



Microsoft Access 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

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Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Access 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

The following topics are covered:

Working with Database Files, Defining Access Objects.

Creating a Table, Entering/Editing Table Data: Adding a Record, Editing Fields and Records, Undoing Changes, Deleting Records.

Sorting/Searching Table Data: Quickly Sorting a Table, Searching for a Record.

Table Design: Primary Keys and Links, Using Design View to Modify a Table.

Creating/Modifying a Query, Query Grid Examples.

Creating Forms with a Wizard, Creating and Modifying Forms Manually, Working with a Form.

Creating Reports with a Wizard, Creating and Modifying Reports Manually, Printing a Report.

Backing Up and Compacting Database Files, Customizing Access.

Also includes lists of Movement and Data Entry Shortcuts and Smart Database Design Tips.

This guide is one of two titles available for Access 2013: Access 2013 Introduction, Access 2013 Advanced.

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