go skills

Microsoft Access for Beginners

GoSkills online course syllabus

Skill level	**Lessons**	**Accredited by**
Beginner	43	CPD
Pre-requisites	**Versions supported**	**Video duration**
None	2016, 2019, 2021	4h 13m
Estimated study time	**Instructor**	
16h for all materials	Deborah Ashby	

Course Introduction

1   Introduction to Access 2021

Who this course is for, what to expect and a first look at the database we will be creating in this course.

Getting Started with Access

2   Introduction to Database Templates

Explore the templates available in Access and create a contacts database using the template.

3   Creating, Saving, Opening and Closing Databases

Learn how to create a database, save it to a specific location, and how to open existing databases.

4   The Access Interface, Views, and Backstage

Understand the Access Interface including the different workspace elements, the ribbons, and the backstage area.

5   Getting Help

Get Help on demand when working in Access.

6   Customizing the Quick Access Toolbar

Learn how to work with the ribbons in Access and add frequently used commands to the Quick Access Toolbar.

Working with Tables

7   Creating a Table and Adding Fields

In this lesson, we will learn about tables in Access, and then setup our first table and add fields.

8   Indexing, Primary Keys and Adding Records

Understand indexing and the concept of primary key fields to identify records. We will then start to build our database by adding our first records to the Trip table.

9   Using the Lookup Wizard to Create a Drop-down List

Control the information entered into a field by creating a drop-down list using the Lookup Wizard.

10   Adding Numeric Fields and Setting Data Validation Rules

Add three numeric fields to the table and set the properties for each including data validation rules.

Importing Data

11   Importing Data from an Excel spreadsheet and a Text File

Import additional data from an Excel file and a Text File into Access and append it to the bottom of the Ticket table.

Datasheet View

12   Working in Datasheet View

Explore the options for designing in the datasheet view.

13   Sorting and Filtering in Datasheet View

Organize and refine records in a table using sorting and filtering in datasheet view.

14   Entering and Modifying Data in Datasheet View

Learn some useful tips for entering data into Datasheet view.

Creating Relationships

15   Relationships Explained

Understand how relationships work in Access and why they are fundamental to building a functional database.

16   Creating a Link Table

Start the process of creating a relationship between two tables by setting up a link table.

Queries

28   ## Creating a Query - Query Design
Creating your first query to search through records in a database.

29   ## Understanding Joins
Learn how to use joins to create a query using information from more than one table.

30   ## Creating a Query - Query Wizard
Use the Query Wizard to build different types of query and perform aggregation.

Expressions

31   ## Calculations Using Expressions
Use an expression to perform calculations on fields and display new information, such as an end date.

Reports

32   ## Basic Reports
Create a basic report using the Report Wizard and explore Print Preview.

33   ## Report Design
Explore the basics of modifying a reports design.

More Data Types

34   ## Data Types: Yes/No Checkbox
Add a Yes/No checkbox control to a form.

35   ## Data Types: Attachments
Add an attachment form control.

More About Forms

36 Form Controls: Option Buttons
Add option buttons to the form.

37 Form Themes
Switch between different themes and customize a theme.

38 Navigation Form
Limit users to just the forms they need by creating a navigation form.

Access Options

39 Exporting an Access Database
Explore the different ways you can export tables, forms and reports.

40 Database Properties and Encryption
Modify database properties and encrypt the database with a password.

41 Compact and Repair
Repair and fix errors in a database.

42 Printing and Database Documenter
How to adjust Print Properties and Print database objects.

Course Close

43 Course Close
Course Close

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