

GUIA 01

Arrancar y cerrar Access 2010

Veamos las dos formas básicas de iniciar Access 2010.

Desde el botón Iniciar

Al hacer clic sobre el botón Inicio se despliega un menú.

Colocar el cursor en Todos los programas, aparecerá la lista de los programas que hay instalados en tu Pc. Localiza la carpeta Microsoft Office y haz clic en ella, luego pulsa sobre Microsoft Access 2010, y se iniciará el programa.

Desde el icono de Access 2010 del escritorio.

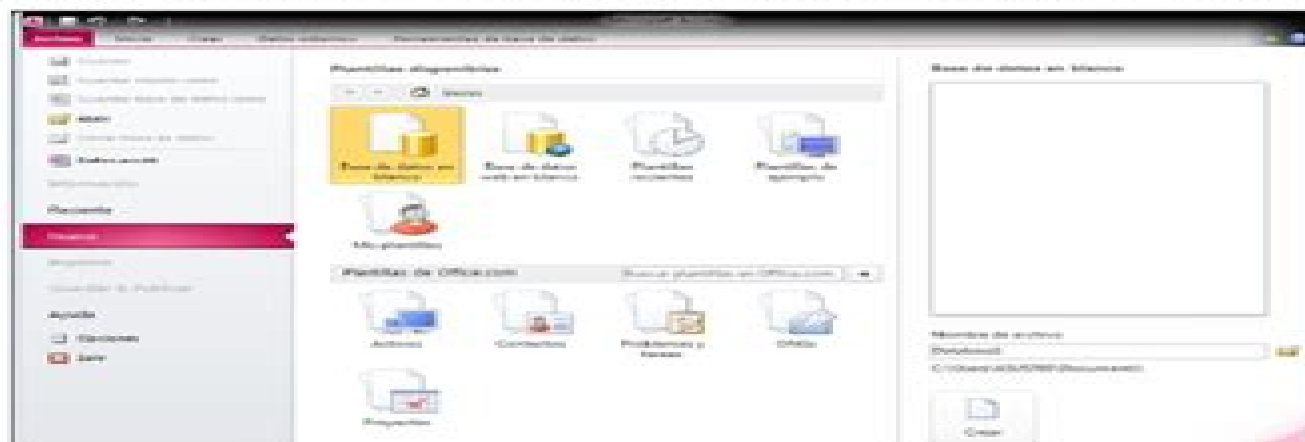


Para cerrar Access 2010, puedes utilizar cualquiera de las siguientes operaciones:

- Hacer clic en el botón cerrar
- Pulsar la combinación de teclas **ALT+F4**.
- Hacer clic sobre la pestaña Archivo y pulsa el botón Salir.

La Pantalla Inicial

Al iniciar Access aparece una pantalla inicial, vamos a ver sus componentes fundamentales. Así conoceremos los nombres de los diferentes elementos y será más fácil entender el resto del módulo. La pantalla que se muestra a continuación puede no coincidir exactamente con la que ves en tu Pc, ya que cada usuario puede decidir qué elementos quiere que se vean en cada momento, como veremos más adelante.



Manual For Access 2010

Tobias Bleicker



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Table of Contents Manual For Access 2010

1. Understanding the eBook Manual For Access 2010
 - The Rise of Digital Reading Manual For Access 2010
 - Advantages of eBooks Over Traditional Books
2. Identifying Manual For Access 2010
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Manual For Access 2010
 - User-Friendly Interface
4. Exploring eBook Recommendations from Manual For Access 2010
 - Personalized Recommendations
 - Manual For Access 2010 User Reviews and Ratings
 - Manual For Access 2010 and Bestseller Lists
5. Accessing Manual For Access 2010 Free and Paid eBooks

- Manual For Access 2010 Public Domain eBooks
- Manual For Access 2010 eBook Subscription Services
- Manual For Access 2010 Budget-Friendly Options
- 6. Navigating Manual For Access 2010 eBook Formats
 - ePub, PDF, MOBI, and More
 - Manual For Access 2010 Compatibility with Devices
 - Manual For Access 2010 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Manual For Access 2010
 - Highlighting and Note-Taking Manual For Access 2010
 - Interactive Elements Manual For Access 2010
- 8. Staying Engaged with Manual For Access 2010
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Manual For Access 2010
- 9. Balancing eBooks and Physical Books Manual For Access 2010
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Manual For Access 2010
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Manual For Access 2010
 - Setting Reading Goals Manual For Access 2010
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Manual For Access 2010
 - Fact-Checking eBook Content of Manual For Access 2010
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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