Good day welcome to SmArt Access Tutorial, Here we would try to solve a database question given by Prof. Akindele

1. Open your Ms. Access and click on Blank Database



2. A screen like the one below will appear, now pls take note of this, this type of screen is called the "Database View" this view is where your records will be entered, but before the record entering, you need to set your field first in the "Design View", that very simple. Click on where the arrow is pointed and choose Design view.



You would be ask to give the table a name, give it Staff Table



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L Darling-Hammond

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#### **Table of Contents Microsoft Access Study Guide**

- 1. Understanding the eBook Microsoft Access Study Guide
  - The Rise of Digital Reading Microsoft Access Study Guide
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Microsoft Access Study Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Access Study Guide
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Microsoft Access Study Guide
  - Personalized Recommendations
  - Microsoft Access Study Guide User Reviews and Ratings
  - Microsoft Access Study Guide and Bestseller Lists
- 5. Accessing Microsoft Access Study Guide Free and Paid eBooks
  - Microsoft Access Study Guide Public Domain eBooks

- Microsoft Access Study Guide eBook Subscription Services
- Microsoft Access Study Guide Budget-Friendly Options
- 6. Navigating Microsoft Access Study Guide eBook Formats
  - o ePub, PDF, MOBI, and More
  - Microsoft Access Study Guide Compatibility with Devices
  - Microsoft Access Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - o Adjustable Fonts and Text Sizes of Microsoft Access Study Guide
  - Highlighting and Note-Taking Microsoft Access Study Guide
  - Interactive Elements Microsoft Access Study Guide
- 8. Staying Engaged with Microsoft Access Study Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Access Study Guide
- 9. Balancing eBooks and Physical Books Microsoft Access Study Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Access Study Guide
- 10. Overcoming Reading Challenges
  - o Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access Study Guide
  - Setting Reading Goals Microsoft Access Study Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access Study Guide
  - Fact-Checking eBook Content of Microsoft Access Study Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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