

Microsoft Access - Exercise

Follow the directions below to create an Address Database. Remember that there is usually more than one way to do something. If you think of a different way to do a task, try it! If it doesn't work, you can always use the Undo button. Please read through each direction before performing the action.

Starting Access

1. Launch the Access program by double clicking on the Access icon on the desktop. A Microsoft Access window will appear.
2. Click **"New"** on the file menu or click the new file icon on the toolbar.
3. In the pane on the right side, click **Blank database**.
4. The File New Database Window will appear.
5. Type the file name **Address Book**.
6. Click the little triangle to the right of the "Save in: text box".
7. Click **3 1/2 Floppy (A:)** on the drop-down menu (or **Desktop** if you do not have a floppy disk).
8. Click Create.

Creating a Table

1. Click the **Tables** tab in the database window.
2. Click **New**.
3. The New Table Wizard appears.
4. Select **Table Wizard** and click **OK**.
5. Select the Personal toggle located above the Sample Tables column. Select **Addresses** from the Sample Tables column (left click once to highlight.)
6. Select **FirstName** from the Sample Fields column (click once to highlight the selection.) Click the right pointing arrow button or double click the selection to add it to the Fields in My New Table column.
7. Repeat step #6 with **LastName**, **Address**, **City**, **State**, **Postal Code**, and **Home Phone Number** from the Sample Fields column.
8. Click **Next**.
9. The Table Wizard offers the name "Addresses" for your table; we'll keep that name. (On this same screen, there is a "YES" default for setting a Primary Key). Click **Next**.
10. Click **Finish** and view your new table.
11. Close the "Addresses" table (Click the X in the top right corner of the table window.)

Microsoft Access Exercise Manual

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