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Microsoft Access 2013 A Beginners' Guide

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Microsoft Outlook 2013 Fundamentals Manual

I have Access 2016. The other day I started to use it and found a help system, by chance it seems. Today I can't find that help library. I can find the video tutorials easily enough, but I want a straightforward, old-fashioned text version.

Experience learning made easy and quickly teach yourself how to build your own database with Access 2013. With Step by Step, you set the pace building and practicing the skills you need, just when you need them! Includes downloadable practice files and a companion eBook. Build a database from scratch or ready templates Create easy-to-use data-entry forms Write queries to extract and manipulate data Design reports to summarize data in effective ways Import data from other databases and documents

Complete classroom training manuals for Microsoft Access 2016. Three manuals (Introductory, Intermediate, Advanced) in one book. 174 pages and 105 individual topics. Includes practice exercises and keyboard shortcuts. You will learn all about relational databases, advanced queries, creating forms, reporting, macros and much more. Topics Covered: Getting Acquainted with Access 1. Creating a New Database 2. Overview of a Database 3. The Access Interface 4. Touch Mode 5. Viewing Database Objects in the Navigation Bar 6. Opening and Closing Databases Creating Relational Database Tables 1. The "Flat File" Method of Data Storage 2. The Relational Model of Data Storage 3. Tips for Creating a Relational Database 4. Creating Relational Database Tables 5. Assigning a Primary Key to a Table Using Tables 1. Using Datasheet View 2. Navigating in Datasheet View 3. Adding Records in Database View 4. Editing and Deleting Records in Datasheet View 5. Inserting New Fields 6. Renaming Fields 7. Deleting Fields Field Properties 1. Setting Field Properties 2. The 'Field Size' Property 3. The 'Format' Property for Date/Time Fields 4. The 'Format' Property for Logical Fields 5. Setting Default Values for Fields 6. Setting Input Masks 7. Setting Up Validation Rules and Responses 8. Requiring Field Input 9. Allowing Zero Length Entries Joining Tables in a Database 1. The Relationships Window 2. Enforcing Referential Integrity 3. Creating Lookup Fields Indexing Tables 1. Indexes 2. Creating Indexes 3. Deleting Indexes Queries 1. Using the Simple Query Wizard 2. Designing Queries 3. Joining Tables in a Query 4. Adding Criteria to the QBE Grid 5. Running A Query 6. How is Using the QBE Grid Writing SQL Code? 7. Sorting Query Results 8. Hiding Fields in a Query 9. Using Comparison Operators 10. Using 'AND' and 'OR' Conditions Advanced Queries 1. Using the 'BETWEEN...AND' Condition 2. Using Wildcard Characters in Criteria 3. Creating a Calculated Field 4. Creating 'Top Value' Queries 5. Function Queries 6. Parameter Queries Advanced Query Types 1. Make-Table Queries 2. Update Queries 3. Append Queries 4. Delete Queries 5. Crosstab Queries 6. The 'Find Duplicates' Query 7. The 'Find Unmatched' Query Creating Forms 1. Forms Overview 2. The Form Wizard 3. Creating AutoForms 4. Using Forms 5. Form and Report Layout View 6. Form and Report Design View 7. Viewing the Ruler and Gridlines 8. The 'Snap to Grid' Feature 9. Creating a Form in Design View 10. Modifying Form Selections in Design View Form & Report Controls 1. Selecting Controls 2. Deleting Controls 3. Moving and Resizing Controls 4. Sizing Controls 'To Fit' 5. 'Nudging' Controls 6. Aligning, Spacing and Sizing Controls 7. Formatting Controls 8. Viewing Control Properties Using Controls 1. The Controls Group 2. Adding Label Controls 3. Adding Logos and Image Controls 4. Adding Line and Rectangle Controls 5. Adding Combo Box Controls 6. Adding List Box Controls 7. Setting Tab Order Subforms 1. Creating Subforms 2. Using the Subform/Subreport Control Reports 1. Using the Report Wizard 2. Using Basic Reports 3. Creating a Report in Design View 4. Sorting and Grouping Data in Reports 5. Creating Calculated Fields Subreports 1. Creating Subreports Charting Data 1. Using Charts Macros 1. Creating a Standalone Macro 2. Assigning Macros to a Command Button 3. Using Program Flow with Macros 4. Creating Autoexec Macros 5. Creating Data Macros 6. Editing Named Data Macros 7. Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1. Creating a Switchboard Form 2. Creating a Navigation Form 3. Controlling Startup Behavior Advanced Features 1. Getting External Data 2. Exporting Data 3. Setting a Database Password Helping Yourself 1. Using Access Help 2 The Tell Me Bar- 2016 Only

Complete classroom training manual for Microsoft Access 2019 and 365. Includes 189 pages and 108 individual topics. Includes practice exercises and keyboard shortcuts. You will learn about creating relational databases from scratch, using fields, field properties, joining and indexing tables, queries, forms, controls, subforms, reports, charting, macros, switchboard and navigation forms, and much more. Topics Covered: Getting Acquainted with Access 1. Creating a New Database 2. Overview of a Database 3. The Access Interface 4. Touch Mode 5. Viewing Database Objects in the Navigation Bar 6.

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Topics Covered: CHAPTER 1- Getting Acquainted with Word 1.1- About Word 1.2- The Word Environment 1.3- The Title Bar 1.4- The Ribbon 1.5- The [File] Tab and Backstage View 1.6- The Quick Access Toolbar 1.7- Touch Mode 1.8- The Ruler 1.9- The Scroll Bars 1.10- The Document View Buttons 1.11- The Zoom Slider 1.12- The Status Bar 1.13- The Mini Toolbar 1.14- Keyboard Shortcuts CHAPTER 2- Creating Basic Documents 2.1- Opening Documents 2.2- Closing Documents 2.3- Creating New Documents 2.4- Saving Documents 2.5- Recovering Unsaved Documents 2.6- Entering Text 2.7- Moving through Text 2.8- Selecting Text 2.9- Non-Printing Characters 2.10- Working with Word File Formats 2.11- AutoSave Online Documents CHAPTER 3- Document views 3.1- Changing Document Views 3.2- Showing and Hiding the Ruler 3.3- Showing and Hiding Gridlines 3.4- Using the Navigation Pane 3.5- Zooming the Document 3.6- Opening a Copy of a Document in a New Window 3.7- Arranging Open Document Windows 3.8- Split Window 3.9- Comparing Open Documents 3.10- Switching Open Documents 3.11- Switching to Full Screen View CHAPTER 4- Basic Editing Skills 4.1- Deleting Text 4.2- Cutting, Copying, and Pasting 4.3- Undoing and Redoing Actions 4.4- Finding and Replacing Text 4.5- Selecting Text and Objects CHAPTER 5- BASIC PROOFING Tools 5.1- The Spelling and Grammar Tool 5.2- Setting Default Proofing Options 5.3- Using the Thesaurus 5.4- Finding the Word Count 5.5- Translating Documents 5.6- Read Aloud in Word CHAPTER 6- FONT Formatting 6.1- Formatting Fonts 6.2- The Font Dialog Box 6.3- The Format Painter 6.4- Applying Styles to Text 6.5- Removing Styles from Text CHAPTER 7- Formatting Paragraphs 7.1- Aligning Paragraphs 7.2- Indenting Paragraphs 7.3- Line Spacing and Paragraph Spacing CHAPTER 8- Document Layout 8.1- About Documents and Sections 8.2- Setting Page and Section Breaks 8.3- Creating Columns in a Document 8.4- Creating Column Breaks 8.5- Using Headers and Footers 8.6- The Page Setup Dialog Box 8.7- Setting Margins 8.8- Paper Settings 8.9- Layout Settings 8.10- Adding Line Numbers 8.11- Hyphenation Settings CHAPTER 9- Using Templates 9.1- Using Templates 9.2- Creating Personal Templates CHAPTER 10- Printing Documents 10.1- Previewing and Printing Documents CHAPTER 11- Helping Yourself 11.1- The Tell Me Bar and Microsoft Search 11.2- Using Word Help 11.3- Smart Lookup CHAPTER 12- Working with Tabs 12.1- Using Tab Stops 12.2- Using the Tabs Dialog Box CHAPTER 13- Pictures and Media 13.1- Inserting Online Pictures 13.2- Inserting Your Own Pictures 13.3- Using Picture Tools 13.4- Using the Format Picture Task Pane 13.5- Fill & Line Settings 13.6- Effects Settings 13.7- Alt Text 13.8- Picture Settings 13.9- Inserting Screenshots 13.10- Inserting Screen Clippings 13.11- Inserting Online Video 13.12- Inserting Icons 13.13- Inserting 3D Models 13.14- Formatting 3D Models CHAPTER 14- DRAWING OBJECTS 14.1- Inserting Shapes 14.2- Inserting WordArt 14.3- Inserting Text Boxes 14.4- Formatting Shapes 14.5- The Format Shape Task Pane 14.6- Inserting SmartArt 14.7- Design and Format SmartArt 14.8- Inserting Charts CHAPTER 15- USING BUILDING BLOCKS 15.1- Creating Building Blocks 15.2- Using Building Blocks CHAPTER 16- Styles 16.1- About Styles 16.2- Applying Styles 16.3- Showing Headings in the Navigation Pane 16.4- The Styles Task Pane 16.5- Clearing Styles from Text 16.6- Creating a New Style 16.7- Modifying an Existing Style 16.8- Selecting All Instances of a Style in a Document 16.9- Renaming Styles 16.10- Deleting Custom Styles 16.11- Using the Style Inspector Pane 16.12- Using the Reveal Formatting Pane CHAPTER 17- Themes and style sets 17.1- Applying a Theme 17.2- Applying a Style Set 17.3- Applying and Customizing Theme Colors 17.4- Applying and Customizing Theme Fonts 17.5- Selecting Theme Effects CHAPTER 18- PAGE BACKGROUNDS 18.1- Applying Watermarks 18.2- Creating Custom Watermarks 18.3- Removing Watermarks 18.4- Selecting a Page Background Color or Fill Effect 18.5- Applying Page Borders CHAPTER 19- BULLETS AND NUMBERING 19.1- Applying Bullets and Numbering 19.2- Formatting Bullets and Numbering 19.3- Applying a Multilevel List 19.4- Modifying a Multilevel List Style CHAPTER 20- Tables 20.1- Using Tables 20.2- Creating Tables 20.3- Selecting Table Objects 20.4- Inserting and Deleting Columns and Rows 20.5- Deleting Cells and Tables 20.6- Merging and Splitting Cells 20.7- Adjusting Cell Size 20.8- Aligning Text in Table Cells 20.9- Converting a Table into Text 20.10- Sorting Tables 20.11- Formatting Tables 20.12- Inserting Quick Tables CHAPTER 21- Table formulas 21.1- Inserting Table Formulas 21.2- Recalculating Word Formulas 21.3- Viewing Formulas Vs. Formula Results 21.4- Inserting a Microsoft Excel Worksheet CHAPTER 22- Inserting page elements 22.1- Inserting Drop Caps 22.2- Inserting Equations 22.3- Inserting Ink Equations 22.4- Inserting Symbols 22.5- Inserting Bookmarks 22.6- Inserting Hyperlinks CHAPTER 23- Outlines 23.1- Using Outline View 23.2- Promoting and Demoting Outline Text 23.3- Moving Selected Outline Text 23.4- Collapsing and Expanding Outline Text CHAPTER 24- MAILINGS 24.1- Mail Merge 24.2- The Step by Step Mail Merge Wizard 24.3- Creating a Data Source 24.4- Selecting Recipients 24.5- Inserting and Deleting Merge Fields 24.6- Error Checking 24.7- Detaching the Data Source 24.8- Finishing a Mail Merge 24.9- Mail Merge Rules 24.10- The Ask Mail Merge Rule 24.11- The Fill-in Mail Merge Rule 24.12- The If Then Else Mail Merge Rule 24.13- The Merge Record # Mail Merge Rule 24.14- The Merge Sequence # Mail Merge Rule 24.15- The Next Record Mail Merge Rule 24.16- The Next Record If Mail Merge Rule 24.17- The Set Bookmark Mail Merge Rule 24.18- The Skip Record If Mail Merge Rule 24.19- Deleting Mail Merge Rules in Word CHAPTER 25- SHARING DOCUMENTS 25.1- Sharing Documents in Word Using Co-authoring 25.2- Inserting Comments 25.3- Sharing by Email 25.4- Presenting Online 25.5- Posting to a Blog 25.6- Saving as a PDF or XPS File 25.7- Saving as a Different File Type CHAPTER 26- CREATING A TABLE OF CONTENTS 26.1- Creating a Table of Contents 26.2- Customizing a Table of Contents 26.3- Updating a Table of Contents 26.4- Deleting a Table of Contents CHAPTER 27- CREATING AN INDEX 27.1- Creating an Index 27.2- Customizing an Index 27.3- Updating an Index CHAPTER 28- CITATIONS AND BIBLIOGRAPHY 28.1- Select a Citation Style 28.2- Insert a Citation 28.3- Insert a Citation Placeholder 28.4- Inserting Citations Using the Researcher Pane 28.5- Managing Sources 28.6- Editing Sources 28.7- Creating a Bibliography CHAPTER 29- CAPTIONS 29.1- Inserting Captions 29.2- Inserting a Table of Figures 29.3- Inserting a Cross-reference 29.4- Updating a Table of Figures CHAPTER 30- CREATING FORMS 30.1- Displaying the Developer Tab 30.2- Creating a Form 30.3- Inserting Controls 30.4- Repeating Section Content Control 30.5- Adding Instructional Text 30.6- Protecting a Form CHAPTER 31- MAKING MACROS 31.1- Recording Macros 31.2- Running and Deleting Recorded Macros 31.3- Assigning Macros CHAPTER 32- WORD OPTIONS 32.1- Setting Word Options 32.2- Setting Document Properties 32.3- Checking Accessibility CHAPTER 33- DOCUMENT SECURITY 33.1- Applying Password Protection to a Document 33.2- Removing Password Protection from a Document 33.3- Restrict Editing within a Document 33.4- Removing Editing Restrictions from a Document

Complete classroom training manual for Microsoft Publisher 2019. 296 pages and 189 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create publications, format objects, customize schemes, create tables, perform mailings, prepare print files, and much more. Topics Covered: Getting Acquainted with Publisher 1. The Publisher Environment 2. The Title Bar 3. The Ribbon 4. The File Tab and Backstage View 5. The Quick Access Toolbar 6. Touch Mode 7. The Scroll Bars 8. The Page Layout View Buttons 9. The Zoom Slider and Zoom Button 10. The Status Bar 11. The Mini Toolbar 12. Keyboard Shortcuts Creating Basic Publications 1. Creating New Publications 2. Changing the Publication Template 3. Using Business Information 4. Saving Publications 5. Closing Publications 6. Opening Publications 7. Inserting New Pages 8. Deleting Pages 9. Moving Pages

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