

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/Paint, Microsoft 3.11, and Microsoft Windows 1.1, 2.1, 3.11, 4.1

- Start and use Windows
 - Create a basic database
 - Create and work in tables in Microsoft view
 - Open field names and records 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, manage, and print a simple report
 - Printing in forms
- Compare, backup, and restore a database
 - Create a table in Design view
 - Define field, set, relationships, and ability to edit/locking key
 - Modify the structure of a table
 - Change the order of fields in Design view
 - Add new fields in Design view (numeric, currency, text, date, time, memo, etc.)
 - Modify field properties in Design view
 - Record validation and default conditions
 - Record and indexing table constraints
 - Add fields in a table with the Data Type property
 - Tables and relationships
 - Change the table type to a table in Design view
 - Add the Cascade option property for a table
 - Primary a table
 - Define a relationship between two tables
 - Table and tables fields in a database
 - Create, run, and save queries
 - Simple database a query relationship
 - Sort data in a query
 - Filter data in a query
 - Query, simple, master, parameter, crosstabs
 - Use a relationship, update in a query, or create a range of tables
 - Use the data table report statements in queries

Microcomputer Applications Final Study Guide

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