

Access 2013 User Guide

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User manual Microsoft Access 2013 (6 pages)

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Here are the steps that you'll need to take in order to create the above table in Access: (1) The first obvious step that you'll need to do is to open MS Access. (2) Choose the option of a Blank database: (3) Type your desired File Name for your new database (for demonstration purposes, I typed the name of ¶ Test¶).

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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 - Access

easy-to-understand resource provides both new and experienced Access users with invaluable advice for connecting Access to SQL Server, manipulating data locally, getting up to speed on the latest features of Access 2013, creating queries and macros, and much more. From the basics to advanced functions, this book is what you

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In Access 2013, we now have two data types ¶ short text and long text. In previous versions of Access these data types were called text and memo. The text field is referred to as short text and your memo field is now called long text. Here are some of the other more specialized data types, you can choose from in Access.

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A blank database is a standard Access database, and is good for local use. Creating a blank database will create one table as well. Web databases are designed to be compatible with Access's web publishing tools. Creating a blank database will create one table as well. Templates are pre-built databases designed for a wide range of uses.

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