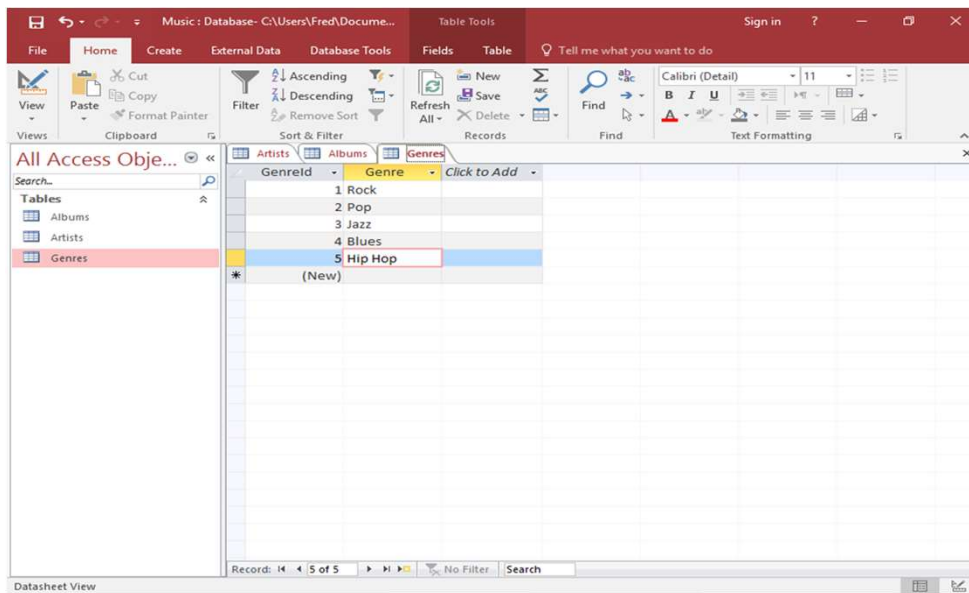


Access 2016: Introduction

- Microsoft Access is a Relational Database Management System (RDBMS), designed primarily for home or small business use.

- Microsoft Access (or MS Access) is bundled as part of the Microsoft Office suite. It is only available on the PC version.
- Access has traditionally been known as a *desktop* database system because its functions are intended to be run from a single computer (as opposed to a *client/server* system where the database application is installed on a server, then accessed from multiple client machines) across a network.
- However, Access also includes a web solution (for building "custom web apps") that is integrated with [SQL Server](#) — a more powerful database product, also from Microsoft) — for a more robust solution.



- Access Versus Excel
- Microsoft Access stores various types of data in a way that is easy to retrieve. It includes various features in order to achieve this.
- Excel, on the other hand, leans more towards numerical data and performing calculations on that data.
- While you can certainly store various types of data in an Excel spreadsheet (or any other spreadsheet for that matter), a specialized database application like Access includes specific features for declaring and maintaining various types of data. Access allows you to restrict the data that users enter into each field. It also allows you to link related data across multiple tables. And it also provides other useful features such as forms, reports, query builder, and more.
- Having said that, there are times where storing data in Excel might make more sense.

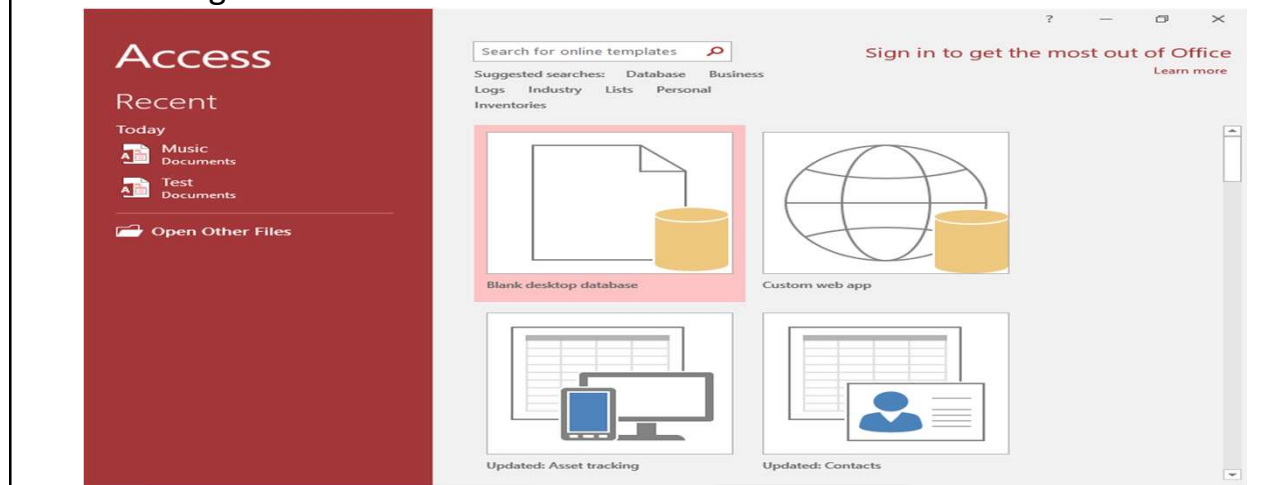
- If you're currently storing data in Excel, and you're trying to decide whether to switch to Access, read on. This tutorial will explain the basic concepts of Access 2016, so that once you've finished, you'll have a much better idea whether to use Access or Excel.

Access File Extensions

- When you save a database in Microsoft Access, it is saved with a .accdb extension. This is the file extension you will use the most when developing Access databases. Older Access databases used an .mdb extension or sometimes a .mde extension, but in 2007, Microsoft started to phase these out in favor of the .accdb extension. If you're unable to open an older database, you may need to convert to .accdb first using an older version of Access.

1) Create a Blank Database

- Let's go ahead and create a blank database



2) Select a Blank Database

You can create a database from two different places:

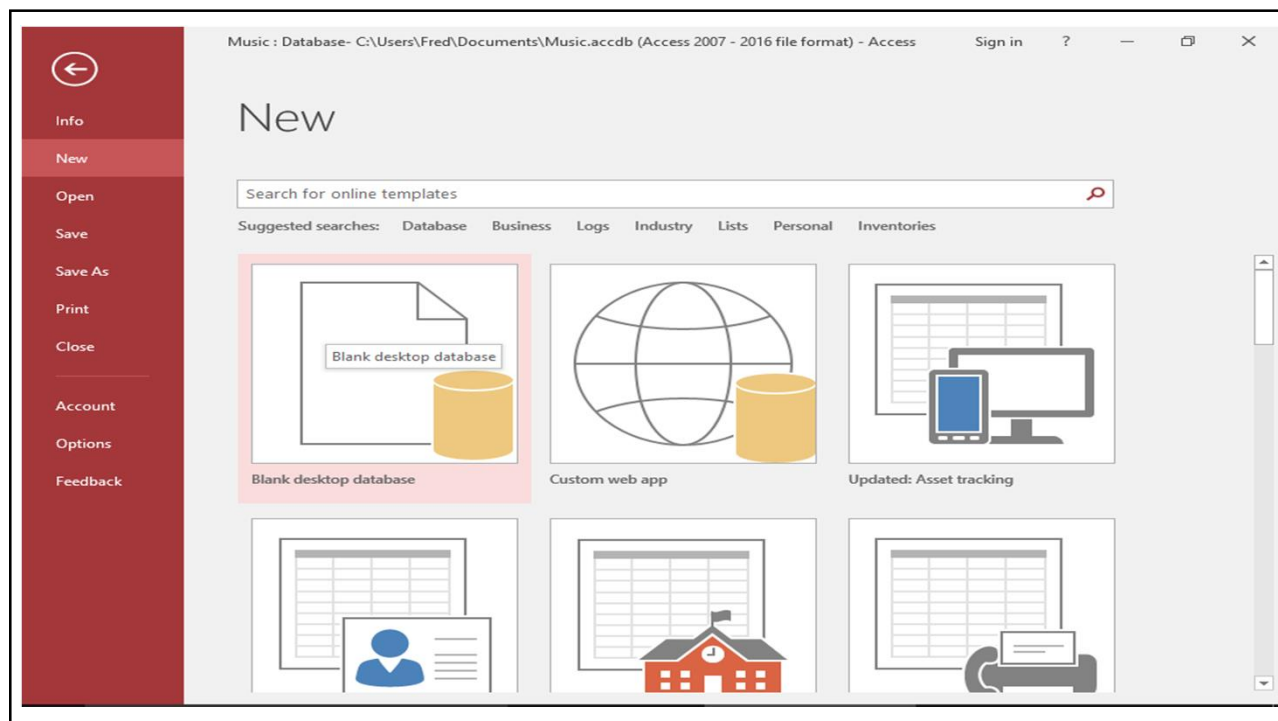
From the Access Welcome screen

Click Blank desktop database from the Access "welcome" screen (the screen that is displayed when you first open Access).

From the File > New menu

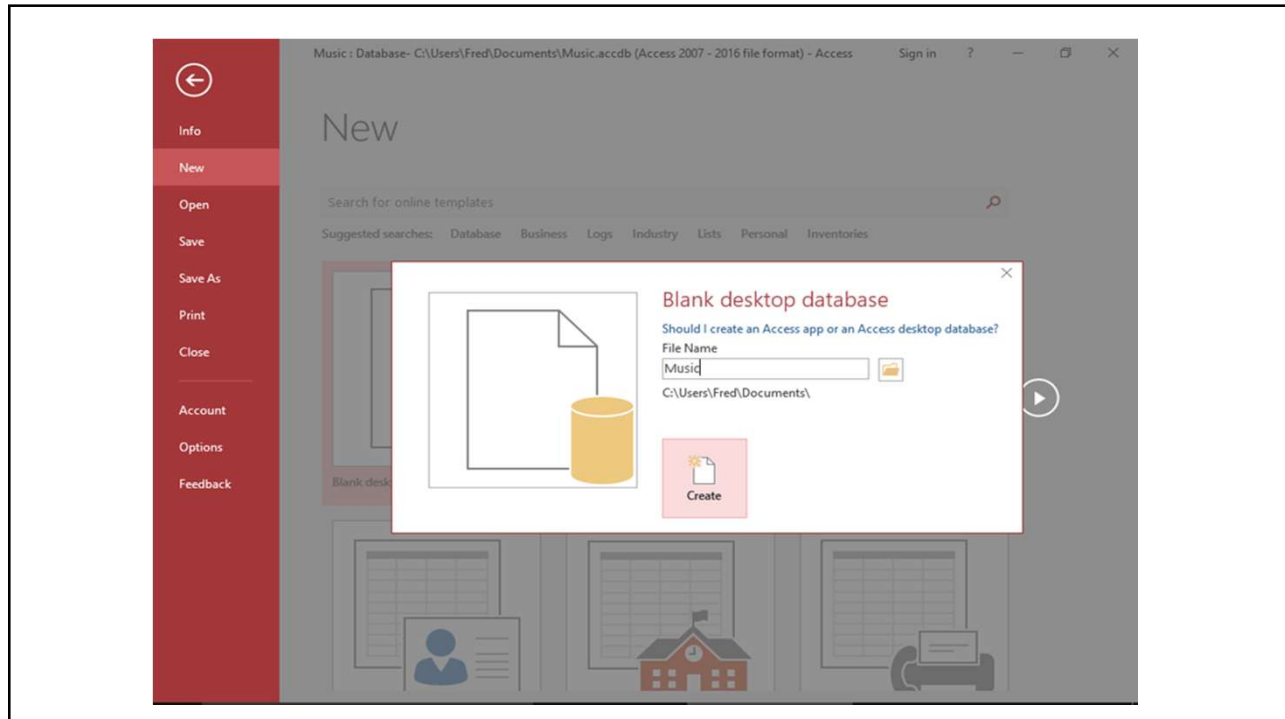
Alternatively, if you already have another Access database open, you can go to the File menu at the top-left corner of Access, then click New to bring up the same options.

Click Blank desktop database to create a new database.



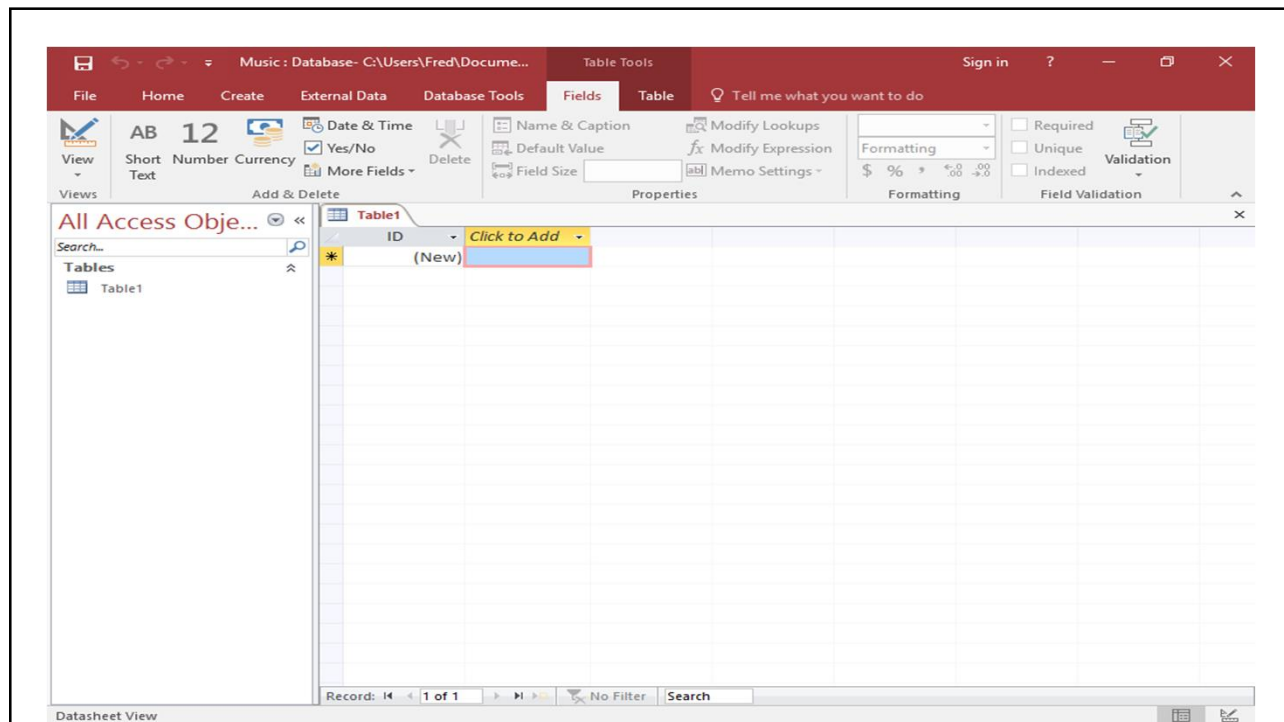
3)Name the Database

- Name the database at the prompt.
- For our tutorial, we'll name it Music, as we'll be creating a music database.



4)Your New Database

- Your new database has now been created. It's a blank database with a table that is ready to be configured.
- You'll see the menu at the top, and the Ribbon below it containing various options for customizing your database. We'll be working with them throughout this tutorial.

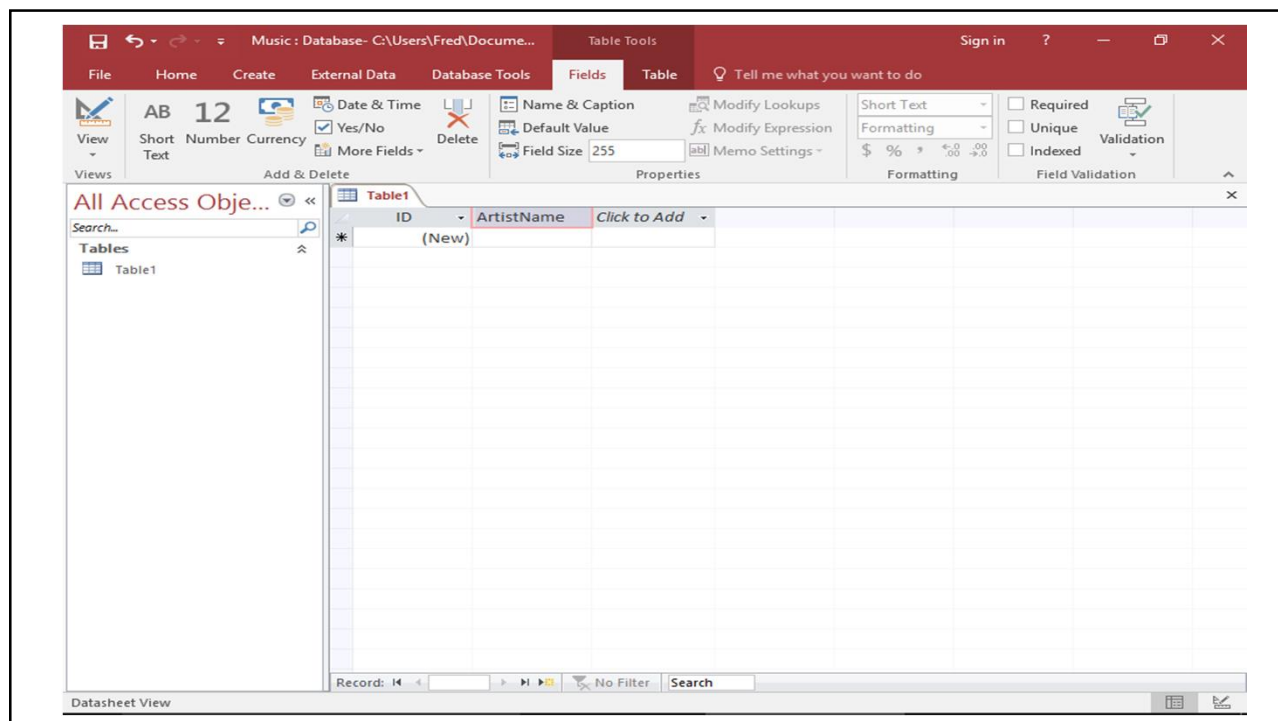


5)Customize the Blank Table

- Select a Data Type for the New Field
- Right-click Click to Add and select Short Text from the combo box.
- This combo box lists the data types you can assign to a field. Access requires that each field is assigned a data type.
- In this case, we're telling Access to only allow Short Text in this field. If a user tries to enter a different data type, they will receive an error.

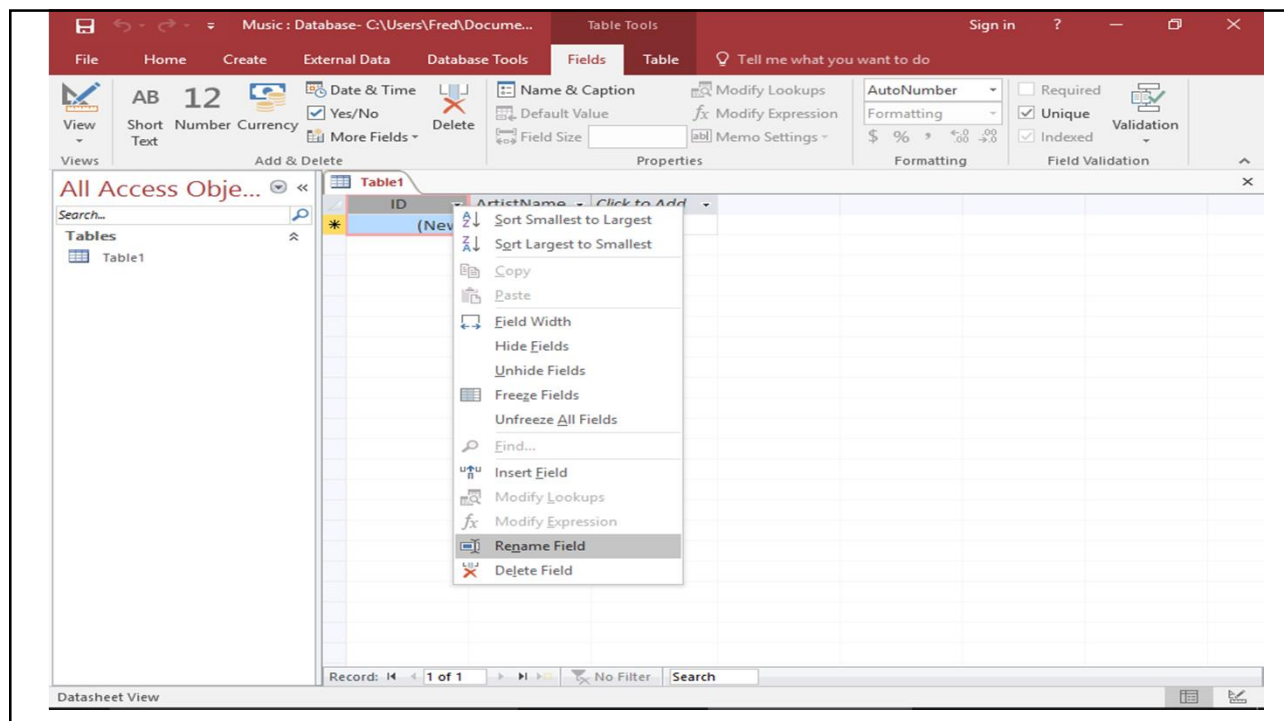
6)Name the Field

- Once you've selected a data type, the field header will be highlighted with the text Field1 so that you can provide a name for the field.
- Enter ArtistName as the name of the field.



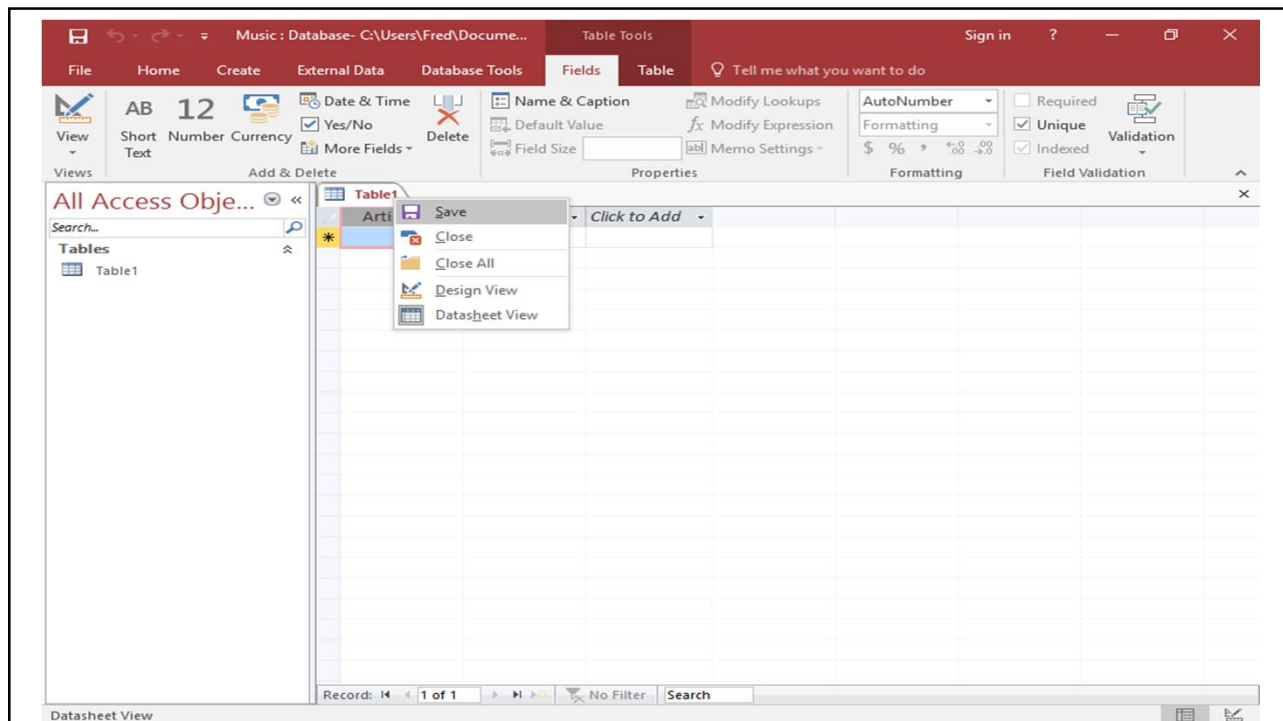
7)Rename the First Field

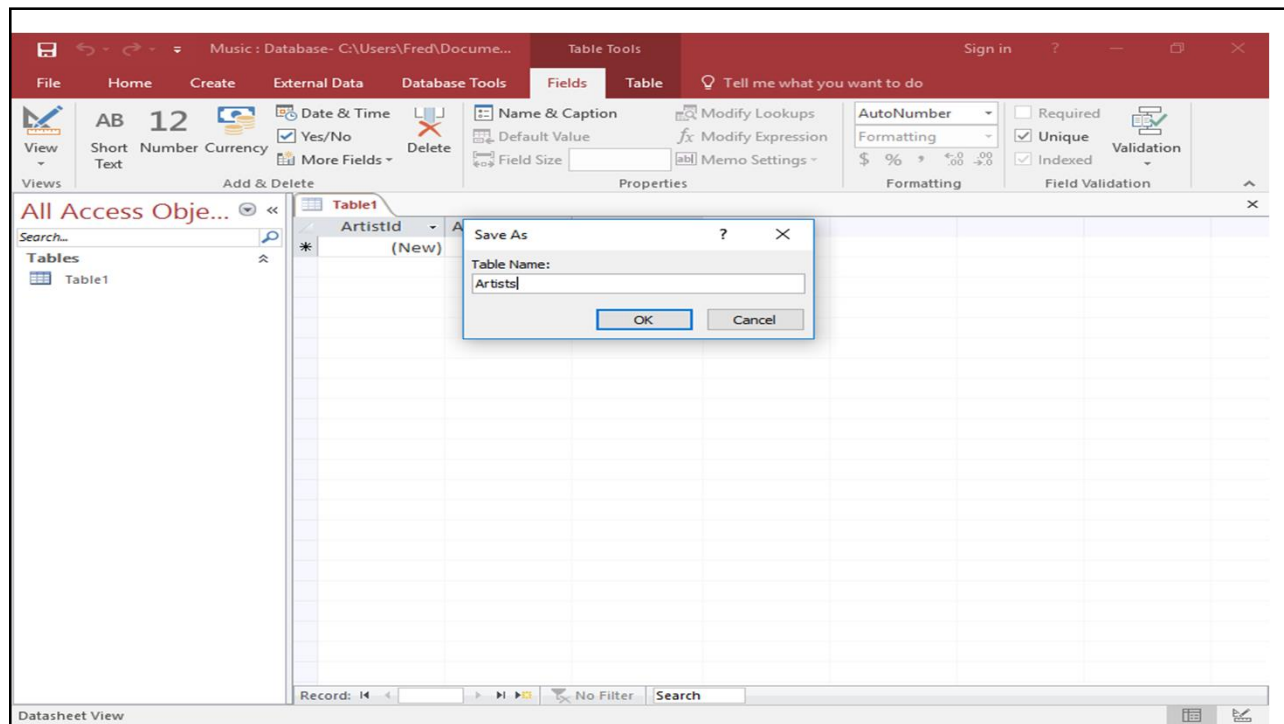
- The first field in our table is currently called ID. We'll rename it.
- Right-click on the ID field header, and select Rename Field. The field will be highlighted for you to rename it.
- Enter ArtistId.



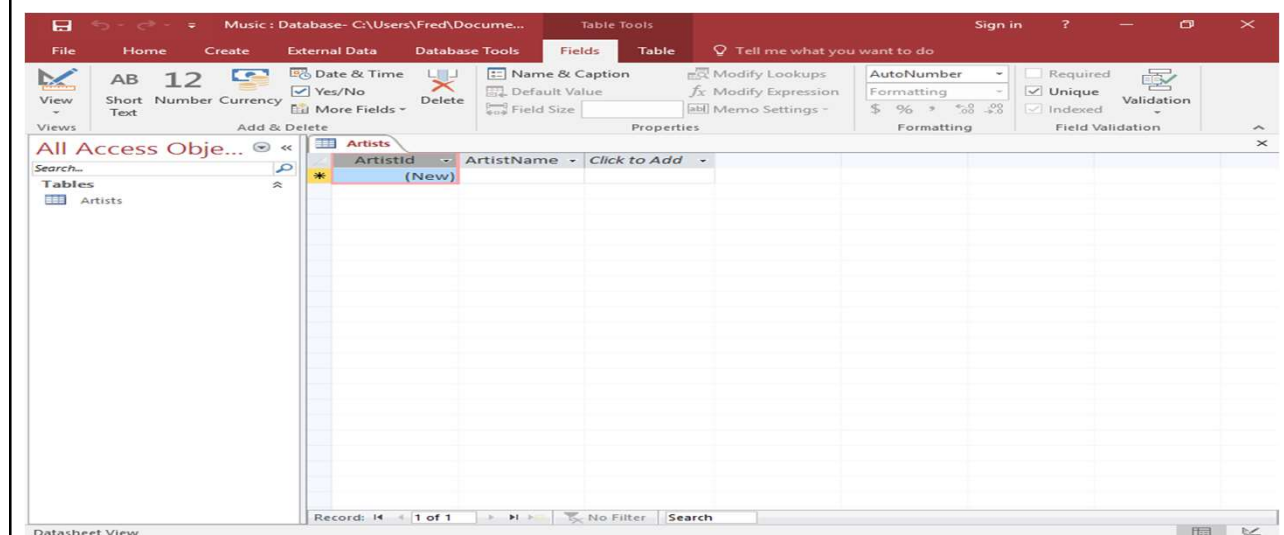
8) Save the Table

Right-click on Table1 to save the table.



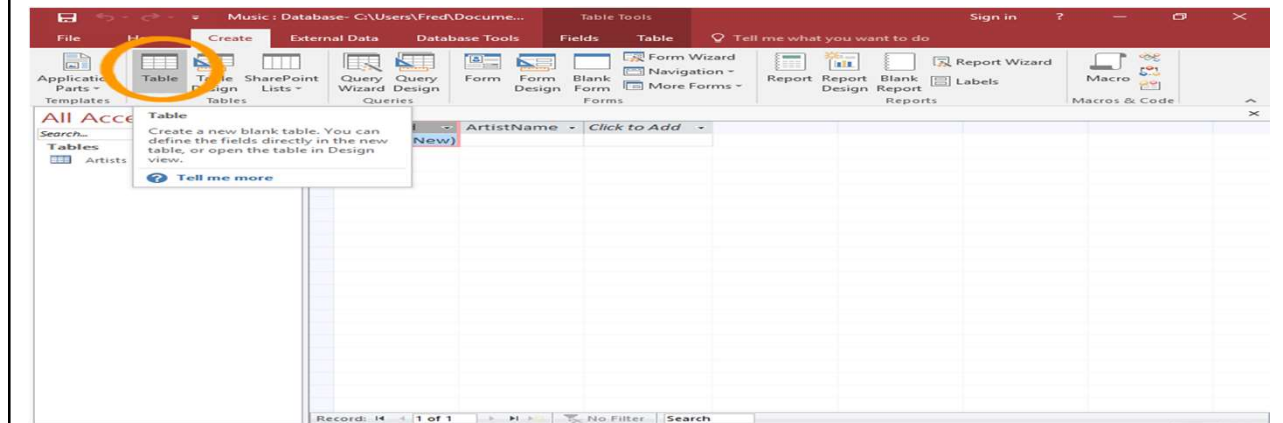


9)Your Finished Table

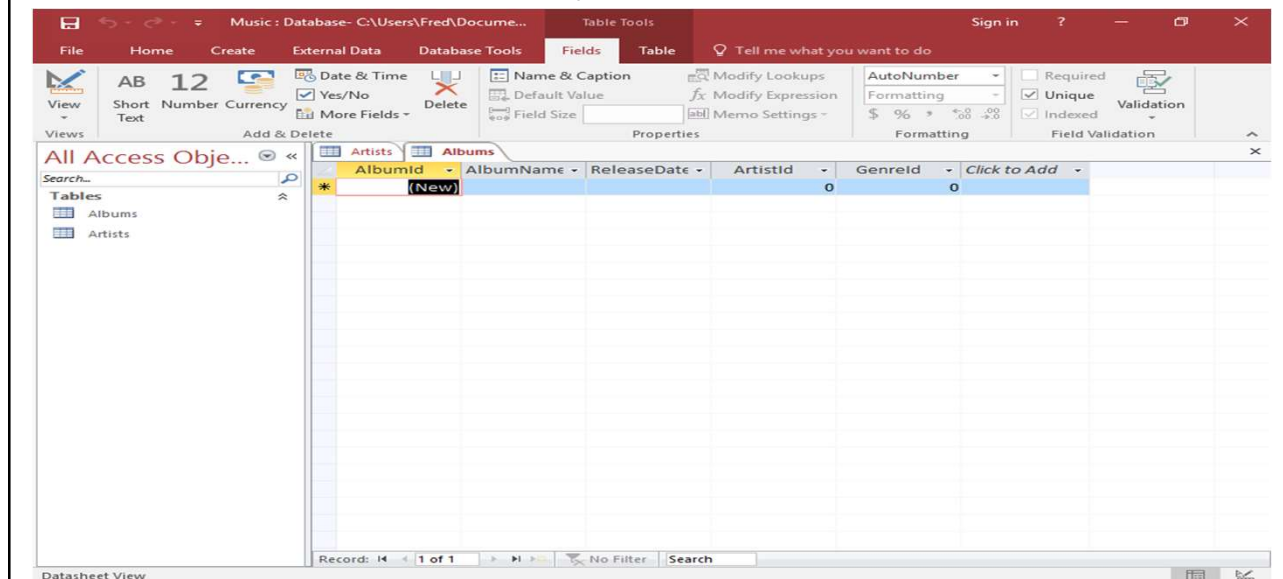


Create a New Table

- Ensuring the Create tab is selected on the Ribbon, click Table.
- This will add a blank table called Table1 to the database.



Set up the Fields



- Now add 4 fields and rename the first. Set them up as follows:

- Field Name Data Type
- AlbumId (Leave it as is)
- AlbumName Short Text
- ReleaseDate Date & Time
- ArtistId Number
- GenreId Number