Welcome to *Introduction to Microsoft Access 2016*. My name is Laurie Ulrich Fuller, and I'll be your instructor for the next 12 lessons, answering your questions in the Discussion Area, and helping you learn this powerful database application.

You'll learn the concepts of good database planning and design, and then start building your own relational database, complete with tables to store your data, forms for data entry, queries for searching your records, and reports that show off your new database building skills.

I look forward to meeting you in the Discussion Area should you have any questions as we move through our 12 lessons together. It's great to have you with us.
Lesson 1: Getting to Know Access 2016

Chapter 2, Video 1: "Creating a Table"

To create a new blank database, open the Access application and then click the Blank desktop database button, name the database, and then click the Create button. You're immediately presented with a new table, the first one in your new database. You can set up your fields and start entering data right away, but we'll do that together later. For now, let's focus on adding another table to the database because more than likely, your Access database will consist of more than one table. When you need a new table, creating one is really easy to do. Just click the Create tab, and then click the Table button. It's that simple.

Please note that for the video demonstrations throughout this course, I'll be using generic examples rather than working with the same databases we're making in class. This is so you can view the videos at any point in time and not be confused or worry about comparing your data to mine. Just use these videos to help you if you're not sure how to literally perform the tasks described in the text and images in Lessons 1 through 12.
Lesson 1: Getting to Know Access 2016

Chapter 3, Video 1: "Adding and Naming Fields in Datasheet View"

From right here in Datasheet View, we can begin using our new tables right away. To name an existing field, click where it says Click to Add and select the type of field you need, known as the data type, from the pop-up menu. Short Text is a safe choice for getting started, and you can always change the data type later.

After choosing the data type for the field, the word Field1 becomes highlighted, and you can type replacement text. Press the Tab key to move on to your next field and repeat the process. As you keep pressing Tab, new fields appear, and you can name each one. If you forget one or make a mistake, don't worry. As we'll demonstrate in our segment on using Design View, it's easy to change your field names and data types, or add a field that you forgot at any time.
Lesson 1: Getting to Know Access 2016

Chapter 4, Video 1: "Table Design View Basics"

After you've created a table, you can easily edit its fields and field settings in Design View. The View button is on the Home tab, and all you have to do is click it while in Datasheet View, and you're taken to Design View instantly, after saving your table, of course. You can also use the bottom half of the View button to choose your view that way.

Once I'm in Design View, I see the fields I've already created. I can add fields, I can change the name of fields, I can change their data type, or adjust their field properties. To add fields, all I have to do is click in a cell, type the field name, and then hit the Down Arrow on my keyboard, and it takes me to the next row.

Short Text is the default data type, and it's inserted automatically for each field I create. To change the name of a field, I just double-click the current name and type a replacement. To change the data type for a field, I can click the drop arrow in the Data Type column and choose a different type.

If I forget a field, all I have to do is click on the row below where I wanted to insert it, and click the Insert Rows button, and I can add the one I missed. To delete an unwanted field, simply click in the gray box to the left of the field name, which selects the entire field row, and then press the Delete key.
Lesson 1: Getting to Know Access 2016

Chapter 4, Video 2: "Building a Record"

To build a record in Datasheet View, you open the table and simply begin typing in the first empty row in the table. It should contain the word New in the first field, which is typically the ID field. If you've never entered any records before, this will be the first row beneath your field names. If you have existing data, it will be the row beneath your last record.

To enter the record's content, just type each field's data, and use the Tab key to move to the next field. When you get to the last field, pressing Tab moves you to the first field in the next row, as Access assumes you might want to enter more than one record.

To edit a record, just click directly in the cell for the field you want to edit, and edit the contents. You can click within the current content and add text or numbers, you can use the Backspace and Delete keys to remove a character or digits, or you can double-click the contents and replace them entirely with something new. It's that simple.
Lesson 1: Getting to Know Access 2016

Chapter 4, Video 3: "Saving and Closing a Database"

Once you've finished working with your Access database for the day, or just for now, you should save your work and close the database. Start by closing all open objects. You can right-click any open Objects tab and choose Close All from the pop-up menu.

If you've changed the design of any object—a table, a form, a query, a report—you're prompted to save it. Any new data entry you've done in a table or through a form was automatically saved as you worked, so you don't have to manually save that. Access has already taken care of that for you.

Once everything is closed and any prompts to save have been answered, click the X button in the upper right corner of the application window, and Access is closed.