

Exploring Microsoft Office 2019 Introductory (Poatsy/Grauer)
Access Chapter 1 Introduction to Access

1) What allows you to add components to an existing database, rather than creating an entire new database?

- A) Objects
- B) Filters
- C) Application parts
- D) Templates

Answer: C

Diff: 2

Objective: A1.01 Open, Save, and Enable Content in a Database

2) What is *not* true about the Compact and Repair Database utility?

- A) It can help when the data becomes corrupt.
- B) It can be set up to run automatically when a database is closed.
- C) It is used when the database gets too many records in it.
- D) It can reduce the size of a database.

Answer: C

Diff: 2

Objective: A1.01 Open, Save, and Enable Content in a Database

3) When you click the Enable Content warning, the database is now _____.

- A) trusted on this computer
- B) trusted for this session
- C) trusted for any computer
- D) unlocked

Answer: A

Diff: 2

Objective: A1.01 Open, Save, and Enable Content in a Database

4) What interface element shows you the various objects in your database?

- A) The Database Tools menu
- B) The Database Properties pane
- C) The Home menu
- D) The Navigation pane

Answer: D

Diff: 2

Objective: A1.02 Recognize Database Object Types

5) How can you toggle viewing the Navigation Pane?

- A) Shutter Bar View/Hide button
- B) Navigation Pane View/Hide button
- C) Shutter Bar Open/Close button
- D) Navigation Pane Open/Close button

Answer: C

Diff: 2

Objective: A1.02 Recognize Database Object Types

6) What database object organizes your data by rows and columns?

- A) Table
- B) Form
- C) Report
- D) Macro

Answer: A

Diff: 1

Objective: A1.02 Recognize Database Object Types

7) A customer's cell phone would be an example of a _____.

- A) table
- B) record
- C) field
- D) primary key

Answer: C

Diff: 1

Objective: A1.02 Recognize Database Object Types

8) Which of the following produces a subset of your data?

- A) Macro
- B) Field
- C) Table
- D) Query

Answer: D

Diff: 2

Objective: A1.02 Recognize Database Object Types

9) Most users enter information into a database through the use of a _____.

- A) form
- B) table in datasheet view
- C) query
- D) macro

Answer: A

Diff: 2

Objective: A1.02 Recognize Database Object Types

10) A module uses what programming language?

- A) SQL
- B) VBA
- C) VBL
- D) HTML

Answer: B

Diff: 3

Objective: A1.02 Recognize Database Object Types

11) In Datasheet view, what does a pencil symbol to the left of a record indicate?

- A) Data in that record has not been saved yet.
- B) Data in that record has recently been modified and saved.
- C) Data in that record has a data integrity violation and needs to be changed.
- D) Data in that record is about to be deleted.

Answer: A

Diff: 2

Objective: A1.02 Recognize Database Object Types

12) To assign a field size of 12 to a field in a table you would _____.

- A) pick Short Text from the Data Type list
- B) pick Long Text from the Data Type list
- C) type 12 in the Description area of that field
- D) enter 12 in the Field Size property of that field

Answer: D

Diff: 2

Objective: A1.02 Recognize Database Object Types

13) How many records do most forms display?

- A) 0 (Forms don't display records)
- B) 1
- C) 2
- D) All the records at the same time

Answer: B

Diff: 2

Objective: A1.02 Recognize Database Object Types

14) What is *not* true about field properties?

- A) They define a field's characteristics.
- B) They vary by field type.
- C) They can allow data entry to be required for a field.
- D) The categories are the same for all field types.

Answer: D

Diff: 2

Objective: A1.02 Recognize Database Object Types

15) Which of the following views would you use to view or modify a table's structure?

- A) Datasheet
- B) Form
- C) Design
- D) Layout

Answer: C

Diff: 2

Objective: A1.02 Recognize Database Object Types

16) What are the two ways you can view a table?

- A) Design and Layout views
- B) Design and Datasheet views
- C) Datasheet and Form views
- D) Datasheet and Layout views

Answer: B

Diff: 1

Objective: A1.02 Recognize Database Object Types

17) Access is a _____ product.

- A) Microsoft
- B) Google
- C) Yahoo
- D) Corel

Answer: A

Diff: 1

Objective: A1.02 Recognize Database Object Types

18) In datasheet view, what do the rows indicate?

- A) Tables
- B) Fields
- C) Records
- D) Information

Answer: C

Diff: 1

Objective: A1.02 Recognize Database Object Types

19) What view normally appears when you double-click a table?

- A) Form view
- B) Layout view
- C) Design view
- D) Datasheet view

Answer: D

Diff: 1

Objective: A1.02 Recognize Database Object Types

- 20) What is *not* true about modules?
- A) It is considered an advanced object.
 - B) It is required for intermediate users.
 - C) It uses the VBA programming language.
 - D) It provides more functionality than macros.

Answer: B

Diff: 3

Objective: A1.02 Recognize Database Object Types

- 21) When you split a database, what object type is put in the back end?

- A) Tables
- B) Forms
- C) Reports
- D) Macros and Modules

Answer: A

Diff: 3

Objective: A1.04 Use Database Utilities

- 22) What is *not* true about database relationships?

- A) They are connections between two tables.
- B) They join tables on a common field.
- C) They allow for efficient database design.
- D) They tend to increase the overall file size of a database.

Answer: D

Diff: 2

Objective: A1.02 Recognize Database Object Types

- 23) Which of the following is *not* a valid criteria in a filter?

- A) ="Fred"
- B) =>14
- C) <>125
- D) Is Null

Answer: B

Diff: 3

Objective: A1.05 Work With Filters

- 24) When you close a table after using a selection filter and then reopen it, what happens to the filter?

- A) The filter is still operating.
- B) The filter is not saved.
- C) The filter is removed, but Toggle Filter will bring it back.
- D) The filter is removed permanently.

Answer: C

Diff: 3

Objective: A1.05 Work With Filters

25) Which of the following operators will give you the fewest number of hits?

- A) AND
- B) OR
- C) NOT
- D) NOR

Answer: A

Diff: 3

Objective: A1.05 Work With Filters

26) What type of filter displays records based on a criterion you choose?

- A) Selection filter
- B) Filter by Report
- C) Exact Match filter
- D) Toggle filter

Answer: A

Diff: 2

Objective: A1.05 Work With Filters

27) Which of the following is *not* a valid comparison operator?

- A) <>
- B) =
- C) =>
- D) <=

Answer: C

Diff: 2

Objective: A1.05 Work With Filters

28) How would you sort records in a field so that the oldest birthday is listed first?

- A) Sort by form
- B) Selection sort
- C) Sort descending
- D) Sort ascending

Answer: D

Diff: 3

Objective: A1.06 Perform Sorts

29) If you sorted a table which had 53 records by two fields, one ascending and the other descending, how many records would display?

- A) It depends on how many of the fields are blank.
- B) 53
- C) 106
- D) It depends on how many of the fields contain exactly the same information.

Answer: B

Diff: 2

Objective: A1.06 Perform Sorts

30) Which of the following is *not* one of the three methods for creating a database?

- A) Create a blank desktop database
- B) Create a blank cloud database
- C) Create a custom web app
- D) Create a database from a template

Answer: B

Diff: 2

Objective: A1.07 Create a Database

31) Which method of creating a database demands the least amount of expertise in Access?

- A) Creating a blank desktop database
- B) Creating a custom web app
- C) Importing an Excel spreadsheet
- D) Using a template

Answer: D

Diff: 2

Objective: A1.07 Create a Database

32) What is *not* true about records?

- A) They are displayed as rows in datasheet view.
- B) They represent categories of information that is stored in a database.
- C) They are a complete set of fields for a person, place, etc.
- D) They are stored in tables.

Answer: B

Diff: 3

Objective: A1.02 Recognize Database Object Types

33) What database object is an electronic version of the paperwork you fill out at the doctor's office?

- A) Form
- B) Report
- C) Table
- D) Field

Answer: A

Diff: 2

Objective: A1.02 Recognize Database Object Types

34) To create a database from a template you would use which view?

- A) Design
- B) Layout
- C) Create database
- D) Backstage

Answer: D

Diff: 2

Objective: A1.07 Create a Database

35) One of the reasons someone may choose to start a database with a template is to save time by not having to _____.

- A) enter so much data
- B) know anything about Access
- C) create as many objects
- D) create the table relationships

Answer: C

Diff: 2

Objective: A1.07 Create a Database

36) You always know when you are using a database.

Answer: FALSE

Diff: 1

Objective: A1.01 Open, Save, and Enable Content in a Database

37) Searching a website to help you find just the right product involves database technology.

Answer: TRUE

Diff: 1

Objective: A1.01 Open, Save, and Enable Content in a Database

38) Microsoft SQL Server is an example of an advanced DBMS.

Answer: FALSE

Diff: 3

Objective: A1.01 Open, Save, and Enable Content in a Database

39) When you type Smith in a person's last name field you are entering information.

Answer: FALSE

Diff: 3

Objective: A1.01 Open, Save, and Enable Content in a Database

40) Every time you open a database you will receive a security warning.

Answer: FALSE

Diff: 2

Objective: A1.01 Open, Save, and Enable Content in a Database

41) Only the most complex databases have more than one table.

Answer: FALSE

Diff: 2

Objective: A1.02 Recognize Database Object Types

42) A primary key can be a combination of several fields.

Answer: TRUE

Diff: 2

Objective: A1.02 Recognize Database Object Types

43) Your birthday would be a good candidate for a primary key.

Answer: FALSE

Diff: 2

Objective: A1.02 Recognize Database Object Types

44) Reports can draw data from tables or queries.

Answer: TRUE

Diff: 2

Objective: A1.02 Recognize Database Object Types

45) When first designing a database, it is *not* important what data type you assign each field because you can easily change it later.

Answer: FALSE

Diff: 3

Objective: A1.02 Recognize Database Object Types

46) If you see plus signs (+) next to records in Datasheet view, then you know that two or more tables are related.

Answer: TRUE

Diff: 2

Objective: A1.02 Recognize Database Object Types

47) Naming a table carefully is very important because it is the only way to describe what data that table contains.

Answer: FALSE

Diff: 3

Objective: A1.02 Recognize Database Object Types

48) Be careful before you delete a record from a table.

Answer: TRUE

Diff: 2

Objective: A1.03 Modify, Add, and Save Data

49) Databases only work with data, not information.

Answer: FALSE

Diff: 2

Objective: A1.01 Open, Save, and Enable Content in a Database

50) Using the Compact and Repair Database utility on a regular basis is good practice.

Answer: TRUE

Diff: 2

Objective: A1.04 Use Database Utilities

51) As long as your data is accurate there is no real need to print preview your reports.

Answer: FALSE

Diff: 2

Objective: A1.02 Recognize Database Object Types

52) A good practice is to make backups of your databases on different storage devices.

Answer: TRUE

Diff: 2

Objective: A1.04 Use Database Utilities

53) Using the Back Up Database utility only saves the structure of the database, *not* the content.

Answer: FALSE

Diff: 1

Objective: A1.04 Use Database Utilities

54) Using Filter by Form enables you to filter on multiple criteria.

Answer: TRUE

Diff: 2

Objective: A1.05 Work With Filters

55) Filters do not delete data or records.

Answer: TRUE

Diff: 1

Objective: A1.05 Work With Filters

56) You can only sort records by one field.

Answer: FALSE

Diff: 2

Objective: A1.06 Perform Sorts

57) Creating a database from a template can help you get started more quickly.

Answer: TRUE

Diff: 1

Objective: A1.07 Create a Database

58) Using a template to create a database is *not* an effective use of time because of all the modifications you need to make so the database will fit your needs.

Answer: FALSE

Diff: 2

Objective: A1.07 Create a Database

59) DBMS stands for _____.

Answer: database management system

Diff: 2

Objective: A1.01 Open, Save, and Enable Content in a Database

60) A(n) _____ allows you to poll the data in your database.

Answer: query

Diff: 2

Objective: A1.02 Recognize Database Object Types

61) When you enter a field into a database, you are entering _____.

Answer: data

Diff: 2

Objective: A1.01 Open, Save, and Enable Content in a Database

62) Access is a _____ Management System.

Answer: Database

Diff: 2

Objective: A1.01 Open, Save, and Enable Content in a Database

63) Tables, queries, forms, and reports are all considered to be _____.

Answer: objects

Diff: 1

Objective: A1.02 Recognize Database Object Types

64) A _____ is a stored series of steps or commands.

Answer: macro

Diff: 2

Objective: A1.02 Recognize Database Object Types

65) By default, Access uses a(n) _____ Documents interface.

Answer: Tabbed

Diff: 3

Objective: A1.02 Recognize Database Object Types

66) The _____ command helps you locate specific records.

Answer: Find

Diff: 1

Objective: A1.02 Recognize Database Object Types

67) The _____ data type is generated by Access whenever a new record is created.

Answer: AutoNumber

Diff: 2

Objective: A1.02 Recognize Database Object Types

68) The _____ icon indicates that a field is the primary key.

Answer: key

Diff: 2

Objective: A1.02 Recognize Database Object Types

69) In Datasheet view, _____ represent columns.

Answer: fields

Diff: 1

Objective: A1.02 Recognize Database Object Types

70) When you format a date to display a certain way, you have changed the field's _____.

Answer: property, properties

Diff: 3

Objective: A1.02 Recognize Database Object Types

71) You *cannot* change _____ in a report; reports only display it.

Answer: data

Diff: 2

Objective: A1.02 Recognize Database Object Types

72) If you find yourself performing the same exact actions over and over, you might consider creating a (n) _____.

Answer: macro

Diff: 2

Objective: A1.02 Recognize Database Object Types

73) A _____ allows you to select only the records you want.

Answer: filter

Diff: 1

Objective: A1.05 Work With Filters

74) Using Filter by Form allows you to filter on _____ criteria.

Answer: multiple, more than one, many

Diff: 2

Objective: A1.05 Work With Filters

75) The _____ comparison operator indicates "not equal."

Answer: <>

Diff: 3

Objective: A1.05 Work With Filters

76) The _____ filter operator will give you the smallest number hits.

Answer: And

Diff: 3

Objective: A1.05 Work With Filters

77) A(n) _____ enables you to add a set of common Access components to an existing database.

Answer: Application Part

Diff: 3

Objective: A1.07 Create a Database

78) When you double-click a query, the interface looks like a(n) _____.

Answer: table

Diff: 3

Objective: A1.02 Recognize Database Object Types

79) You can create a(n) _____ from your own database so that you can reuse its structure whenever you need.

Answer: template

Diff: 2

Objective: A1.07 Create a Database

80) Match the following terms with their description:

- I. Form
- II. Report
- III. Macro
- IV. Sort
- V. Filter

- A. A way of displaying data in which the data cannot be changed
- B. Changes the order of how records are displayed
- C. Using this is the one way of entering data
- D. Limits the amount of data displayed
- E. A stored set of commands

Answer: C, A, E, B, D

Diff: 1

Objective: Multiple Objectives

81) Match the following terms with their description:

- I. Compact and Repair Database
- II. Database
- III. Datasheet view
- IV. Design view
- V. Module

- A. A view which displays an object's structure
- B. An advanced object within VBA
- C. A utility that makes a database smaller and fixes errors
- D. A way of displaying data in a row/column grid
- E. A collection of data organized as useful information

Answer: C, E, D, A, B

Diff: 2

Objective: Multiple Objectives

82) Match the following terms with their description:

- I. Navigation Pane
- II. Object
- III. Primary key
- IV. Record
- V. Relationship

- A. A component which makes the database function
- B. A complete collection of all fields about one entity
- C. A connection between tables using a common field
- D. That which uniquely identifies records in a table
- E. An interface that lists the objects in an Access database

Answer: E, A, D, B, C

Diff: 2

Objective: Multiple Objectives

83) Match the following terms with their description:

- I. Report
- II. Selection Filter
- III. Sort
- IV. Table
- V. Template

- A. An object which displays formatted information in a professional manner
- B. Listing records in a specific sequence
- C. A way of limiting the number of records displayed
- D. Used to jumpstart your database
- E. The object in which the data is stored

Answer: A, C, B, E, D

Diff: 2

Objective: Multiple Objectives

84) Match the following with their description:

- I. <>, =, >, <
- II. AND, OR, NOT
- III. Contains "Bill"
- IV. Tabs Documents interface
- V. Oracle

- A. Could be used in a selection filter
- B. Objects open in their own area under the ribbon.
- C. Comparison operators
- D. A more advanced DBMS
- E. Operators

Answer: C, E, A, B, D

Diff: 2

Objective: Multiple Objectives

85) Match the following with their description:

- I. LastName, FirstName, CellPhone
- II. AutoNumber, Short Text, Number
- III. Social Security Number, Student ID, AutoNumber
- IV. <>4, >2000, ="Fred"
- V. Validation Rule, Field Size, Caption

- A. Examples of filter criterion
- B. Examples of field properties
- C. Examples of field names
- D. Examples of Primary keys
- E. Examples of Data Types

Answer: C, E, D, A, B

Diff: 2

Objective: Multiple Objectives

86) Match the following terms with their description:

- I. Table
- II. Record
- III. Form
- IV. Report
- V. Query

- A. A collection of records
- B. A collection of fields
- C. Selecting, organizing, sorting and filtering fields from one or more tables
- D. Displaying data in a way that the data can't be edited
- E. Used to enter data

Answer: A, B, E, D, C

Diff: 1

Objective: Multiple Objectives

87) Match the following acronyms with their description:

- I. VBA
- II. DBMS
- III. ACCDE
- IV. Database
- V. SQL

- A. A collection of organized data
- B. Used in several database programs
- C. Used to create modules
- D. A database format that only allows data entry
- E. Access is one example.

Answer: C, E, D, A, B

Diff: 2

Objective: Multiple Objectives

88) Match the following terms with their description:

- I. Table
- II. Field
- III. Record
- IV. Primary Key
- V. Query

- A. Uniquely identifies a record
- B. Category of information
- C. Stores all your data
- D. Asks a question of your data
- E. Complete set of fields

Answer: C, B, E, A, D

Diff: 2

Objective: A1.02 Recognize Database Object Types