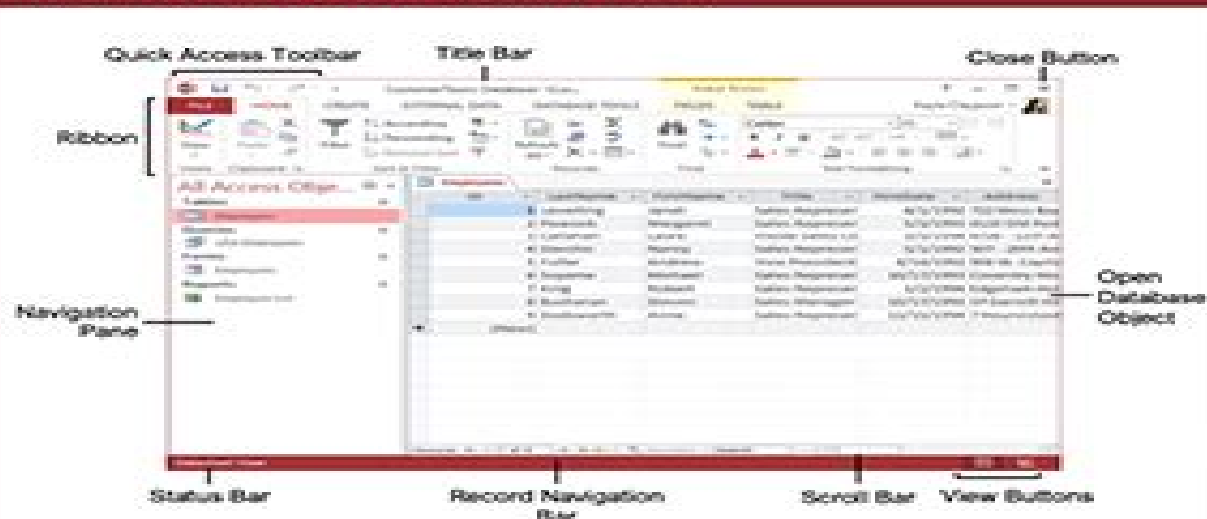


Access 2013 Basic

The Access 2013 Program Screen



Access Basics

Open a Database: Click the **File** tab and select **Open**, or press **Ctrl + O**.

Save a Database: Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

Use the Navigation Pane: Click the **All Access Objects** button at the top of the Navigation Pane and select the type of object(s) you want to display.

Open a Database Object: Double-click an object in the Navigation Pane.

Modify a Database Object in Design View: Click the **View** button (bottom right) and select **Design View**.

Switch Object Tabs: If you have multiple objects open, click the tab for the object you want to display.

Rename a Database Object: In the Navigation Pane, right-click the object you want to rename and select **Rename**. Type a new name, and press **Enter**.

Delete a Database Object: Select the object you want to delete in the Navigation Pane, press the **Delete** key, and click **Yes**.

Get Help: Press **F1** to open the Help pane. Type your question in the Search field and press **Enter**.

Close a Database Object: Click the object's **Close** button in the upper-right corner of the window.

Close a Database: Click the **File** tab and select **Close**.

Database Objects

- Tables** store a database's data in rows (records) and columns (fields).
- Queries** ask a question of data stored in a table.
- Forms** are custom screens that provide an easy way to enter and view data in a table or query.
- Reports** present data from a table or query in a printed format.
- Macros** automate several tasks into a single command.
- Modules** automate commands using Visual Basic. Modules are similar to macros, but are more complex.

Keyboard Shortcuts

General

Create a new database.....	Ctrl + N
Open a database.....	Ctrl + O
Close a database.....	Ctrl + W
Close Access.....	Alt + F4
Print current view.....	Ctrl + P
Help.....	F1
Delete record.....	Ctrl + -
Cancel changes.....	Esc
Insert date.....	Ctrl + ;
Insert time.....	Shift + Ctrl + :
Insert value from same field in previous position.....	Ctrl + *
Spell check.....	F7
Switch applications.....	Alt + Tab

Navigation

Move between query or table rows.....	↑, ↓
Move between query or table columns.....	←, →
Next field.....	Tab
Previous field.....	Shift + Tab
Next screen.....	Page Down
Previous screen.....	Page Up
First record.....	Ctrl + ↑
Last record.....	Ctrl + ↓
Go to a specific record.....	F5
Toggle Navigation Pane.....	F11

Editing

Cut.....	Ctrl + X
Copy.....	Ctrl + C
Paste.....	Ctrl + V
Undo.....	Ctrl + Z
Redo.....	Ctrl + Y
Find.....	Ctrl + F
Replace.....	Ctrl + H

Design View

View properties.....	Alt + Enter
Open object in Design view.....	Ctrl + Enter
Save object.....	Ctrl + S
Switch to Form view.....	F5

Practice Exercise For 2013 Access

Richard Bailey

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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A Practical Guide to SharePoint 2013 Saifullah Shafiq, 2014-02-06 This book is a complete practical guide. It's full of useful tips and exercises to get users started in no time. It has no fluff, just practical exercises that will provide users the knowledge and know how to implement SharePoint solutions easily and professionally. SharePoint has a steep learning curve. Without a book like this, it will probably take users months to learn SharePoint. This book will save users a great deal of time because it contains ready-to-use solutions and expert advice from someone who is a subject matter expert. This book has everything that users need to equip themselves to work professionally on SharePoint projects. The author is a 7 times awardee of the Microsoft Most Valuable Professional MVP award. SharePoint is a huge product. Each component or feature deserves a separate book. Discussing all great features in detail in one book is not possible. The author has tried to include the necessary content that will help users get started straight away. For beginners, the main problem they face is to setup an environment for SharePoint deployment. This book shows how to prepare the environment and then install each piece of software one by one. The initial chapters of the book focus on SharePoint infrastructure and deployment and show how to install SharePoint 2013 on a clean machine. The intended audience of these chapters is people who are looking to become SharePoint 2013 administrators. Network administrators who want to learn SharePoint administration will gain a lot of useful information from these chapters. Chapters in the later part of the book contain information on some of the popular features of SharePoint 2013. These chapters discuss creating web-enabled InfoPath forms, securing sites with SSL, setting up Extranets, etc. These chapters are for the power users and advanced users. The book guides users in a step-by-step format and explains everything needed to install the software. This includes preparing the machine for the installation. Each exercise in the book is accompanied by screenshots so that even if a user gets stuck during the exercise, he can refer to the screenshot to get a better understanding of the step he is stuck on. Clear and crisp screenshots make this book unique. Some of the topics discussed in the book are advanced but explained in a very simple way with the help of screenshots. This book is structured to build logically on the skills you learn as you progress through it. After the initial introduction and deployment chapters, the book moves into the more advanced part of the platform. Each chapter focuses on a new feature. If you are an advanced user, you can skip the initial chapters and go directly to the topic that you are interested in. Some of the topics discussed in the book are as follows: SharePoint Deployments, Configure Active Directory, SQL Server, IIS, Roles, SharePoint Cloud Setup, SharePoint in the cloud, Office 365 Development, Create your first SharePoint app in the cloud, SharePoint Modern Apps, Modern state-of-the-art applications using HTML5 and SharePoint 2013 Extranets, Business Processes, Leverage Business Connectivity Services to build Line of Business applications, Web Parts Development, Understand and learn to develop web parts, Electronic Forms, Learn to program web-enabled electronic forms using InfoPath, Public Websites, Design a branded public website using SharePoint Online, Office 365, SharePoint 2013 Search, Learn Search configuration, customization.

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Mission KHRITISH SWARGIARY, 2024-09-01 This book Foundational Literacy and Numeracy FLN Mission Achieving Learning for All by 2026 2027 has been conceived to offer a comprehensive understanding of the FLN Mission its objectives and its broader implications on the Indian educational system It delves into the various dimensions of the mission including the pedagogical approaches assessment tools teacher training methodologies and the role of communities and parents The book also explores the challenges inherent in achieving these ambitious goals while highlighting the importance of collaboration between schools government bodies and non governmental organizations to create a conducive learning environment for young children *Handbook on Human Rights Impact Assessment* Nora Götzmann, Human rights impact assessment HRIA has increasingly gained traction among state business and civil society actors since the endorsement of the United Nations Guiding Principles on Business and Human Rights by the Human Rights Council in 2011 This timely and insightful Handbook addresses HRIA in the context of business and human rights **Global Economic Governance and the Development Practices of the Multilateral Development Banks** Susan Park, Jonathan R. Strand, 2015-08-27 As pillars of the post 1945 international economic system the Regional and Sub Regional Development Banks RSDBs have long been considered mini World Banks reiterating the policy approach of the largest official multilateral development lender in the world The main objective of the collection is to identify what role the RSDBs play in global economic governance and why This edited collection draws together cutting edge original research on these understudied institutions In the burgeoning sub field of global economic governance as well as the broader study of international organisations IOs too often the focus remains on the World Bank and the International Monetary Fund IMF Second order IOs such as the RSDBs receive much less attention despite their longevity and regional importance This volume corrects this oversight by bringing together methodologically diverse research on the RSDBs that interrogates the role and impact of these organisations in global economic governance The book investigates the African Development Bank AfDB the Asian Development Bank AsDB the Inter American Development Bank IDB and the European Bank for Reconstruction and Development EBRD and select sub regional development banks in comparison to the World Bank Group This work will be of great interest to students and scholars of IPE IR and Development Studies **Working With Students With Disabilities** Vicki A. McGinley, Barbara C.

Trolley,2015-09-14 Working with Students with Disabilities Preparing School Counselors by Vicki A McGinley and Barbara C Trolley is an essential tool for all school counselors in training and in practice with the aim to provide a comprehensive approach to working with students with disabilities in a school setting As more students with disabilities are being included school counselors need to have a fundamental understanding of the terminology laws principles collaboration assessment measures and psycho social diversity issues associated with special education This book continues in the trend of providing sound evidenced based knowledge with practical case examples and guided exercises making the material come alive and fostering critical thinking Finally a book FOR school counselors that specifically addresses the needs of students with disabilities and how we can interface with the team in supporting these students Nona Cabral California Baptist University McGinley and Trolley have brought together in one exceptional volume the vast material that modern school counselors often leave the classroom searching for how to understand the complexities of the system in regards to students with special needs how to best collaborate with professionals and families in meeting those needs and how to best structure interventions and programs to move those students forward across social emotional and academic realms Carrie Lynn Bailey Georgia Southern University McGinley and Trolley have crafted a text that illuminates the multifaceted responsibilities of school counselors relevant to special education Faculty graduate students and practicing counselors alike will find the problem based learning approach a helpful guide for integrating the content covered in this text into their professional practice Kylie P Dotson Blake East Carolina University Special education students are frequently the most marginalized group on school campuses Working with Students with Disabilities Preparing School Counselors points to ways school counselors can open pathways for creating a learning community that supports all students Rolla E Lewis California State University East Bay **Clinical Exercise**

Science Andrew Scott,Christopher Gidlow,2016-01-22 Clinical Exercise Science is an introduction to core principles and best practice in exercise science for students and practitioners working with clinical populations Combining the latest scientific research with evidence based practitioner led analysis the book offers integrated coverage of the full clinical exercise curriculum including Pathophysiology of exercise and disease Exercise as a clinical intervention Exercise nutrition and lifestyle Health behaviour change Clinical skills in exercise science The book covers a wide range of conditions including cardiovascular disease pulmonary disease metabolic disease and mental health problems and includes an array of useful features to guide student learning such as case studies study tasks definitions of key terms and suggestions for further reading With contributions from leading researchers and health practitioners this is an invaluable foundation text for any clinical exercise science course and useful reading for any student or practitioner working in exercise science exercise rehabilitation health science or physical therapy Current Affairs 2017 for Competitive Exams - UPSC/ State PCS/ SSC/ Banking/ Insurance/ Railways/ BBA/ MBA/ Defence - 2nd Edition Disha Experts,2017-08-01 The thoroughly updated 2nd edition of the book Current Affairs 2017 captures the Most Important Events Issues Ideas People of 2016 in a very lucid and

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Marine Scientific Research and the Regulation of Modern Ocean Data Collection Activities under UNCLOS Chuxiao Yu, 2022-10-17 The scope of marine scientific research has long been debated due to a lack of definition of the term in the United Nations Convention on the Law of the Sea UNCLOS The introduction of new forms and methods of ocean data collection adds another layer of legal uncertainty in this field Marine Scientific Research and the Regulation of Modern Ocean Data Collection Activities Under UNCLOS thus strives to identify the possible limits of the existing legal framework mainly the UNCLOS marine scientific research regime and the ways in which the identified gaps can be bridged In the analysis Chuxiao Yu carries out two case studies one on access to marine genetic resources and the other on operational oceanographic activities

Handbook of Evidence-Based Practices in Intellectual and Developmental Disabilities Nirbhay N. Singh, 2016-05-11 This handbook presents a diverse range of effective treatment approaches for individuals with intellectual and developmental disabilities IDD Its triple focus on key concepts treatment and training modalities and evidence based interventions for challenging behaviors of individuals with IDD provides a solid foundation for effective treatment strategies theory to implementation issues and the philosophical and moral aspects of care Expert contributions advocate for changes in treating individuals with intellectual and developmental disabilities by emphasizing caregiver support as well as respecting and encouraging client autonomy self determination and choice With its quality of life approach the handbook details practices that are person centered and supportive as well as therapeutically sound Topics featured in the handbook include Functional and preference assessments for clinical decision making Treatment modalities from cognitive behavioral therapy and pharmacotherapy to mindfulness telehealth and assistive technologies Self determination

and choice as well as community living skills Quality of life issues for individuals with IDD Early intensive behavior interventions for autism spectrum disorder Skills training for parents of children with IDD as well as staff training in positive behavior support Evidence based interventions for a wide range of challenging behaviors and issues The Handbook of Evidence Based Practices in Intellectual and Developmental Disabilities is a must have resource for researchers clinicians scientist practitioners and graduate students in clinical psychology social work behavior therapy and rehabilitation

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