



## FRANKLIN UNIVERSITY PROFICIENCY EXAM (FUPE) STUDY GUIDE

<b>Course Title:</b>	<i>Introduction to Databases (COMP 108)</i>
<b>Recommended Textbook(s):</b>	Adamski, J. and Finnegan, K.T. (2007). <i>New Perspectives Microsoft Access 2007, Introductory</i> . Course Technology. ISBN: 1-4239-0588-1.
<b>Number &amp; Type of Questions:</b>	This is a project-based exam.
<b>Permitted Materials:</b>	None
<b>Required Materials:</b>	<b>Flash drive (Thumb drive)- Will be returned to you after the exam is scored.</b>
<b>Time Limit:</b>	3 Hours
<b>Minimum Passing Score:</b>	<b>75%</b>

### Description of the Test:

The questions cover relational database concepts, database design, query creation, form and report design, and Office links using Microsoft Access XP. The purpose of the exam is to demonstrate that you have knowledge equivalent to what is taught in the course. Typically, students who take this exam have used Access extensively at work or have taken prior courses that use this application.

### Knowledge & Skills Required:

Students taking this exam should be able to

- apply the steps to create a 4-table database, applying the appropriate data types and field properties to the fields in the tables.
- identify and set primary keys appropriately when designing a multiple table database.
- apply one to many relationships between 4 tables using correct data types in linking fields.
- apply enforce referential integrity; cascade update and cascade delete properties to relationships.
- describe the use and function of a query, and how you would use them in a database.
- apply sorting to a query and describe the logic of a sort.
- apply criteria to queries.
- apply the steps to create calculated fields to produce calculated data in a query.
- define and apply the steps involved to create a parameter query.
- apply group by functionality to a query to calculate a sum.
- apply the process of creating a form using columnar and tabular formats.
- apply properties to customize a created form.
- apply formatting to the fields in the form to make it user-friendly.
- describe how and why you use subforms, switchboards and macros within a database.
- apply the steps to create a switchboard form with multiple command buttons for a user interface.
- apply the steps to create a macro to automatically open and maximize the switchboard form for users.
- apply the steps to create a form/subform.
- apply the process of creating a report using columnar and tabular formats.
- apply summary and detail information to reports through the use of the wizard.

- apply deleting, moving and formatting to fields within a report to customize the look of the report.
- apply steps to export reports to MS Word and apply appropriate file format while saving.
- save to a floppy disk by compacting and/or zipping the database.