



**Microsoft Access**

**Advanced**

**Pre Course Questionnaire**

Please put a cross in the appropriate box - **A** = No knowledge – **B** = Some knowledge - **C** = Competent

**Macros**

- Single & multiple action macros
- Grouping macros
- Attaching macros to controls
- Creating macros from controls
- Auto-Exec macro
- Updating fields automatically
- Creating an update dates macro
- Adding a print invoices macro
- Using a start value counter
- Creating an open form macro
- Create an adjust value macro

A	B	C

**Formatting forms**

- Adding backgrounds
- Inserting pictures and charts
- Page headers and footers
- Using conditional formatting
- Inserting dates and times


**E-mail**

- Using send to
- Changing the message priority


**Tools and operations**

- Maximising & restoring reports
- Adding page numbers to reports


**Web page**

- Creating a web page
- Expand and collapse controls
- Creating scrolling text
- Using hyperlinks and hotspots
- Inserting movies and images
- Applying a theme
- Previewing a web page

A	B	C

**Key press controls**

- Operating these controls

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**Database utilities**

- Compact & repair a database
- Link to an external data source
- Backup and restoring a database
- Using the database splitter
- Using the switchboard manager
- Adding & removing passwords


**Database analysis**

- Using the table analyser
- Using the performance analyser
- Using the documenter


**Control panel**

- Creating a main control panel
- Creating a sub-control panel
- Creating an option group


Name: \_\_\_\_\_  
Organisation: \_\_\_\_\_

Training date: \_\_\_\_\_  
Signed: \_\_\_\_\_