

## Quick Start Guide

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

### Change the screen size or close a database

Click the Access icon to resize or move the screen or to close the database.

### Use Controls 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 to find help content.

### 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 up arrow to hide the ribbon but keep the tabs in view.

### Open a dialog box launcher

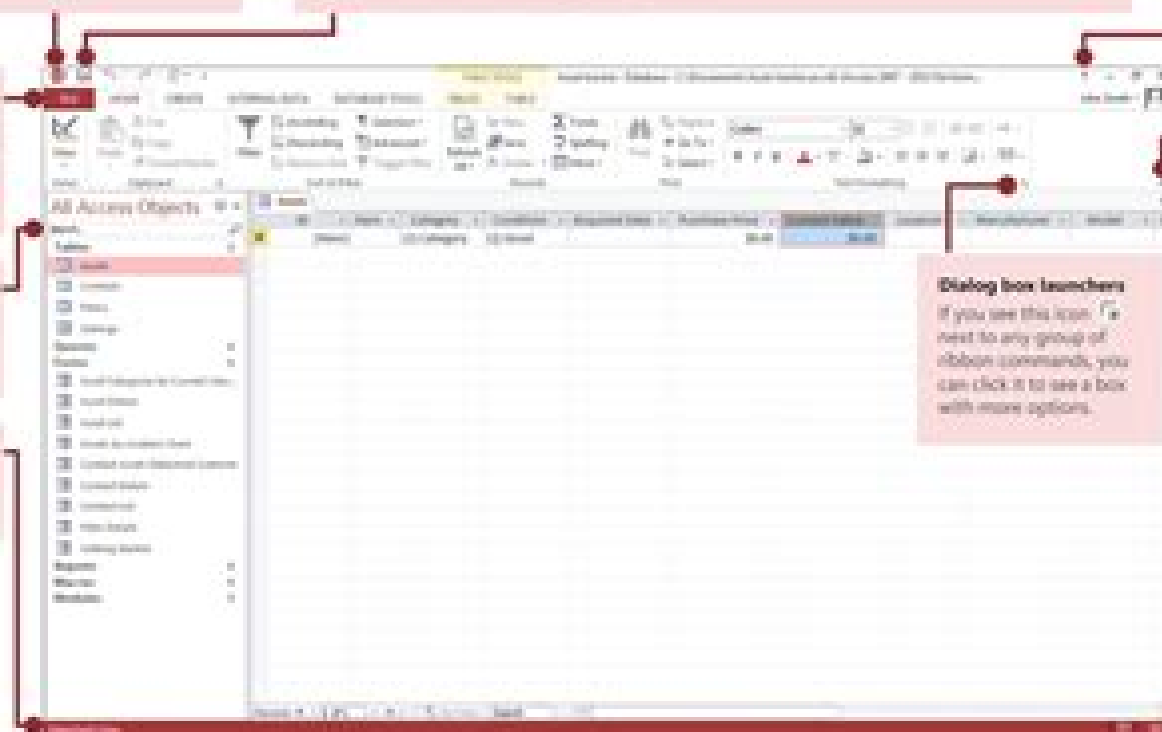
Click it to use the additional available features for the group.

### Views buttons

Click on icons to switch between available views for the current object.

### Dialog box launchers

If you see this icon  next to any group of ribbon commands, you can click it to see a box with more options.



# Access 2013 Guide

**John Pierce**



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