Lesson 1 The Office 2016 Interface

The Backstage View

When first opening Access 2016, the user will be presented with captions to open recent documents.start a new blank database,or select from a number of database templates.

1

1. To enter the *Backstage* view after creating your database. Click th**e File tab.2**

2

2. The backstage view will open. Rom here, you can perform the following actions:

   a. **Info** - Obtain information about your database(3.)

   b. **New** - Create new databases and templates **(3)**.

   c. **Open** - Open exiting database (3).

   d. Save/Save As - save and close database**(3).**

   e. Print - Print and /or preview of your database**(3).**

   f. Account - Access your *Microsoft Office* account information **(3).**

   g. **Options** - Access options to change program settings (3).

   h. Help - Obtain help information on using *Access 2016*.**(3)**

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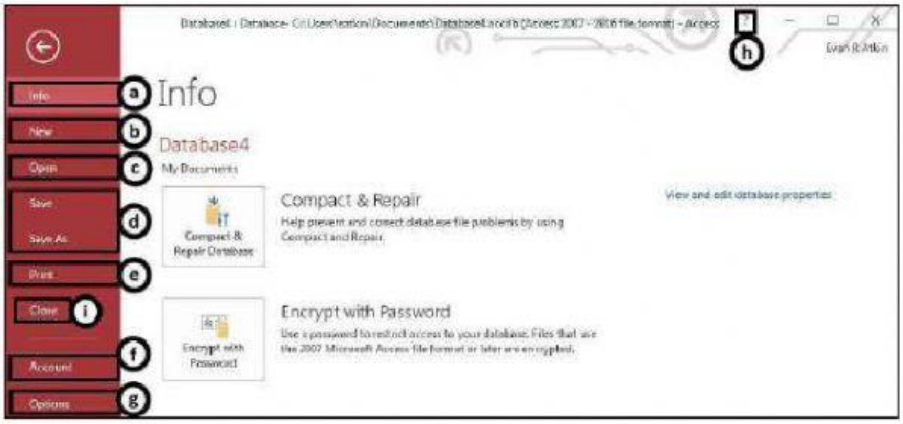
i. **Close** - Close *Access 2016* **(3).**



3

3. To leave the *Backstage View* and return to you document.click the arrow button above I*nfo.* **4**

4

The Ribbon

The Ribbon is a panel that contains groupings of buttons and drop-down lists organised by tabs, Each application in the Office Suite has a different set of table that pertain to the functionality of tha**t p**articular application. Each tab is further divided into groups, such as the *Sort& Filter* and *Find Groups.* **(5)**

Figure 5 - The Ribbon Sort & Filter and Find Groups

5

At the bottom right-hand corner of some groups is the Dialog Box Launcher.

Clicking the button opens a dialog box for that group containing further option selections for the group. (6).

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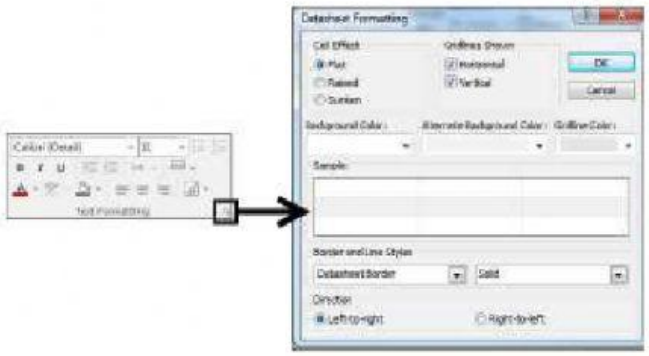

6

Contextual tabs will appear depending on what you are working on. For example, if you are working in table, the *Table Tools* tab appears.(7).

7

Tell Me.

The Tell Me feature allows you t enter words nd phrases related to what you want to do next to quickly access feature or actions. It can also be used to look up helpful information related to the topic. It is located on the Menu bar, above the *Ribbon*.

Search for Features.

1. Click the **Tell Me** tab **(1).**

1

2. Type the feature you are looking for **(2).**

3. In the *Tell Me drop-down*, you will receive a list of *features* based on your search. Click the Feature you were looking for **(2).**

2

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4. You will either be taken to the *feature* or a dialog box of that feature will open.

Get Help with Access.

To receive Microsoft Access Help,either type in the Tell Me box or press the F1 key on the keyboard.

1. Click the **Tell Me** tab. (1)

1

2. Type the question you want help with. **(2)**

3. In the *Tell Me drop-down,*click Get Help on **"question." 3**

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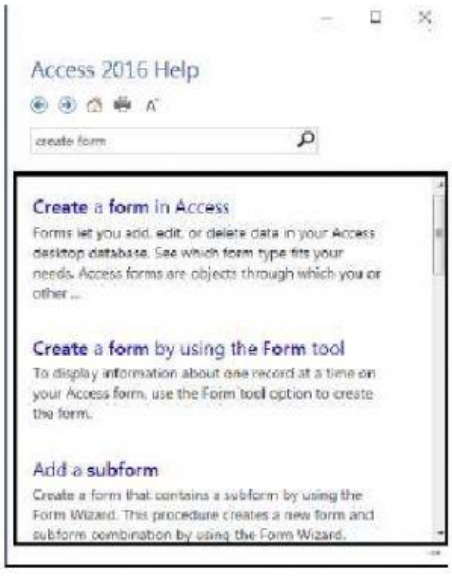
4. The Access 2016 Help dialog box will appear and display a list of help topics based on your search. Click the topic you want help with.**(4)**



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Questions

1. **What are the features in Backstage view?**

2. **What is Tell Me and what are the steps to access it?**

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