

MICROSOFT ACCESS



Getting Started in
Access

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Introduction

- Whenever you're learning a new program, it's important to familiarize yourself with the program window and the tools within it. Working with Access is no different. Knowing your way around the Access environment will make learning and using Access much easier.
- In this lesson, you will familiarize yourself with the Access environment, including the **Ribbon**, **Backstage view**, **Navigation pane**, **Document Tabs bar**, and more. You will also learn how to navigate with a **navigation form**, if your database includes one.

4 Getting to know Access

Quick Access Toolbar

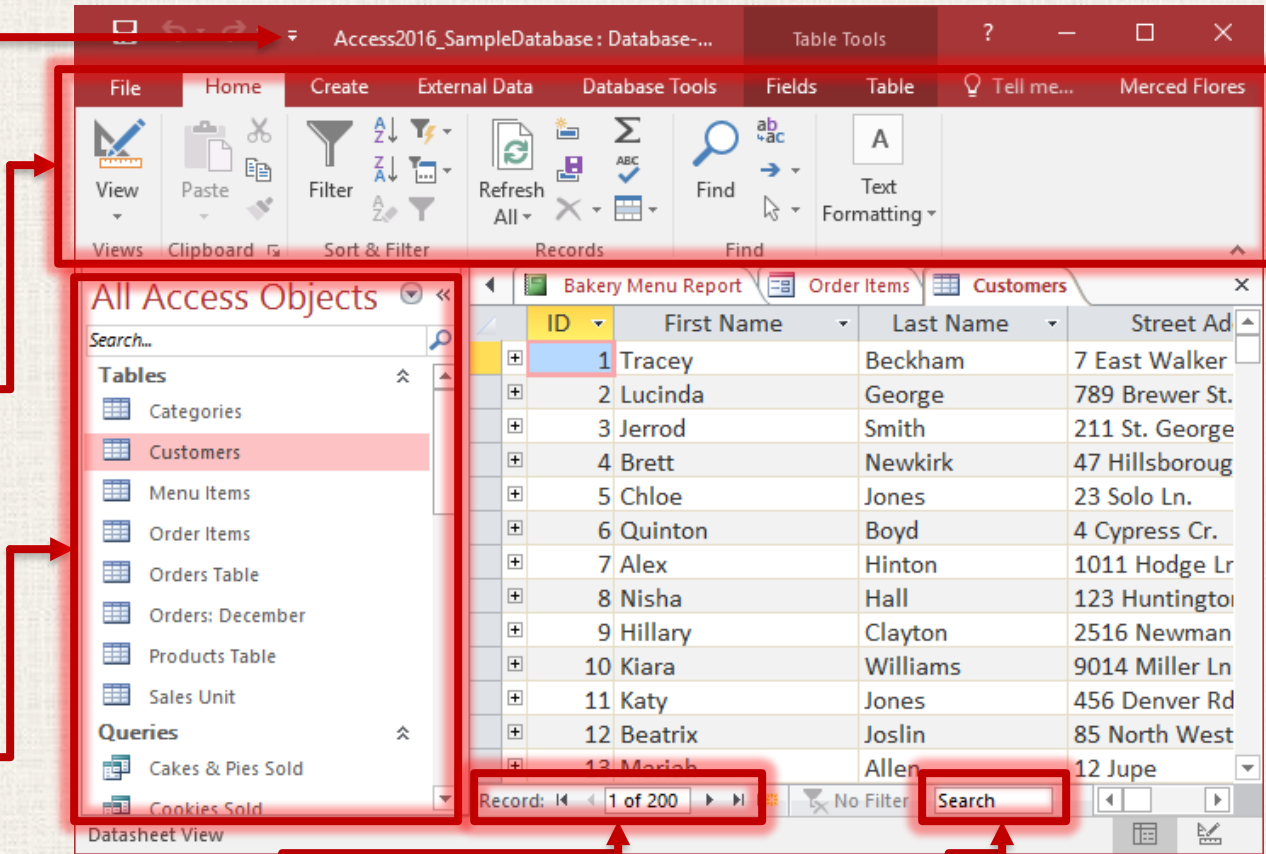
The Quick Access Toolbar lets you access common commands no matter which tab is selected. You can customize the commands depending on your preference.

The Ribbon

The Ribbon contains all of the commands you will need to perform common tasks in Access. It has multiple tabs, each with several groups of commands.

Navigation Pane

The **Navigation pane** displays all of the **objects** contained in your database. The objects are grouped by type. Double-click an object to open it.



Record Navigation Bar

The **Record Navigation bar** allows you to navigate records one at a time. Click the arrows to navigate through the records. You can jump to a specific record by typing its ID number into the box.

Record Search Box

You can use the **Record Search box** to search for any term in the current object. The first result will be selected automatically. To navigate through additional results, press the **Enter** key on your keyboard.

5 Getting to know Access

The screenshot shows the Microsoft Access 2016 interface. The ribbon is set to 'Table Tools' with the 'Table' tab selected. The 'Tell me...' search box is highlighted in the top right corner. Below it, the 'Document Tabs bar' shows three open objects: 'Bakery Menu Report', 'Order Items', and 'Customers'. The 'Customers' table is currently displayed in Datasheet View, showing a list of customer records with columns for ID, First Name, Last Name, and Street Address. The 'All Access Objects' pane on the left shows a list of tables, queries, and reports, with 'Customers' selected.

ID	First Name	Last Name	Street Ad
1	Tracey	Beckham	7 East Walker
2	Lucinda	George	789 Brewer St.
3	Jerrod	Smith	211 St. George
4	Brett	Newkirk	47 Hillsboroug
5	Chloe	Jones	23 Solo Ln.
6	Quinton	Boyd	4 Cypress Cr.
7	Alex	Hinton	1011 Hodge Lr
8	Nisha	Hall	123 Huntingto
9	Hillary	Clayton	2516 Newman
10	Kiara	Williams	9014 Miller Ln
11	Katy	Jones	456 Denver Rd
12	Beatrix	Joslin	85 North West
13	Mariah	Allen	12 Jupe

Tell Me

The Tell me box works like a search bar to help you quickly find tools or commands you want to use.

Microsoft Account

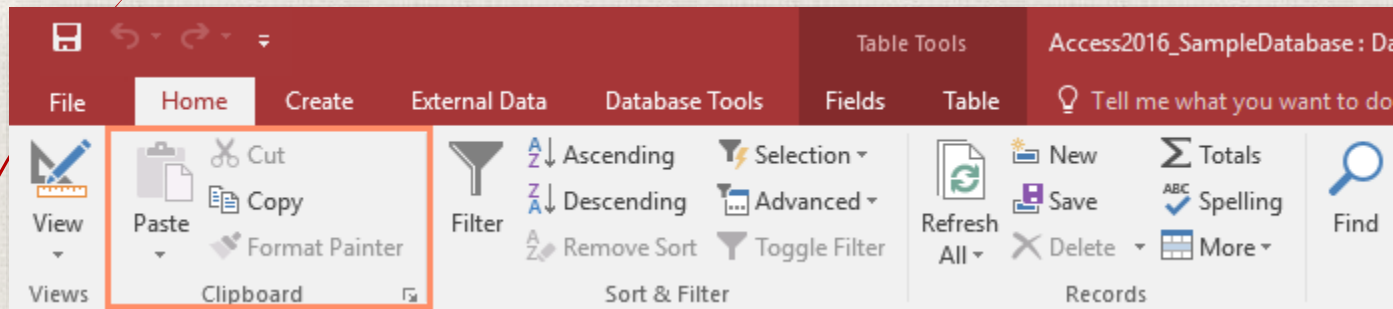
From here, you can access your **Microsoft account** information, view your **profile**, and **switch accounts**.

Document Tabs Bar

All open objects are displayed in **tabs** on the **Document Tabs bar**. To view an object, click its tab.

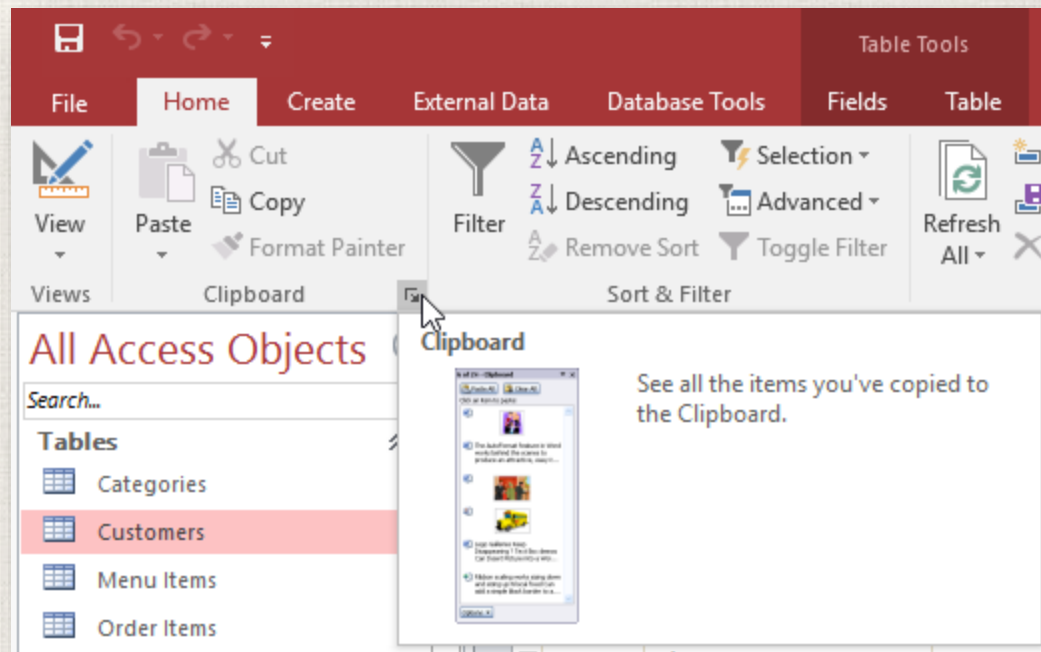
The Ribbon

- Access uses a **tabbed Ribbon system** instead of traditional menus. **The Ribbon** contains **multiple tabs**, each with several **groups of commands**. For example, the Clipboard group on the Home tab contains commands such as Cut, Copy, and Paste.



The Ribbon

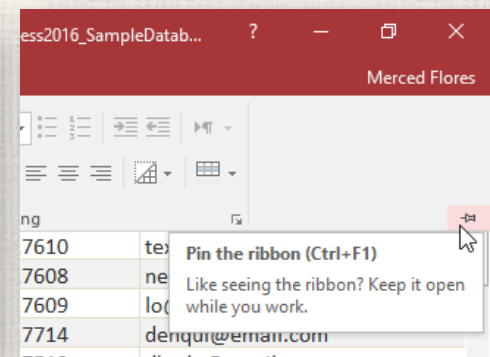
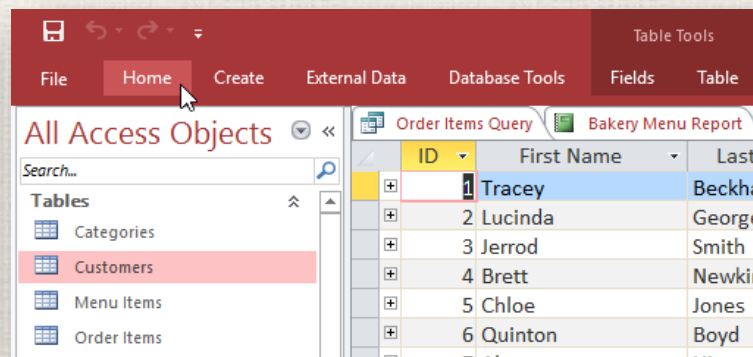
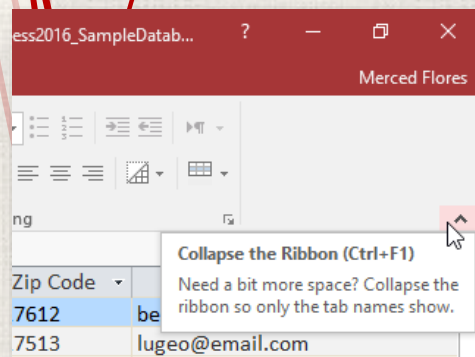
- Some groups also have a small arrow in the bottom-right corner that you can click for even more options.



Minimize and maximize the Ribbon

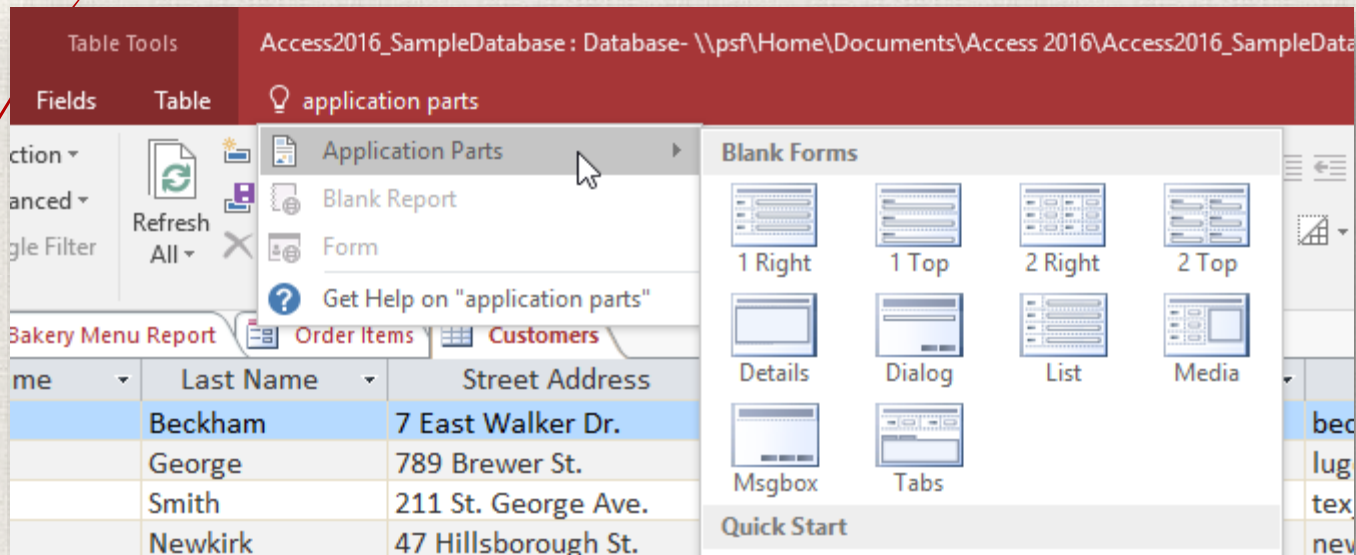
The Ribbon is designed to respond to your current task; however, you can choose to **minimize** the Ribbon if you find that it takes up too much screen space.

1. Click the **arrow** in the lower-right corner of the Ribbon to minimize it.
2. The **Ribbon** will be minimized. Click a **tab** to make the Ribbon reappear. It will disappear again when not in use.
3. To **maximize** the Ribbon, click a tab, then click the **pin** icon in the lower-right corner. The Ribbon will appear at all times.



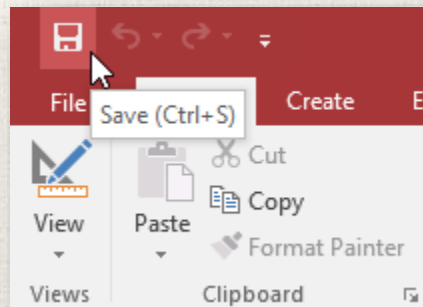
9 Using the Tell Me feature

- If you're having trouble finding command you want, the **Tell me** feature can help. It works just like a regular search bar: Type what you're looking for, and a list of options will appear. You can then use the command directly from the menu without having to find it on the Ribbon.



The Quick Access Toolbar

- The **Quick Access Toolbar**, located above the Ribbon, lets you access common commands no matter which tab you are on. By default, it shows the **Save**, **Undo**, and **Redo** commands. If you'd like, you can **customize** it by **adding additional commands**.

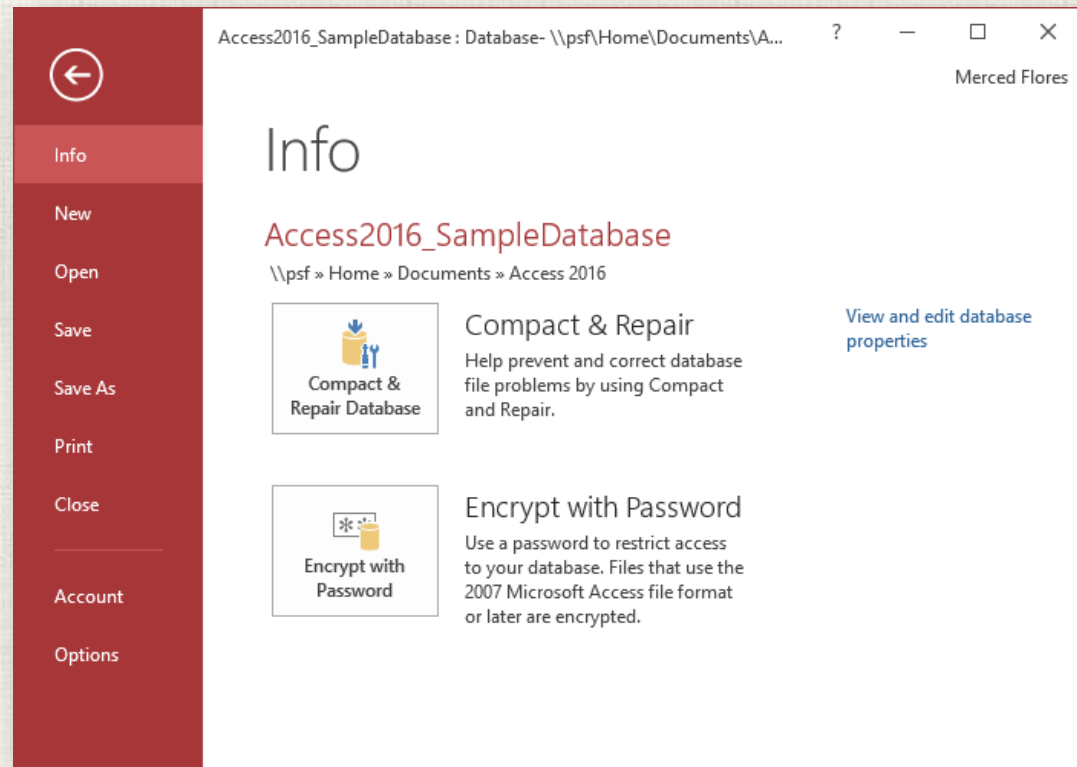
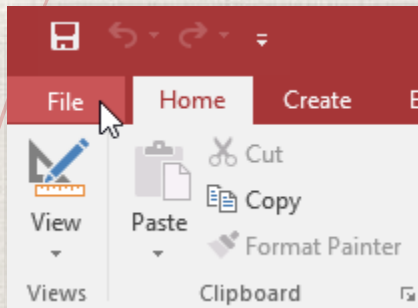


Note that the **Save** command only saves the current open object. In addition, the **Undo** command will not undo certain actions, like adding a record. Pay close attention to your information when using the **Undo** command to make sure it has the desired effect.

Backstage view

Backstage view gives you various options for saving, opening, and printing your database.

1. Click the **File** tab on the **Ribbon**.
2. **Backstage view** will appear.



Backstage view

Back to Access

You can use the arrow to close Backstage view and return to Access.

Info

The **Info** pane will appear whenever you access Backstage view. It contains **information** on the current database and tools to help you compact, repair, and encrypt the database.

New

Click here to create a **new database** from scratch, or choose from a selection of **templates**.

Open

From here, you can open databases from your computer, including those you've **recently edited**.

Save and Save As


Use **Save** to save the **current object**. Use **Save As** to save a **new version** of the current object or even the entire database.

Access2016_SampleDatabase : Database- \\psf\Home\Documents\

Info

Access2016_SampleDatabase


\\psf >> Home >> Documents >> Access 2016



Compact & Repair Database

Compact & Repair

Help prevent and correct database file problems by using Compact and Repair.



Encrypt with Password

Encrypt with Password

Use a password to restrict access to your database. Files that use the 2007 Microsoft Access file format or later are encrypted.

Backstage view

Print

The **Print** pane contains options for printing the current object in your database.

Close

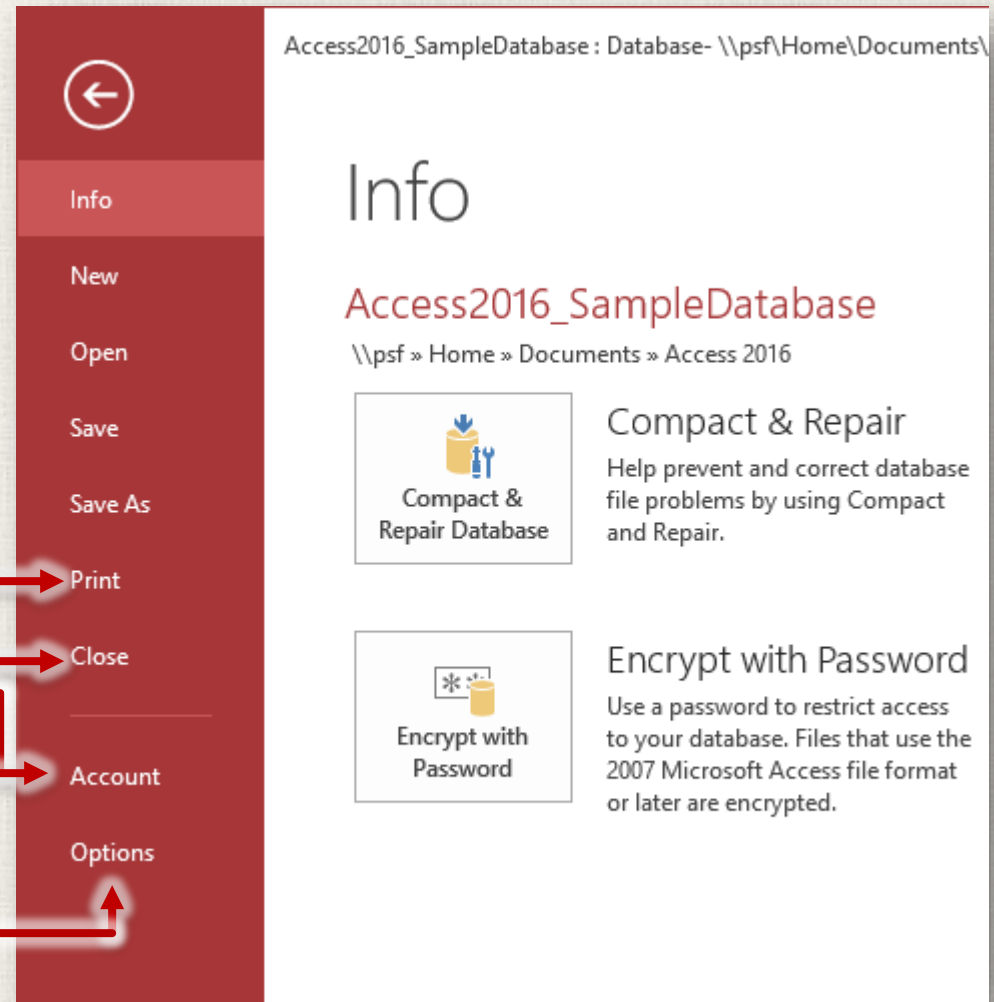
Click here to close the current database.

Account

From the **Account** pane, you can access your Microsoft account information, modify your theme and background, and sign out of your account.

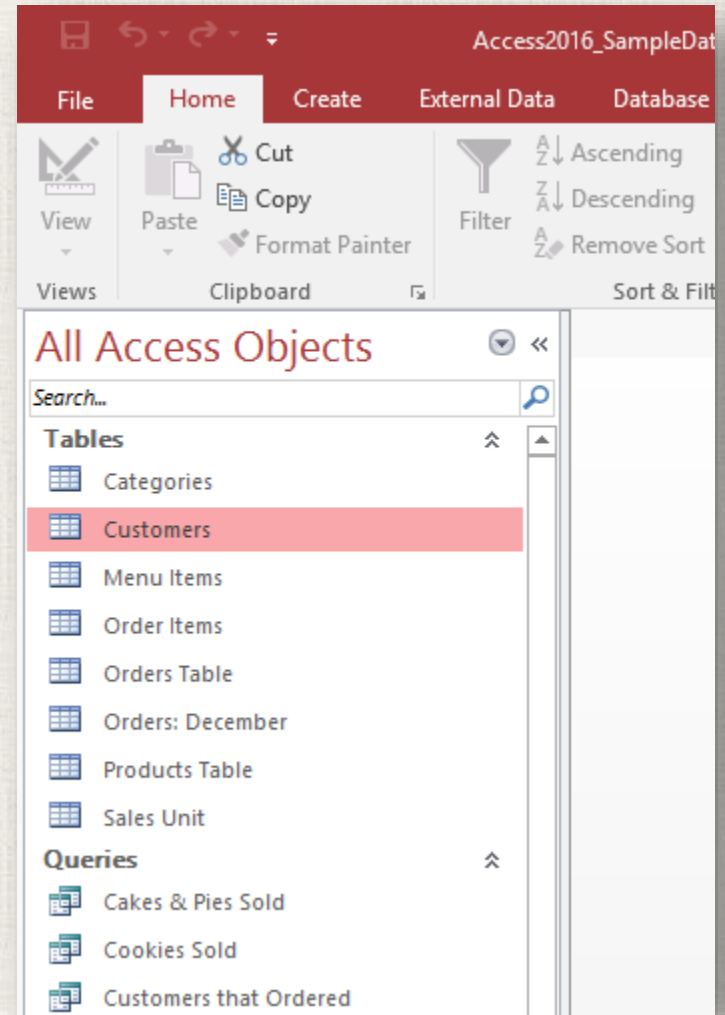
Options

Here, you can change various **Access options**. For example, you can choose a form to automatically display when your database is opened or modify the default cell and font style.



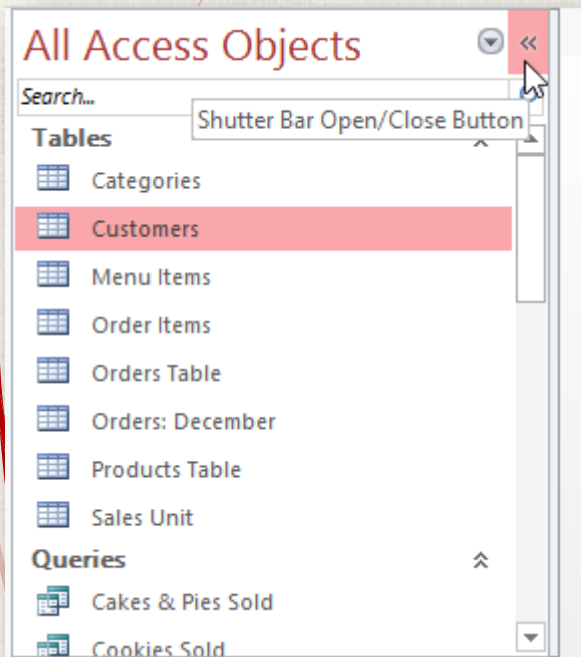
The Navigation pane

- The **Navigation pane** is a list containing every object in your database. For easier viewing, the objects are organized into groups by type. You can **open**, **rename**, and **delete** objects using the Navigation pane.



Minimize & Maximize the Navigation pane

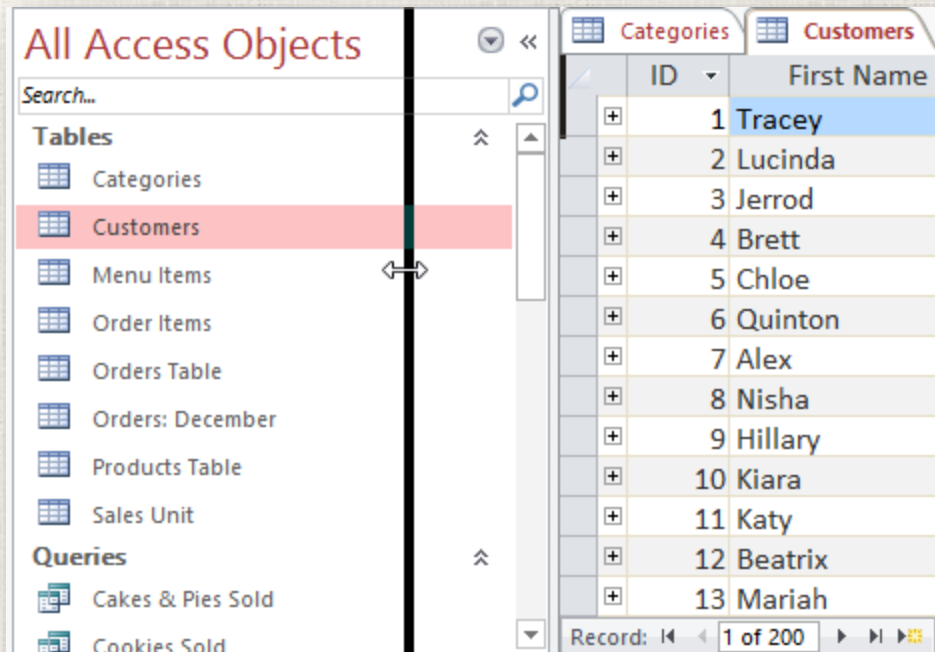
The Navigation pane is designed to help you manage all of your objects; however, if you feel that it takes up too much of your screen space, you can **minimize** it.



1. To minimize the Navigation pane, click the **double arrow** in the upper-right corner.
2. The Navigation pane will be minimized. Click the **double arrow** again to maximize it.

Minimize & Maximize the Navigation pane

- If you want to make the Navigation pane smaller without fully minimizing it, you can **resize** it. Simply click and drag the right border of the Navigation pane. When it is the desired size, release your mouse.



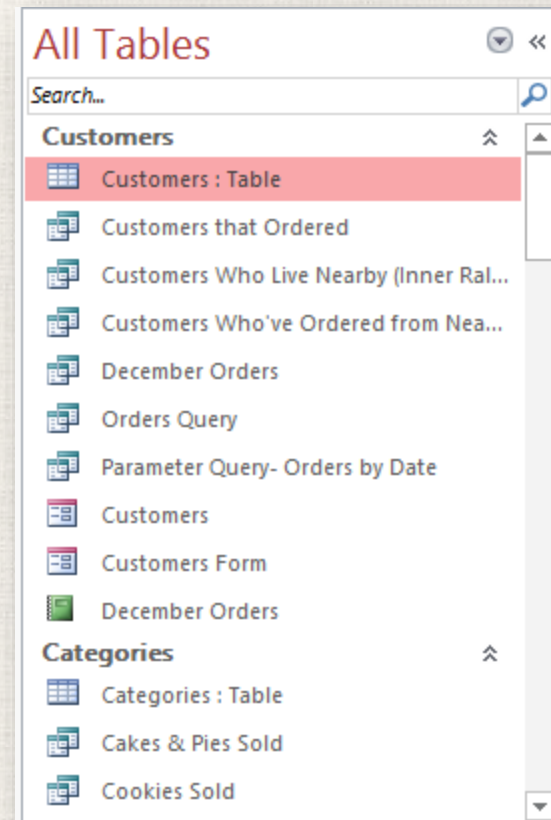
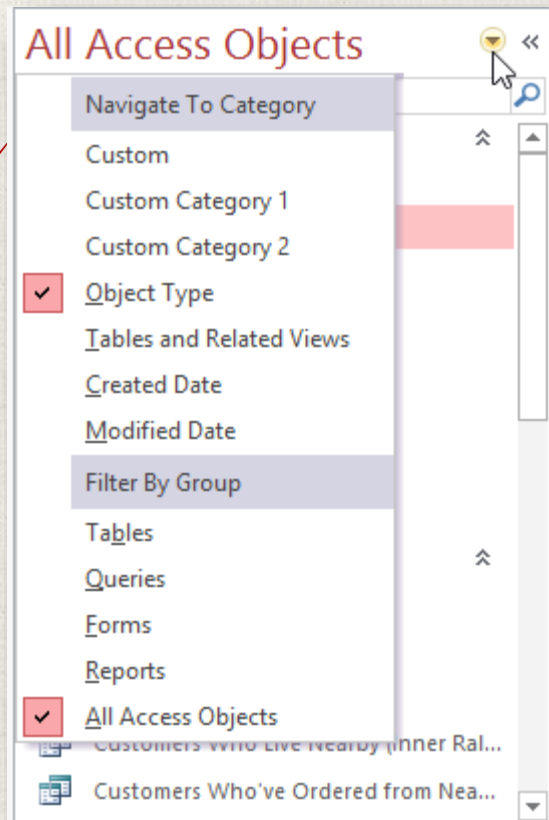
Object sorting in the Navigation pane

By default, objects are sorted by **type**, with tables in one group, forms in another, and so on. However, if you want you can sort the objects in the Navigation pane into groups of your choosing. There are four sort options:

- **Custom** allows you to create a custom group for sorting objects. After applying the sort, simply drag the desired objects to the new group.
- **Object Type** groups objects by type. This is the default setting.
- **Tables and Related Views** groups forms, queries, and reports with the tables they refer to.
- **Created Date** or **Modified Date** sorts objects based on when they were created or last edited.

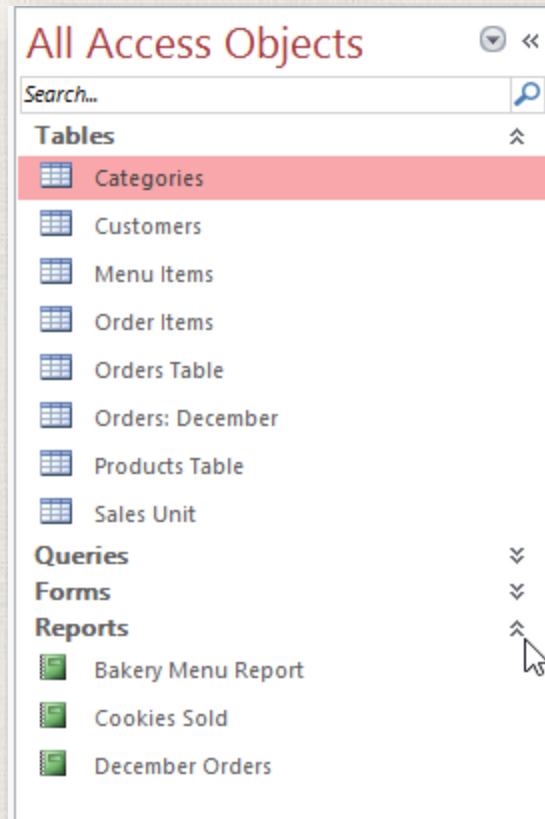
Object sorting in the Navigation pane

1. Click the **drop-down arrow** to the right of **All Access Objects**, then select the desired sort from the drop-down menu.
2. The objects in the Navigation pane will now be sorted to reflect your choice.



Object sorting in the Navigation pane

- To further customize the appearance of the Navigation pane, you can **minimize groups** of objects you don't want to see. Simply click the **upward double arrow** next to the group name. To show a group, click the **downward double arrow**.



Databases with navigation forms

- Some databases include a **navigation form** that opens automatically when the database is opened. Navigation forms are designed to be a **user-friendly** replacement for the **Navigation pane**. They contain **tabs** that allow you to view and work with common forms, queries, and reports. Having your frequently used objects available to you in one place lets you access them quickly and easily.

Employee Database Navigation

SongBird Bakery

Orders Customers Menu Items

Orders

New Order

Customer: Whitman Order #: 5 Pickup Date: 12/4/13

Notes

Pre Order

Paid

Add Item

Category	Product	Quantity	"Unit"	Price	Subtotal
Cookies	Chocolate Chip	2	Single	\$1.50	\$3.00
Cookies	Fudge Brownie	1	Single	\$2.00	\$2.00

Menu

Order Items

Order Items subform

Databases with navigation forms

- To open an object from a navigation form, click its tab. The object will be displayed within the navigation form. Once an object is open, you can work with it as you normally would. In the example below, the navigation form has tabs near the top left for orders, customers, and menu items, and each one will open a corresponding object.

Employee Database Navigation

SongBird Bakery

Orders Customers Menu Items

Orders

New Order

Customer: Whitman Order #: 5 Pickup Date: 12/4/13

Notes

Pre Order Paid

Add Item

Category	Product	Quantity	Unit	Price	Subtotal
Cookies	Chocolate Chip	2	Single	\$1.50	\$3.00
Cookies	Fudge Brownie	1	Single	\$2.00	\$2.00

Menu
Order Items
Order Items subform

Databases with navigation forms

- Generally, navigation forms include only the objects a typical user will need to work with fairly regularly, which is why your navigation form may not include every single form, query, or report. This makes it easier to navigate the database. By hiding tables and rarely used forms, queries, and reports, it also reduces the chance of the database being damaged by users accidentally editing or deleting necessary data.

Practice

- Open **practice database**.
- Click through all of the **tabs**, and notice how the options on the Ribbon change.
- **Minimize** the Ribbon, then **Maximize** it again.
- Resize the **Navigation pane** to make it take up less room.
- **Re-sort** the objects in the Navigation pane.



THE END
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