ardito
corporate **training**

Pre Training Assessment
Access

At Ardito, our commitment is to help you increase your computer skills through interesting and effective training sessions. Please help us ensure your training needs are met by completing the information on this sheet and returning it to your manager, or directly to us at the contact below.

Name:		Date:	
Company:		Phone:	

Please indicate which of the following skills and/or features of Access you feel confident about by ticking the relevant boxes.

Access Fundamentals

- [ ] Open an existing database and recognise database objects (tables, queries, forms and reports)
- [ ] Create a new database
- [ ] Plan and create tables.
- [ ] Edit, filter and print tables.
- [ ] Customise the appearance and design of a table.
- [ ] Create, manage, and modify table relationships
- [ ] Create queries.
- [ ] Create a calculated field in a query.
- [ ] Create forms, and use forms to enter and manage data.
- [ ] Add controls to forms (e.g. text boxes, field labels, logos)
- [ ] Create and use sub-forms.
- [ ] Create reports.
- [ ] Add and format controls on reports.
- [ ] Import data from Excel.
- [ ] Create mail merges with Access data

Submit your completed form:

Email as an attachment to **admin@ardito.co.nz**