



Microsoft® Access 2016



Access databases allow you to quickly manage, analyze, and share large amounts of various types of information, such as contacts, inventory lists, employee rosters, and more. With data tracking Access Apps, you can build and share databases with others in a web browser through SharePoint. Access 2016 features a number of updated templates for student and employee management, asset tracking, and more. For complex databases, Access 2016 can export a list of data sources and types directly to Excel 2016 to make managing your information easier.

Creating a Desktop Database

When you open Access from a Desktop shortcut or the taskbar, you will see a list of recently open Access databases, and the option to create a blank database or choose from a list of templates. Desktop databases are saved on your computer; Access Apps (which include a globe graphic in their icon) are used and shared online via a browser.

To create a desktop database from a template:

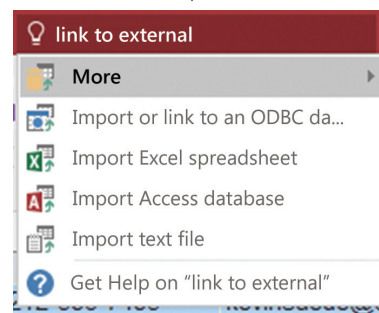
1. Open Access, then select a template from the list or use the Search field to find other template types.
2. After selecting a template, type a name for the database and select a save location. When finished, click Create.

To create a blank desktop database: open Access, then select Blank Desktop Database. Name your new database in the Blank Desktop Database dialog box. Click the folder icon to choose an alternate save location if needed. When finished, click Create.

★ Access Functions Directly with “Tell Me...”

Access 2016 features the **Tell me what you want to do** field, an intelligent search function which generates context-sensitive search results as you type.

To search using the “Tell me...” field: click the Tell me what you want to do... text field and type a keyword, phrase, or natural language question (e.g., “How do I create a report?” or “external data sources”). As you type, Access



functions relevant to your query will populate a drop-down menu. When you have finished typing, select an option to access the appropriate Access function, or click **Get Help** for the related Access Help topic.

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