

## Access 2013 - Part 2 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 explain the relational database design process	
I can create a table	
I can create table relationships	
I can create Query joins	
I can join tables that have no common fields	
I can relate data within a table	
I can work with subdatabases	
I can create subqueries	
I understand data normalization	
I can create a junction table	
I can improve table structures	
I can import data into Access	
I can export Access data to Excel	
I can create a Mail Merge	
I can organize report information	
I can format reports	
I can include control formatting in a Report	
I can add a calculated field to a Report	
I can add a subreport to an existing report	

**Total Score:**

**Percent:** 

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

If your percentage is **less than 70%**, we recommend you take the level 2 course.