****Access Skills Analysis Checklist

Please complete the following assessment as honestly as you can in order that you receive the correct level of tuition on this subject.

|  |  |  |  |
| --- | --- | --- | --- |
| COMMAND / FEATURE | RECOGNISE & USE | RECOGNISE BUT DO NOT USE | NEW TO ME |
| Identifying database components |  |  |  |
| Starting and examining Access |  |  |  |
| Opening a database |  |  |  |
| Examining the Database window and a database table  |  |  |  |
| Using Help |  |  |  |
| Planning and creating a database |  |  |  |
| Examining a table in Datasheet view and Design view |  |  |  |
| Creating a table by using the Table Wizard and Design view  |  |  |  |
| Adding fields to a table, and setting the primary key |  |  |  |
| Creating a composite key |  |  |  |
| Saving and adding records |  |  |  |
| Modifying field names, and deleting and inserting fields  |  |  |  |
| Finding and replacing values in a table |  |  |  |
| Sorting records |  |  |  |
| Filtering records  |  |  |  |
| Setting field properties |  |  |  |
| Creating an input mask |  |  |  |
| Creating queries by using the Query Wizard and Design view  |  |  |  |
| Sorting and filtering query results |  |  |  |
| Adding fields to and removing fields from a query |  |  |  |
| Using comparison operators and calculations in a query  |  |  |  |
| Creating and modifying forms |  |  |  |
| Sorting and filtering records in a form  |  |  |  |
| Creating reports |  |  |  |
| Grouping and summarizing data in a report  |  |  |  |
| Printing a report |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Converting a table to first, second, and third normal forms  |  |  |  |
| Establishing one-to-one, one-to-many, and many-to-many table relationships |  |  |  |
| Using the Table Analyser Identifying object dependencies |  |  |  |
| Planning and printing table relationships  |  |  |  |
| Working with orphan records |  |  |  |
| Setting and testing cascading deletes  |  |  |  |
| Setting and testing cascading updates |  |  |  |
| Creating a lookup field and a multivalued field |  |  |  |
| Modifying a lookup field and a multivalued field  |  |  |  |
| Changing a text box control to a combo box control |  |  |  |
| Entering data in a related table |  |  |  |
| Using Query Wizard and Design view to create joins  |  |  |  |
| Creating inner and outer joins |  |  |  |
| Creating a join with an intermediate table and creating a self- join query |  |  |  |
| Finding records that do not match between tables  |  |  |  |
| Creating a calculated field and modifying the format of a displayed value |  |  |  |
| Using the Expression Builder |  |  |  |
| Creating a query to display summary values |  |  |  |
| Using queries to concatenate values  |  |  |  |
| Drawing a rectangle around a control  |  |  |  |
| Changing tab order |  |  |  |
| Grouping controls |  |  |  |
| Adding a graphic to a form and embedding graphic  |  |  |  |
| Creating a calculated field and aligning controls  |  |  |  |
| Binding a control to a calculated field |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Discussing and examining the SQL statements in Access |  |  |  |
| Writing SQL statements |  |  |  |
| Creating aliases for fields |  |  |  |
| Attaching SQL queries to a control in a form |  |  |  |
| Viewing a crosstab query and using the Crosstab Query Wizard |  |  |  |
| Creating single-criterion and multiple-criteria parameter queries |  |  |  |
| Using action queries to append, delete, and modify records in tables and to create a new table |  |  |  |
| Creating and running macros |  |  |  |
| Attaching macros to the events of forms and to the command button |  |  |  |
| Creating data-validation, data-entry, and user-decision macros |  |  |  |
| Creating macros that run a parameter query |  |  |  |
| Creating AutoKeys and AutoExec macros |  |  |  |
| Creating macros for data transfer between Access and other applications |  |  |  |
| Importing objects from an Access database and an Excel worksheet |  |  |  |
| Creating a Saved Import specification  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Exporting objects to another Access database and |  |  |  |
| Creating and using a Saved Export specification  |  |  |  |
| Exporting and importing XML documents object |  |  |  |
| Saving an as an XPS file |  |  |  |
| Linking database objects |  |  |  |
| Using the Linked Table Manager to update links |  |  |  |
| Linking to an Excel worksheet |  |  |  |
| Analysing database performance |  |  |  |