

## Access Module 1

True / False

1. In Access, the columns in a table are called records.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* AC 2  
Project-Database Creation

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

2. A unique identifier is also called a primary key.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* AC 3  
Project-Database Creation

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 4/2/2016 1:23 PM

3. In Access, field names cannot contain digits.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* AC 6  
Determining Tables and Fields

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

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4. The Navigation Pane contains a list of all the objects in the database.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* AC 6

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The Access Window

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

5. In Datasheet view, a table is represented as a collection of rows and columns called a list.

- a. True
- b. False

*ANSWER:* False  
*POINTS:* 1  
*REFERENCES:* AC 6  
The Access Window

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

6. The maximum number of characters allowed in a field whose data type is Short Text is 255 characters.

- a. True
- b. False

*ANSWER:* True  
*POINTS:* 1  
*REFERENCES:* AC 7  
Determining Tables and Fields

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

7. Fields that contain numbers but will not be used for arithmetic operations usually are assigned a data type of Memo.

- a. True
- b. False

*ANSWER:* False  
*POINTS:* 1  
*REFERENCES:* AC 7  
Determining Tables and Fields

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
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8. The Currency data type is used for fields that contain only monetary data.

## Access Module 1

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* AC 7  
Determining Tables and Fields

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

9. The Character data type is used for a field that can store a variable amount of text or combinations of text and numbers where the total number of characters may exceed 255.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* AC 7  
Determining Tables and Fields

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

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10. When Access first creates a database, it automatically creates a table.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* AC 10  
Creating a Table

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

11. One way to undo changes to a field is to click the Undo button on the status bar.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* AC 12  
Creating a Table

## Access Module 1

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
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12. Changing the column width in a datasheet changes the structure of a table.
- a. True
  - b. False

*ANSWER:* False  
*POINTS:* 1  
*REFERENCES:* AC 23  
Creating a Table

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

13. Landscape orientation means the printout is across the length (height) of the page.
- a. True
  - b. False

*ANSWER:* True  
*POINTS:* 1  
*REFERENCES:* AC 24  
Previewing and Printing the Contents of a Table

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

14. To print a wide database table, a table whose contents do not fit on the screen, you will need portrait orientation.
- a. True
  - b. False

*ANSWER:* False  
*POINTS:* 1  
*REFERENCES:* AC 24  
Previewing and Printing the Contents of a Table

*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

15. To preview and then print the contents of a table, use Table Preview.
- a. True

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b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* AC 25  
Previewing and Printing the Contents of a Table

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

16. Form view displays a single record at a time.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* AC 39  
Additional Database Objects

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

17. Layout view shows a report on the screen and allows the user to make changes to the report.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* AC 43  
Additional Database Objects

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

18. Standard properties are associated with all Microsoft Office documents and include author, title, and subject.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* AC 47  
Database Properties

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

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19. Each customer has one book rep, but each book rep can have many customers. This is an example of a one-to-many relationship.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* AC 54  
Database Design

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

20. Redundancy means storing the same fact in more than one place.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* AC 54  
Database Design

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

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Modified True / False

21. The term list database describes a database that consists of a collection of tables, each of which contains information on a specific subject. \_\_\_\_\_

*ANSWER:* False - relational

*POINTS:* 1

*REFERENCES:* AC 2  
Project-Database Creation

*QUESTION TYPE:* Modified True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

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22. A field that has the Calculated data type can store a unique sequential number that Access assigns to a record.

\_\_\_\_\_  
*ANSWER:* False - AutoNumber

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*POINTS:* 1  
*REFERENCES:* AC 7  
Determining Tables and Fields  
*QUESTION TYPE:* Modified True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

23. To change the name of a field, press and hold or right-click the column heading for the field, and then tap or click Rename Field on the shortcut menu. \_\_\_\_\_

*ANSWER:* True  
*POINTS:* 1  
*REFERENCES:* AC 13  
Creating a Table  
*QUESTION TYPE:* Modified True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

24. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click Insert Column on the shortcut menu. \_\_\_\_\_

*ANSWER:* False - Field  
*POINTS:* 1  
*REFERENCES:* AC 13  
Creating a Table  
*QUESTION TYPE:* Modified True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

25. To delete a field, press and hold or right-click the column heading for the field, and then tap or click Remove Field on the shortcut menu. \_\_\_\_\_

*ANSWER:* False - Delete  
*POINTS:* 1  
*REFERENCES:* AC 13  
Creating a Table  
*QUESTION TYPE:* Modified True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

## Multiple Choice

26. Access is a \_\_\_\_\_.  
a. word processing software tool      b. file management system

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- c. workbook management system      d. database management system

*ANSWER:*            d

*POINTS:*            1

*REFERENCES:*    AC 1  
Introduction

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

27. In a(n) \_\_\_\_\_ database such as those maintained by Access, a database consists of a collection of tables, each of which contains information on a specific subject.

- a. tabular            b. record  
c. attribute        d. relational

*ANSWER:*            d

*POINTS:*            1

*REFERENCES:*    AC 2  
Project-Database Creation

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

28. A(n) \_\_\_\_\_ contains information about a given person, product, or event.

- a. attribute        b. record  
c. field            d. column

*ANSWER:*            b

*POINTS:*            1

*REFERENCES:*    AC 2  
Project-Database Creation

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 4/5/2016 3:47 PM

29. \_\_\_\_\_ words are words that have a special meaning to Access and cannot be used for the names of fields.

- a. Reserved        b. Restricted  
c. Significant     d. Tagged

*ANSWER:*            a

*POINTS:*            1

*REFERENCES:*    AC 3  
Project-Database Creation

*QUESTION TYPE:* Multiple Choice



## Access Module 1

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

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30. In Access, table and field names can be up to \_\_\_\_ characters in length.

- a. 256
- b. 128
- c. 64
- d. 32

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* AC 6  
Determining Tables and Fields

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

31. A field whose data type is \_\_\_\_ can contain any characters.

- a. Alpha
- b. Character
- c. Normal
- d. Short Text

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* AC 7  
Determining Tables and Fields

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

32. A(n) \_\_\_\_ data type can store a variable amount of text or combination of text and numbers where the total number of characters may exceed 255.

- a. Memo
- b. Long Text
- c. Variable
- d. Character

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* AC 7  
Determining Tables and Fields

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

33. A field with the \_\_\_\_ data type can store a unique sequential number that Access assigns to a record. Access will increment the number by 1 as each new record is added.

- a. Sequential
- b. ValueIncrement

## Access Module 1

- c. Incremental      d. AutoNumber

*ANSWER:*            d

*POINTS:*            1

*REFERENCES:*      AC 7  
Determining Tables and Fields

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:*    2/24/2016 4:56 PM

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34. A field with the \_\_\_\_ data type can contain an attached file, such as an image, document, chart, or spreadsheet.

- a. Attachment      b. File  
c. Document        d. Extend

*ANSWER:*            a

*POINTS:*            1

*REFERENCES:*      AC 7  
Determining Tables and Fields

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:*    2/24/2016 4:56 PM

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35. A field whose data type is \_\_\_\_ can store an OLE object, which is an object linked to or embedded in the table.

- a. Illustration      b. Image  
c. Bitmap            d. OLE object

*ANSWER:*            d

*POINTS:*            1

*REFERENCES:*      AC 7  
Determining Tables and Fields

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:*    2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

36. A field whose data type is \_\_\_\_ can store text that can be used as a hyperlink address.

- a. URL                b. Web  
c. Placeholder      d. Hyperlink

*ANSWER:*            d

*POINTS:*            1

*REFERENCES:*      AC 7  
Determining Tables and Fields

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

## Access Module 1

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37. When you assign a(n) \_\_\_\_\_ to a field, Access will display the value you assign, rather than the field name, in datasheets and in forms.

- a. alternate
- b. caption
- c. abbreviation
- d. tag

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* AC 8  
Creating a Table

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

38. To define an additional field in Datasheet view, tap or click the \_\_\_\_\_ column heading.

- a. New Field
- b. Add Field
- c. Click to Add
- d. Insert Field

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* AC 11  
Creating a Table

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

39. To undo the most recent change to a table structure, tap or click the \_\_\_\_\_ button on the Quick Access Toolbar.

- a. Cancel
- b. Reverse
- c. Back
- d. Undo

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* AC 12  
Creating a Table

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

40. To delete a field in a table, press and hold or right-click the column heading for the field, and then tap or click \_\_\_\_\_ on the shortcut menu.

- a. Remove Field
- b. Delete Field
- c. Delete Column
- d. Remove Column

## Access Module 1

*ANSWER:* b  
*POINTS:* 1  
*REFERENCES:* AC 13  
Creating a Table  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

41. To change the name of a field, press and hold or right-click the column heading for the field, tap or click \_\_\_\_ on the shortcut menu, and then type the desired field name.

- a. Change Column
- b. Rename Column
- c. Change Field
- d. Rename Field

*ANSWER:* d  
*POINTS:* 1  
*REFERENCES:* AC 13  
Creating a Table  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

42. To show the symbol for the Euro instead of the dollar sign, change the \_\_\_\_ property for the field whose data type is Currency.

- a. Field Size
- b. Format
- c. Caption
- d. Description

*ANSWER:* b  
*POINTS:* 1  
*REFERENCES:* AC 7  
Determining Tables and Fields  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

43. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click \_\_\_\_ on the shortcut menu.

- a. Insert Column
- b. Insert Field
- c. Add Column
- d. Add Field

*ANSWER:* b  
*POINTS:* 1  
*REFERENCES:* AC 13  
Creating a Table  
*QUESTION TYPE:* Multiple Choice

## Access Module 1

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

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44. To add a record to a table, tap or click the \_\_\_\_ record button.

- a. Add New
- b. New (blank)
- c. Last
- d. Insert (New)

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* AC 20  
Creating a Table

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

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45. You can place an insertion point by tapping or clicking in the field or by pressing \_\_\_\_.

- a. F2
- b. F3
- c. F4
- d. F5

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* AC 20  
Creating a Table

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

46. To delete a record, tap or click the record selector for the record, and then press the \_\_\_\_ key(s).

- a. CTRL+DELETE
- b. CTRL+Y
- c. DELETE
- d. CTRL+K

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* AC 20  
Creating a Table

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

47. To specify AutoCorrect rules and exceptions to the rules, tap or click FILE to open the Backstage view, tap or click \_\_\_\_, and then tap or click Proofing in the dialog box that displays.

- a. Customize
- b. Manage
- c. Options
- d. Grammar

## Access Module 1

*ANSWER:* c  
*POINTS:* 1  
*REFERENCES:* AC 20  
Creating a Table  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

48. To save the changes to the layout of a table, tap or click the Save button on the \_\_\_\_.
- a. status bar
  - b. TABLE TOOLS tab
  - c. Navigation Pane
  - d. Quick Access Toolbar

*ANSWER:* d  
*POINTS:* 1  
*REFERENCES:* AC 23  
Creating a Table  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
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49. To import data to a table, tap or click the \_\_\_\_ tab on the ribbon.
- a. DATABASE TOOLS
  - b. FILE
  - c. EXTERNAL DATA
  - d. IMPORT

*ANSWER:* c  
*POINTS:* 1  
*REFERENCES:* AC 33  
Importing or Linking Data from Other Applications to Access  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

50. To open the Navigation Pane, tap or click the \_\_\_\_ Button.
- a. Open Navigation Pane
  - b. Open Pane
  - c. Shutter Bar Open/Close
  - d. Navigation Bar Show/Hide

*ANSWER:* c  
*POINTS:* 1  
*REFERENCES:* AC 34  
Additional Database Objects  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM

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51. To view the results of a saved query, press and hold or right-click the query in the Navigation Pane and tap or click \_\_\_\_\_ on the shortcut menu.

- a. Datasheet View
- b. Open
- c. Results View
- d. Run

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* AC 36  
Additional Database Objects

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

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52. To change the design of a query, press and hold or right-click the query in the Navigation Pane and then tap or click \_\_\_\_\_ on the shortcut menu.

- a. Open
- b. SQL
- c. Query Window
- d. Design View

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* AC 36  
Additional Database Objects

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

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53. To back up the database that is currently open, use the \_\_\_\_\_ command on the Save As tab in the Backstage view.

- a. Close and Back Up
- b. Back Up Current
- c. Save As Back Up
- d. Back Up Database

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* AC 48  
Special Database Operations

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

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54. To compact and repair a database, tap or click the \_\_\_\_\_ button in the Info gallery in the Backstage view.

- a. Restore
- b. Fix
- c. Compaction
- d. Compact & Repair

*ANSWER:* d

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*POINTS:* 1  
*REFERENCES:* AC 49  
Special Database Operations  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

55. To delete a database object, press and hold or right-click the object in the Navigation Pane and then tap or click \_\_\_\_\_ on the shortcut menu.

- a. Erase
- b. Trash
- c. Delete
- d. Remove

*ANSWER:* c  
*POINTS:* 1  
*REFERENCES:* AC 50  
Special Database Operations  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

56. To rename a database object, press and hold or right-click the object in the Navigation Pane and then tap or click \_\_\_\_\_ on the shortcut menu.

- a. New Name
- b. Redefine
- c. Rename
- d. Save Name

*ANSWER:* c  
*POINTS:* 1  
*REFERENCES:* AC 50  
Special Database Operations  
*QUESTION TYPE:* Multiple Choice  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
*DATE MODIFIED:* 2/24/2016 4:56 PM

### Multiple Response

#### Modified Multiple Choice

57. File names cannot contain a(n) \_\_\_\_\_.

- a. question mark (?)
- b. colon (:)
- c. space
- d. underscore (\_)

*ANSWER:* a, b  
*POINTS:* 1  
*REFERENCES:* AC 8  
Creating a Table



## Access Module 1

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*PREFACE NAME:* mod

*DATE CREATED:* 2/24/2016 4:56 PM

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58. The Access window consists of a variety of components. These include the \_\_\_\_\_.

- a. Navigation Pane
- b. Content pane
- c. Object tabs
- d. Quick Access Toolbar

*ANSWER:* a, c, d

*POINTS:* 1

*REFERENCES:* AC 5  
The Access Window

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*PREFACE NAME:* mod

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

59. A field with a Yes/No data type can store only one of two values. The choices are \_\_\_\_\_.

- a. True/False
- b. One/Zero
- c. Yes/No
- d. On/Off

*ANSWER:* a, c, d

*POINTS:* 1

*REFERENCES:* AC 7  
Determining Tables and Fields

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*PREFACE NAME:* mod

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

## Completion

60. A(n) \_\_\_\_\_ is software that can be used to create a database; add, change, and delete data in the database; ask and answer questions concerning the data in the database; and create forms and reports using the data.

*ANSWER:* database management system

*POINTS:* 1

*REFERENCES:* AC 1  
Introduction

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

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61. The rows in the tables are called \_\_\_\_\_.

*ANSWER:* records

*POINTS:* 1

*REFERENCES:* AC 2  
Project-Database Creation

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

*DATE MODIFIED:* 2/24/2016 4:56 PM

62. A(n) \_\_\_\_\_ contains a specific piece of information within a record.

*ANSWER:* field

*POINTS:* 1

*REFERENCES:* AC 3  
Project-Database Creation

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

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63. The \_\_\_\_\_ data type in Access is referred to as Money in SQL Server.

*ANSWER:* Currency

*POINTS:* 1

*REFERENCES:* AC 7  
Determining Tables and Fields

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

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64. \_\_\_\_\_ view has more functionality for creating a table than Datasheet view.

*ANSWER:* Design

*POINTS:* 1

*REFERENCES:* AC 8  
Creating a Table

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

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65. To define an additional field in Datasheet view, tap or click the \_\_\_\_\_ column heading, select the data type, and then type the field name.

*ANSWER:* Click to Add

## Access Module 1

*POINTS:* 1  
*REFERENCES:* AC 11  
Creating a Table  
*QUESTION TYPE:* Completion  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
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66. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click \_\_\_\_\_ on the shortcut menu.

*ANSWER:* Insert Field  
*POINTS:* 1  
*REFERENCES:* AC 13  
Creating a Table  
*QUESTION TYPE:* Completion  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
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67. Society encourages users to contribute to \_\_\_\_\_ computing, which involves reducing the electricity consumed and environmental waste generated when using computers, mobile devices, and related technologies.

*ANSWER:* green  
*POINTS:* 1  
*REFERENCES:* AC 24  
Creating a Table  
*QUESTION TYPE:* Completion  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
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68. A hard copy or \_\_\_\_\_ is information that exists on a physical medium such as paper.

*ANSWER:* printout  
*POINTS:* 1  
*REFERENCES:* AC 24  
Creating a Table  
*QUESTION TYPE:* Completion  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:56 PM  
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69. \_\_\_\_\_ refers to the process of determining the tables and fields that make up the database.

*ANSWER:* Database design  
*POINTS:* 1  
*REFERENCES:* AC 50

## Access Module 1

### Database Design

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

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70. The determination of database requirements is part of a process known as \_\_\_\_\_.

*ANSWER:* systems analysis

*POINTS:* 1

*REFERENCES:* AC 50  
Database Design

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

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71. Designing to omit \_\_\_\_\_ will help to produce good and valid database designs.

*ANSWER:* redundancy

*POINTS:* 1

*REFERENCES:* AC 56  
Database Design

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:56 PM

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### Subjective Short Answer

### Critical Thinking Questions

#### Case 1-1

Joe has been asked to create a Special Projects database for his company. The database is to track employees and the special projects to which the employees may be assigned. A special project can have between 2 and 5 employees assigned to it. He has determined that he needs the following tables:

Employee (Social Security Number, Last Name, First Name, Street Address, City, State,  
Postal Code, Hourly Pay Rate, Project Code)

Project (Project Code, Project Name, Total Hours, Completion Date)

72. Which field in the Employee table should be the primary key and why?

*ANSWER:* Social Security Number should be the primary key because the values in the field will be unique for each record.

*POINTS:* 1

*REFERENCES:* AC 53  
Database Design

*QUESTION TYPE:* Subjective Short Answer

## Access Module 1

*HAS VARIABLES:* False  
*PREFACE NAME:* AC\_1\_Case 1  
*TOPICS:* Critical Thinking  
*DATE CREATED:* 2/24/2016 4:56 PM  
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73. Which field in the Project table should be the primary key and why?

*ANSWER:* Project Code should be the primary key because you can assign unique values to the field.

*POINTS:* 1

*REFERENCES:* AC 53  
Database Design

*QUESTION TYPE:* Subjective Short Answer

*HAS VARIABLES:* False  
*TOPICS:* Critical Thinking  
*DATE CREATED:* 2/24/2016 4:56 PM  
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### **Critical Thinking Questions** **Case 1-2**

Now that Joe has created the tables and determined the primary and foreign keys, he needs to determine the data types for the fields in each table.

74. What data type should Joe use for the Completion Date field?

*ANSWER:* Joe should use the Date & Time data type because dates will be stored in the field.

*POINTS:* 1

*REFERENCES:* AC 7  
Determining Tables and Fields

*QUESTION TYPE:* Subjective Short Answer

*HAS VARIABLES:* False  
*PREFACE NAME:* AC\_1\_Case 2  
*TOPICS:* Critical Thinking  
*DATE CREATED:* 2/24/2016 4:56 PM  
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75. What data type should Joe use for the Social Security Number field? Why?

*ANSWER:* Joe should use the Short Text data type. Even though the field contains numbers, the field will not be used for arithmetic operations.

*POINTS:* 1

*REFERENCES:* AC 7  
Determining Tables and Fields

*QUESTION TYPE:* Subjective Short Answer












*HAS VARIABLES:* False  
*TOPICS:* Critical Thinking  
*DATE CREATED:* 2/24/2016 4:56 PM

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

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 Access_Module_3	2016-05-26 2:41 PM	Microsoft Office ...	39 KB
 Excel_Module_1	2016-05-26 2:43 PM	Microsoft Office ...	39 KB
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 Intro_to_Office_2016_and_Windows_10_Module	2016-05-26 2:43 PM	Microsoft Office ...	41 KB
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