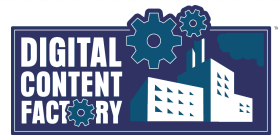


Microsoft® Access 2013 Quick Reference



Exploring the Microsoft Access 2013 Interface

Backstage view – Click the **FILE** tab to open the Backstage view, where you can create, open, save, print, and close databases. You can also display and modify database information, change program options, and connect to services using your Microsoft account. Click this button to return to the database.

Quick Access Toolbar – Used to provide quick access to button commands you want to use often. Click the button to enable or disable buttons to be shown or hidden. Click **More Commands** to further customize the Quick Access Toolbar.

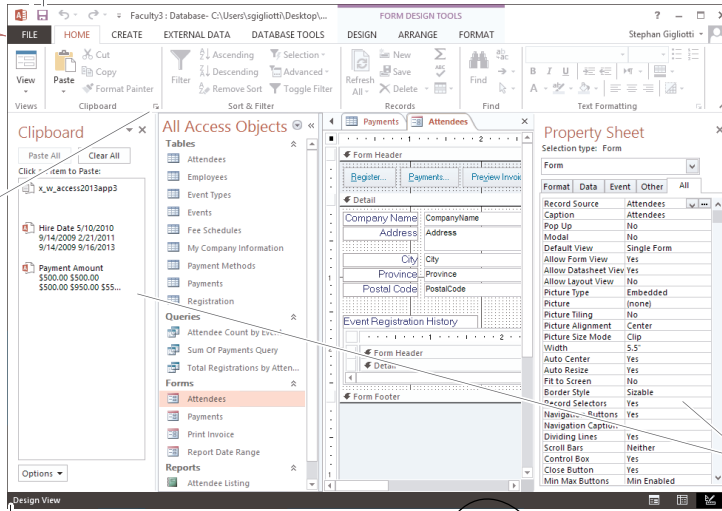
Ribbon – Used as the primary means of selecting commands. The Ribbon is organized into tabs, groups, and buttons (representing Access commands). To select Ribbon commands using the mouse, point to the desired items and click.

To select Ribbon commands using the keyboard:

1. Press the **ALT** key followed by the letter or number key associated with the desired tab or command, e.g., press **H** to select the **Home** tab.
 2. If required, press the indicated key(s) again to select a command.
- If required, press **ESC** to back up or cancel the keyboard selection of commands.

See the “**Contextual tabs**” topic below for additional information.

Task panes – The task panes (such as the **Clipboard** and **Property Sheet** task panes as shown here) allow easy access to commonly used commands or components specific to the current view.



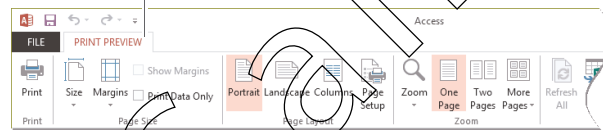
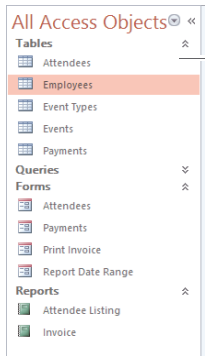
Status bar – Displays status and mode indicators (e.g., the current view on the left and modes such as **Caps Lock**, **Scroll Lock**, and **Num Lock** on the right) along with the view buttons that are currently available for the selected object on the far right.

Dialog Box Launcher – Click a group’s **Dialog Box Launcher** button (where available) to open a dialog box or task pane associated with that group for access to additional functionality beyond the Ribbon. The **Clipboard** task pane is shown in the example above.

Navigation Pane – A special window used to open and manage database objects. The **Navigation Pane** also allows you to filter the display by object type or by custom category groups, and to search for objects.

Program tabs – These tabs replace the standard Ribbon. For example, the **Print Preview** tab replaces the standard tabs when **Print Preview** view is selected.

Contextual tabs – These tabs appear on the Ribbon in addition to the standard tabs when certain objects are selected in a database. For example, the **Form Tools** contextual tab with a **Datasheet** sub-tab appears when a form is active in Datasheet View, with groups of buttons relevant to working with form data. When a form is active in Design View, the **Form Design Tools** contextual tab appears, with **Design**, **Arrange**, and **Format** sub-tabs to provide groups of buttons relevant to designing the form.

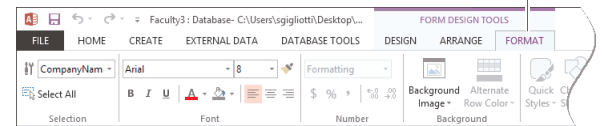
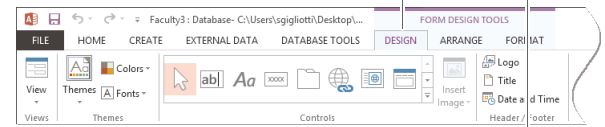


Record Navigation buttons – Used when displaying database objects (in views other than Design View) to navigate, create, filter, and search records.



View buttons – Click to select the desired view, e.g., **Datasheet**, **Layout**, **Design**, **Form**, **Report**, etc. The views available depend on the current scenario.

Object tabs – Appear in an optional document view and can be used to quickly and easily navigate between open objects at a glance.



Other contextual tabs include **Table Tools**, **Query Tools**, **Form Layout Tools**, **Report Design Tools**, **Report Layout Tools**, **Relationship Tools**, and **Form Tools**.

Featured Objectives

PAGE 1

Exploring the Microsoft Access 2013 Interface

- Learn about the Access 2013 user interface, including its screen components, and how to use them.

PAGES 2 & 3

Getting Started

- Learn how to launch and close Access 2013, create and save databases and objects, use the Navigation Pane, and navigate records.

Relational Database Concepts Overview

- Learn about the concepts of relational databases and how various database objects are used in Access.

Working with Table Data

- Learn how to manage columns, view subdatasheets, format table text, and delete records.

PAGES 4 & 5

Creating Tables

- Learn how to create tables using the Design and Datasheet Views, specify data types, and assign primary keys.

Entering Data

- Learn how to enter data, define input masks, set validation rules, and manage relationships between multiple tables.

Creating and Using Forms

- Learn how to create/edit forms using the Layout and Design Views, toggle the design grid, and add headers and footers.

PAGE 7

Working with Queries

- Learn how to create and run queries, sort query fields, and change the query type.

Working with Reports

- Learn how to create and edit reports.

PAGE 8

Importing and Exporting Data

- Learn how to import and export data to/from Access.

Previewing and Printing Data

- Learn how to preview and print tables, queries, forms, and reports.