



4D Group – Training Division

Training Needs Analysis – Access

Name: _____ Department: _____

		Yes	No	Sometimes
1	I understand what is meant by a database record and a database field			
2	I understand what field types mean			
3	I understand what a relational database is			
4	I can create a basic database			
5	I understand what a key field is			
6	I need help structuring the database/s			
7	I know how to enter and change records to an existing database			
8	I can find a specific record			
9	I can sort the records			
10	I can change the database fields i.e. field size, type, name			
11	I can add and remove fields			
12	I can validate input			
13	I can automate fields through properties			
14	I can create queries			
15	I can create/amend/use calculated fields			
16	I can create a basic form using a Wizard and customise it			
17	I can create a basic report using a Wizard and customise it			
18	I can create relationships			
19	I can create main and sub-forms			
20	I can generate filter queries			
21	I can import/export data to/from the database			
22	I can create merge documents and labels			
23	I can create and use macros and buttons			