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 Introduction	No	Somewhat	Yes
Understanding of RDMS			
Understanding of data relationships			
Viewing tables			
Sorting and querying records			
Creating and examining tables			
Using the Table Wizard			
Saving, retrieving, and printing worksheets			
Adding, editing, and deleting records to tables			
Modifying tables			
Sorting and filtering records			
Selecting records and editing values			
Performing calculations			
Joining tables and working with join properties			
Creating and using reports			
Using Report Wizards			
Creating a database			
Compacting a database			
14 Yes responses needed for subject mastery			