

Access 2013 on Demand

Steve Johnson, Perspection Inc.



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Need answers quickly? *Access 2013 on Demand* provides those answers in a visual step-by-step format. We will show you exactly what to do through lots of full color illustrations and easy-to-follow instructions.

Inside the Book

- Create desktop databases or web apps for traditional and online users to gather, organize, and share data
- Use professional templates to help you create desktop databases or web apps
- Create web apps on SharePoint Team Services to collaborate and share information
- Use tools for building a database or web app that makes information easier to find and use
- Import data from other programs, HTML, XML files, and other databases
- Use forms, filters, queries, and reports to capture and analyze data
- Organize information and add impact with themes, pictures, tables, and charts
- Add hyperlinks and web pages to forms and reports to use content on the Internet
- Use macros and Visual Basic for Applications (VBA) to automate and add functionality to databases
- Prepare for the Microsoft Office Specialist (MOS) exam

Numbered Steps guide you through each task See Also points you to related information in the book Did You Know? alerts you to tips and techniques Illustrations with matching steps Tasks are presented on one or two pages

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