

**On With the Show**  
**Activity Five: Art Work Database**

Log on to the network by typing in your login name and password.

Go to usernet and click on **Claris Works**.

Click on **Open an existing document**.

Click on **Artpiece.cwk**.

Look at each picture found at your station.

Fill in the necessary information on each line by clicking on a box and entering your data.

After entering all your data, show your work to your teacher before printing it off.

If time after database is printed off, click on **Organize**.

Click on **Sort Records**.

Move each field title to the Sort order.

Click OK.

Print off work again.

Save all your work before exiting the program.