

## CIS 151: 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 domains:

Microsoft Windows 3.11 or PowerPoint Macintosh 3.1, 3.2, and Macintosh  
Introduction 1, 2, 3 & 4

- Start and save files
- Create a basic database
- Create and save a table in spreadsheet view
- Input field names and records in a table database
- Open a table using the Navigation Bar
- Open an access database
- Copy and paste records from another access database
- Manipulate a table database
- Create and manipulate a simple query
- Create and manipulate a simple form
- Create, preview, manipulate, and print a simple report
- Use Help in Windows
- Compare, backup, and restore a database
- Create a table in Design view
- Define fields, set primary/foreign, and specify a table's primary key
- Modify the structure of a table
- Change the order of fields in Design view
- Add new fields in Design view (strings, numbers, dates, etc.)
- Modify field properties in Design view
- Import data from an Excel spreadsheet
- Import an existing table structure
- Add fields to a table with the Data Type gallery
- 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 delete fields in a database
- Create, run, and save queries
- Create a database or query relationship
- Sort data in a query
  - o Sort data in a query
  - o Query's criteria must precede a query
  - o Use a join query, equivalent to a query in which a range of tables
  - o Use the join window to join tables in queries

# Microcomputer Applications Final Study Guide

**L Darling-Hammond**



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