

CIS151 15—Microcomputer Applications Final Exam Study Guide

This objective portion of the final exam will consist of 50 true/false/multiple-choice questions related to the concepts found the following database:

Microsoft Access: 3.1 to 3.5
PowerPoint: Modules 1, 2, and Access: Modules 1, 2, 3 to 5

- Field and table names
- Create a table database
- Create and insert a table in database view
- Insert field names and records in a table database
- Open a table using the Navigation Pane
- Open an access database
- Copy and paste records from another access database
- Modify a table database
- Create and manage a simple query
- Create and manage a simple form
- Create, preview, manage, and print a simple report
- Use Help in Access
- Compare, modify, and remove a database
- Create a table in Design view
- Define field, set, relationship, and property in table's structure box
- Modify the structure of a table
- Change the order of fields in Design view
- Add new fields in Design view (change the format property for a field in Datasheet view)
- Modify field properties in Design view
- Import data from an Access database
- Import an existing table structure
- Add fields to a table with the Access Type property
- Delete and re-arrange
- Change the data type for a field in Design view
- Set the field's name property for a field
- Import a table
- Define a relationship between two tables
- Enter and remove fields in a database
- Create, run, and save queries
- Create database a query database
- Sort data in a query
 - o Sort data in a query
 - o Query's structure, parameters, properties
 - o Use a comparison operator in a query to create a range of values
 - o Use the and/or logical operators in queries

Microcomputer Applications Final Study Guide

Richard Bailey



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