PENN STATE NEEDS ASSESSMENT SURVEY

This survey has been designed to determine your skill level in this particular computer application area. Please indicate which areas you are familiar and/or comfortable with by choosing one of three responses.

No means *I lack any knowledge of this topic*
Somewhat means *I am familiar with this topic, but not comfortable*
Yes means *I understand this topic and can use it*

Microsoft Access Advanced	No	Somewhat	Yes
Creating parameter queries			
Creating action queries			
Joining tables and working with join properties			
Using Crosstab queries			
Building a form based on joined tables			
Using functions and option groups in forms			
Creating a form that contains a subform			
Changing the Default view property of a form			
Using the Form Wizard			
Creating macros and command buttons			
Using macros to control form properties			
Using macros to provide user information			
Using macros to automate tasks			
Enhancing report design with properties and functions			
Using macros in reports			
Using the briefcase to synchronize files			
Replicating databases			
14 Yes responses needed for subject mastery			