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the Microsoft Store (students) and Microsoft Home Use Programme (staff). Starting Microsoft Access If you are using an IT Services machine, login as usual by entering your username and password. Then, to start up the program:

1. Open the Windows Start button and choose All Programs
2. Select Microsoft Office 2013 then Access 2013

Microsoft Access 2013 A Beginners' Guide

Access. Beginner. Design and build tables for a database (Access basics,

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part 1) Create table relationships
(Access basics, part 2) Create your first Access 2013 database. Introduction to queries (Access basics, part 3) Webinar: Intro to Access 2013. Intermediate. Dealing with read-only queries. Stop a query from asking for input

Office 2013 training - Microsoft Office

Your new computer, laptop, or virtual desktop includes Microsoft Office 2013. To assist with the transition from Office 2010 to Office 2013, documentation has been made available on the Statewide Learning Management System (SLMS). To access the material, go to <https://nyslearn.ny.gov/>, login to the site, and search for "Make+the+Switch."

Microsoft Office 2013 User Guide

A manual, also referred to as a user manual, or simply "instructions" is a technical document designed to assist in the use Microsoft Access 2013 by users. Manuals are usually written by a

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technical writer, but in a language understandable to all users of Microsoft Access 2013. A complete Microsoft manual, should contain several basic components.

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Microsoft Office Microsoft Access 2. Click the Office Button followed by New to open the Blank Database pane on the right-hand side in the window. 3. Enter a meaningful File Name: for the database. For example Kites [would make sense as this is the type of information that the database will

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Microsoft Word 2013 has a Quick Access Toolbar, so you can have quick access to your most used commands. A. Add Commands . 1. To add your most used commands to the Quick Access Toolbar, click on the drop-down arrow next to the Quick Access Toolbar. 2. The Customize Quick Access Toolbar option panel will appear.

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Microsoft Word 2013 Fundamentals Manual

Open Microsoft Access by clicking: Start Button All Programs Microsoft Office Microsoft Access 2. Click the Office Button followed by New to open the Blank Database pane on the right-hand side in the window. 3. Enter a meaningful File Name: for the database.

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This manual provides instructions with the fundamental spreadsheet features of Microsoft Excel Topics covered in this document 2013. become more will help you proficient with the Excel application. Specific focuses include building spreadsheets, worksheet fundamentals, working with basic formulas, and creating charts.

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