Basics

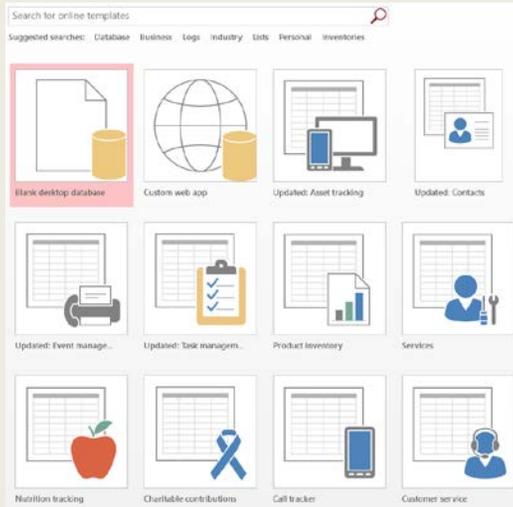### To Create a Database

- Click a template or click the Blank desktop database button.

To Open an Existing Database

- Click the Open tab and click a database in the recent list or click **Browse** and look for it.
- Create your own (Blank desktop)
- Choose from popular templates
- Search for a preferred premade one

Keyboard Shortcuts

Keys	Task
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + A	Select All
Ctrl + V	Paste
Ctrl + F	Find
Ctrl + H	Replace
Tab	Next Field
Ctrl + Z	Undo
Ctrl + ;	Insert date
Shift + Ctrl + :	Insert time
F7	Check spelling

Access 2016

This Pamphlet Online
https://its.niagaracollege.ca/

How to Guides on the following topics

Blackboard

Windows 10

Office 365

OneDrive

Skype for Business

https://its.niagaracollege.ca/

Install OneDrive Mobile and Desktop App

Visit https://onedrive.live.com/ click the download tab on your mobile device or desktop

Niagara College Help Desk
Monday-Thursday 8:30am to 10:00pm
Friday 8:30am to 4:30pm
Phone: 905-735-2211 ext. 7642
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Data Types

Type	Description
Short Text	Stores text, numbers or a combination up to 255 characters long
Long Text	Stores long text, up to 64,000 characters long
Number	Just numbers for calculations
Date/Time	Dates, times or both
Currency	Numbers and symbols for money
AutoNumber	Auto fill unique number for each record
Yes/No	Yes or No, that's it
OLE Object	Stores object form other programs (graphic, Excel, etc.)
Hyperlink	Stores links that are shortened
Lookup Wizard	Create a field that helps you create a field whose values are selected from something else (table, query or list of values)
Attachment	Allows you to attach files and images to your database

Database Objects

Type	Description
Tables	Used to store data in rows and columns
Queries	Filter, view, calculate, change, sort, and examine data stored in the tables
Forms	Provide an easy way to enter and view data
Reports	Present data in a printed format
Macros	Automate common tasks, to save time
Modules	Groups of procedures written in visual basic to automate tasks
Page	Objects have been replaced by Windows SharePoint services.

Working with Database Objects

To Open an Object

- Double click it in the navigation pane

To Create a New Object

- Click **Create tab** and click a button for the object you want

Modify an Object

- Click on the object in question, click on the format tab

Delete an Object

- Select the object, press **Delete**, click yes to confirm

Rename an Object

- Right click, select rename

Repair/Compress a Database

- Click the Database Tools tab and select **Compact and Repair Database**

Import Data

- Click the **External Data** tab, click the type you want to import, follow prompts

Export Data

- Click External Data tab, click the type of file you want to export to, follow prompts

Working with Tables

Linking Table Relationships

1. Click **Database Tools** tab, then click Relationships button
2. Click the **Design** tab, then click **Show Table**, click **Add**, repeat it for each table and close when done
3. Drag a field from one table and drop it on the desired table.

Sort Information

- Click in the part you want to sort, in the **Home** tab and click **Ascending** or **Descending**
- Or right click and select sort

Filter Information

- Click in the part you want to filter, in the **Home** tab and click the **Filter** button

Remove a Filter

- Click the **Toggle Filter** button in the Sort & Filter group

Change a Fields Data Type

- Click **Datasheet** tab, click Data Type list arrow, Select data type

Working with Queries

To Create a Select Query

- Click the **Create** tab, Click Query **Wizard** button, follow the instructions
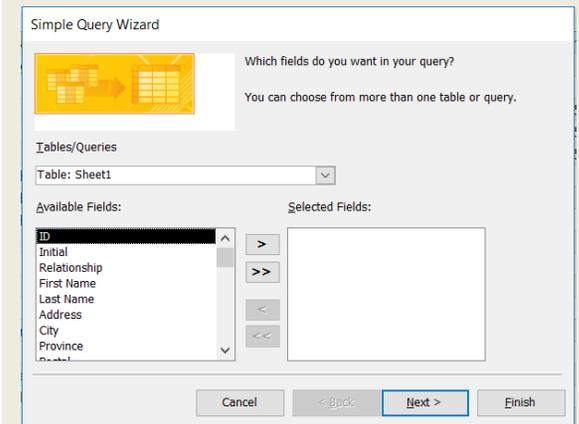
To Switch Views

- Click Home tab, click the **View** button

To Summarize Values

- Open the Query in Datasheet view, click the **Home** tab, Click the **Σ Totals Totals** buttons. Click the list arrow to select a calculation type (Sum, Average, etc.)

Quick Look at Making Queries

- Select the tables to query from the drop down

- Click the field you want and then the arrow to switch it over
- Check your list of selected fields to view on the right
- Click next to save the query
- Name it and open it when you want from the right

Delete Queries

- Click on the query listed to the left of the window, press Delete, Click yes to agree to delete it