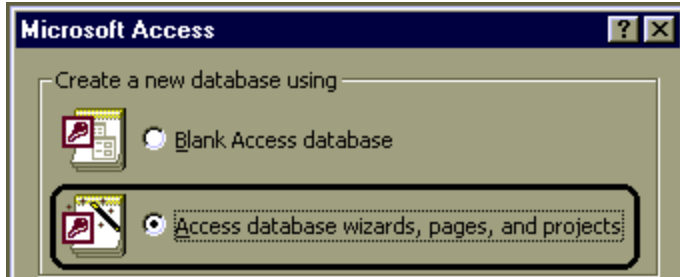
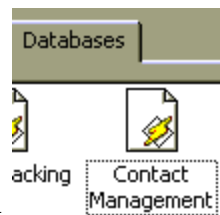


Microsoft Access Database of Friends Lab Directions

Create a new database using
Access Database Wizards, Pages, and Projects



Databases



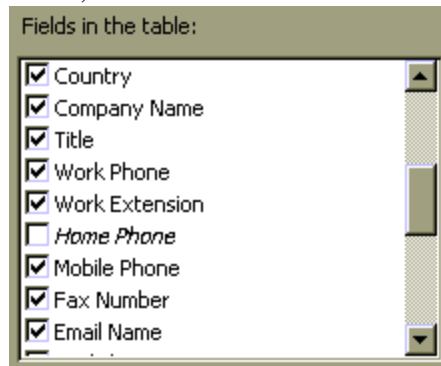
Contact Management

Name the new database "Friends.mdb" and click "Create".



Database Wizard

On the first panel of the Database Wizard, no selections are available. Read the



introductory information and click "Next".

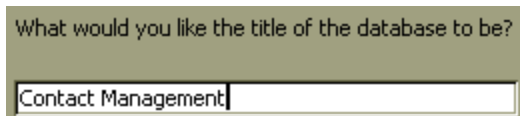
Check boxes for personal information.

It is possible the wizard will not allow you to uncheck boxes it determines are mandatory.

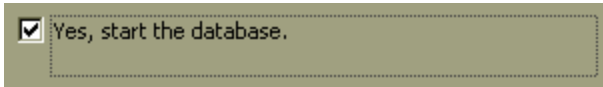
Screen Display choice: Your choice. Click on several and preview them.

Style for Printed Reports: Your choice. Click on several and preview them.

Title the database "Contact Management".



Checkmark the box labeled “Yes, start the database.”

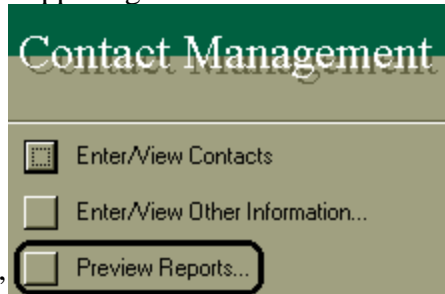


Click “Finish”.



Enter new contacts.

Click the close button in the upper right corner of the “Contacts” dialog box.



Click “Preview Reports...”

Preview the Alphabetical Contact Listing Report.



Print the report using CTRL+P.

Close the Alphabetical Contact Listing Report by clicking the close button in the upper right corner of the “Alphabetical Contact Listing” dialog box.

Close the Reports Switchboard by clicking the close button in the upper right corner of the “Reports Switchboard” dialog box.

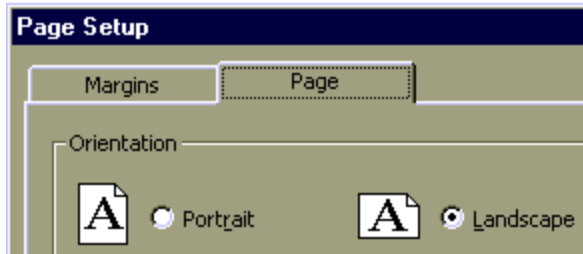
Select the “Tables” object in the “Friends: Database” dialog box.

Double-click on the “Contacts” table icon in the “Friends: Database” dialog box



after “Tables” object has been selected.

Set up the print layout to landscape mode from File | Page Setup.



Click the Print Preview button to preview the table. 

Print the “Contacts” table in landscape mode.   