

Pre Training Assessment Access

At Ardito, our commitment is to help you increase your computer skills through interesting and effective training sessions. Please help us ensure your training needs are met by completing the information on this sheet and returning it to your manager, or directly to us at the contact below.

Name: _____ **Date:** _____

Company: _____ **Phone:** _____

Please Complete & Return to:

Fax: Attention – Administration on 07 857 0771 or scan and email back to us:

Email: admin@ardito.co.nz

Please indicate which of the following features of Access you feel **confident** with by placing a “√” in the relevant boxes.

Access Fundamentals

- Open an existing database and define database objects
- Create a database manually or using the Database Wizard.
- Plan and create tables.
- Edit and print tables.
- Customise the appearance and design of a table.
- Create, manage, and modify table relationships
- Create filters and queries.
- Query records using expressions.
- Create forms, and use forms to enter and manage data.
- Add and format controls on forms.
- Manipulate data and make changes in Form view.
- Create and use sub-forms.
- Create reports.
- Add and format controls on reports.
- Import and export data.
- Create switchboards and work in an automated database.

Access Advanced

- Work with advanced query wizards.
- Work with action queries.
- Work with specialised queries.
- Use Access tools to manage a database.
- Manage properties in tables and queries.
- Create and execute macros.
- Assign macros to form events.
- Assign keys to macros, and customise menus and toolbars.
- Create access data pages, and export databases objects for Web viewing.

This is to confirm that the information given above is correct

Signed _____

dated. _____