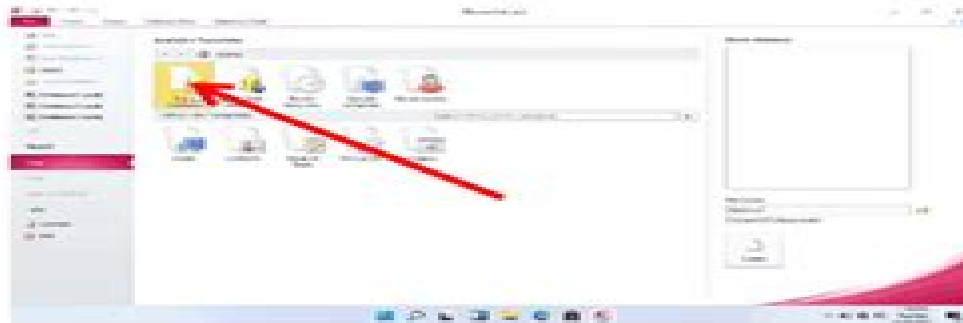


Good day welcome to Smart Access Tutorial, Here we would try to solve a database question given by Prof. Akindele

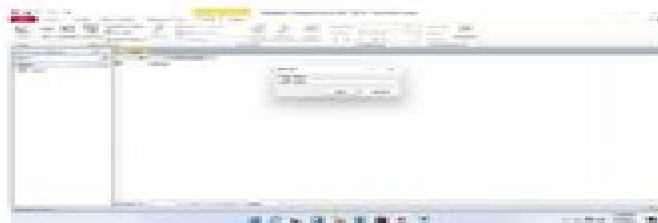
1. Open your Ms. Access and click on Blank Database



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



Then "Ok"

Microsoft Access Study Guide

AW Rasmussen



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