**PLEASE READ ALL INSTRUCTIONS**

You must complete and return this form before being accepted as a participant on the *Access* course.

**You should complete and save the file on your computer.**

**Alternatively you can print the file and complete it by hand – you will then need to scan the document.**

**You may be requested to ENABLE CONTENT if your security level is set too high.**

**Email your completed form to** [**tna@dti.ie**](mailto:tna@dti.ie) **no later than 10 days before the course date.**

**Please provide your direct contact details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Email:** |  |
| **Company:** |  | **Department:** |  |

|  |  |
| --- | --- |
| **Course Date:**  If you are already booked on a course OR intend booking a scheduled course – what date is the course scheduled for? |  |

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| --- | --- | --- |
| Have you ever attended a formal course in this subject? |  |  |

|  |  |  |
| --- | --- | --- |
| If Yes – Was the Course delivered by D.T.I.? |  |  |

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| --- | --- | --- | --- |
| If you attended a formal training course in the past, please indicate when this training took place and at what level it was aimed *(Click Dropdown Arrows)*. | | | |
| When |  | Level |  |

Please indicate if you can comfortably perform the following tasks:

More on next page…

| Task Or Feature |  | Yes | No |
| --- | --- | --- | --- |
|  |  |  |  |
| Understand what a Database is |  |  |  |
| Start Access / Exit Access |  |  |  |
| Create a Table Using the Table Wizard |  |  |  |
| Add a Record and Save Changes |  |  |  |
| Move Around the Datasheet |  |  |  |
| Find, Modify and Delete Records |  |  |  |
| Create and Save Tables |  |  |  |
| Set Field Properties |  |  |  |
| Sort Data |  |  |  |
| Filter Data |  |  |  |
| Understand Primary Keys |  |  |  |
| Understand Field Index |  |  |  |
| Use Advanced Filters |  |  |  |
| Use AutoForm to Design Forms |  |  |  |
| Use Wizards to Design Forms |  |  |  |
| Enter Data using a Form |  |  |  |
| Know What a Query Is |  |  |  |
| Create and Modify Queries |  |  |  |
| Use Criteria in a Query |  |  |  |
| Use Simple Calculated Fields In A Query |  |  |  |
| Create Summary Queries |  |  |  |

| Task Or Feature |  | Yes | No |
| --- | --- | --- | --- |
|  |  |  |  |
| Print in Datasheet View |  |  |  |
| Use AutoReport |  |  |  |
| Design Reports with the Report Wizard |  |  |  |
| Edit a Report |  |  |  |
| Enter Default Values in Fields |  |  |  |
| Using Required Fields |  |  |  |
| Changing Data Types in Fields |  |  |  |
| Creating Validation Rules in Fields |  |  |  |
| Creating Input Masks |  |  |  |
| Create a Lookup Field To Populate a Table |  |  |  |
| Get External Data |  |  |  |
| Create a Link between Excel and An Access table |  |  |  |
| Create a One-To-Many Relationship |  |  |  |
| Create a Many-To-Many Relationship |  |  |  |
| Cascade Delete Records in Linked Tables |  |  |  |
| Cascade Update Records in Linked Tables |  |  |  |
| Understand Referential Integrity |  |  |  |
| Use wildcards in Query criteria |  |  |  |
| Use Criteria Expressions in Queries |  |  |  |
| Set parameters to Prompt for Criteria Entry |  |  |  |
| Use Totals within Queries |  |  |  |
| Use Calculation Expressions Within a Query |  |  |  |
| Export a Query Result to Excel |  |  |  |
| Understand & Modify “Join Types” |  |  |  |
| Create a “Cross-Tab” Query |  |  |  |
| Create a “Make Table” Query |  |  |  |
| Create a “Delete” Query |  |  |  |
| Create an “Update” Query |  |  |  |
| Create an “Append” Query |  |  |  |
| Add a Sub-Form to a Main Form |  |  |  |
| Use a Combo Box in a Form |  |  |  |
| Use a List Box in a Form |  |  |  |
| Set the Tab Order for Fields in a Form |  |  |  |
| Add New Fields To An Existing Form |  |  |  |
| Force Page Breaks in a Report |  |  |  |
| Use Page Numbering in a Report |  |  |  |
| Concatenate Within A Report Control |  |  |  |
| Use Running Sums in a Report |  |  |  |

More on next page…

IMPORTANT

**Not everything listed above will be covered on your course.** Your training department has already indicated what their Aims & Objectives are for the course. This will be the determining factor in deciding the course content. To facilitate your training group we will customise the content so that it reflects the overall level of training required by the whole group. Therefore many items on the course might already be familiar to you. We would ask for your patience and understanding while we take everyone in the group to the next level.

|  |  |  |
| --- | --- | --- |
| What kind of problems are you continually experiencing while using this application? |  |  |

|  |  |  |
| --- | --- | --- |
| Are there specific features - other than those listed above - which you wish to be able to understand?  *(These can only be covered if there is sufficient time and it does not detract from the learning already complete)* |  |  |

|  |  |  |
| --- | --- | --- |
| Do you have any special needs or requirements which the tutor should know about in advance of the course? |  |  |