



### Skills Assessment Form

Use the following form to gauge your understanding of **Access 2003**. For each skill listed, rate your familiarity from 1 to 3. A one (1) indicating that you are wholly unfamiliar with that skill and a three (3) indicating that you understand that skill fully.

Course Level	Skill	1 Wholly Unfamiliar	2 Somewhat Familiar	3 Very Familiar
<b>Level 1</b>	Define and describe relational databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Describe and comprehend the roles of all database objects (tables, queries, forms, reports, pages, modules)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Design and construct database tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Design and create table relationships. (One-to-One, One-to-Many, Many-to-Many)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Enter and edit data in datasheet view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sort and filter data in datasheet view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Design and create simple select queries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use selection criteria in select queries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use comparison operators as criteria in select queries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Perform calculations and summaries in select queries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Design & construct simple forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Design and construct simple reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Modify a report design in Design View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Export report data to MS Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Level 2</b>	Describe the steps required to plan a database structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Build sophisticated tables incorporating default values, input masks, validation rules and lookup lists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Employ referential integrity in relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create Parameter & Action queries (Append, Update, Make Table, Delete)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Add sophisticated control object to forms (Combo Boxes, List Boxes, Option Groups, Command buttons)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Manipulate Report Control Properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Control Report Pagination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create a mailing label report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Level 3</b>	Import Data from Alternative Sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Analyze Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Build Crosstab queries and Pivot tables to analyze data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create unmatched and duplicate queries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and edit macros to automate simple tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Design macros that interact with users and automate operations (Form, Data Entry, Print)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Organize Forms using Tab controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Incorporate automation into reports (logical expressions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Link to external data sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>