University Information
Technology Services

Access 2016 for Windows - Quick Start Guide

The Interface

1. **Quick Access Toolbar** - Keep shortcuts to your favorite tools.
2. **File Tab (Backstage View)** - The backstage view is where you manage your files and the information about them (e.g. open, save, print, encrypt database, etc.).
3. **Ribbon** - Where you can access the tools for constructing your database.
4. **Contextual Tools** - A tab that appears by selecting relevant objects within the database (e.g. tables).
5. **Tell Me** - Look up Access tools or get help.
6. **Collapse the Ribbon** - You can collapse the ribbon. Click a tab in the ribbon to display again.
7. **Navigation Pane** - Displays objects currently in your database like tables, queries, reports, and forms.
8. **Workspace** - Contains the object you are currently working on (e.g. picture shows the student information table is being edited).
9. **Current View** - Displays the current view that is active in *Access*.
10. **Record Search** - Navigate through records in your database, add a new record, or perform a search.
11. **Switch Views -** Alter between views for the current database object in the workspace.
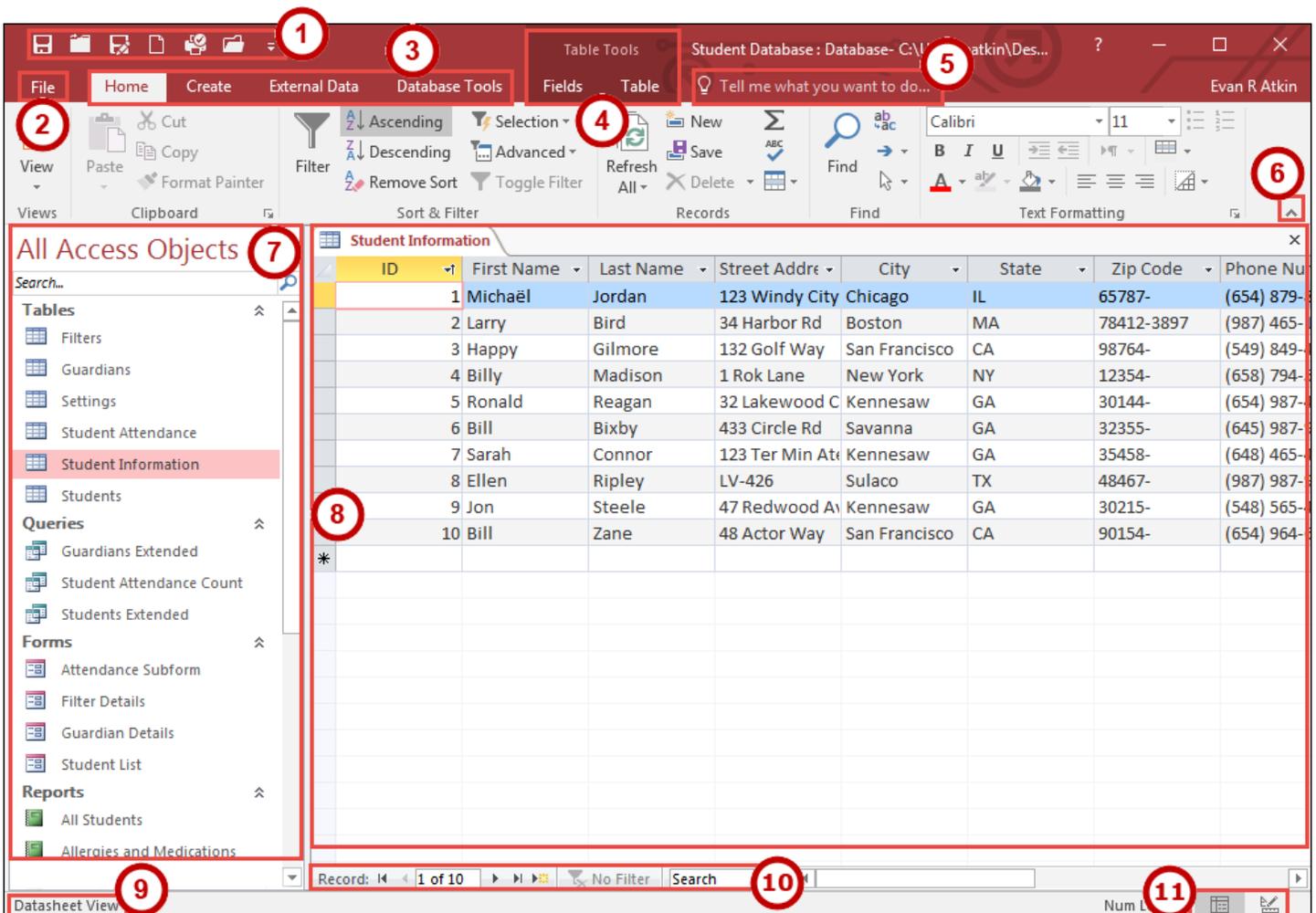

Figure 1 - Interface

Getting Started

When first opening *Access 2016*, you'll be presented with several choices to get started; 1) selecting a **recent document**; 2) **opening files** located on your computer; 3) creating a **blank database**; 4) creating a **custom web app**; or 5) selecting a **template**.

Figure 2 - Getting Started

Tell Me

The **Tell Me** dialog box allows users to enter words and phrases related to what you want to do next to quickly access features or actions. It can also be used to look up helpful information related to the topic. It is located on the *Menu bar*, above the *Ribbon*.
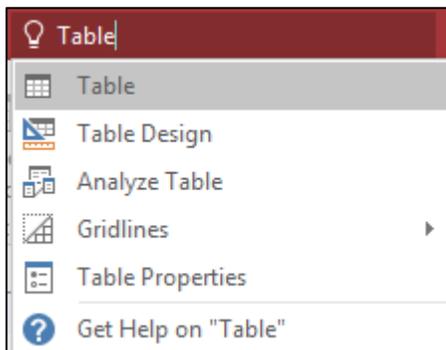

Figure 3 - Tell Me

File Tab (Backstage View)

1. **Back** - Takes you back to edit your document.
2. **Info** - Compact, repair, encrypt the database.
3. **New** - Create a new database from a blank or pre-formatted template.
4. **Open** - Open a database.
5. **Save** - Save the database to keep your edits.
6. **Save As** - Re-save a saved database as a different filename or file type.
7. **Print** - Configure how you want to print.
8. **Close** - Close the program.

Figure 4 - Backstage View

Create Tab

You can create various objects for your database to help manage information:

1. **Tables** - Primary object for storing information.
2. **Queries** - Create search parameters to apply to your database when you need to find information.
3. **Forms** - Create a presentable form for users to enter information into the database.
4. **Reports** - Create a pre-made print template that pulls information from the database.
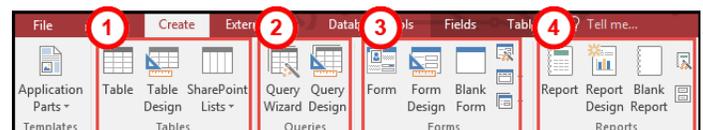

Figure 5 – Tables, Queries, Forms, and Reports