Solution

# Introduction to Database Templates

### **Creating a Contacts List Database**

* Click in the search bar.
* Type in the keyword 'contacts' and press **Enter**.
* Select the first template from the list of results called 'Contacts'.



* Templates by default will be assigned a default file name.
* Click the **Browse** button and choose a folder to store this template in.
* Click **Create**.

Once the template has been created, it will load into the main window. A navigation pane is displayed on the left-hand side and each element of the template is grouped by category.

A security warning will show in a yellow bar across the top of the main window. This is a check to ensure that the template has been downloaded from a reputable source and doesn't contain any malicious code that may harm your PC. This template has been provided by the Microsoft Corporation so it’s from a trusted source.

* Click **Enable Content**.

### **The Welcome Screen**

The Welcome screen will pop up whenever we open a template. It provides information about the template, links to help files and a short video about the template and how to use it.

The Welcome screen can be customized for your users and even disabled. We will discuss this more later.

* Close the Welcome screen.
* Click the **File** tab and select **Close** to close the contacts database.

## Exercise notes

* The keyboard shortcut to close a database is **CTRL+W**.