

# Microsoft Access for Beginners

GoSkills online course syllabus

Tuesday, February 11, 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

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### 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

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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

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**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

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**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

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**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

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**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

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**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

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**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

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**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

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

## Reports

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**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

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**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

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- 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

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- 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

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- 43** Course Close  
Course Close

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