

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

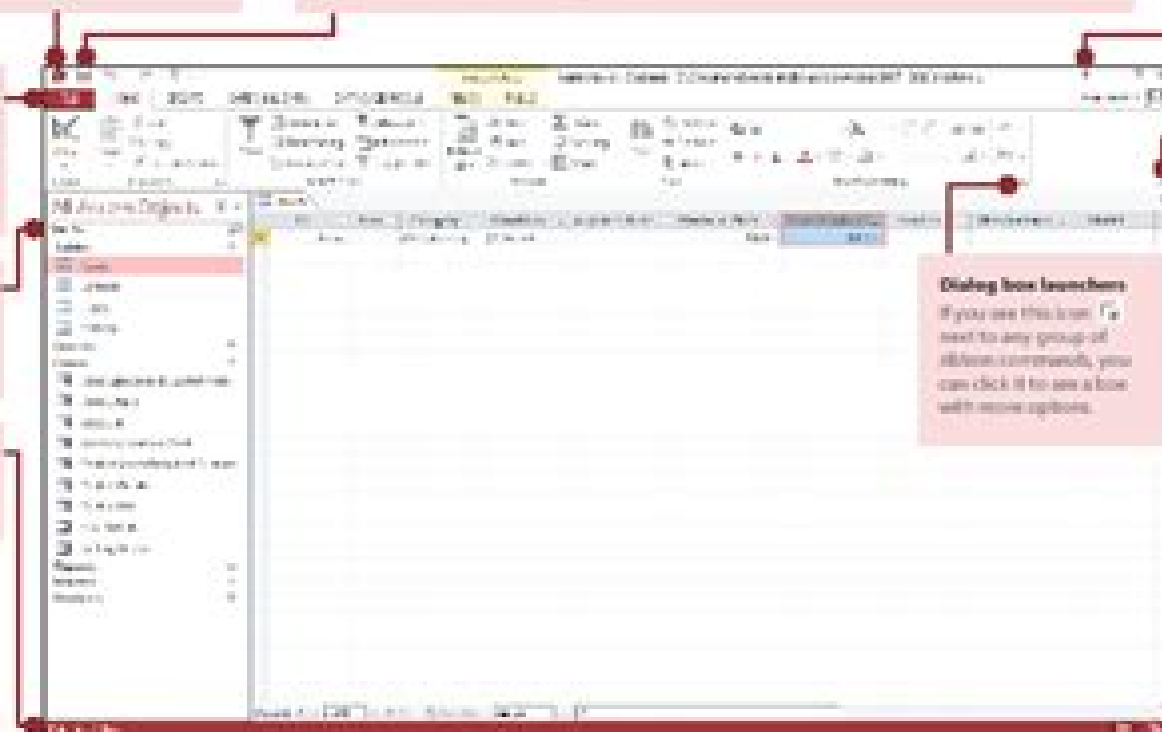
Click it to view the additional available features for the group.

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

Karin Nielsen-Saines



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