How to Encode Lessons Learned Data Using MS Access

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Step 1. Create a blank database in MS Access that you will use specifically for storing Lessons Learned data.

Click ‘Create.’
Step 2. Create a table with the following table field names.
Now, the Lessons Learned table is created, with the field names added.
Step 3. Create a form where you can encode data easily.
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Now you’re ready to encode new data in the Lessons Learned form.
After encoding, all your data will be stored in the Lessons Learned table.