



Microsoft Access

Intermediate

Pre Course Questionnaire

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

Editing data

- Cut, copy & paste
- Using the clipboard
- Replacing text

A	B	C

Relationships

- Adding a primary key
- Applying relationships
- Applying referential integrity
- Viewing sub-datasheets

Table field properties

- Lookup fields
- Formatting field priorities
- Using a default value
- Applying validation rules/text
- Adding input masks
- Using auto-number

Form properties

- Adding a form title
- Setting form views
- Controlling data amendments
- Setting form cycle priorities
- Shortcut menu properties

Advanced forms

- Creating sub-forms
- Linking forms together
- Multiple table forms

Form controls

- Creating calculated fields
- Add command buttons
- Combo boxes & list box
- Creating option groups
- Adding tab controls

A	B	C

Advanced queries

- Using Sum to add data
- Use count to count records
- Use group by to group records
- Using the function average
- Use min/max to return a value
- Create values using fields
- Create a parameter query
- Append/delete & update queries
- Create a make-table query
- Using a cross-tab query
- Finding unmatched records
- Finding duplicate records

Advanced reports

- Grouped reports
- Creating labels
- Creating calculated fields

Tools

- Importing & exporting data
- Copy, rename and delete option

Name: _____
Organisation: _____

Training date: _____
Signed: _____