CISB 15—Microcomputer Applications Final Exam Study Guide

The objective portion of the final exam will consist of 50 true/false/multiple choice questions related to the concepts from the following sessions:

Excel Modules 3 & 4 PowerPoint Modules 1 , 2 and Access Modules 1 , 2, 3 & 4

- Start and exit Access
- Create a blank database
- Create and save a table in Datasheet view
- Enter field names and records in a table datasheet
- Open a table using the Navigation Pane
- Open an Access database
- Copy and paste records from another Access database
- Navigate a table datasheet
- Create and navigate a simple query
- Create and navigate a simple form
- Create, preview, navigate, and print a simple report
- Use Help in Access
- Compact, back up, and rename a database
- Create a table in Design view
- Define fields, set field properties, and specify a table's primary key
- Modify the structure of a table
- Change the order of fields in Design view
- Set the Caption, Default value, and Format property for a field in Datasheet view
- Modify field properties in Design view
- Import data from an Excel worksheet
- Import an existing table structure
- Add fields to a table with the Data Type gallery
- Delete and rename fields
- Change the data type for a field in Design view
- Set the Default value property for a field
- Import a text file
- Define a relationship between two tables
- Hide and unhide fields in a datasheet
- Create, run, and save queries
- Update data using a query datasheet
- Sort data in a query
  - Enter data in a query
  - Specify an exact match condition in a query
  - Use a comparison operator to match a range of values
  - Use the And and logical operators in queries

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CO Houle

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Resources in Education ,1988 *Microcomputer Applications in Administration and Instruction* Donald A. Dellow,Lawrence H. Poole,1984 **Instructor's Manual to Accompany Microcomputer Applications** Robert T. Grauer,1987 *Computer Applications Aide* National Learning Corporation,2020-02-15 The Computer Applications Aide Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to fundamentals of microcomputer systems use and operation of microcomputers and related peripheral equipment understanding and interpreting written material computer terminology and other related areas **Microcomputer Applications to Support Safety and Traffic Operations** Edward C. Sullivan,University of California, Berkeley. Institute of Transportation Studies,1986 **Government Reports Announcements & Index** ,1990 *The National Guide to Educational Credit for Training Programs* American Council on Education,2005 Highlights over 6 000 educational programs offered by business labor unions schools training suppliers professional and voluntary associations and government agencies Microcomputer Applications ,1990 *Computers and Data Processing* H. L. Capron,Brian K. Williams,1986 **Peterson's Annual Guides to Graduate Study** ,1982-12 **Resources in Education** ,1996 Cataloging Microcomputer Files Sue A. Dodd,Ann M. Sandberg-Fox,1985 *Government reports annual index* ,199? Energy Research Abstracts ,1977 Semiannual with semiannual and annual indexes References to all scientific and technical literature coming from DOE its laboratories energy centers and contractors Includes all works deriving from DOE other related government sponsored information and foreign nonnuclear information Arranged under 39 categories e g Biomedical sciences basic studies Biomedical sciences applied studies Health and safety and Fusion energy Entry gives bibliographical information and abstract Corporate author subject report number indexes **American Book Publishing Record** ,1987 **Australian Books in Print** ,1987 **Exceptional Child Education Resources** ,1987 **Books in Print Supplement** ,1994 **Forthcoming Books** Rose Arny,1990 **Business Education Index** ,1986 An author and subject index of business education articles compiled from a selected list of periodicals and yearbooks published during the year

Reviewing **Microcomputer Applications Final Study Guide**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Microcomputer Applications Final Study Guide**," an enthralling opus penned by a highly acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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