



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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Published by Kennesaw State University – UITS 2016

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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.

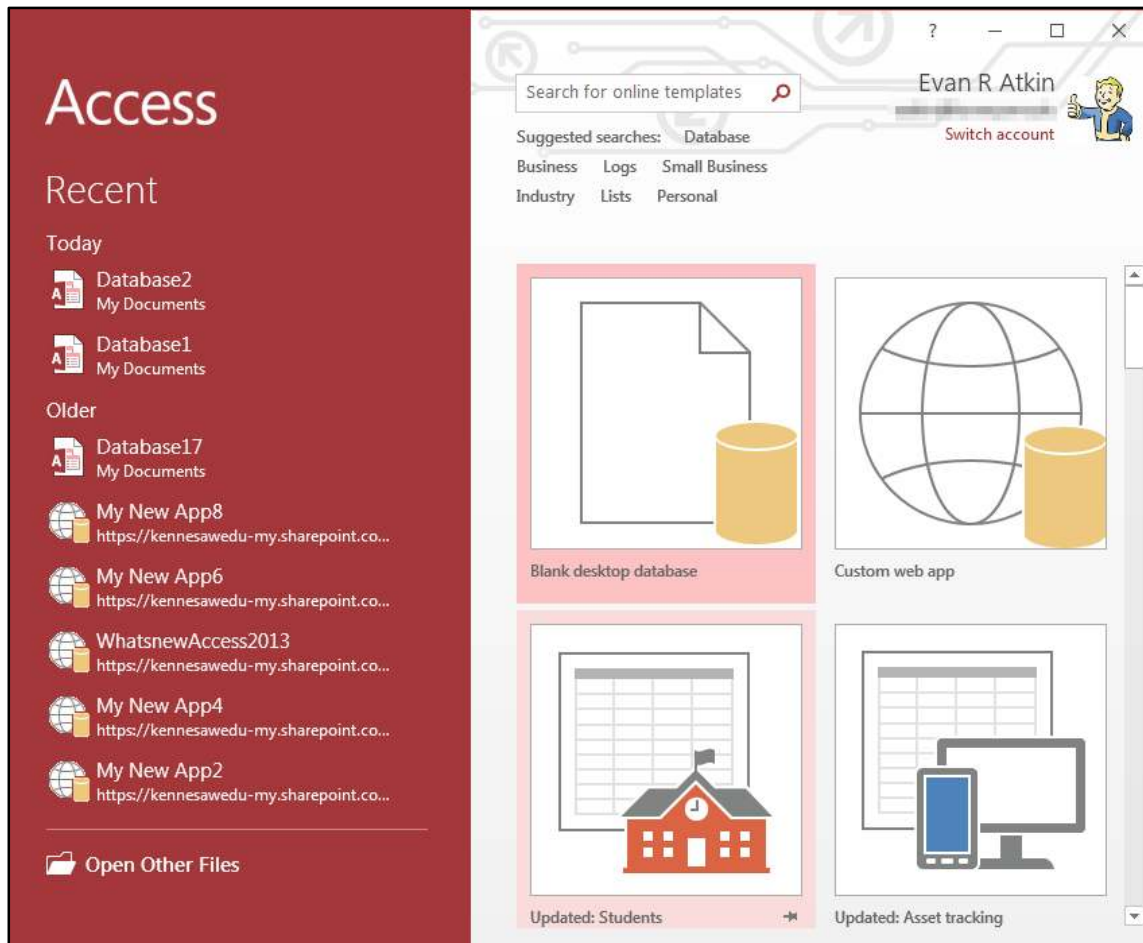


Figure 1 - Backstage View (First opening Access 2016)

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

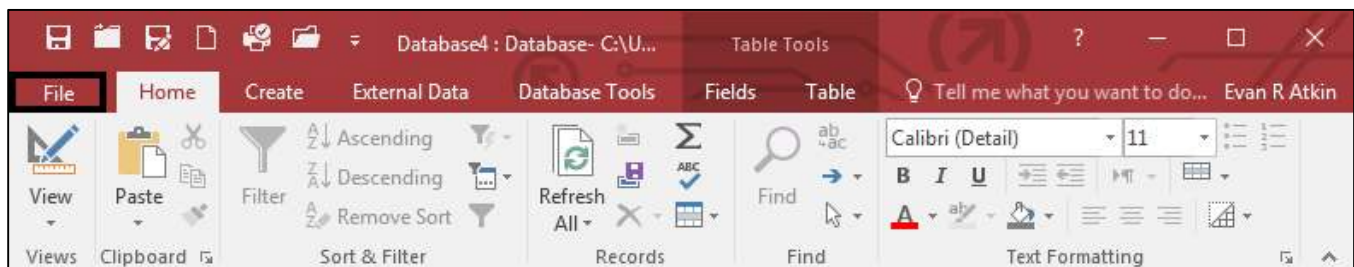


Figure 2 - Access Backstage via File Tab

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