

## CIS151 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 Access: 3.1 to 3.5 PowerPoint: Modules 1, 2, and Access: Modules 1, 2, 3 to 5

- Field and table names
- Create a table relationship
- Create and modify a table in Access/Power view
- Create field names and records in a table relationship
- Open a table using the Relationships View
- Open an Access database
- Copy and paste records from another Access database
- Modify a table relationship
- Create and modify a simple query
- Create and modify a complex query
- Create, preview, manage, and print a simple query
- 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 relationships of a table
- Access the table in Access/Power view
- Add new records in Access view (Access/Power) property list is field in database view
- Modify field properties in Access view
- Import data from an Access relationship
- Import an existing table structure
- Add fields to a table with the Access/Power query
- Delete and relationships
- Access the table/Power list is field in Access view
- Add new records using property list is field
- Import a table
- Define a relationship between two tables
- Create and modify field in a database
- Create, modify, and remove queries
- Create relationship in query relationship
- Add data to 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 relationship in Access

# Microcomputer Applications Final Study Guide

**Thirumalaisamy P.  
Velavancorresponding**



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