Access 2013 - Part 1 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 identify the elements of the Access 2013 interface	
I can identify the components of a database	
I understand the relational database process	
I can create a simple database	
I know how to get help in Microsoft Access	
I can modify the table data	
I know how to sort records	
I know how to filter records	
I can perform calculations in a query	
I know how to create lookups	
I can create parameter queries	
I can create action queries	
I can create unmatched and duplicate queries	
I can summarize data	
I can create a report	
I can add reports	
I can add controls to a report	
I can enhance the appearance of the report	
I can prepare a report for print	
I can access options dialog box	

Total Score:

Percent:

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

If your percentage is **less than 70%**, we recommend you take the level 1 course.