

TUTORIAL-MAINTAINING YOUR ADDRESS BOOK USING MICROSOFT ACCESS 2003*

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Abstract

This is the second of a three-part series of workshops that serve as a general introduction to Microsoft's Access 2003 database program. In this tutorial, we will learn how to create a database to manage your personal or business address book. These classes are designed for adults with some computer experience, but little or no previous database experience.

Tutorial 2

This is an unsupported media type. To view, please see [http://cnx.org/content/m15296/latest/Maintaining
Your Address Book using Microsoft Access 2003 Course.ppt](http://cnx.org/content/m15296/latest/MaintainingYourAddressBookusingMicrosoftAccess2003Course.ppt)

Figure 1: Click here to access the tutorial.

Click the link to access the tutorial. Then, click OPEN to view the tutorial in the browser. You may also download the tutorial to your computer by clicking the SAVE button.

It is suggested that you open the tutorial, and resize the window so that the tutorial fits on half of the screen. Then open the Microsoft Access database program, and resize the program window so that it fits on the other half of the screen. In this way you can practice what you learn via the tutorial. Click this link for help in resizing your windows.

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Show Me How

This is an unsupported media type. To view, please see <http://cnx.org/content/m15296/latest/To Prepare Tutorial window for Practice Presentation.ppt>

Figure 2: Click here for instructions on how to prepare the tutorial window for practice.

This is an unsupported media type. To view, please see <http://cnx.org/content/m15296/latest/To Prepare Tutorial for Practice.avi>

Figure 3
