

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 export or import 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

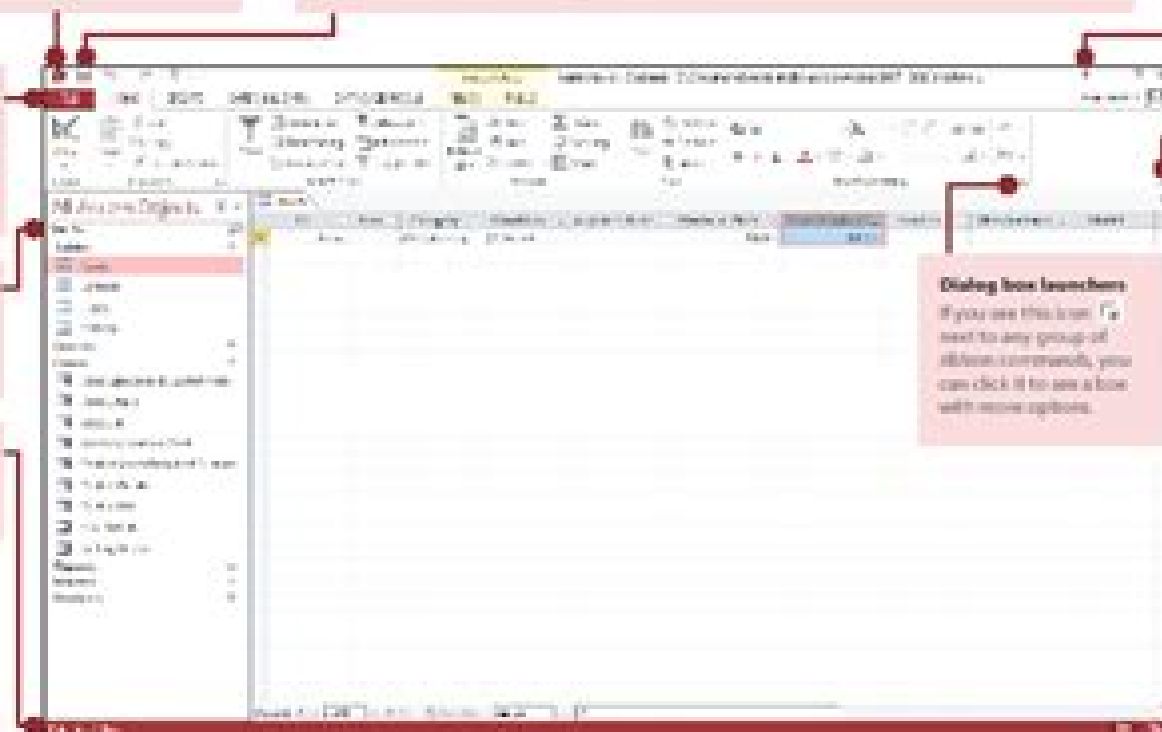
Click it to view the additional available features for the group.

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

**Rashi Bansal, Sayan Banerjee, Goyal
Brothers Prakashan**



Microsoft Access 2013 User Manual:

SharePoint 2013 User's Guide Anthony Smith, Tony Smith, 2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions *MOS 2013 Study Guide for Microsoft Access* John Pierce, 2013-06-15 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for the 2013 Access Microsoft Office Specialist MOS exam this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files **Microsoft Access 2016 Training Manual Classroom in a Book** TeachUcomp , 2015-10-27 Complete classroom training manuals for Microsoft Access 2016 Three manuals Introductory Intermediate Advanced in one book 174 pages and 105 individual topics Includes practice exercises and keyboard shortcuts You will learn all about relational databases advanced queries creating forms reporting macros and much more Topics Covered Getting Acquainted with Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables in a Database 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running A Query 6 How is Using the QBE Grid Writing SQL Code 7 Sorting Query Results 8 Hiding Fields in a Query 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the BETWEEN AND Condition 2 Using Wildcard Characters in Criteria 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating AutoForms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Gridlines 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Selections in Design View Form Report Controls 1 Selecting Controls 2 Deleting Controls 3 Moving and Resizing Controls 4 Sizing Controls To Fit 5 Nudging Controls 6 Aligning Spacing and Sizing

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shows how elements of the dynamic engineering program work together and discusses the best methods for creating editing displaying and labeling all of a civil engineering project s elements The book s straightforward explanations real world examples and practical tutorials focus squarely on teaching vital Civil 3D tips tricks and techniques The authors extensive real world experience and Civil 3D expertise allows them to focus on how the software is used in real world professional environments and present topics and techniques that are not documented elsewhere Offers an overview of key concepts and the software s interface Discusses the best methods for creating editing displaying and labeling all of a civil engineering project s elements Features in depth detailed coverage of surveying points alignments surfaces profiles corridors grading LandXML and LDT Project Transfer cross sections pipe networks visualization sheets and project management as well as Vault and data shortcuts Offers help for the Civil 3D Certified Associate and Certified Professional exams This book is the only complete detailed reference and tutorial for Autodesk s extremely popular and robust civil engineering software

Professional Access 2013 Programming Teresa Hennig,Ben Clothier,George Hepworth,Dagi (Doug) Yudovich,2013-08-02 Authoritative and comprehensive coverage for building Access 2013 Solutions Access the most popular database system in the world just opened a new frontier in the Cloud Access 2013 provides significant new features for building robust line of business solutions for web client and integrated environments This book was written by a team of Microsoft Access MVPs with consulting and editing by Access experts MVPs and members of the Microsoft Access team It gives you the information and examples to expand your areas of expertise and immediately start to develop and upgrade projects Explores the new development environment for Access web apps Focuses on the tools and techniques for developing robust web applications Demonstrates how to monetize your apps with Office Store and create e commerce solutions Explains how to use SQL Server effectively to support both web and client solutions Provides techniques to add professional polish and deploy desktop application Shows you how to automate other programs using Macros VBA API calls and more Professional Access 2013 Programming is a complete guide on the latest tools and techniques for building Access 2013 applications for both the web and the desktop so that developers and businesses can move forward with confidence Whether you want to add expand your expertise with Client Server deployments or start developing web apps you will want this book as a companion and reference

Introductory SQL Training Manual Classroom in a Book TeachUcomp ,2019-10-27 Complete classroom training manual to learn Introductory SQL 84 pages and 43 individual topics Includes practice exercises and keyboard shortcuts The goal of this course to give the student the knowledge of which SQL statement they will need to use to accomplish specific tasks within a database as well as provide links to database specific implementations of those core statements Topics Covered Introduction to Databases and SQL 1 Overview of a Database 2 The Flat File Method of Data Storage 3 The Relational Model of Data Storage 4 Tips for Creating a Relational Database 5 What is SQL 6 Using SQL in Access 2013 Data Definition Language 1 The CREATE Statement 2 The CREATE DATABASE Statement 3 The CREATE TABLE Statement 4 The CREATE INDEX Statement

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Information and Communication Technology in Physical Education Dr. Rakesh Gupta, 2021-05-19

Information and Communication Technology ICT is an extended term for Information Technology IT which stresses the role of unified communications The term ICT is also used to refer to the convergence of audio visual and telephone networks with computer networks through a single cabling or link system There are large economic incentives huge cost savings due to elimination of the telephone network to merge the telephone network with the computer network system using a single unified system of cabling signal distribution and management However ICT has no universal definition as the concepts methods and applications involved in ICT are constantly evolving on an almost daily basis The broadness of ICT covers any product that will store retrieve manipulate transmit or receive information electronically in a digital form e g personal computers digital television email robots For clarity Zuppo provided an ICT hierarchy where all levels of the hierarchy contain some degree of commonality in that they are related to technologies that facilitate the transfer of information and various types of electronically mediated communications Skills Framework for the Information Age is one of many models for describing and managing competencies for ICT professionals for the 21st century Physical education also known as Phys Ed PE Gym or Gym class and known in many Commonwealth countries as physical training or PT is an educational course related of maintaining the human body through physical exercises i e calisthenics It is taken during primary and secondary education and encourages psychomotor learning in a play or movement exploration setting to promote health Information and Communication Technologies ICT in the field of physical education by the professed and the students Finally the main problems related to the use of these technologies in classrooms are analyzed All this in order t to shed light on a very topical issue regarding the education of our youth Studies show that ICTs are increasingly present in the field of physical education but much remains to be done to make an effective use of them in education

Enter — A Complete Course in Computer Science Book for Class 8 Shivani Jain, Shelly Malhotra, Goyal Brothers Prakashan, 2020-04-14 Goyal Brothers Prakashan

Core Concepts of Accounting Information Systems Mark G. Simkin, James L. Worrell, Arline A. Savage, 2018-02-13

Accounting Information systems AIS have become indispensable in the field and this book provides clear guidance for students or professionals needing to get up to speed Designed to suit a one semester AIS course at the graduate undergraduate or community college level Core Concepts of Accounting Information Systems explores AIS use and processes in the context of modern day accounting Coverage includes conceptual overviews of data analytics accounting and risk management as well as detailed discussion of business processes cybercrime database design and more to provide a well rounded introduction to AIS Case studies reinforce fundamental concepts using real world scenarios that encourage critical thinking while AIS at Work examples illustrate complex procedures or concepts in everyday workplace situations Test Yourself questions allow students to gauge their level of understanding while End of Chapter questions stimulate application of new skills through problems cases and discussion questions that facilitate classroom dialogue Practical current relevant and grounded in everyday application this book is an invaluable resource for students of managerial accounting tax accounting and compliance

My Book of Computer Studies for Class 7 Rashmi Bansal, Sayan Banerjee, Goyal Brothers Prakashan, 2017-01-23 Goyal Brothers Prakashan

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