

# Access 2013

## Quick Start Guide

Microsoft Access 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

The screenshot shows the Microsoft Access 2013 interface with several callout boxes pointing to specific features:

- Change the screen size or close a database:** Click the Access icon to resize or move the screen or to close the database.
- Use Context 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 icon.
- 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 Ribbon icon.
- Open a:** Click it if available.
- View it:** Click on available object.
- Display box is hidden:** If you see this icon, next to any group of ribbon commands, you can click it to see a box with more options.

# Manual Of Microsoft Access 2013

**Lisa Friedrichsen**



## **Manual Of Microsoft Access 2013:**

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**Introductory Relational Database Design for Business, with Microsoft Access** Jonathan Eckstein, Bonnie R. Schultz, 2017-11-09 A hands on beginner's guide to designing relational databases and managing data using Microsoft Access Relational databases represent one of the most enduring and pervasive forms of information technology Yet most texts covering relational database design assume an extensive sophisticated computer science background There are texts on relational database software tools like Microsoft Access that assume less background but they focus primarily on details of the user interface with inadequate coverage of the underlying design issues of how to structure databases Growing out of Professor Jonathan Eckstein's twenty years experience teaching courses on management information systems MIS at Rutgers Business School this book fills this gap in the literature by providing a rigorous introduction to relational databases for readers without prior computer science or programming experience Relational Database Design for Business with Microsoft Access helps readers to quickly develop a thorough practical understanding of relational database design It takes a step by step real world approach using application examples from business and finance every step the way As a result readers learn to think concretely about database design and how to address issues that commonly arise when developing and manipulating relational databases By the time they finish the final chapter students will have the knowledge and skills needed to build relational databases with dozens of tables They will also be able to build

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