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**PF 108 PROFICIENCY EXAM (FUPE) STUDY GUIDE**

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| **Course Title:** | ***Introduction to Databases (PF 108)*** |
| **Recommended Textbook:** | **Gaskin, S. and Graviett, N. (2020).GO! With Microsoft Office 365, Access 2019 Comprehensive, ISBN: 9780135442043 (print), 9780135442081 (eText)** |
| **Number & Type of Questions:** | **48 multiple choice (worth 1 point each), 32 true/false (worth 1 point each), 20 short answer/essay (worth 1 point each) for a total of 100 points. Questions are publisher questions taken from the book.** |
| **Permitted Materials:** | **None** |
| **Required Materials:** | **None** |
| **Time Limit:** | **1 hours, 30 minutes** |
| **Minimum Passing Score:** | **75%** |

# Description of the Test:

This exam covers the use of Microsoft Access 2019/365. The questions cover getting started with Microsoft Access; sorting and querying a database; forms, filters, and reports; enhancing tables; enhancing queries; customizing forms and reports; creating advanced forms and reports; and creating macros. 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 2019/365 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.