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# Manual Microsoft Access 2013

**EZ-Ref Courseware**



## **Manual Microsoft Access 2013:**

**Microsoft Access 2019 and 365 Training Manual Classroom in a Book** TeachUcomp,2021-08-11 Complete classroom training manual for Microsoft Access 2019 and 365 Includes 189 pages and 108 individual topics Includes practice exercises and keyboard shortcuts You will learn about creating relational databases from scratch using fields field properties joining and indexing tables queries forms controls subforms reports charting macros switchboard and navigation forms and much more Topics Covered Getting Acquainted with Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running a Query 6 SQL View 7 Sorting Query Results 8 Hiding Fields in a Result Set 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the Between And Condition 2 Using Wildcard Characters in Queries 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Aggregate Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 Removing Duplicate Records from a Table 8 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating Forms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Grid 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Sections in Design View Form Report Controls 1 Selecting Controls 2 Deleting Controls 3 Moving and Resizing Controls 4 Sizing Controls to Fit 5 Nudging Controls 6 Aligning Spacing and Sizing Controls 7 Formatting Controls 8 Viewing Control Properties Using Controls 1 The Controls List 2 Adding Label Controls 3 Adding Logos and Image Controls 4 Adding Line and Rectangle Controls 5 Adding Combo Box Controls 6 Adding List Box Controls 7 Setting Tab Order Subforms 1 Creating Subforms 2 Using the Subform or Subreport Control Reports 1 Using the Report Wizard 2 Creating Basic Reports 3 Creating a Report in Design View 4 Sorting and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts 2 Insert a Modern Chart Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Assigning Macros to Events 4

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**Microsoft Access 2013 - Beginning** EZ-Ref Courseware,2013-10-15 Beginning Level Color Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the beginning concepts of Microsoft Access 2013 To download the exercise files that accompany this title please visit [http://www.ezref.com/exercise\\_files](http://www.ezref.com/exercise_files) For information regarding unlimited printing with the ability to customize our courseware please visit our website [www.ezref.com](http://www.ezref.com) Topics Covered for Microsoft Access 2013 Beginning 6 8 hours Database Concepts Access Basics Screen Menu Help Opening Saving Closing a File Viewing a Table Editing a Table AutoCorrect and Spell Checking Form vs Table View Changing a Table Image Sorting Printing a View Page Setup and Printing Creating and Restructuring a Table Filtering and Finding Data Creating Reports

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**Access 2013: The Missing Manual** Matthew MacDonald,2013-04-11 Unlock the secrets of Access 2013 and discover how to use your data in creative ways With this book s easy step by step instructions you ll learn how to build and maintain a full featured database and even turn it into a web app You also get tips and practices from the pros for good database design ideal whether you re using Access for business school or at home The important stuff you need to know Build a database with ease Organize and update lists documents catalogs and other types of information Create your own web app Let your whole team work on a database in the cloud Share your database on a network Link your Access database to SQL Server or SharePoint Customize the interface Make data entry a breeze by building your own templates Find what you need fast Search sort and summarize huge amounts of data in minutes Put your info to use Turn raw info into well formatted printed reports Dive into Access programming Automate complex tasks and solve common challenges

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Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Slide Sections 9 Working with PowerPoint File Formats 10 AutoSave Online Presentations 11 Reuse Slides in PowerPoint Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings 10 Alt Text Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 The Format Shape Task Pane 4 Inserting WordArt Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Inserting Video and Audio 1 Inserting Videos 2 Inserting Audio 3 Recording Audio 4 Screen Recording Collaborating In PowerPoint 1 Collaborating on a Presentation 2 Using Classic Comments in PowerPoint 3 Using Modern Comments in PowerPoint 4 Comparing Presentations Using Themes 1 Applying Themes 2 Customizing Theme Colors 3 Customizing Theme Fonts 4 Changing Theme Effects 5 Customizing Theme Background Styles Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation 3 Animating Multimedia Playback Slide Shows 1 Start a Slide Show 2 Slide Show Pointer Options 3 Using Custom Shows 4 Set Up Show 5 Record a Slide Show 6 Rehearsing Timings 7 Subtitles in a Slide Show 8 Save a Slide Show as a Video 9 Save as Show 10 Publish to Stream 11 Hide a Slide in a Slide Show 12 Rehearse with Coach Zooms Links and Actions 1 Using Zooms 2 Using Links 3 Using Actions Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations 4 Check Accessibility 5 Create a PDF Document Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar and Microsoft Search PowerPoint Options and Export Options 1 Setting PowerPoint Options 2 Creating an Animated GIF 3 Package a Presentation for CD 4 Exporting Handouts to Word

**New Perspectives on Microsoft Access 2013, Brief** Joseph J. Adamski, Kathy T. Finnegan, Sharon Scollard, 2013-05-17  
With proven pedagogy that emphasizes critical thinking problem solving and in depth coverage New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond Updated with all new case based tutorials New Perspectives Microsoft Access 2013 continues to engage students in applying skills to real world situations making concepts relevant A new Troubleshoot case problem enhances critical thinking and a new tutorial on

Managing Your Files helps students navigate Windows 8 As always New Perspectives improves learning outcomes and transference of skills by helping students understand why what they re learning is important Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *Microsoft Access 2013 - Advanced* EZ-Ref Courseware,2013-12-15 Advanced Level Color Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the advanced concepts of Microsoft Access 2013 To download the exercise files that accompany this title please visit [http://www.ezref.com/exercise\\_files](http://www.ezref.com/exercise_files) For information regarding unlimited printing with the ability to customize our courseware please visit our website [www.ezref.com](http://www.ezref.com) Topics Covered for Microsoft Access 2013 Advanced 6 8 hours Creating Indexes Parameter Queries Crosstab Queries Customizing Forms Customizing Reports Backing Up Restoring Compacting Repairing a Database Linked Table Manager Startup Options Upsizing Wizard Protecting a Database Customizing Access Options Customizing the Quick Access Toolbar Using Add ins

*Altova® DatabaseSpy 2013 User & Reference Manual* , **Core Concepts of Accounting Information Systems** Mark G. Simkin,Carolyn A. Strand Norman,Jacob M. Rose,2014-12-08 Knowing how an accounting information systems gather and transform data into useful decision making information is fundamental knowledge for accounting professionals Mark Simkin Jacob Rose and Carolyn S Norman s essential text *Core Concepts of Accounting Information Systems* 13th Edition helps students understand basic AIS concepts and provides instructors the flexibility to support how they want to teach the course

**Business Analytics** Jeffrey D. Camm,James J. Cochran,Michael J. Fry,Jeffrey W. Ohlmann,2020-03-10 Present the full range of analytics from descriptive and predictive to prescriptive analytics with Camm Cochran Fry Ohlmann s market leading *BUSINESS ANALYTICS 4E* Clear step by step instructions teach students how to use Excel Tableau R and JMP Pro to solve more advanced analytics concepts As instructor you have the flexibility to choose your preferred software for teaching concepts Extensive solutions to problems and cases save grading time while providing students with critical practice This edition covers topics beyond the traditional quantitative concepts such as data visualization and data mining which are increasingly important in today s analytical problem solving In addition MindTap and WebAssign customizable digital course solutions offer an interactive eBook auto graded exercises from the printed book algorithmic practice problems with solutions and Exploring Analytics visualizations to strengthen students understanding of course concepts **Access 2013** Axzo Press Staff,2013-04-22 This ILT Series course covers the basic skills and concepts students need to use Microsoft Access 2013 productively and efficiently After an introduction to the Access 2013 environment students will learn how to plan databases and create tables Then they will learn to organize fields and records and to work with data entry rules They will learn how to create basic queries and how to work with forms and reports This course will help students prepare for the Microsoft Office Specialist exam for Access 2013 exam 77 424 For comprehensive certification training students should complete the Basic Intermediate and Advanced courses for Access 2013 We also provide an online test preparation application for this course

Click the Test Prep Assessment link on Axzo s home page to find a list of the applications [Database Concepts, Global Edition](#) David Kroenke,David M. Kroenke,David J. Auer,2015-01-21 For undergraduate database management students or business professionals Here s practical help for understanding creating and managing small databases from two of the world s leading database authorities Database Concepts by David Kroenke and David Auer gives undergraduate database management students and business professionals alike a firm understanding of the concepts behind the software using Access 2013 to illustrate the concepts and techniques Three projects run throughout the text to show students how to apply the concepts to real life business situations The text provides flexibility for choosing the software instructors want to use in class allows students to work with new complete databases including Wedgewood Pacific Corporation Heather Sweeney Designs and Wallingford Motors and includes coverage for some of the latest information on databases available

*Microsoft Access 2013 Visual Training Manual* J. Tischendorf Services,2014-11-26 **Microsoft Access 2013 - Intermediate** EZ-Ref Courseware,2013-11-15 Intermediate Level Color Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the intermediate concepts of Microsoft Access 2013 To download the exercise files that accompany this title please visit [http://www.ezref.com/exercise\\_files](http://www.ezref.com/exercise_files) For information regarding unlimited printing with the ability to customize our courseware please visit our website [www.ezref.com](http://www.ezref.com) Topics Covered for Microsoft Access 2013 Intermediate 6 8 hours Importing Spreadsheets Publishing a Database Object Creating a Primary Key Converting Field Types Changing Field Sizes Custom Display Formats Input Masks Using the Lookup Wizard Assigning Captions Setting Default values Using the Expression Builder Creating Validity Rules Text Creating Queries Saving Opening Queries Using Wildcards Compound Queries Creating calculated Controls Using Summary Operators Querying Multiple Tables Action Queries Creating Permanent Relationships Enforcing Referential Integrity Creating Custom Reports Saving Opening Reports Creating Custom Forms Saving Opening Printing Forms Database Properties **New Perspectives on Microsoft Access 2013, Comprehensive Enhanced Edition** Joseph J. Adamski,Kathy T. Finnegan,Sharon Scollard,2015-04-06 Readers develop the Microsoft Access 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series Updated with all new case based tutorials NEW PERSPECTIVES MICROSOFT ACCESS 2013 COMPREHENSIVE ENHANCED EDITION continues to apply MS Access 2013 skills to real situations that fully demonstrate the relevance of concepts A proven learning approach emphasizes critical thinking problem solving and in depth coverage A new Troubleshoot case problem enhances analytical skills while a new tutorial on Managing Your Files helps readers navigate Windows 8 Readers discover success with MS Access 2013 as NEW PERSPECTIVES MICROSOFT ACCESS 2013 emphasizes the value and application of what they are learning Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *"Code of Massachusetts regulations, 2013"* ,2013 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the

Social Law Library of Massachusetts as of January 2020      Access 2013 Axzo Press Staff,2013-06-23 This ILT Series course provides students with additional skills and concepts needed to use Microsoft Access 2013 productively and efficiently They will learn to normalize data join tables while observing referential integrity query multiple tables format forms and reports insert background images and charts and create specialized objects such as lookup fields subforms and subreports navigation forms and calculated fields This course will help students prepare for the Microsoft Office Specialist exam for Access 2013 exam 77 424 For comprehensive certification training students should complete the Basic Intermediate and Advanced courses for Access 2013 We also provide an online test preparation application for this course Click the Test Prep Assessment link on Axzo s home page to find a list of the applications      **Enhanced Microsoft Access 2013: Illustrated Complete** Lisa Friedrichsen,2015-04-08 Both computer rookie and hot shots can master Microsoft Access 2013 applications quickly and efficiently with this new book in the acclaimed Illustrated Series ENHANCED MICROSOFT ACCESS 2013 ILLUSTRATED COMPLETE Using a concise focused approach and user friendly format the Illustrated Series provides a hallmark two page layout that allows readers to work through an entire task without turning the page Skills are accessible and easy to follow with new Learning Outcomes that outline the skills covered in each lesson and larger full color screens that preview what users should see on their own computers Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application New and updated appendixes explore cloud computing and other developments in more depth Readers strengthen their understanding of the latest features in MS Access 2013 for ongoing success Important Notice Media content referenced within the product description or the product text may not be available in the ebook version      *Microsoft Access 2013* EZ-Ref Courseware,2013-10-15 Beginning Level B W Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the beginning concepts of Microsoft Access 2013 To download the exercise files that accompany this title please visit <http://www.ezref.com> exercise files For information regarding unlimited printing with the ability to customize our courseware please visit our website [www.ezref.com](http://www.ezref.com) Topics Covered for Microsoft Access 2013 Beginning 6 8 hours Database Concepts Access Basics Screen Menu Help Opening Saving Closing a File Viewing a Table Editing a Table AutoCorrect and Spell Checking Form vs Table View Changing a Table Image Sorting Printing a View Page Setup and Printing Creating and Restructuring a Table Filtering and Finding Data Creating Reports

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