

# PF 108 Study Guide for FUPE

<b>Course Title:</b>	<i>Introduction to Databases (PF 108)</i>
<b>Recommended Textbook:</b>	Gaskin, S. and Vargas, A. (2016). <i>GO! With Microsoft Access 2016 Comprehensive</i> , ISBN: 978-0-13-444393-5
<b>Number &amp; Type of Questions:</b>	<b>30 multiple choice (worth 1 point each), 30 true/false (worth 1 point each), 15 short answer/essay (worth 1 point each), and 5 matching (worth 5 points each) for a total of 100 points.</b>
<b>Permitted Materials:</b>	None
<b>Required Materials:</b>	None
<b>Time Limit:</b>	<b>1 hours, 30 minutes</b>
<b>Minimum Passing Score:</b>	<b>75%</b>

## **Description of the Test:**

This exam covers the use of Microsoft Access 2016. The questions cover sorting and querying a database; forms, filters, and reports; enhancing tables; and enhancing queries and using Microsoft Access 2016. The purpose of this 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 2016 at work or have taken prior courses that use this application.

## **Knowledge & Skills Required:**

Students taking this exam should be able to:

- Create a database that allows information to be shared between database tables.
- Enter information using table design and datasheet view features.
- Design database queries.
- Design database forms.
- Create reports from a database.
- Create a switchboard using a database form.