

Access - Please tick

	Yes	No
Have you used a Database package before?		
Which package and version are you are using? If you are not sure then select the <u>H</u> elp option on the Menu and choose <u>A</u> bout...this will tell you the version. Please note this information is very important for effective Training Needs Analysis.		

The following questions focus on your ability. Using the key below please put a cross on your current ability and your desired ability. If the task is not required please tick in the "Not Required" column.

- 1 Little or no knowledge
- 2 Just enough to complete the task
- 3 Competent
- 4 Competent - No additional training required

Can You?	Current Ability				Desired Ability				Not Req
	1	2	3	4	1	2	3	4	
Understand basic terminology such as "Primary Key" and "Dynaset"									
Design a Database?									
Create a Form for Data Entry?									
Successfully enter, edit and delete records?									
Perform a Query to extract certain records?									
Produce a Report?									
The above subjects are Introduction level. Do you wish to attend a course at this level?									Yes / No
Create a Relational Database?									
Understand the term "Referential Integrity"?									
Create Parameter Queries?									
Query from a Form?									
Build security into a Database?									
Create Macros?									
Assign Macros to buttons?									
Integrate your Database with other Applications?									
The above subjects are Advanced level. Do you wish to attend a course at this level?									Yes / No
Would an Access Programming course be useful to you?									
Have you used the Access Programming Language before? If so please give details.									
The above subjects are Programming level. Do you wish to attend a course at this level?									Yes / No