

Microsoft Access 2013 Guide

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[Microsoft Access 2013 Tutorial Level 1 Part 01 of 12 - Database Terminology](#)

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Select Microsoft Office 2013 then Access 2013 2 Tip: If you right click on the Microsoft Access entry in the menu and choose Send To then Desktop (create shortcut) you ' ll have an icon on the Desktop for future easy access.

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Access 2013 Screen General Open a Database Ctrl + O Close a Database Ctrl + W

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Print Current View Ctrl + P Delete Delete Undo Ctrl + Z Help F1 Delete Record Ctrl + - Cancel Changes Esc Insert Date Ctrl + ; Insert Time Shift + Ctrl + : Insert Value from Ctrl + ' Same Field in (Apostrophe) Previous Record Check Spelling F7

Microsoft Access 2013 A Beginners' Guide

With Access 2013, you can easily create and modify the design of an app. Get started with an app template or create your own custom web app. Template names that begin with the word “ Desktop “ will create a client database.

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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

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Access® 2013: Absolute Beginner's Guide: No experience ...

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.

Microsoft Access 2013 Guide

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