



University Information
Technology Services

Microsoft Office

Access 2016 for Windows

Introduction to Access

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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University Information Technology Services

Microsoft Office: Access 2016 for Windows

Introduction to Access

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Introduction

Microsoft Access 2016 allows people to effectively and efficiently organize data. The various sections presented in this document will help you to build a solid knowledge foundation of the software.

This booklet is the companion document to the *Intro to Access 2016* workshop. It includes an introduction to the *Microsoft Access 2016* interface, covers the various aspects of database creation and management in *Access 2016*, and will walk you through the process of creating a simple database in *Access 2016*.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Identify the components of the *Access 2016* interface.
- Understand how to use the Tell Me feature.
- Create a new database.
- Understand how to create a table.
- Understand the purpose of the primary key.
- Implement error traps.
- Enter descriptions for fields.
- Understand how to add fields.
- Understand how to enter various types of data into the table.

The Office 2016 Interface

The Backstage View

When first opening *Access 2016*, the user will be presented with options to open recent documents, start a new blank database, or select from a number of database templates.



Figure 1 - Backstage View (First opening Access 2016)

- 1 To enter the *Backstage* view after creating your database, click the **File** tab.

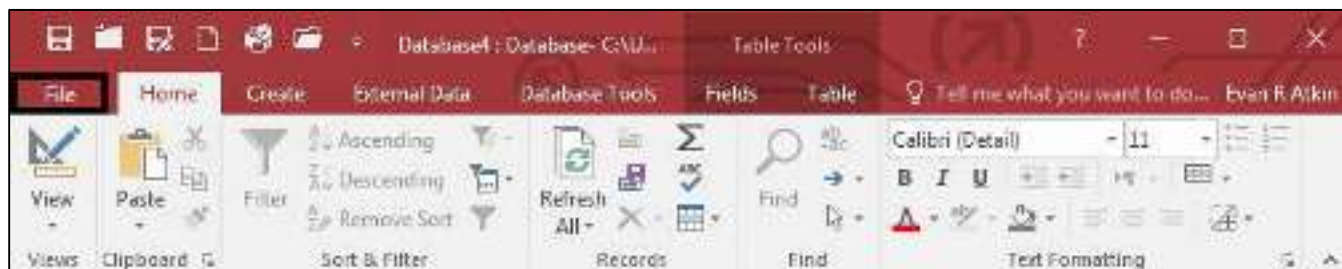


Figure 2 - Access Backstage via File Tab

7. The *Backstage view* will open. From here, you can perform the following actions:
 - a. **Info** - Obtain information about your databases (see Figure 3);
 - b. **New** - Create new databases and templates (see Figure 3);
 - c. **Open** - Open existing databases (see Figure 3);
 - d. **Save/Save As** - Save and close databases (see Figure 3);
 - e. **Print** - Print and/or preview of your databases (see Figure 3);
 - f. **Account** - Access your *Microsoft Office 2016* account information (see Figure 3);
 - g. **Options** - Access options to change program settings (see Figure 3);
 - h. **Help** - Obtain help information on using *Access 2016* (see Figure 3); and
 - i. **Close** - Close *Access 2016* (see Figure 3).



Figure 3 - Backstage View

8. To leave the *Backstage View* and return to your document, click the **arrow** button above *Info*.

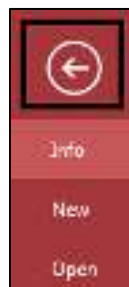


Figure 4 - Leave Backstage View

This is a sample, click download link to get the full Tutorial

CLICK BELOW

