

Microsoft Access 2013 User Guide

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the Microsoft Store (students) and Microsoft Home Use Programme (staff). Starting Microsoft Access If you are using an IT Services machine, login as usual by entering your username and password. Then, to start up the program: 1. Open the Windows Start button and choose All Programs 2. Select Microsoft Office 2013 then Access 2013

Microsoft Access 2013 A Beginners' Guide

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User manual Microsoft Access 2013 (6 pages)

When you open a database, the ribbon appears at the top of the main Access window, where it displays the commands in the active command tab. The ribbon contains a series of command tabs that contain commands. In Access, the main command tabs are File, Home, Create, External Data, and Database Tools. Each tab contains groups of related commands, and these groups surface some of the additional new UI elements, such as the gallery, which is a new type of control that presents choices visually.

Guide to the Access user interface - support.microsoft.com

A manual, also referred to as a user manual, or simply "instructions" is a technical document designed to assist in the use Microsoft Access 2013 by users. Manuals are usually written by a technical writer, but in a language understandable to all users of Microsoft Access 2013. A complete Microsoft manual, should contain several basic components.

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in Access 2013 to manage your user information, change the background or theme, view and add available web services, display information about your Office products, and manage your product subscriptions. Where did the Back Up option go? It's always a good idea to back up your important data. To do this in Access 2013, click . File > Save As.

Microsoft Office 2013 User Guide

A. Access 2013 is making a renewed attempt to bring its databases to the Web with a new feature called Web Apps. The basic idea is that you, the Access developer, create a database using the familiar Access tools and place it on a SharePoint server.

Access 2013: The Missing Manual (Missing Manuals ...

This document is a further guide to Microsoft Access 2010. For an introduction to Access see Microsoft Access 2013 - An Essential Guide. 1. Open the Start menu and choose All Programs then Microsoft Office 2013 and Access 2013 2. Click on Open Other Files (or simply press <Ctrl o>) 3. Click on Computer then on [Browse] IT Training

Microsoft Access 2013 An Intermediate Guide

If you're new to Office 2013, you can download any of our free Quick Start Guides. These printable guides contain useful tips, shortcuts, and screenshots to help you find your way around. On Windows 8, you can open and view these guides in the Windows 8 Reader app without any additional steps. On older versions of Windows, you'll need to install the free Adobe Reader before you can open and view these guides.

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Like relational databases, Microsoft Access also allows you to link related information easily. For example, customer and order data. However, Access 2013 also complements other database products because it has several powerful connectivity features. It can also import or link directly to data stored in other applications and databases.

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Open Microsoft Access by clicking: Start Button All Programs Microsoft Office Microsoft Access 2. Click the Office Button followed by New to open the Blank Database pane on the right-hand side in the window. 3. Enter a meaningful File Name: for the database. For example Kites [would make sense as this is

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A manual, also referred to as a user manual, or simply "instructions" is a technical document designed to assist in the use Microsoft Access 2013 by users. Manuals are usually written by a technical writer, but in a language understandable to all users of Microsoft Access 2013.

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