

PROCEDURE FOR MAKING AN ADDRESS BOOK USING MICROSOFT ACCESS 2002

1. OPEN MS ACCESS 2002
2. FILE
3. NEW
4. SELECT BLANK DATABASE
5. CLICK THE DOWN ARROW, SELECT 3 ½ FLOPPY (A:)
6. FILE NAME ENTER: FMLADDRESSBOOK
- NOTE: (DATABASE MUST BE SAVED FIRST)
7. PRESS CREATE
8. PRESS TABLES
9. DOUBLE CLICK CREATE TABLE BY USING WIZARD
10. SELECT PERSONAL IN TABLE WIZARD
11. CLICK >>
12. NEXT
13. NAME TABLE: ADDRESS BOOK
14. SELECT YES, SET A PRIMARY KEY FOR ME
15. NEXT
16. SELECT ENTER DATA INTO THE TABLE USING A FORM THE WIZARD CREATES FOR ME
17. FINISH
18. ENTER INFORMATION INTO FORM
19. PRESS > TO MOVE TO NEXT ENTRY (ENTER A MINIMUM OF 5 NAMES, ADDRESSES, PHONE NUMBERS) (ENTER AT LEAST ONE STATE THAT BEGINS WITH V, ENTER AT LEAST ONE POSTAL CODE (ZIP CODE) THAT BEGINS WITH 2)
20. CLOSE (X) FORM
21. PRESS YES TO SAVE CHANGES
22. FORM NAME: ADDRESS BOOK
23. OK
24. PRESS TABLES
25. DOUBLE CLICK ADDRESS BOOK TO VIEW TABLE
26. CLOSE (X) TABLE
27. PRESS QUERIES
28. DOUBLE CLICK CREATE QUERY BY USING WIZARD
29. CHOOSE TABLE: ADDRESS BOOK
30. PRESS >>
31. NEXT

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- 32.SELECT DETAIL (SHOWS EVERY FIELD IN EVERY RECORD)
- 33.NEXT
- 34.TITLE FOR YOUR QUERY: STATES THAT BEGIN WITH V
- 35.FINISH
- 36.PRESS VIEW BUTTON (TOP LEFT HAND CORNER) (BLUE TRIANGLE)
- 37.MOVE OVER TO FIELD: STATEORPROVINCE
- 38.ENTER V* IN FIELD: CRITERIA (UNDER STATEORPROVINCE)
- 39.PRESS RUN (!) BUTTON
- 40.CLOSE (X) SELECT QUERY
- 41.PRESS YES TO SAVE CHANGES AND QUERY
- 42.PRESS QUERIES
- 43.DOUBLE CLICK CREATE QUERY BY USING WIZARD
- 44.CHOOSE TABLE: ADDRESS BOOK
- 45.PRESS >>
- 46.NEXT
- 47.SELECT DETAIL (SHOWS EVERY FIELD IN EVERY RECORD)
- 48.NEXT
- 49.TITLE FOR YOUR QUERY: POSTAL CODES THAT BEGIN WITH 2
- 50.FINISH
- 51.PRESS VIEW BUTTON (TOP LEFT HAND CORNER) (BLUE TRIANGLE)
- 52.MOVE OVER TO FIELD: POSTALCODE
- 53.ENTER 2* IN FIELD: CRITERIA (UNDER POSTALCODE)
- 54.PRESS RUN (!) BUTTON
- 55.CLOSE (X) SELECT QUERY
- 56.PRESS YES TO SAVE CHANGES AND QUERY
- 57.PRESS REPORTS
- 58.PRESS NEW IN DATABASE BOX
- 59.CHOOSE LABEL WIZARD
- 60.CLICK DOWN ARROW TO CHOOSE THE TABLE: ADDRESS BOOK
- 61.OK
- 62.UNIT OF MEASURE: CHOOSE ENGLISH
- 63.FILTER BY MANUFACTURE: CHOOSE AVERY
- 64.SCROLL DOWN TO CHOOSE THE PRODUCT NUMBER: 8160

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- 65.NEXT
 - 66.NEXT
 - 67.CHOOSE FIRSTNAME
 - 68.PRESS >
 - 69.PRESS SPACEBAR KEY
 - 70.CHOOSE LAST NAME
 - 71.PRESS >
 - 72.PRESS ENTER KEY
 - 73.CHOOSE ADDRESS
 - 74.PRESS >
 - 75.PRESS ENTER KEY
 - 76.CHOOSE CITY
 - 77.PRESS >
 - 78.PRESS SPACEBAR KEY
 - 79.CHOOSE STATEORPROVINCE
 - 80.PRESS >
 - 81.PRESS SPACEBAR KEY
 - 82.CHOOSE POSTALCODE
 - 83.NEXT
 - 84.SORT BY POSTAL CODE
 - 85.PRESS >
 - 86.NEXT
 - 87.ADDRESS BOOK LABELS
 - 88.FINISH
 - 89.CLOSE (X) MS ACCESS
- NOTE: (AUTOMATICALLY SAVES FORM, TABLE, AND ALL
QUERIES AND REPORTS)