



Computer Consultants Corporation

Prerequisite Skills Assessment For Advanced Access 2007

After testing your skill level, if your scores are marginal, we suggest that you attend our Introduction course. If you are proficient, you should be ready for the Intermediate level!

<u>Skill</u>	<u>Proficient</u>	<u>Not Proficient</u>
Define fields, field data types and properties	<input type="checkbox"/>	<input type="checkbox"/>
Index fields in tables	<input type="checkbox"/>	<input type="checkbox"/>
Choose a primary key field	<input type="checkbox"/>	<input type="checkbox"/>
Planning a database design	<input type="checkbox"/>	<input type="checkbox"/>
Creating Tables	<input type="checkbox"/>	<input type="checkbox"/>
Creating and using Forms	<input type="checkbox"/>	<input type="checkbox"/>
Creating and generating Forms	<input type="checkbox"/>	<input type="checkbox"/>
Creating a Query	<input type="checkbox"/>	<input type="checkbox"/>
Creating a Table from an Excel worksheet	<input type="checkbox"/>	<input type="checkbox"/>
Navigate in datasheet view	<input type="checkbox"/>	<input type="checkbox"/>
Save and delete records	<input type="checkbox"/>	<input type="checkbox"/>
Use find to locate records	<input type="checkbox"/>	<input type="checkbox"/>
Apply and remove filters	<input type="checkbox"/>	<input type="checkbox"/>
Create and run queries	<input type="checkbox"/>	<input type="checkbox"/>
Setting Data Validation	<input type="checkbox"/>	<input type="checkbox"/>