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Microsoft Access 2013 A Beginners' Guide

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

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basics, 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

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Microsoft Access 2013 Training teaches you how to design data tables, select appropriate data types and relate tables logically. You will create and modify database objects including tables, forms, reports, queries and macros, and will apply intermediate skills to streamline data entry, ensure data integrity, automate tasks and analyze data.

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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.

Microsoft Word 2013 Fundamentals Manual

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