Computer Applications II
Final Exam Summary Guide
Time Limit: 120 minutes

Import from Word To Access
. Users will be given Word tables and required to import into Access

Database Management
. Users will be required to set field properties on tables / add fields
. Users will be required to create relationship and enforce referential integrity
. Users will be required to create select queries with criteria
. Users will be required to create calculated / concatenated fields
. Users will required to create action queries (update/delete/append)
. Users will be required to create reports

Import from Access to Excel
. Users will be required to import a database query into an Excel workbook.

Spreadsheets
. Users will need to manipulate a worksheet using the SUM, MAX, MIN, AVERAGE, IF/VLOOKUP formulas
. Users will be required to create bar/pie graphs