

Quick Start Guide

Microsoft Access 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Change the screen size or close a database

Click the Access icon to restore or move the screen or to close the database.

Use Controls from the Quick Access Toolbar

You can quickly add or change controls on a form or report. By clicking the tools icon when the form or report is open in Design or Layout view.

Get help

Click the question mark to find help content.

File management

Open, close, print, share, save as previous versions, as a template, and encrypt or compact and repair the database.

Filter objects

Type a keyword into the Search box to filter objects in the database.

Status bar

Displays information about the current view.

Hide the ribbon

Click the up arrow to hide the ribbon but keep the tabs in view.

Open a dialog box launcher

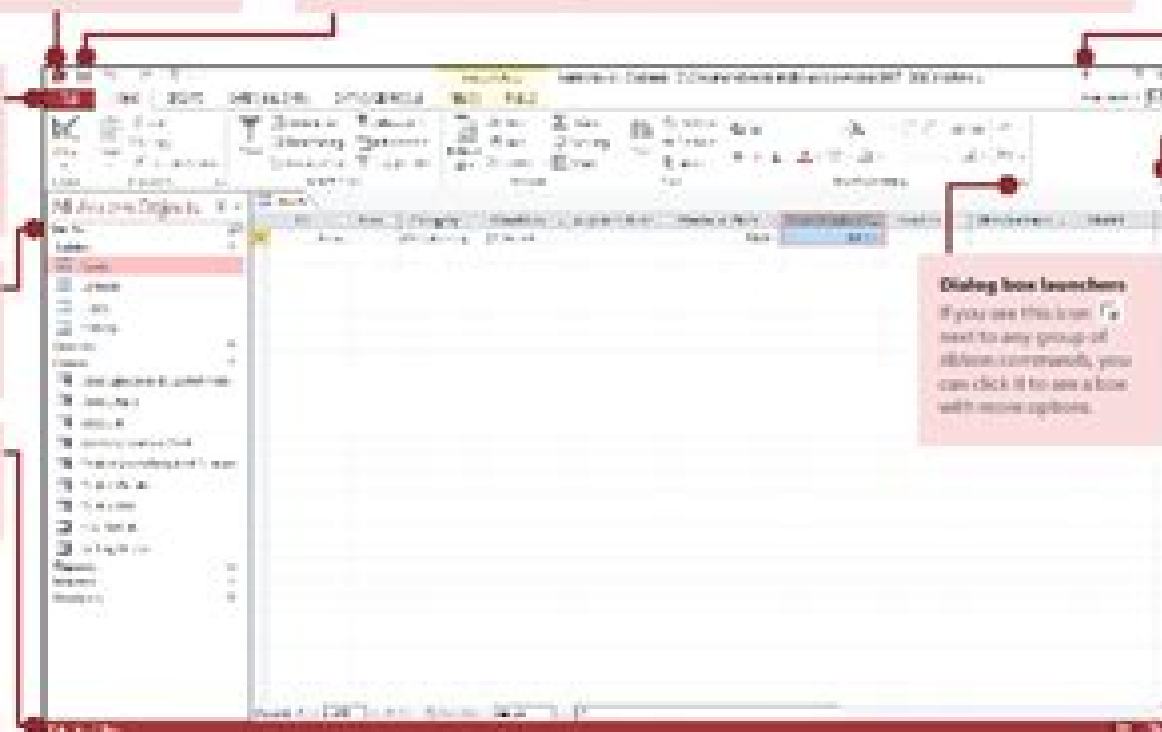
Click it to view the additional available features for the group.

Views buttons

Click on icons to switch between available views for the current object.

Dialog box launchers

If you see this icon  next to any group of ribbon commands, you can click it to see a box with more options.



Microsoft Access 2013 User Manual

Kathleen Armour



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Table of Contents Microsoft Access 2013 User Manual

1. Understanding the eBook Microsoft Access 2013 User Manual
 - The Rise of Digital Reading Microsoft Access 2013 User Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access 2013 User Manual
 - 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 Microsoft Access 2013 User Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access 2013 User Manual
 - Personalized Recommendations
 - Microsoft Access 2013 User Manual User Reviews and Ratings
 - Microsoft Access 2013 User Manual and Bestseller Lists
5. Accessing Microsoft Access 2013 User Manual Free and Paid eBooks
 - Microsoft Access 2013 User Manual Public Domain eBooks
 - Microsoft Access 2013 User Manual eBook Subscription Services
 - Microsoft Access 2013 User Manual Budget-Friendly Options

6. Navigating Microsoft Access 2013 User Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Access 2013 User Manual Compatibility with Devices
 - Microsoft Access 2013 User Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Access 2013 User Manual
 - Highlighting and Note-Taking Microsoft Access 2013 User Manual
 - Interactive Elements Microsoft Access 2013 User Manual
8. Staying Engaged with Microsoft Access 2013 User Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Access 2013 User Manual
9. Balancing eBooks and Physical Books Microsoft Access 2013 User Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Access 2013 User Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Access 2013 User Manual
 - Setting Reading Goals Microsoft Access 2013 User Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Access 2013 User Manual
 - Fact-Checking eBook Content of Microsoft Access 2013 User Manual
 - 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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