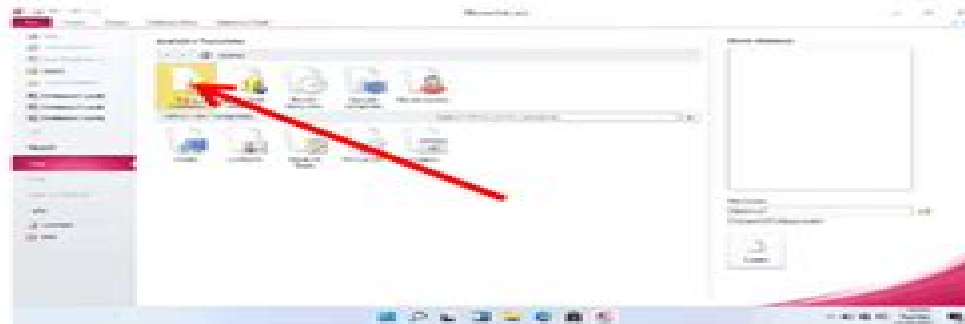


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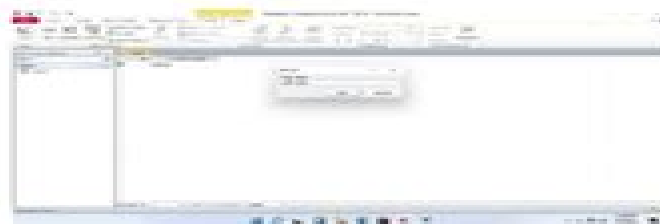
1. Open your Ms. Access and click on Blank Database



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.



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