Answer these questions honestly!

- ☐ 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?

No →

**Take
Access - Introduction
*(2 days)***

Yes ↓

- ☐ 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?

No →

**Take
Access - Advanced
*(1 day)***