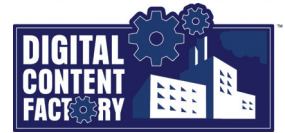


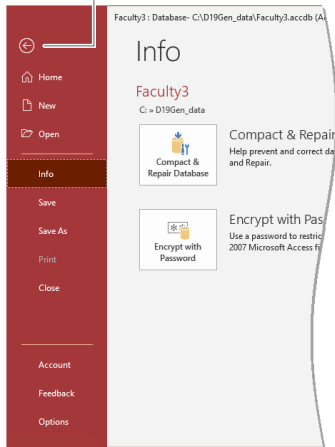


# Microsoft® Access 2019 Quick Reference

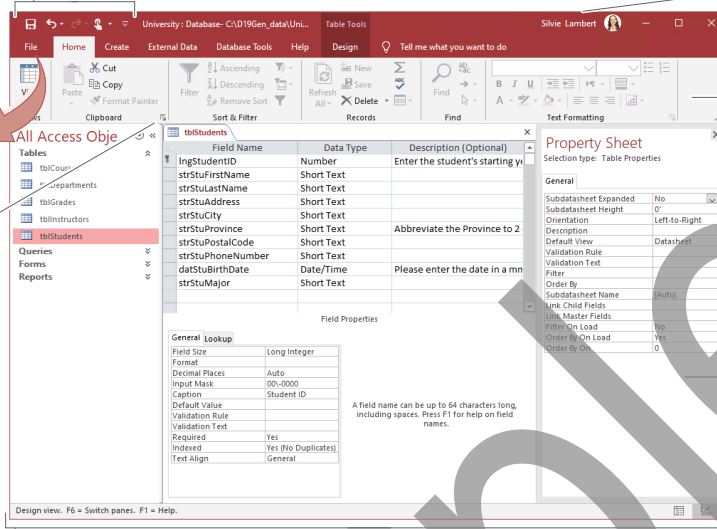


## Exploring the Microsoft Access 2019 Interface

**Backstage view** – Provides access to pages from where you can create, open, save, print, and close databases. You can also repair and encrypt databases (shown below), change Access options, and sign in to Office. Click the **File** tab to open the Backstage view. Click this button to return to the database.



**Quick Access Toolbar** – Provides quick access to button commands you use often. Click the button to enable or disable buttons to be shown or hidden. Click **More Commands** to further customize the Quick Access Toolbar.



**Sign in link** – Displays “Sign in” (or the user name and picture) used to sign in to Office. Signing in provides access to online storage such as OneDrive - Personal (Microsoft account), OneDrive for Business, and SharePoint Online (Office 365 account).

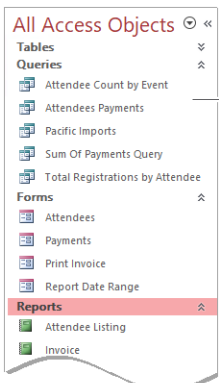
**Ribbon** – Contains the commands used to perform tasks. It is organized into tabs, groups, and buttons (representing Access commands). To select Ribbon commands using the mouse, point to the desired items and click. See the “Contextual tabs” topic below for additional information.

**Task panes** – Allows easy access to commands or components specific to the current view. The **Property Sheet** task pane is shown here.

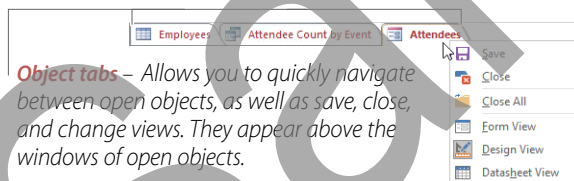
**Status Bar** – Displays status and mode indicators (e.g., the current view on the left and modes such as **Caps Lock**, **Scroll Lock**, and **Num Lock** on the right), along with the view buttons that are currently available for the selected object on the far right.

**Dialog Box Launcher** – Allows you to open a dialog box or task pane associated with a group to access additional functionality. Click a group's button (where available) as required.

**Navigation Pane** – Allows you to open and manage database objects. You can also filter the display by object type or by custom category groups, as well as search for objects. See “Using the Navigation Pane” on page 3 for more information.



**Object tabs** – Allows you to quickly navigate between open objects, as well as save, close, and change views. They appear above the windows of open objects.



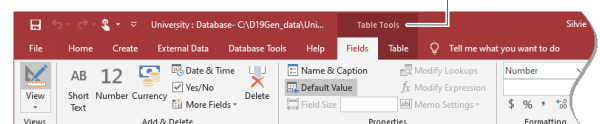
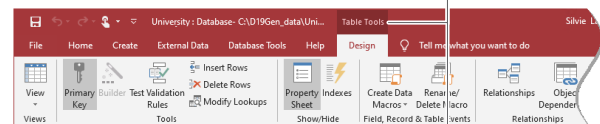
**Record Navigation buttons** – Allows you to navigate, create, filter, and search records when they are displayed (in views other than Design View). See “Using the Record Navigation Buttons” on page 3 for more information.



**View buttons** – Allows you to select a view (e.g., **Form**, **Datasheet**, **Design**, **Layout**) to display records, or modify the objects used to display them. The views available depend on the current scenario.



**Contextual tabs** – Appears on the Ribbon in addition to the standard tabs when certain objects (and views) are selected in a database. They contain groups and buttons specific to the task. For example, the **Table Tools** contextual tab appears (with a **Design** sub-tab) when a table is open in **Design View**, while it appears (with a **Fields** and **Table** sub-tabs) when a table is open in **Datasheet View**.



Other contextual tabs include, Query Tools, Form Design Tools, Report Design Tools, and Relationship Tools to name a few.

## Featured Objectives

### PAGE 1

#### Exploring the Microsoft Access 2019 Interface

- Learn about the Access 2019 user interface, including its screen components and how to use them.

### PAGES 2 & 3

#### Getting Started

- Learn how to launch and close Access 2019, create and save databases and objects, use the Navigation Pane, and navigate records.

#### Understanding Relational Database Concepts

Learn about the concepts of relational databases and how various database objects are used in Access.

### PAGES 4 – 5

#### Working with Table Data

- Learn how to manage columns, view subdatasheets, format table text, and delete records.

#### Creating Tables

- Learn how to create tables using the Design and Datasheet Views, specify data types, and assign primary keys.

#### Entering Data

- Learn how to enter data, define input masks, and set validation rules.

#### Managing Relationships

- Learn how to add tables to relationships, as well as create and delete relationships.

### PAGE 6

#### Creating and Using Forms

- Learn how to create/edit forms using the Layout and Design Views, and toggle the design grid.

### PAGE 7 - 8

#### Working with Queries

- Learn how to create and run queries, sort query fields, and change the query type.

#### Working with Reports

- Learn how to create and edit reports.

#### Importing and Exporting Data

- Learn how to import and export data to/from Access.