1. Run Microsoft Access.

2. Select empty database template ..

3. Edit the name of the newly created database file to be " **Student_Number.accdb**".

4. Save your database on the desktop.

5. Create your first table, click the **Design View** button and save the table name as **"Lessons"** from the dropdown menu **Save As** button

6. Edit the field name and data types as given in the following table.

Field Name	Data Type
Course-Code	Short Text
Course_Name	Short Text
Course_Description	Short Text

7. Click the **Save** button to save the changes after the table contents have been created.

8. Click the **Datasheet View** button and open the data entry screen**.**

9. Enter the current taken courses information in to the cells under the related fields

10. Click **Save** button to save the data.