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part of the Microsoft Office suite. It is only available on the PC version.

Access 2016: Introduction - Quackit

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

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Big databases are hard to wade through when you want to find something. Access provides several tools for sorting, searching, and creating your own specialized tools (known as queries) for finding the elusive single record or group of records you need. Access saves time by making it easy to import and recycle data.

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

The basic query tool in Access 2016, created to make your life easier, is the Select query — so named because it selects matching records from your database and displays the results according to your instructions. The best process for creating a Select query depends on the following:

How to Do a Basic Query in Access 2016 - dummies

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Understanding Relationships in Access 2016. When you define a relationship in Access, you relate data from one table to another. By doing this, you are linking your tables together so you can perform queries and extract specific data from multiple tables all at once. Access 2016 gives you three types of table relationships to use.

Understanding Relationships in Access 2016 | UniversalClass

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How to resolve Access reference issues - docs.microsoft.com
Microsoft Access is a database software application. It is a tool for storing information which can then be retrieved using reports and queries. All the information in the database is held in...

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Microsoft Access 2016 Training Manual Classroom Tutorial Book: Your Guide to Understanding and Using Microsoft Access eBook: TeachUcomp Inc.: Amazon.co.uk: Kindle Store

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Description. The Access Advanced course introduces many of the more advanced tools available in Microsoft Access. It has been designed for users who are proficient in the functionality of Microsoft...

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