

Microsoft Access for Beginners

GoSkills online course syllabus

Wednesday, April 2, 2025

Skill level

Beginner

Lessons

43

Accredited by

CPD

Pre-requisites

None

Versions supported

2016, 2019, 2021

Video duration

4h 13m

Estimated study time

16h for all materials

Instructor

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.

17 **Setting Up Relationships**
Create a third table to hold the company information and then create a link table to link the ticket table to the company table.

18 **Editing the Link Table**
Make changes to the link table and understand the types of error messages that can occur.

Working with Forms

19 **Creating a Form - Form Wizard**
Creating a user form using the Form Wizard.

20 **Form Properties**
Adjust the properties of the form using the Property Sheet and Form Properties.

21 **Modifying a Form - Single Form vs Continuous View**
Make modifications to the way the form looks and behaves by switching it to Single form view.

22 **Forms in Layout View - Part 1**
Make design changes to a form using Layout View.

23 **Forms in Layout View - Part 2**
Make design changes to a form using Layout View.

24 **Forms in Design View - Part 1**
Create a blank form, add fields, and make changes to the form in Design View.

25 **Forms in Design View - Part 2**
Continue editing the form in Design View.

Subforms

26 **Setting Up Subforms - Part 1**
Create a new table, populate it with information, and link it to the ticket table in preparation for creating a subform.

27 **Setting Up Subforms - Part 2**
Continue setting up the subform and protect it from editing.

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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