

Access 2013 User Guide

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When you open a database, the ribbon appears at the top of the main Access window, where it displays the commands in the active command tab. The ribbon contains a series of command tabs that contain commands. In Access, the main command tabs are File, Home, Create, External Data, and Database Tools. Each tab contains groups of related commands, and these groups surface some of the additional new UI elements, such as the gallery, which is a new type of control that presents choices visually.

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In Access 2013, we now have two data types — short text and long text. In previous versions of Access these data types were called text and memo. The text field is referred to as short text and your memo field is now called long text. Here are some of the other more specialized data types, you can choose from in Access.

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