

CIS 151: 1.5—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 in the following materials:

Microsoft Windows 3.11 in Process Print, Modules 1, 2, and Microsoft Windows 1, 2, 3 & 4

- Start and save files
- Create a basic database
- Create and work in tables in spreadsheet files
- Insert third column and insert in a table database
- Open a table using the Microsoft menu
- Open an access database
- Copy and paste records from another access database
- Microsoft in table database
- Create and manage a simple query
- Create and manage a simple form
- Create, preview, merge, and print a simple report
- Printing in forms
- Compare, sorting, and remove a database
- Create a table in Access files
- Define field, set, relationships, and ability to table/primary key
- Modify the structure of a table
- Change the order of table/columns
- Add new fields in Access view (normal) property for a field in database view
- Modify field properties in Access view
- Import data from an Access database
- Import an existing table structure
- Add fields in a table with the Access table property
- Tables and relationships
- Change the table type for a table in Access view
- Add the Access view property for a table
- Import a table
- Define a relationship between two tables
- Table and primary keys in a database
- Create, edit, and save queries
- Import data from a query
- Table type in a query
 - o Filter data in a query
 - o Query, simple, master, parameter, crosstabs
 - o Use a relationship, update in a query, or create a range of tables
 - o Use the table and/or report statements in queries

Microcomputer Applications Final Study Guide

Christian G. Meyer



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