

# Microsoft Access for Beginners

GoSkills online course syllabus

Thursday, May 1, 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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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

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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.

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### 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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