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2013 Microsoft Access Training Manual

This document is an introduction to Microsoft Access 2013, running under Microsoft Windows 7. For further information see Microsoft Access 2013 - An Intermediate Guide. Introduction A database is a computer program for storing information in an easily retrievable form. It is used mainly to store

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User manual Microsoft Access 2013 (6 pages)

Microsoft Access 2013 Tutorial and Lab Manual is an independent textbook and is not affiliated with, nor has been authorized, sponsored, or otherwise approved by Microsoft Corporation. Printed in the United States of America First Printing, 2014

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This document is a further guide to Microsoft Access 2010. For an introduction to Access see Microsoft Access 2013 - An Essential Guide. 1. Open the Start menu and choose All Programs then Microsoft Office 2013 and Access 2013 2. Click on Open Other Files (or simply press <Ctrl o>) 3. Click on Computer then on [Browse] IT Training

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