Microsoft® Access 2013

Quick Reference - Product Highlights Sheet

Product Features

This product can be used as a valuable quick-reference aide or as a learning tool to get you up to speed quickly on Microsoft Access 2013. Key introductory topics get you started effectively, preparing you for more advanced material. In addition, graphically rich content displays the components that you will see on-screen, allowing you to more efficiently present the content, or teach yourself.

Quick Reference Guides are printed in color and are finished with an aqueous matte coating to reduce glare and protect them for long-time use, while still considering the environment. This particular product contains eight-pages of content and has a finished size of 8.5 x 11 inches. To order this product or to obtain more product information, visit our web site at www.digitalcontentfactory.com or call 1-866-258-6233.

Topic Coverage

PAGE 1

Exploring the Microsoft Access 2013 Interface

Featured Objectives

PAGE 2

Getting Started
- Launching Microsoft Access 2013
- Closing Microsoft Access 2013
- Creating New Databases
- Opening Existing Databases
- Closing Databases
- Saving Database Copies
- Using the Navigation Pane
- Using the Record Navigation Buttons
- Managing Database Objects
- Getting Help

PAGE 3

Working with Table Data
- Managing Columns
- Viewing Subdatasheets
- Formatting Table Text
- Deleting Records

Relational Database Concepts Overview

PAGE 4

Creating Tables
- Creating Tables in Design View
- Inserting Fields in Datasheet View
- Setting Field Data Type in Datasheet View

Entering Data
- Entering Data
- Defining Input Masks
- Setting Validation Rules
- Managing Relationships

PAGE 5

Creating and Using Forms
- Creating Forms in Layout View
- Creating Forms in Design View
- Creating Forms Using the Form Wizard
- Editing a Form Design
- Adding Headers and Footers to a Form Design

PAGE 7

Working with Queries
- Creating Queries in Design View
- Running Queries from the Navigation Pane
- Specifying Query Sort Orders in Design View
- Changing Query Types

Working with Reports
- Creating Reports in Layout View
- Grouping and Sorting Fields in Reports
- Editing Reports in Design View
- Aligning Controls
- Understanding Report Controls

PAGE 8

Importing and Exporting Data
- Importing Data
- Importing Data from Excel Spreadsheets
- Exporting Data

Previewing and Printing Data
- Printing from the Database Window

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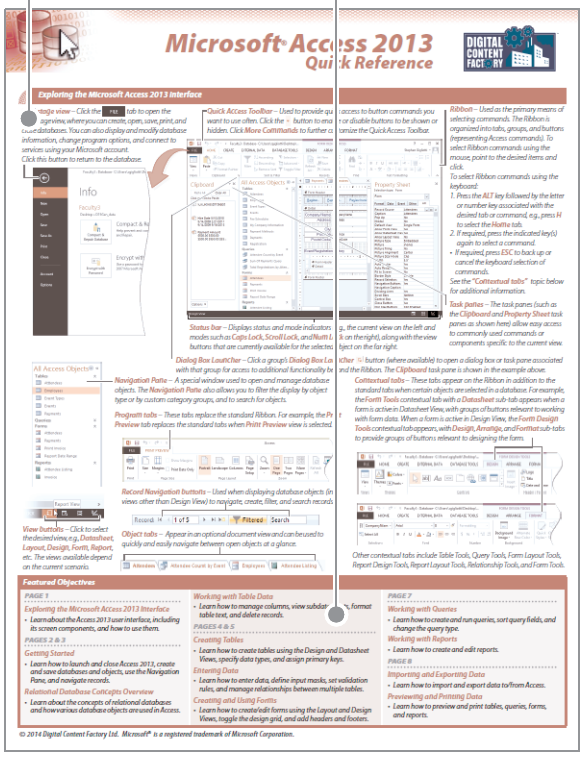
Visual Preview

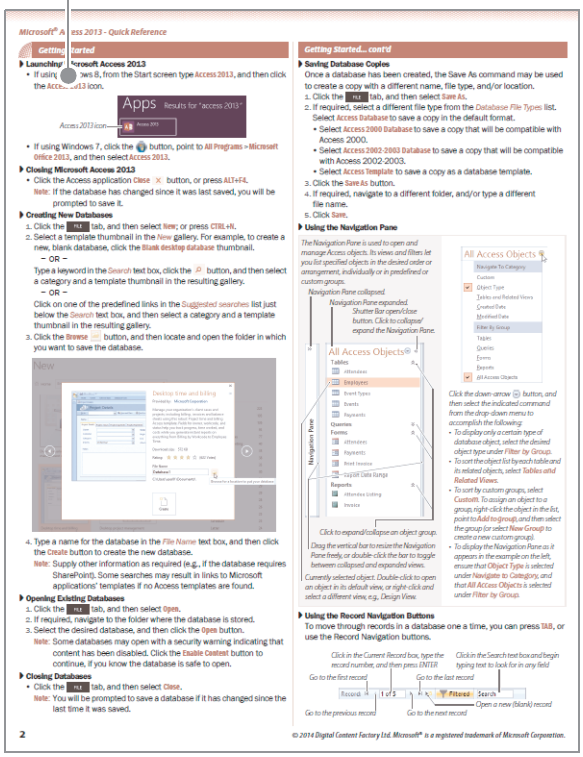
Exploring the Microsoft Access 2013 Interface

Featured Objectives



PAGE 1

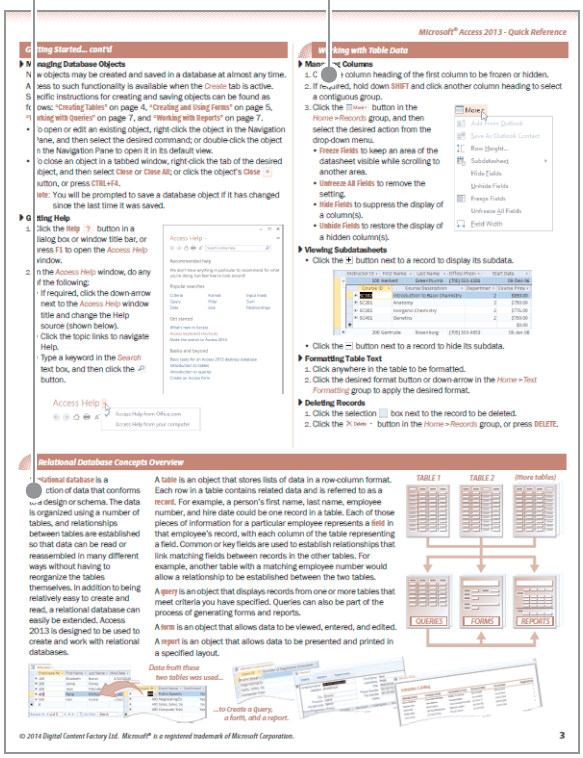
Getting Started



PAGE 2

Relational Database Concepts Overview

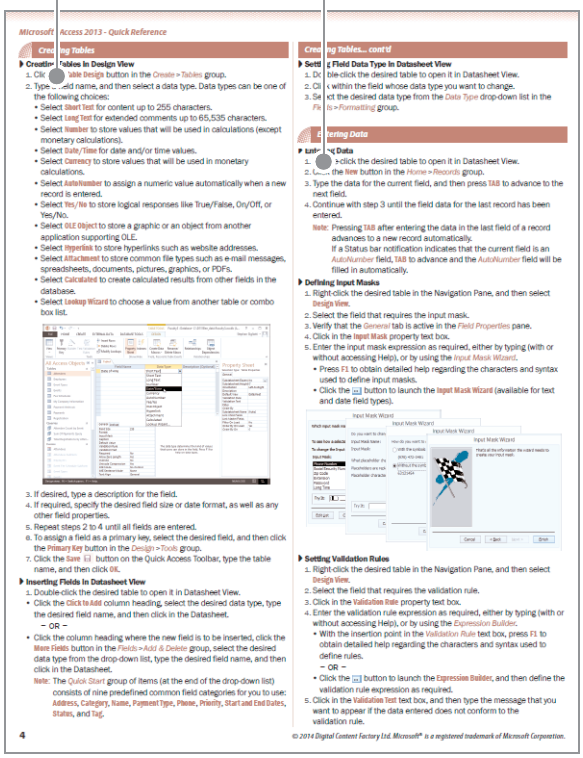
Working with Table Data



PAGE 3

Creating Tables

Entering Data



PAGE 4

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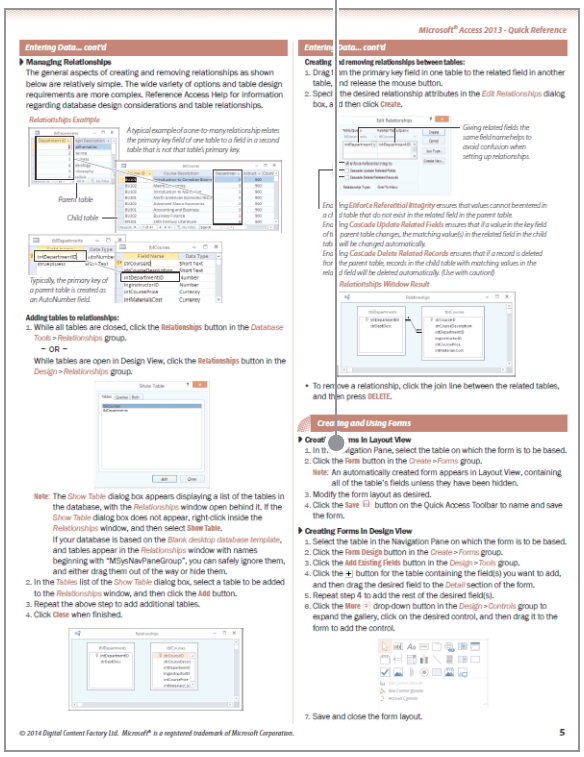
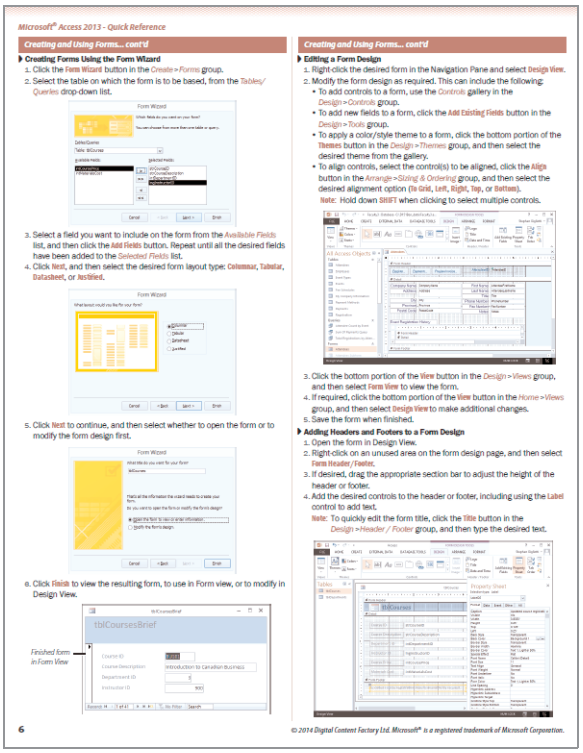
Creating and Using Forms

PAGE 5



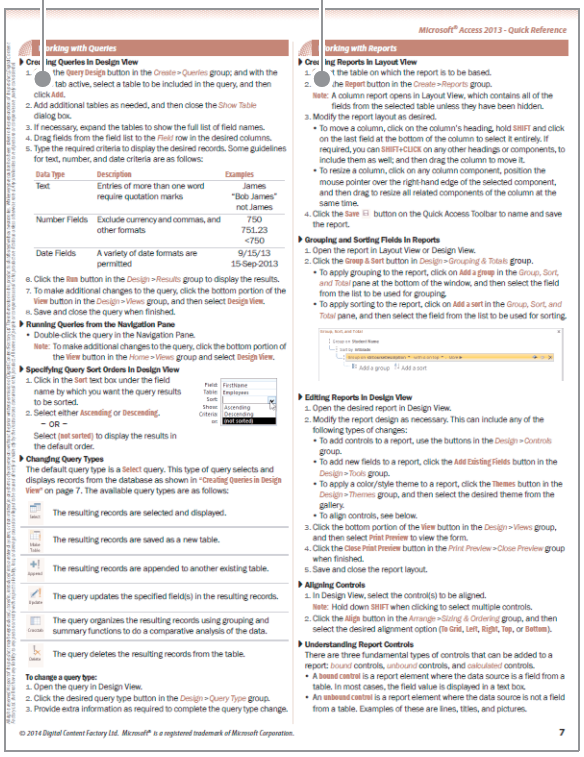
PAGE 6



Working with Queries

Working with Reports

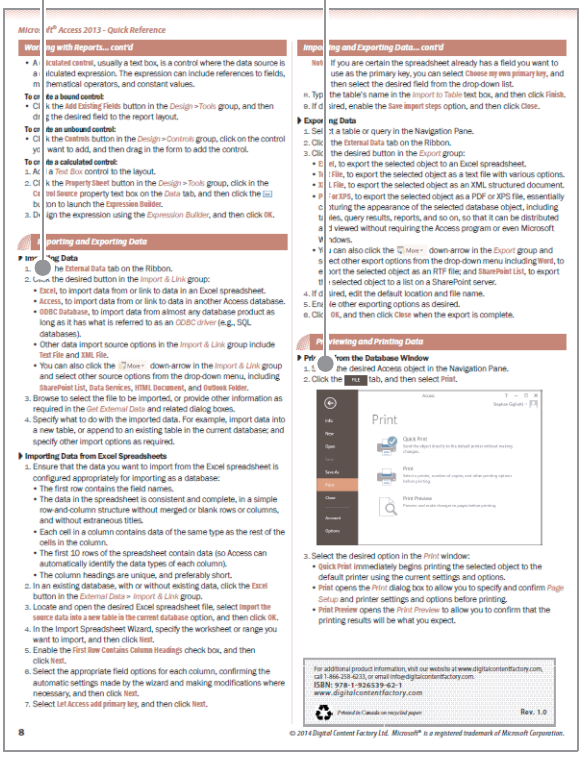
PAGE 7



Importing and Exporting Data

Previewing and Printing Data

PAGE 8



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