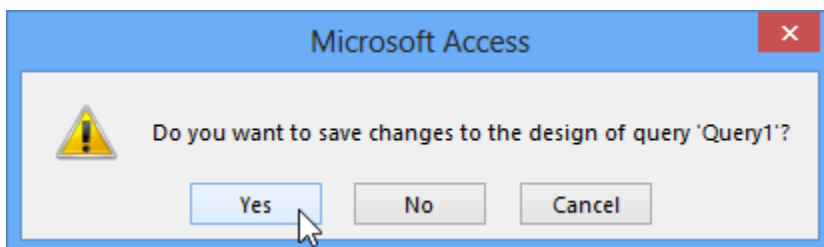

Working with objects

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 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.
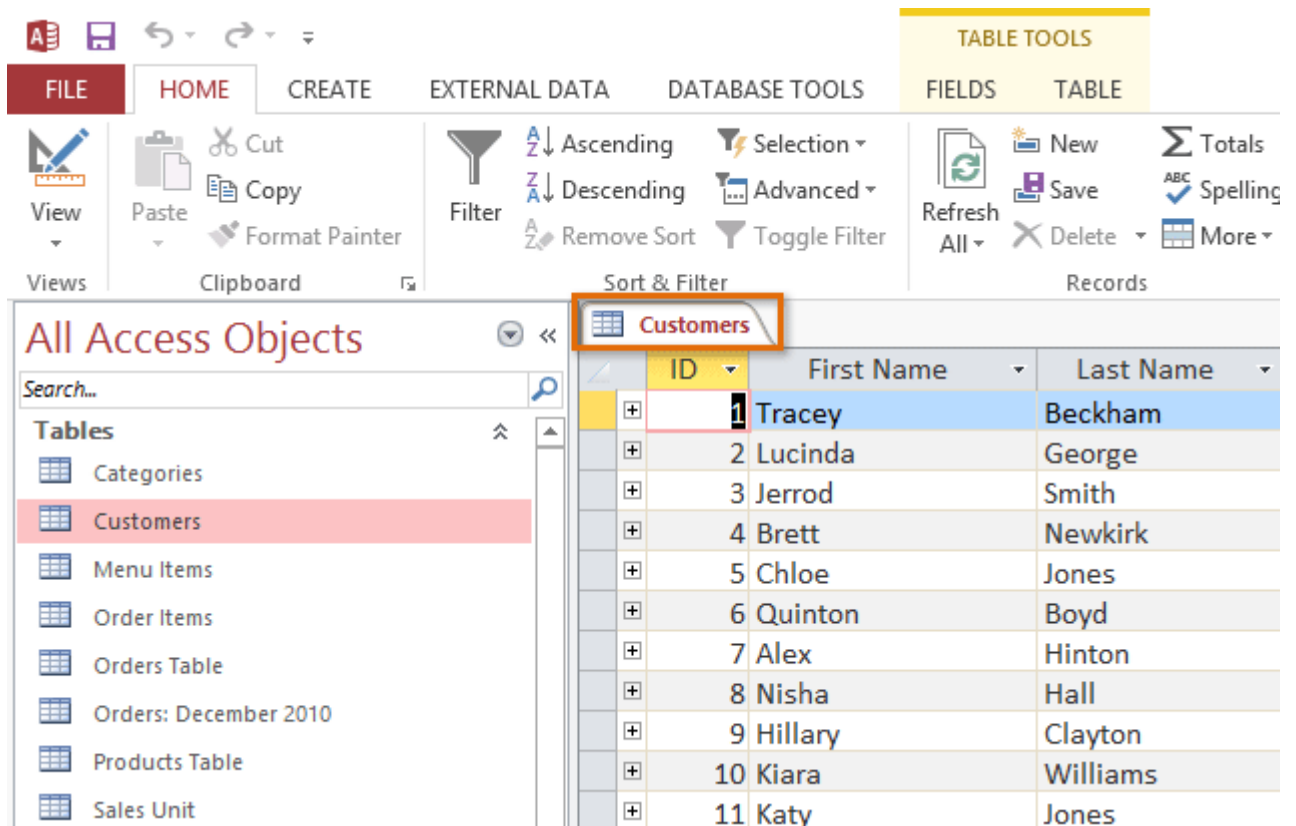
You may have noticed that this lesson contains no instructions for saving a database. This is because you cannot save an entire database at once. Rather, you must individually save the objects contained within the database.
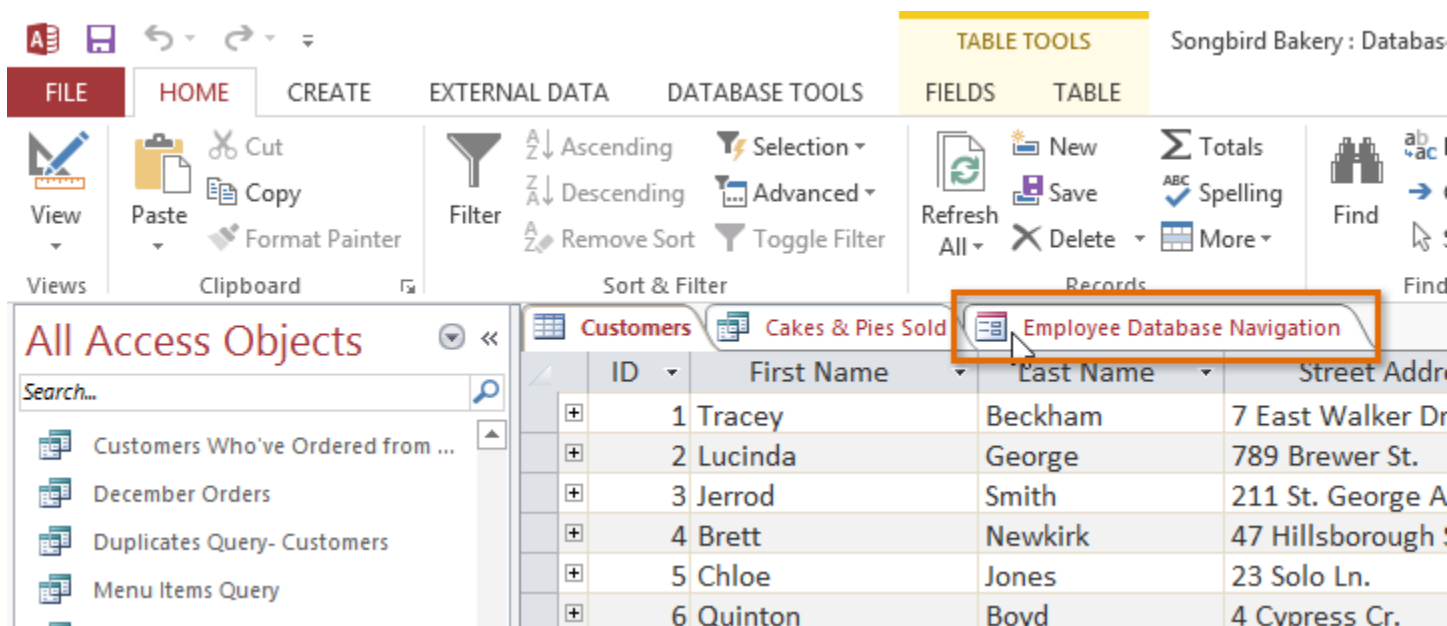
To open an object:

1. In the **Navigation pane**, locate and double-click the desired object.
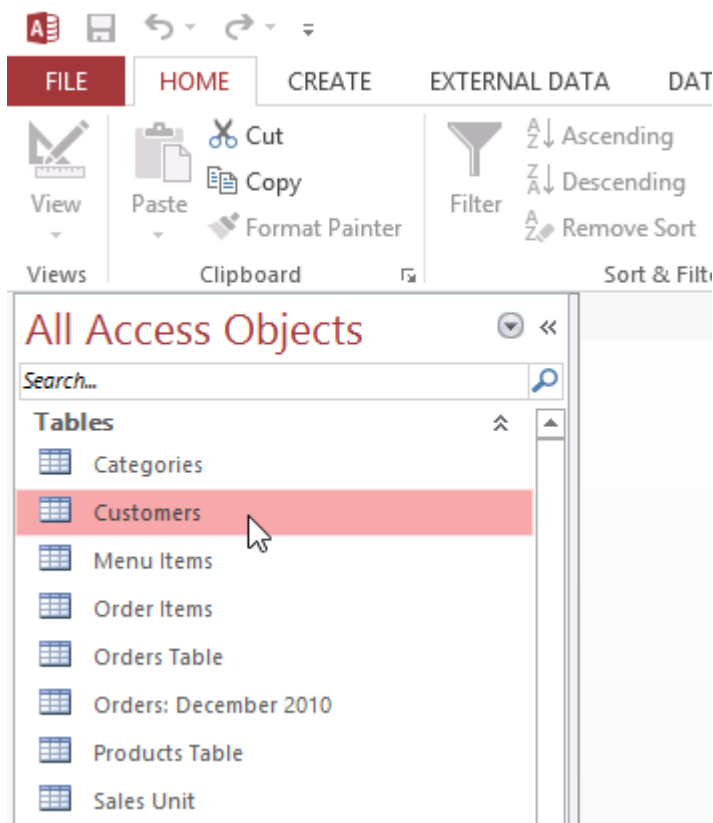
2. The object will appear as a **tab** in the **Document Tabs bar**.

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

Saving objects

You'll need to **save** any changes you make to each object before closing your database. Remember, saving early and often can prevent your work from being lost. However, you will also be prompted to save any unsaved work when you attempt to close your database.

To save a new object:

1. Select the object you want to save by clicking its tab in the **Document Tabs bar**.

2. Click the **Save** command on the **Quick Access toolbar**, or press **Ctrl+S** on your keyboard.
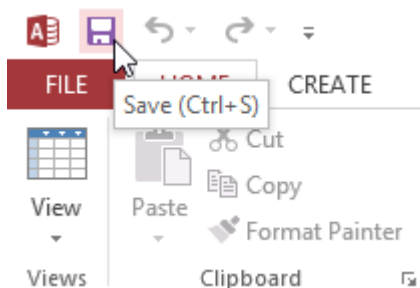
3. The first time you save an object, you will be prompted to name it. Enter the desired object name, then click **OK**.
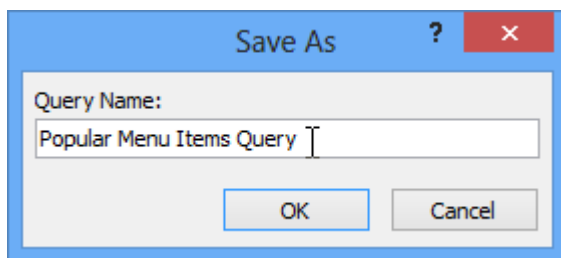
4. The object will be saved. Click the **Save** command again to save any changes to the object.

To close an object:

1. Select the object you want to close, then click the **X** on the right of the **Document Tabs bar**.

2. 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, and **Cancel** to leave the object open.

You can also close an object by right-clicking its tab on the Document Tabs bar and selecting **Close**. Select **Close All** to close all open objects.

To rename an object:

1. If the object you want to rename is open, **close** it.

2. In the **Navigation pane**, **right-click** the desired object, then select **Rename**.
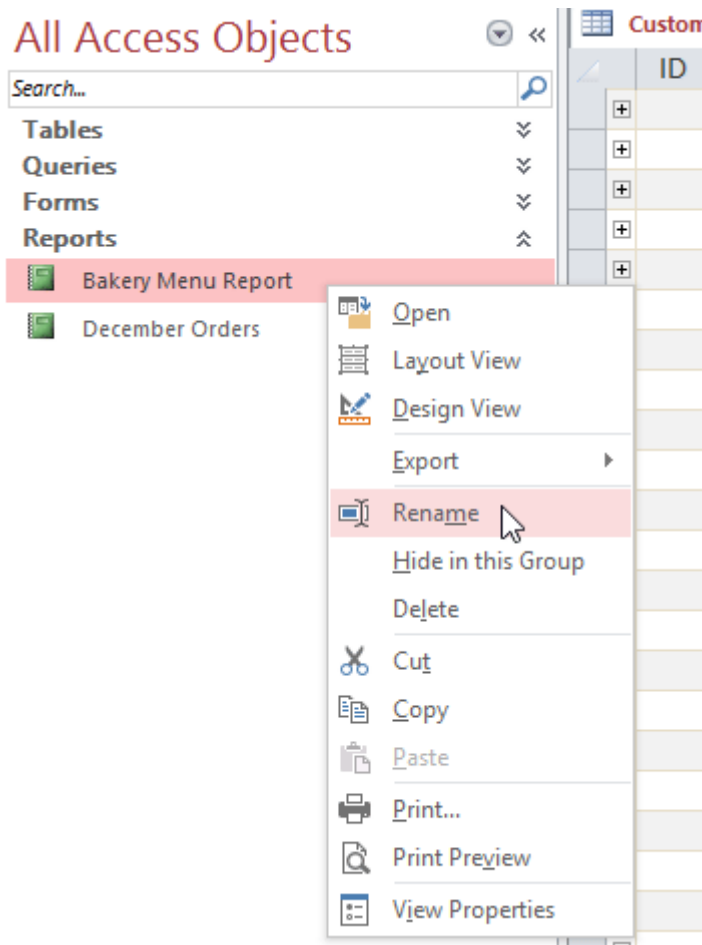
3. Type the new object name, then press **Enter** on your keyboard.

Challenge!

1. Open an **existing Access database**. If you want, you can use our " Managing databases and objects.accdb"

2. **Open** an object.

3. **Close** the object.

4. **Rename** the object.

5. **Close** the database without saving your changes.