

## Access 2010 - Level 3 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 restructure the data in a table        |  |
| I can create a junction table                |  |
| I can improve the table structure            |  |
| I can create subqueries                      |  |
| I can create unmatched and duplicate queries |  |
| I can filter records using criteria          |  |
| I can summarize data using a Crosstab Query  |  |
| I can create a PivotTable and a PivotChart   |  |
| I can create a macro                         |  |
| I can attach a macro                         |  |
| I can restrict records using a condition     |  |
| I can validate data using a macro            |  |
| I can automate data entry using a macro      |  |
| I can include a chart in a report            |  |
| I can print data in columns                  |  |
| I can cancel printing of a blank report      |  |
| I can publish a report as a PDF              |  |
| I can link tables to external data sources   |  |
| I can manage a database                      |  |
| I can determine object dependency            |  |
| I can analyze the performance of a database  |  |

**Total Score:**

**Percent:** 

If your percentage was **greater than 70%**, please contact Washburn Tech for a custom training session.

If your percentage was **less than 70%**, we recommend you take the level 3 session.