# Access 2016

Microsoft Quick Start

Create a desktop database with a template

Create a ready-to-use database, complete with tables, forms, reports, queries, macros, and relationships.

1. Open Access.
2. Select **File** > **New**.
3. Select the **Contacts** template.
4. Enter a name for your new database, select its location, and then select **Create**.
5. When the database opens, select **Enable content** in the yellow message bar.

For more information, see Use the Desktop Contacts Database Template.
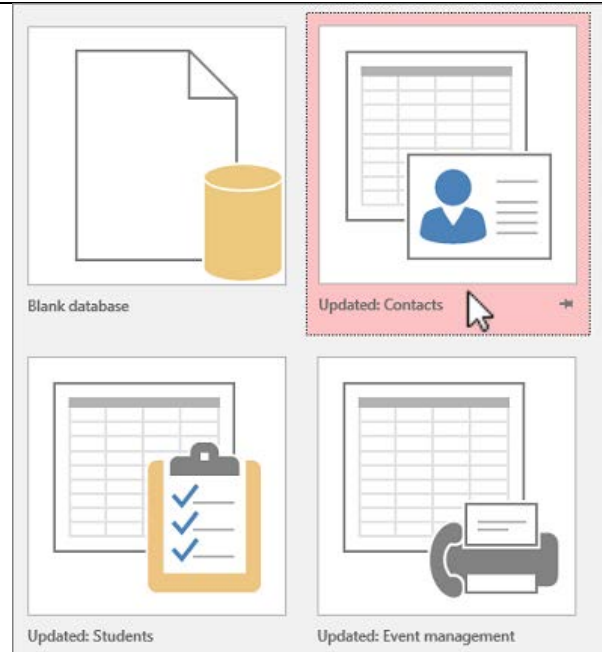
Import data from Excel

1. Open the Excel workbook, make sure each column has a heading and a consistent data type, and then select the range of data.
2. Select **External Data** > **Excel** (in the **Import & Link** group).
3. Page 1: Select **Browse** to locate and open the Excel file, accept the default values, and then click **OK**.
4. Page 2: Select **Does the first row of your data contain column headings?**, and then click **Next**.
5. Pages 3 to 5: Accept default values, and then click **Next**, or **Finish** for the last page.

For more information, see Import or link to data in an Excel workbook.
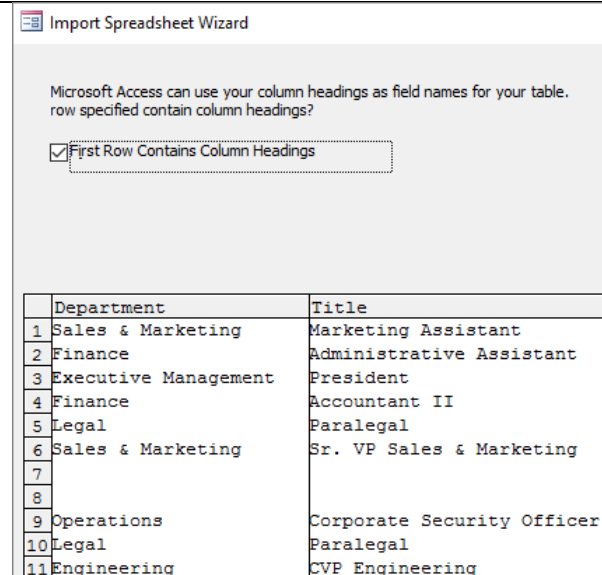
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Add a primary key to a table Use a primary key to provide unique values for each table row and to create relationships with other tables. 1. Right click a table in the Navigation Pane, and then select **Design View**. 2. Locate the first empty row in the table design grid. 3. In the **Field Name** field, type a name, such as DepartmentID. 4. In the **Data Type** field, select the drop-down arrow and then select **AutoNumber**. For more information, see Add or change a primary key.	
Create a select query Create a select query to focus on a few columns and sort the query in datasheet view. 1. Select **Create** > **Query Wizard** (in the **Queries** group). 2. Page 1: select **Simple Query**, and then select **OK**. 3. Page 2: select a table, double-click each field you want in the **Available Fields** list, and then select **Next**. 4. Page 3: accept the default values, and then select **Finish**. 5. In datasheet view, select the column header down arrow, select ![A-Z] to sort in ascending order, right click the Query name tab, and then select **Save**.	
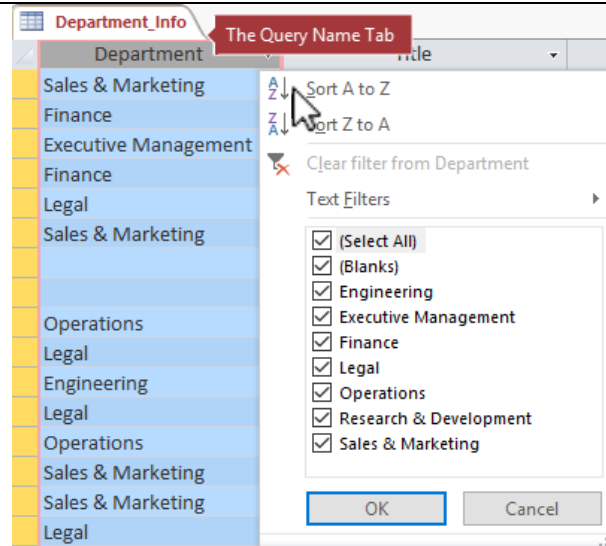
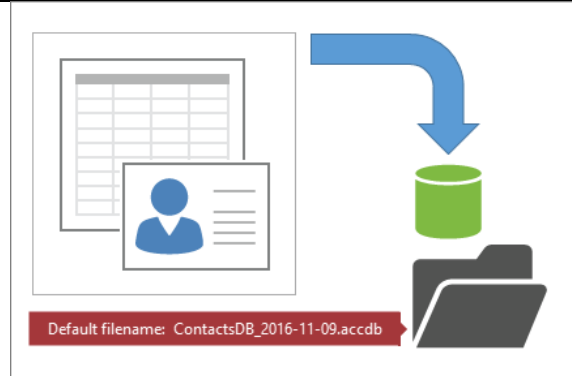|	
For more information, see <u>Get started with queries</u>.	
Create a split form A split form gives you a synchronized Form and Datasheet view. For example, use the datasheet view to quickly locate a record and then the form view to edit the record. 1. In the Navigation Pane, select a table or query. 2. Select **Create** > **More Forms** (in the **Forms** group) > **Split Form**. For more information, see <u>Create a split form</u>.	Department_Info Department: Sales & Marketing Title: Marketing Assistant DisplayName: Alex Darrow UserPrincipalName: AlexD@contoso114.onmicrosoft.com Department / Title / DisplayName Sales & Market / Marketing Assistant / Alex Darrow Finance / Administrative Assistant / Allie Bellew Executive Mana / President / Anne Wallace Finance / Accountant II / Aziz Hassouneh Legal / Paralegal / Belinda Newman Sales & Market / Sr. VP Sales & Marketing / Bonnie Kearney
Create a report 1. Select **Create** > **Report Wizard** (in the **Reports** group). 2. Page 1: select a table or query, double-click each field in the **Available Fields** list to put them in the report, and then select **Next**. 3. Page 2: double-click the field you want to group by, and then select **Next**. **Tip** Choose a field that categorizes the data, such as Department. 4. Pages 3 to 5: accept the defaults, and then select **Next**, or **Finish** for the last page. For more information, see <u>Create basic reports</u>.	How would you like to lay out your report? Layout ◉ Stepped ○ Block ○ Outline Orientation ◉ Portrait ○ Landscape ☑ Adjust the field width so all fields fit on a page. Cancel < Back Next > Finish

Backup your database

To make sure you don't lose your work, get in the regular habit of doing a backup of your database.

1. Select **File** > **Save As**.
2. Under **Database File Types**, select **Save Database As**.
3. Under **Advanced**, select **Back Up Database** and then select **Save As**.

   Tip   Use the default file name, which indicates the source database and when the backup occurred.

4. Select **Save**.

Default filename: ContactsDB_2016-11-09.accdb

https://support.office.com/en-us/article/Access-2016-Quick-Start-f200d95b-e429-4acc-98c1-b883d4e9fc0a?ui=en-US&rs=en-US&ad=US