

# Microsoft® Office Access® 2016 Roadmap

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## Answer these questions honestly!

### Can You...?

- ◆ Do you feel comfortable with RDMS concepts?
- ◆ Do you understand the purpose of a Primary Key in table design?
- ◆ Can you set basic field properties in tables?
- ◆ Do you know the purpose of a simple select query?
- ◆ Can you create a custom calculated field in a report?
- ◆ Do you know how to create and modify forms?
- ◆ Do you know how to create a junction table?
- ◆ Do you know how to restrict data entry in forms?
- ◆ Are you able to set more complex field properties for tables?
- ◆ Can you create query joins?
- Have you built more flexible queries, such as parameter and action queries?



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### Can You...?

- Can you create hierarchical forms?
- Can you format the controls in a report?
- Can you control the appearance of reports, including adding charts?
- Can you create macros to automate data entry?
- Can you create a macro to provide user interaction?
- Can you link your tables to external sources?
- Are you able to assign security options to your application?
- Do you know how to create and modify Switchboards?



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