Microsoft Access **Introductory**

Pre Course Questionnaire

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

Fundamentals	**A**	**B**	**C**
Menus			
Toolbars			
The taskbar			
Help			
Data bases			
Creating a new database			
Opening an existing database			
Database views			
Saving a database			
Closing a database			
Tables			
Creating a table			
Changing field priorities			
Moving around in a table			
Changing column width			
Changing row height			
Freezing columns			
Moving columns			
Hiding columns			
Formatting a table			
Previewing a table			
Printing a table			
Finding a specific text			
Add/edit & delete a database			
Using undo to correct errors			
Using shortcuts to enter data			

Sorting & filtering data	**A**	**B**	**C**
Sorting records			
Using filter by selection			
Using filter by form			
Filter – excluding select			
Filtering for specific text			
Use advanced filter/sort			
Queries			
Query a range of values			
Use pattern searches			
Non matching records			
Use current data in query			
Creating *AND* queries			
Creating *OR* queries			
Use multiple tables/query			
Forms			
Creating a form			
Editing form design			
Formatting forms			
Using auto-form			
Add/delete records			
Preview/print a form			
Report			
Creating a report			
Using auto-report			
Preview/print a report			

Name: Training date:

Organisation: Signed: