

Training Needs Analysis Form



Introduction to Microsoft Access 2003/2007

Name: _____

Position: _____

Organisation: _____

Please place a tick in the relevant column to indicate whether you can do the following:

Task	Yes	No	Don't know
Identify parts of the screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand the purpose of a database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognise an Access Table & an Access Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Display, update, add, sort & delete records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Run a Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify table relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify Primary & Foreign keys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add criteria to a Query	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perform a calculation on a Record Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design, create, edit , format & modify a form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create, modify & format a Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan, design & create a relational database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designate a Primary & a Foreign Key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create relationships between Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restrict Data Entry with Field properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create an Input Mask & a Look up Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Find data using Filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Query joins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Join unrelated Tables & relate data within a Table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set Select Query Properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Parameter Queries & Action Queries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format a Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Command buttons to a form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a Subform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a Report &set Report Control Properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add a Subreport to an existing Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Mailing Labels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export Access data to other applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training Needs Analysis Form



Intermediate Microsoft Access 2003/2007

Name: _____

Position: _____

Organisation: _____

Please place a tick in the relevant column to indicate whether you can do the following:

Task	Yes	No	Don't know
Import data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a Junction Table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improve Table Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Unmatched & Duplicates Queries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group & summarise records using the Criteria field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summarise data with a Crosstab Query	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a PivotTable & PivotChart Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Display a graphical summary on a Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create & assign a macro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restrict records using a Where condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automate Data Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Display a Calendar on a Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organise information with Tabbed Pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add a Chart to a Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a Report snapshot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Link Tables to an external data source	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Backup, compact & repair a Database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determine Object dependency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document a Database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyse the performance of a Database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training Needs Analysis Form



Advanced Microsoft Access 2003/2007

Name: _____

Position: _____

Organisation: _____

Please place a tick in the relevant column to indicate whether you can do the following:

Task	Yes	No	Don't know
Create a Data Access Page using the Wizard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a Data Access Page in Design View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format a Data Access Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit Data using a Data Access Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group records in a Data Access Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incorporate a ComboBox in the Data Access Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Data Access Page functionality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import XML data into an Access Database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export Access Data to XML format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Share data with other applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a standard Module with VBA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Call a procedure from a form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Run a procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a Database Switchboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify a Database Switchboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set & modify the Start-up Options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secure & distribute a Database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Split a Database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set Passwords	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encode & decode a Database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convert an Access Database to an MDE file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training Needs Analysis Form



Introduction to Visual Basic for Microsoft Access 2003/2007

Name: _____

Position: _____

Organisation: _____

Please place a tick in the relevant column to indicate whether you can do the following:

Task	Yes	No	Don't know
Split a Database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use queries for Reports & Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand Access Runtime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand Client/Server	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create complex Macros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Convert Macros to VBA Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a Start-up Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand Modules & the code behind a Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand Standard & Class Modules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand Modules & the anatomy of a Module	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a subroutine & function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Calling procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Passing Parameters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Return Values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scope Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand Variables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create String Variables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand Option Explicit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with numbers, decimals, dates & default values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scope Variables – local & module wide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand Passing Parameters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create simple & complex Input Boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a Message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customise icons & buttons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand Message Box functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respond to different Buttons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand Decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create an In-line IF, Block IF & Multiple IF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Case Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ask Yes/No Questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a range of different Program Loops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand the DoCmd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training Needs Analysis Form



Task	Yes	No	Don't know
Navigate with the DoCmd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Filter Records with the DoCmd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open a Form with the DoCmd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open a Report with the DoCmd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Variable Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand ActiveX Data Objects (ADO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set references using VBA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create & remove a Table using ADO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Populate a Form using ADO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deal with an empty Table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand ADO Forms & Recordsets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Navigate Records in a Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Find, update & delete a Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add a new Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debug in VBA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set a BreakPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step through a Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View the Call Stack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the Local & Immediate Window	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add & delete a Watch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand common errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a simple Error Handler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand the Error Object Model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create more refined Error Handling Models	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resume from an Error	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Force an Error	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Custom Errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>