University Information
Technology Services

Microsoft Office Access 2013

Intro to Access 2013

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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University Information Technology Services

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Introduction

Microsoft Access 2013 allows people to effectively and efficiently organize data. The various sections presented in this document will help you to build a solid knowledge foundation of the software.

This booklet is the companion document to the Intro to Access 2013 workshop. It includes an introduction to the Microsoft Access 2013 interface and covers the various aspects of database creation and management in Access 2013.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Identify the components of the Access 2013 interface.
- Create a new database.
- Understand how to create a table.
- Know the purpose of the primary key.
- Implement error traps.
- Enter descriptions for fields.
- Understand how to add fields.
- Know how to enter various types of data into the table.

The Office 2013 Interface

The Office 2013 interface is very similar to the Office 2010 interface, with a few minor changes. The following describes the Office 2013 interface.

The Backstage View

The Backstage view is more prominent in Access 2013. When first opening the program, the user will be presented with options to open recent documents, start a new blank database, or select from a number of database templates (see Figure 1).

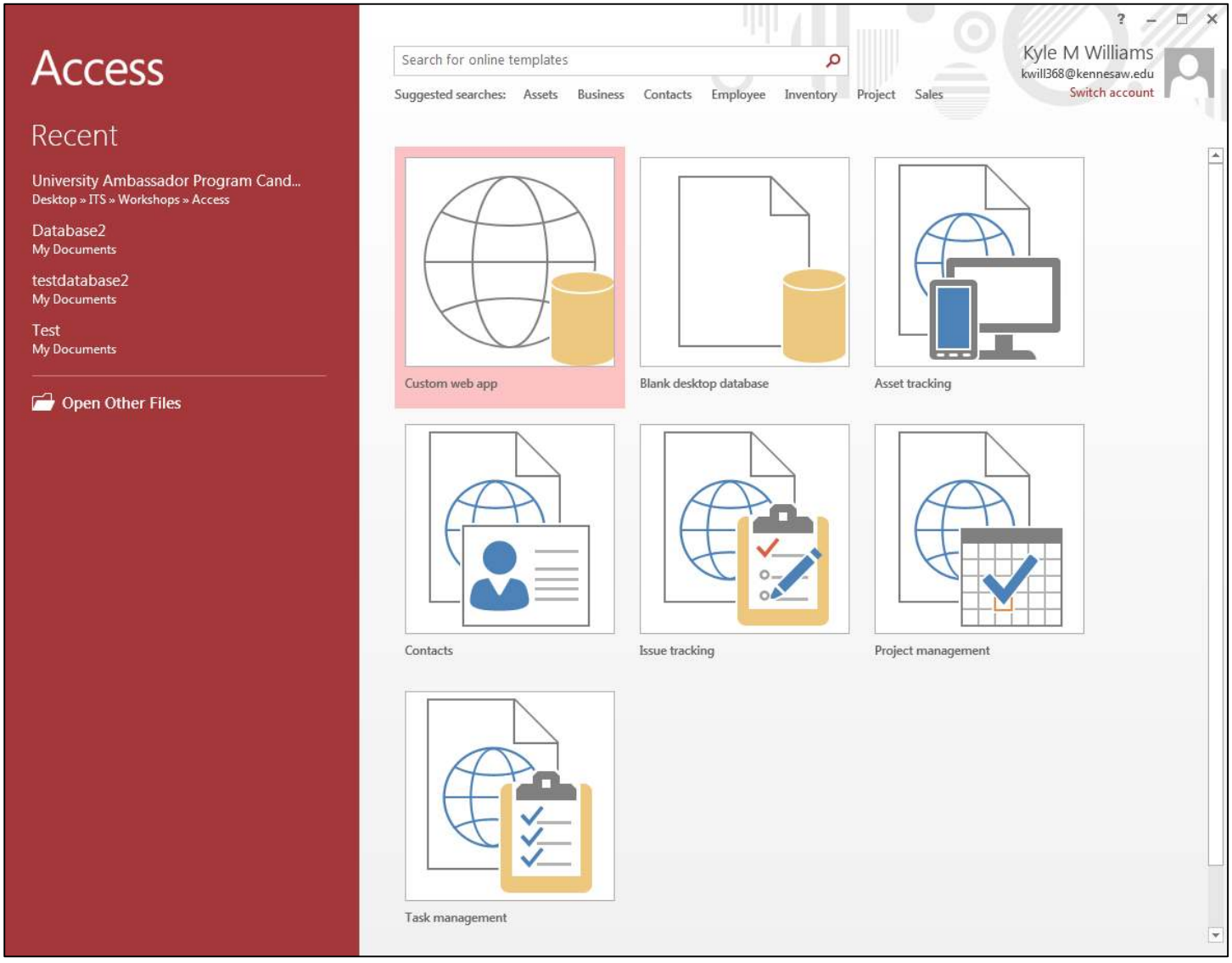

Figure 1 - Backstage View (First opening Access 2013)

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