

IT Architecture, Access Training Assessment Form		
Access Database foundation	Include	Req Y/N
creating a new blank database		
adding fields and setting the field type		
table navigation & modification		
opening a table within a database		
switching between 'datasheet view' and 'design view'		
adding records to a table		
saving changes made to a table		
navigating through records within a table		
adjusting column width		
automatically resizing a column width to fit contents		
moving a column to rearrange the column order		
field properties		
validating numbers and dates		
data entry required / not required		
manipulating tables & records		
renaming a table		
editing data within a record		
deleting data within a record		
deleting a single record		
deleting multiple records		
using save as to back up the database using a different file name		
deleting a table		
primary keys and indexing		
defining a primary key		
creating field index		
filtering	text filter, single or multiple filter	
text filters		
sorting data		
searching		
table relationships	one-to-one, one-to-many and many-to-many relation	
creating relationships between tables		
creating and modifying forms	opening, deleting, and filtering forms	
Access Database Intermediate	Include	Req Y/N
creating a query	add, remove and run a query	
hiding fields within a query		
create report using the wizard		
adding existing fields to a report		
adding totals to reports		
exporting reports	exporting reports to pdf or csv format	
printing	considering page size, orientations, margins and copies	
creating a lookup within a field.		
creating an input mask.		
enforcing referential integrity.		
applying an inner join, subtract join or outer join		

Access Database Advanced	Include	Req Y/N
creating and running a query.		
creating and running a crosstab query.		
creating and running a find duplicates query.		
creating and running a find unmatched records query.		
creating and running a one variable parameter query.		
using wildcards in a query: star		
using wildcards in a query: brackets and dash		
using wildcards in a query: exclamation mark.		
using wildcards in a query: hash		
showing maximum or minimum values in a query.		
using calculated fields that perform arithmetic calculations.		
grouping information in a query using functions - sum.		
grouping information in a query using functions - count.		
grouping information in a query using functions - average.		
grouping information in a query using functions - max & min.		
creating, modifying and deleting bound controls: text box.		
creating, modifying and deleting bound controls: combo box.		
creating modifying and deleting bound controls: list box.		
creating bound controls: check box.		
modifying and deleting bound controls: check box.		
manipulating bound controls: option groups.		
applying bound control properties: limit to list		
applying bound control properties: distinct values.		
manipulating unbound controls containing arithmetic expressions.		
manipulating unbound controls containing logical expressions.		
creating a sub-form.		
formatting reports	inserting data, page break, headers . Group and sorting records	
creating a linked sub-report.		
creating macros		
linking external data to a database.		
importing an existing database file into a database.		