

## 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 database:

Microsoft Introduction to the PowerPoint Modules 1, 2, and Access Modules 1, 2, 3 & 4

- Field and table Access
- Create a table database
- Create and insert a table in Access/Power 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 Access/Power
- Define field, set, relationship, and capacity in Access/Power view
- Modify structure of a table
- Access the table in Access/Power view
- Add new fields in Access view (adding new/insert) property list is field in database view
- Modify field properties in Access view
- Insert data from an Access database
- Remove an existing table structure
- Add fields in a table with the Access/Power query
- Delete and restructure
- Access the table/Power list is field in Access view
- Add new fields in Access property list is field
- Insert a new table
- Define a relationship between two tables
- Insert and remove fields in a database
- Create, run, and save queries
- Create database in query database
- Add data in a query
  - o Filter data in a query
  - o Query, remove, remove, remove, remove
  - o Add a relationship, remove in a query in Access a range of tables
  - o Add the data and remove remove remove

# Microcomputer Applications Final Study Guide

**K Morrison**



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