

Access 2010 - Level 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

Yes

I can constrain data entry using field properties

I can establish data entry formats for entering field values

I can create a list of values for a field

I can create Query joins

I can join tables that have no common fields

I can relate data within a table

I can set the select Query properties

I can retrieve records based on input criteria

I can create action queries

I can restrict data entry in forms

I can organize information with tab pages

I can add a common button to a form

I can create a subform

I can display a summary of data in a form

I can change the display of data conditionally

I can organize report information

I can format reports

I can control report pagination

I can add a calculated field to a report

I can add a subreport to an existing report

I can create a mailing label report

I can import data into Access

I can export data to text file formats

I can export Access data to Excel

I can create a mail merge

Total Score:

Percent: 

If your percentage was **greater than 70%**, we recommend you advance Level 3.

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