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to set the focus to that  
item (like C in this case  
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data into tables and build

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General ...

Generally, most of the basic functions remain consistent between different versions of Access so you should be able to follow along without

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**Dummies** any problems. This tutorial will also work with Microsoft Access 2016. The difference between Access 2016 and Access 2013 is almost trivial (eg, a new quick-search feature, redesigned database

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Access 2016: Introduction -  
Quackit

Introduction to Microsoft  
Access 2016 A database is a  
collection of information  
that is related. Access

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**Dummies** allows you to manage your information in one database file. Within Access there are four major objects: Tables, Queries, Forms and Reports.

Introduction to Microsoft

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Yet, the concepts are virtually the same for Access 2010, 2013 and 2016. For illustration purposes, I'll use Access 2016 to demonstrate how to use MS Access. So let's now dive

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**Dummies** into the steps needed to create a table in Access.  
Topic-1: How to Use MS Access – Creating a Table. A table can be used to store your data.

How to Use MS Access -

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easy, enabling you to set up  
a database quickly, enter  
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Access - dummies

You don't have to use every feature and tool and push the edges of the Access envelope. In fact, you can use very little of

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Everything Access has to offer and still create quite a significant solution to your needs for storing and accessing data – all because Access can really “do it all” – enabling you to set up a database quickly, build

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records into that database,  
and then use that ...

What Is Microsoft Access and  
What Do You Use It For? -  
dummies

Access 2016 gives you many  
options for creating forms.

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**Dummies** Like reports and queries, forms are named and stored in the database file. Forms are full-fledged Access objects, so you can customize them easily to meet the needs of your business. Depending on your

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Dummies, you can create forms  
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Anyone who is serious about building an Access database from little or no knowledge of the application should go for the Access 2016 Bible. It takes an organised,

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your data ...

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Access 2016 For Dummies by  
Laurie A. Ulrich, Ken Cook

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**Description** During this introductory course on using Microsoft Access 2016, we'll teach the basics of using Microsoft Access 2016. We'll start with navigating the Access 2016 interface, including the Ribbon,

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