

Purpose: Access:

Microsoft Access is a database management program included with Microsoft Office. Microsoft Access allows the user to setup a database (Table), enter records into the database, organize the data, store the data, retrieve the data or use the data in reports or display. This is a quick start guide for Access. Information and pictures for this guide were downloaded from [https://support.office.com/en-us/article/Create-a-query-form-or-report-in-Access-04eb597f-cb77-47be-83ed-1b8325b34cde%](https://support.office.com/en-us/article/Create-a-query-form-or-report-in-Access-04eb597f-cb77-47be-83ed-1b8325b34cde%0) on March 31, 2020.

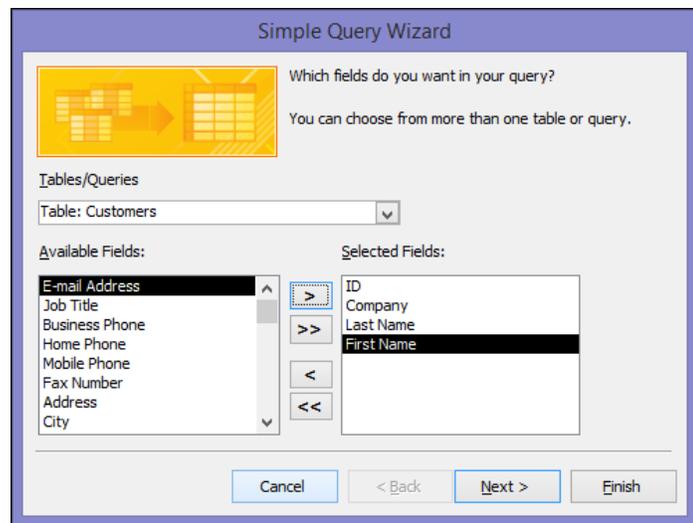
Create a query, form, or report in Access

Create a select query

Create a query to focus on specific data.

1. Select **Create > Query**
2. Select **Simple Query**, and then **OK**.
3. Select the table that contains the field, add the **Available Fields** you want to **Selected Fields**, and select **Next**.
4. Choose whether you want to open the query in Datasheet view or modify the query in Design view, and then select **Finish**.

For more info, see [Get started with queries](#) or [Create a simple select query](#).





Access Quick Start Guide

Create a split form

A split form gives you two views of the data at the same time — a Datasheet view and a Form view. For example, use the Datasheet view to find a record and the Form view to edit it.

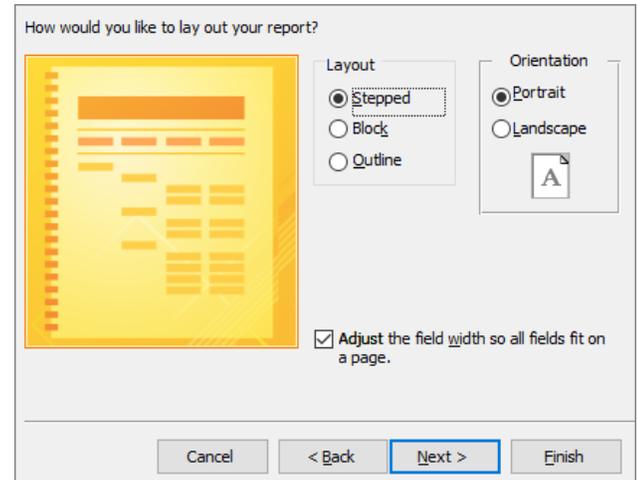
1. In the Navigation Pane, select a table or query that contains the data.
2. Select **Create > More Forms > Split**

Form. For more info, see [Create a split form](#).

Department	Title	DisplayName
Sales & Market	Marketing Assistant	Alex Darrow
Finance	Administrative Assistant	Allie Bellew
Executive Manag	President	Anne Wallace
Finance	Accountant II	Aziz Hassouneh
Legal	Paralegal	Belinda Newman
Sales & Market	Sr. VP Sales & Marketing	Bonnie Kearney

Create a report

1. Select **Create > Report Wizard**.
2. Select a table or query, double-click each field in **Available Fields** you want to add it to the report, and select **Next**.
3. Double-click the field you want to group by, and select **Next**.
4. Complete the rest of the wizard screens, and select **Finish**.



How would you like to lay out your report?

Layout

- Stepped
- Block
- Outline

Orientation

- Portrait
- Landscape

Adjust the field width so all fields fit on a page.

Cancel < Back Next > Finish

For more info, see [Create basic reports](#) or [Create a simple report](#).