

## 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:

- Desde 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

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