

## Access 2010 - Level1 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**

Yes

I can identify the elements of the Access 2010 interface	
I can identify the components of a database	
I understand the relational database design process	
I can create a new database	
I can create a table	
I can manage a table	
I can establish Table relationships	
I can modify table data	
I can sort and filter records	
I can perform calculations on a record grouping	
I can create a form	
I can modify the design form	
I can view and edit data using an Access grouping	
I can create a form	
I can modify the design of the form	
I can view and edit data using an Access form	
I can create a report	
I can add controls to a report	
I can format the controls in a report	
I can enhance the appearance of a report	
I can prepare a report for print	

**Total Score:**

**Percent:** 

If your percentage was **greater than 70%**, we recommend you advance to Level 2.

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