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Microsoft Access for Beginners

GoSkills online course syllabus

Wednesday, July 16, 2025

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

Importing Data

Datasheet View

Creating Relationships

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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