goskills

Microsoft Access for Beginners

GoSkills online course syllabus

| **Skill level** | **Lessons** | **Accredited by** |
| Beginner | 43 | CPD |

| **Pre-requisites** | **Versions supported** | **Video duration** |
| No prior experience needed | 2016, 2019, 2021 | 4h 13m |

| **Estimated study time** | **Instructor** | |
| 16h | 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

Queries

Expressions

Reports

More Data Types

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

Go to GoSkills.com