Access® 2016 Introduction

Quick Reference Guide
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About Access

Overview of a Database

Access is a "relational database" program. In a relational database, you store large amounts of data into the smallest possible increments within tables. You then relate these tables together by joining common fields between them. In this way, you store less redundant data and your database will operate more quickly and efficiently. When you relate tables, you are then able to access any data in the related tables. In Access, you manipulate a contained collection of smaller objects within a database file.

Access Definitions

Database: A collection of tables, queries, forms, reports, macros, and modules.
Datasheet View: Displays data from a table, form, query, view, or macro in a row-and-column format. Used to edit fields, add, delete, and search for data.
Design View: Used to create new database objects and modify the design of existing objects.
Field: A column of data or single piece of data.
Form: An object which uses controls to perform actions or to enter, display, and edit data in fields.
Macro: An action or actions that automate tasks.
Module: A collection of user-defined functions, subroutines, and global variables written in VBA code, which can be accessed from anywhere within the database.
Navigation Pane: Appears at left when you open an Access database. Displays objects in the database.
Query: A request for data results, for action on data, or both. A query can answer a simple question, perform calculations, combine data from different tables, and add, change, or delete table data.
Record: A row of data, made up of different fields.
Report: A printable object containing information formatted and organized according to specifications.
Table: A database object that stores data in records (rows) and fields (columns).

Access Basics

Creating a Database

1. **To create a new database,** click either the BLANK database thumbnail or a template thumbnail in the Startup Screen. **Or,** click the "File" tab in the Ribbon, select "New" from the menu at the left in Backstage View, and then select a thumbnail.
2. **To find online templates,** click a "Suggested searches" link or type in the "Search for Online Templates" text box and press "Enter" or click the "Start searching" button, then select a thumbnail.
3. Enter a name in the "File Name" field.
4. **To change the default location where the database is saved,** click the small folder button at the right end of the "File Name" field, navigate to the location, and click the "OK" button.
5. Click the "Create" button.

Creating a Table in Datasheet View

1. Click the "Table" button in the "Tables" group on the "Create" tab in the Ribbon.
2. Click the "Click to Add" heading, select a field type, enter the field name (64 max characters, no spaces), and press the "Enter" key. Repeat for each subsequent field that appears until all desired fields have been added.
3. Click the "File" tab in the Ribbon and choose "Save."
4. Type a table name, and click "OK."

To create a table from a template:
1. Click the "Application Parts" button in the "Templates" group on the "Create" tab in the Ribbon.
2. Select a "Quick Start" item, then follow the wizard.

Switching Between Object Views

1. **To open an object (table, query, form, report, etc.),** double-click it in the Navigation Pane.
2. Click the drop-down arrow at the bottom of the "View" button in the "Views" group on the "Home" tab in the Ribbon and select a view. **Or, to toggle views,** click the upper-portion of the button instead.

Datasheet View

Entering and Editing Table Data

To add a record:
1. Click into the first field in the empty row at the bottom of the table. **Or,** click the "New (blank) record" button in the lower-left corner of the table.
2. Type data into the first field. **To advance to the next field,** press the "Enter" or "Tab" key. Repeat for each field. **To advance to a new record,** press the "Enter" or "Tab" key in the last field of the record.

To edit a record:
1. Click into the field of the record and make desired edits using normal word processing techniques. A pencil icon appears in the row's selector box at the left end of the row to indicate unsaved changes.
2. Exit the field. Access automatically saves changes.

To delete a record:
1. Click the row selector at the far left end of the row to select the entire record. A border will appear around the entire row.
2. Press the "Delete" key. **Or,** click the "Delete" button in the "Records" group on the "Home" tab in the Ribbon. Click "Yes" to confirm the deletion.

Sorting Table Data

1. Click the drop-down arrow to the right of the field heading. **Or,** right-click in the field to sort by.
2. Choose "Sort A to Z" or "Sort Z to A."

Navigating in Datasheet View

1. **To move up, down, left or right through the data,** use the arrow keys on your keyboard.
2. **To move to the right through the fields,** press the "Tab" or "Enter" keys on your keyboard.
3. **To move to the left through the fields,** press the "Shift" + "Tab" keys on your keyboard.
4. **To scroll through the records,** use the horizontal and vertical scroll bars in the datasheet view.
5. **To move to a designated record,** click the "First Record," "Previous Record," "Next Record," or "Last Record" button in the "Record" button group in the lower-left corner.
6. **To jump to a specific record,** enter the record number in the "Current Record" field within the "Record" button group and press the "Enter" key.

Searching for a Record

1. Click into the desired field.
2. Click the "Find" button in the "Find" group on the "Home" Tab in the Ribbon. **Or,** press "Ctrl" + "F."
3. Type the data to search for in the "Find What" field.
4. **To search for data in more than one field,** select "Current Document" from the "Look In" drop-down.
5. **To search for a portion of a word or field,** select a choice from the "Match" drop-down.
6. **To change the direction of the search from the current location in the table,** change the "Search" drop-down to "Up," "Down," or "All."
7. Click the "Find Next" button. Repeat as desired.
8. Click "Cancel" when done.

Data Entry Shortcuts

Enter Current Date	CTRL + ; (semicolon)
Enter Current Time	CTRL + : (colon)
Copy from previous record into current field	CTRL + ' (apostrophe)

Primary Keys and Joining Tables

Assigning a Primary Key

A primary key in a relational database is a field (column) or combination of fields that produces a unique identifier for each record in a table. The primary key prevents duplicate records from being created and is used to establish and maintain the relationship between tables or within queries. It can be a normal attribute that is guaranteed to be unique such as a Social Security number. If no unique information exists, a primary key such as the default field "ID" (automatically generated when creating tables in Datasheet View) can be used. It is through the primary key assignment that you create the necessary relationships between data tables, eliminating redundant information. For example, you may have one table for "Customers," one table for "Items," and a third for "Orders." A single customer may produce many different orders. A "Customer_ID" primary key can be used so that the customer only occupies a single row in the "Customers" table, but is associated with several orders in the "Orders" table.

To assign or remove a Primary Key:
1. Open the table in Design View.
2. Click into the desired field.
3. **To toggle the Primary Key "On" or "Off,"** click the "Primary Key" button in the "Tools" group on the "Design" tab within the "Table Tools" contextual tab in the Ribbon.

Joining Tables

A relationship between tables allows you to access information from them through their "shared" or "common" fields by which they are joined. Relationships between tables are created in the "Relationships" window, where the tables are added. To join tables together, they must have shared fields.
1. Click the "Relationships" button in the "Relationships" group on the "Database Tools" tab in the Ribbon.
2. **To launch the "Show Table" window,** click the "Show Table" button in the "Relationships" group on the "Relationship Tools" tab, if necessary.
3. Select the tables on the "Tables" tab and click "Add."
4. Click "Close" when done adding tables.
5. Click and drag the field from one table window and drop it on the shared field of the other table.
6. Check desired "Referential Integrity" options.
7. Click the "Join Type" button, select a type, click "OK."
8. Click the "Create" button.
9. Click the "File" tab in the Ribbon and select "Save."
10. Click the "Close" button in the "Relationships" group on the "Design" tab in the Ribbon.

Editing and Deleting Table Joins

To edit a table join, open the Relationships window:
1. Double-click the join that you want to edit.
2. Make desired changes and click "OK."
3. Click the "File" tab in the Ribbon and select "Save."
4. Click the "Close" button on the "Design" tab.

To delete a table join, open the Relationship window:
1. Click the join that you want to delete.
2. Press the "Delete" button. Click "Yes" to confirm.
3. Click the "File" tab in the Ribbon and select "Save."
4. Click the "Close" button on the "Design" tab.

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Ken McCarter,Jeff Bell

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