

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 resize 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

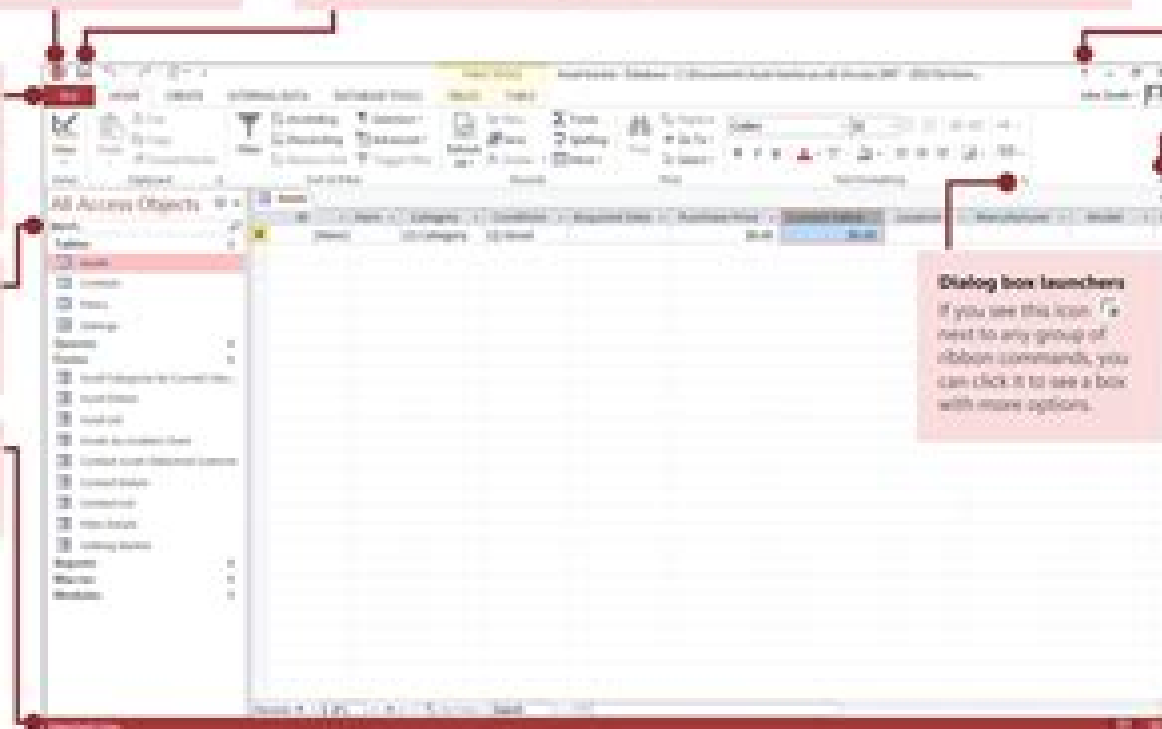
Click it to use the additional available features for the group.

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.



Access 2013 Guide

Lisa Friedrichsen



Access 2013 Guide:

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 **Professional Access 2013 Programming** Teresa Hennig, Ben Clothier, George Hepworth, Dagi (Doug) Yudovich, 2013-08-19 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

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