

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

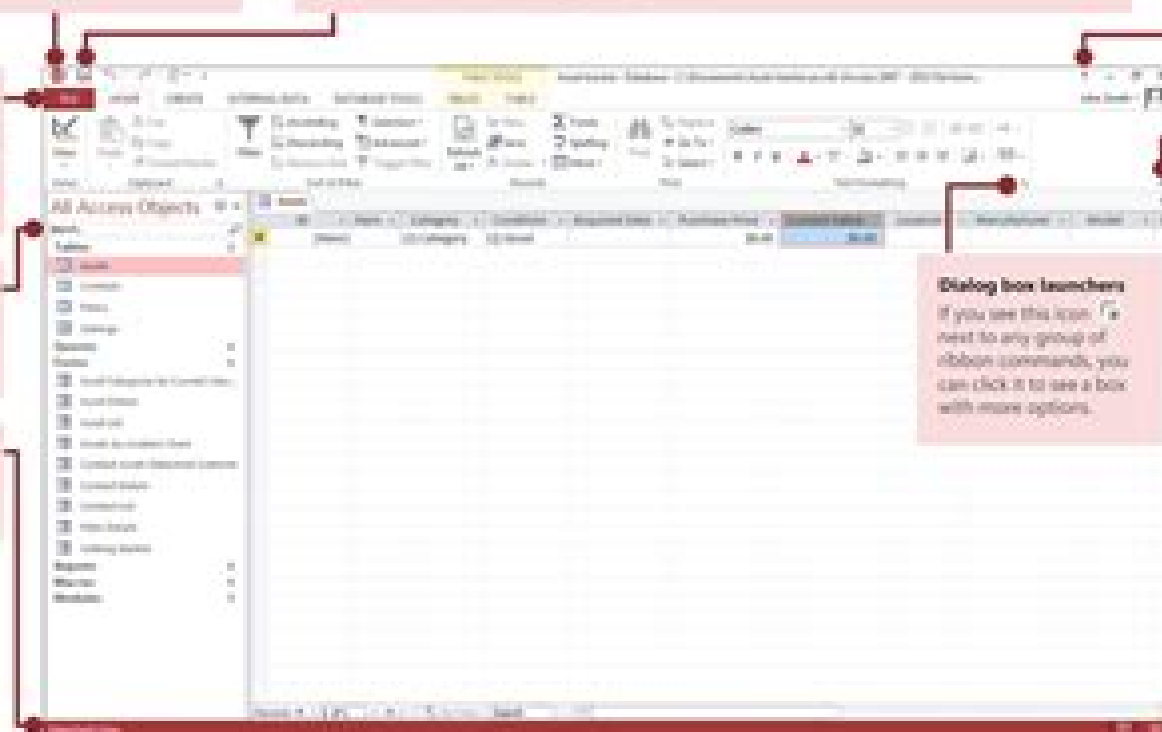
Click it to use the additional available features for the group.

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.



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Table of Contents Access 2013 Guide

1. Understanding the eBook Access 2013 Guide
 - The Rise of Digital Reading Access 2013 Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Access 2013 Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Access 2013 Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Access 2013 Guide
 - Personalized Recommendations
 - Access 2013 Guide User Reviews and Ratings
 - Access 2013 Guide and Bestseller Lists
5. Accessing Access 2013 Guide Free and Paid eBooks

- Access 2013 Guide Public Domain eBooks
- Access 2013 Guide eBook Subscription Services
- Access 2013 Guide Budget-Friendly Options
- 6. Navigating Access 2013 Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Access 2013 Guide Compatibility with Devices
 - Access 2013 Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Access 2013 Guide
 - Highlighting and Note-Taking Access 2013 Guide
 - Interactive Elements Access 2013 Guide
- 8. Staying Engaged with Access 2013 Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Access 2013 Guide
- 9. Balancing eBooks and Physical Books Access 2013 Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Access 2013 Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Access 2013 Guide
 - Setting Reading Goals Access 2013 Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Access 2013 Guide
 - Fact-Checking eBook Content of Access 2013 Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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