

## Access 2013 - Part 3 Self - Evaluation

The purpose of the self evaluation is to determine if you should enroll in this training session or move forward to the next level. A score of 70% is used as the cutoff for advancement.

**Direction: Place a 1 in any area you feel confident, otherwise leave it blank.**

I can add controls to the form	
I can create subforms	
I can organize information with tab pages	
I can enhance navigation of forms	
I can apply conditional formatting	
I can validate fields	
I can validate forms	
I can validate records	
I can create Macros	
I can restrict records using a Macro	
I can automate data entry using a Macro	
I can convert a Macro to a VBA	
I can link tables to external data sources	
I can manage a database	
I can determine object dependency	
I can document a database	
I can analyze the performance of a database	
I can split a database for multiple user access	
I can implement security	
I can set passwords	
I can convert an Access database to an ACCDE file	
I can package a database with a digital signature	
I can create a database switchboard	
I can modify a database switchboard	
I can set startup options	

**Total Score:**

**Percent:** 

If your percentage is **greater than 70%**, no training is required.

If your percentage is **less than 70%**, we recommend you take the level 3 course.