

Exam 1 Topics to Study

Spreadsheets

1. Formula creation
 - a. {+,-,/,*}
 - b. () – order of operation
 - c. Percent formulas
 - i. % increase/decrease from an amount (e.g. you make \$40,000 now and are getting a 5% raise, what will your new salary be)
 - ii. % change between two amounts (e.g. you make \$40,000 this year and will be making \$45,000 next year, what % raise did you get)
2. Formatting
 - a. Fonts/colors
 - b. Text justification
 - c. Merge cells
 - d. Wrap text
 - e. Borders around group of cells
 - f. Data Types – number, currency, percentage. Set decimal places
 - g. Column/Row width
3. Copying formulas
 - a. Absolute (\$) address
4. Spreadsheet design
 - a. Assumption section
 - b. Use of absolute address
 - c. Formulas without constants
 - d. Formula to work for all cases, not just the data given
5. Functions:
 - a. Arithmetic – sum, average, min, max, count
 - a. VLOOKUP – range look up
 - b. VLOOKUP – exact match
 - c. PMT
 - d. IF
 - e. AND, OR
 - f. LEFT,RIGHT,MID,&
6. Translate a numerically based business word problem into that
 - a. Exhibits proper worksheet principles (assumption section, visually clear, proper formatting)
 - b. Works for all cases without having to change any formula

Exam 2 Topics to Study

1. Selecting tables and fields to display
2. Use of Criteria
 1. Multiple fields combined using (AND/OR)
3. Sorting
 1. single or multiple levels
4. Use a field in criteria but don't display (SHOW)
5. Calculated fields (BUILDER)
 1. Can use fields from multiple tables/queries
 2. Specify properties
 1. Addition caption
 2. Specify type of value (FIXED, CURRENCY,PERCENT) and precision
6. JOIN tables together so that fields from multiple tables can be used
 1. Specify field to join upon in case Access doesn't or does it incorrectly
7. For criteria use wildcard character (*)
8. Prompt the user for criteria value []
9. Summary or Group-By queries
 1. Can display different statistics (average, sum, min, max, count)
10. Query using another query
 1. Need a calculated field to use in another query
1. Build tables
2. Specify fields
 1. Data type
 2. Validation
 3. Key
 4. Required

Exam 3 Topics to Study

Topics covered

- 1) Graphs/Charts
- 2) Pivot Tables
- 3) Sorting Data
- 4) Filters
- 5) Dates including date functions
- 6) Goal Seek
- 7) Referencing Cells on other Worksheets
- 8) Conditional Formatting
- 9) IT Concepts