

# Access 2013

## Quick Start Guide

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

The screenshot shows the Microsoft Access 2013 interface with several callout boxes pointing to specific features:

- Change the screen size or close a database:** Click the Access icon to resize or move the screen or to close the database.
- Use Context 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 icon.
- 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 Ribbon icon.
- Open a:** Click it if available.
- View it:** Click on available object.
- Printing icon is available:** If you see this icon, next to any group of ribbon commands, you can click it to see a box with more options.

# Manual Of Microsoft Access 2013

**A Loxley**



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