**THE** **INSTITUTE OF ACCOUNTANCY ARUSHA**



**GROUP ASSIGMENT**

**COURSE:**  Database Systems

**MODULE CODE:**  ITU07111

**SEMESTER:** One

**PROGRAMME:** BCS I

**YEAR:** 2019/2020

**FACILITATOR:**  Dr. Thadei Kiwango

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1. STARTING MS ACCESS
2. Press start.
3. Search for Microsoft Access
4. Press on Microsoft access
5. CREATING TABLE
6. Under new blank database, click blank database to create a new database
7. Name your new database
8. Choose saving location
9. Press the create.
10. In the menu bar press create
11. Under create. Press table design
12. Edit field name, data type and description for your columns
13. Press save and name your table