



Computer Consultants Corporation

Prerequisite Skills Assessment For Advanced Access

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 Advanced 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"/>
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"/>
Add fields to the query design grid	<input type="checkbox"/>	<input type="checkbox"/>
Use AND vs. OR criteria	<input type="checkbox"/>	<input type="checkbox"/>
Create a calculated field	<input type="checkbox"/>	<input type="checkbox"/>
Add totals and grouping	<input type="checkbox"/>	<input type="checkbox"/>
Use design view to customize a form	<input type="checkbox"/>	<input type="checkbox"/>
Create a report based on a query	<input type="checkbox"/>	<input type="checkbox"/>
Insert hyperlinks to other objects	<input type="checkbox"/>	<input type="checkbox"/>
Establish table relationships (e.g., one to many)	<input type="checkbox"/>	<input type="checkbox"/>
Create queries on multiple tables	<input type="checkbox"/>	<input type="checkbox"/>