

Needs Analysis Access



Please answer the following questions as honestly as you can so your training needs may be accurately determined.

Name: **Role:**

I use Access mostly for: **I want to learn about:**

Can you perform the following tasks in Access?

	Yes	No	Not Sure		Yes	No	Not Sure
Navigate Access Objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Back Up Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a New Database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compact & Repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create New Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Split Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set a Primary Key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Export to Excel & Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter a New Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create a Calculated Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Find Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email from Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Link to Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enforce Referential Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Import from Excel & Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Simple Queries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create Function Queries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Selection Criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use Action Queries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Data Delimiters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use Outer Joins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjust Table Field Properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create Cascading Combo Boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Data Entry Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create Union Queries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit Form Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create Subforms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format Form Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subtotal Subforms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Switchboard Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create Charts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform Query-by-Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create PivotTables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Query Wizards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create Simple Macros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Report Wizard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create Conditional Macro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group in Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Trusted Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format in Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Convert Macro to VBA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>