

Name _____ Class _____ Date _____
: _____ : _____ e: _____

Access Module 01

1. When you start Access, the first screen that appears is one showing a blank database.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: ILAC 1-8
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.1.1.1 - Open Access
CORPORATE STANDARDS: 4304 - Start Access.
TOPICS: Illustrated series: Open and Explore a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/26/2019 12:52 AM
DATE MODIFIED: 6/1/2020 6:43 PM

2. Before you close a database, you must save any changes you made to the data.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: ILAC 1-4
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.1.2.2 - Close a database.
CORPORATE STANDARDS: 1200 - Close a database.
TOPICS: Illustrated series: Open and Explore a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 5:15 AM
DATE MODIFIED: 7/30/2019 5:19 AM

3. A new blank desktop database includes one table named Table1.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: ILAC 1-22
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.1.1 - Create a blank desktop database.
CORPORATE STANDARDS: 1345 - Create a blank desktop database.
TOPICS: Illustrated series: Create a Database
KEYWORDS: Bloom's: Remember

Access Module 01

DATE CREATED: 7/30/2019 5:20 AM
DATE MODIFIED: 7/30/2019 5:24 AM

4. To rename a form, open the form, and then use the Rename command on the Home tab.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: ILAC 1-16
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.5.2.1 - Rename forms.
CORPORATE STANDARDS: 3330 - Rename a form in the Navigation pane.
TOPICS: Illustrated series: Create a Form
KEYWORDS: Bloom's: Apply
DATE CREATED: 7/30/2019 5:28 AM
DATE MODIFIED: 7/30/2019 5:31 AM

5. To learn about the new features in Access, you can use the Tell Me box.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: ILAC 1-24
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.1.8 - Use the help function to solve a problem.
CORPORATE STANDARDS: 4568 - Use the Tell Me box.
TOPICS: Illustrated series: Compact and Back Up a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 8/1/2019 7:41 AM
DATE MODIFIED: 6/2/2020 2:27 PM

6. Compacting a database rearranges the data and objects in a database to decrease its file size.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: ILAC 1-24
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.4.1 - Compact and repair a database.

Access Module 01

CORPORATE STANDARDS: 1237 - Compact and repair a database.
TOPICS: Illustrated series: Compact and Back Up a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 5:33 AM
DATE MODIFIED: 6/1/2020 6:45 PM

7. To navigate to a record in a table, switch to Table Design view.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: ILAC 1-6
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.3.1 - Navigate to specific records.
CORPORATE STANDARDS: 2989 - Navigate to the previous record in Table Datasheet view.
TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 5:41 AM
DATE MODIFIED: 8/1/2019 3:05 AM

8. Table Design view shows how each table relates to other tables in the database.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: ILAC 1-10
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.3.6 - Change views of objects.
CORPORATE STANDARDS: 4588 - View a table in Table Design view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 5:46 AM
DATE MODIFIED: 7/30/2019 5:49 AM

9. To enter data in a table, open it in Table Datasheet view.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: ILAC 1-10

Access Module 01

QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.3.6 - Change views of objects.
CORPORATE STANDARDS: 4587 - View a table in Table Datasheet view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 5:52 AM
DATE MODIFIED: 7/30/2019 5:54 AM

10. When you add a field to a table in Table Design view, entering the field name is optional.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: ILAC 1-7
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.4.2 - Add fields to tables.
CORPORATE STANDARDS: 92 - Add a field to a table in Table Design view.
TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 5:55 AM
DATE MODIFIED: 7/30/2019 5:58 AM

11. Access displays your user account information in the Navigation Pane.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: ILAC 1-2
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.1.3.1 - Manage user account information.
CORPORATE STANDARDS: 1909 - Display user account information.
TOPICS: Illustrated series: Understand Relational Databases
KEYWORDS: Bloom's: Remember
DATE CREATED: 8/1/2019 7:49 AM
DATE MODIFIED: 8/1/2019 7:52 AM

12. Compacting a database has the same result as backing up a database.

- a. True
- b. False

Access Module 01

ANSWER: False
 POINTS: 1
 REFERENCES: ILAC 1-24
 QUESTION TYPE: True / False
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.2.4.2 - Back up a database.
 CORPORATE STANDARDS: 617 - Back up a database.
 TOPICS: Illustrated series: Compact and Back Up a Database
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/30/2019 5:59 AM
 DATE MODIFIED: 7/30/2019 6:02 AM

13. You can create a table in Table Datasheet view or Table Design view.

- a. True
- b. False

ANSWER: True
 POINTS: 1
 REFERENCES: ILAC 1-10
 QUESTION TYPE: True / False
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.3.1.2 - Create a table.
 CORPORATE STANDARDS: 1587 - Create a table in Table Datasheet view.
 TOPICS: Illustrated series: Creating a Table
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/30/2019 6:03 AM
 DATE MODIFIED: 7/30/2019 6:06 AM

14. After you create a table, you must save the entire database so you do not lose the new table.

- a. True
- b. False

ANSWER: False
 POINTS: 1
 REFERENCES: ILAC 1-4
 QUESTION TYPE: True / False
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.2.5.1 - Save databases and objects.
 CORPORATE STANDARDS: 3635 - Save a database.
 TOPICS: Illustrated series: Open and Explore a Database
 KEYWORDS: Bloom's: Remember
 DATE CREATED: 7/30/2019 6:12 AM
 DATE MODIFIED: 7/30/2019 6:15 AM

Access Module 01

15. Before you can rename a field, you must change its data type.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: ILAC 1-12
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.2.6 - Rename tables and table fields.
CORPORATE STANDARDS: 3324 - Rename a field in Table Design view.
TOPICS: Illustrated series: Modify Fields
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 6:16 AM
DATE MODIFIED: 7/30/2019 6:19 AM

16. To display the data in a table, you open the table in Table Design view.

ANSWER: False - Datasheet
False - Data sheet
False - datasheet
False - data sheet
False - DATASHEET
False - DATA SHEET
False - Data Sheet
POINTS: 1
REFERENCES: ILAC 1-4
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: ILAC.BESK.20.3.1.1 - Open a table
CORPORATE STANDARDS: 3005 - Open a table in Table Datasheet view.
TOPICS: Illustrated series: Open and Explore a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 6:20 AM
DATE MODIFIED: 7/30/2019 6:40 AM

17. For a Comments field that contains many words, set a Long data type.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: ILAC 1-10
QUESTION TYPE: True / False
HAS VARIABLES: False

Access Module 01

LEARNING OBJECTIVES: ILAC.BESK.20.3.4.10 - Change field data types.
CORPORATE STANDARDS: 3867 - Set a field's data type in Table Design view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 6:41 AM
DATE MODIFIED: 7/30/2019 6:44 AM

18. A field with the Currency data type contains values such as quantities, measurements, and scores.

ANSWER: False - Number
False - number
False - NUMBER

POINTS: 1

REFERENCES: ILAC 1-10

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

STUDENT ENTRY MODE: Basic

LEARNING OBJECTIVES: ILAC.BESK.20.3.4.10 - Change field data types.
CORPORATE STANDARDS: 3867 - Set a field's data type in Table Design view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 6:45 AM
DATE MODIFIED: 7/30/2019 6:48 AM

19. When you enter a record in a table, you are working in navigation mode.

ANSWER: False - edit
False - Edit
False - EDIT

POINTS: 1

REFERENCES: ILAC 1-16

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

STUDENT ENTRY MODE: Basic

LEARNING OBJECTIVES: ILAC.BESK.20.3.3.3 - Add and remove table records.
CORPORATE STANDARDS: 2062 - Enter a record into a table.
TOPICS: Illustrated series: Create a Form
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 6:54 AM
DATE MODIFIED: 7/30/2019 6:57 AM

20. Use the New (blank) record button to move the focus to the first record in a table.

ANSWER: False - First
False - first
False - FIRST

Access Module 01

POINTS: 1
 REFERENCES: ILAC 1-6
 QUESTION TYPE: Modified True / False
 HAS VARIABLES: False
 STUDENT ENTRY MODE: Basic
 LEARNING OBJECTIVES: ILAC.BESK.20.2.3.1 - Navigate to specific records.
 CORPORATE STANDARDS: 2983 - Navigate to the first record in Table Datasheet view.
 TOPICS: Illustrated series: Navigate and Enter Data
 KEYWORDS: Bloom's: Remember
 DATE CREATED: 7/30/2019 6:59 AM
 DATE MODIFIED: 7/30/2019 7:02 AM

21. You might delete an employee record if the employee no longer works for the company.

- a. True
- b. False

ANSWER: True
 POINTS: 1
 REFERENCES: ILAC 1-6
 QUESTION TYPE: True / False
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.3.3.3 - Add and remove table records.
 CORPORATE STANDARDS: 1771 - Delete a record in Table Datasheet view.
 TOPICS: Illustrated series: Navigate and Enter Data
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/30/2019 7:04 AM
 DATE MODIFIED: 7/30/2019 7:06 AM

22. Press ESC to remove editing changes you made to the previous record.

ANSWER: False - current
 False - Current
 False - CURRENT
 POINTS: 1
 REFERENCES: ILAC 1-6
 QUESTION TYPE: Modified True / False
 HAS VARIABLES: False
 STUDENT ENTRY MODE: Basic
 LEARNING OBJECTIVES: ILAC.BESK.20.3.3.2 - Update and edit table records.
 CORPORATE STANDARDS: 1995 - Edit a record in Table Datasheet view.
 TOPICS: Illustrated series: Navigate and Enter Data
 KEYWORDS: Bloom's: Remember
 DATE CREATED: 7/30/2019 7:08 AM
 DATE MODIFIED: 7/30/2019 7:16 AM

Access Module 01

23. A form selects a subset of fields and records from one or more tables, and then presents the selected data as a single datasheet.

ANSWER: False - query
False - Query
False - QUERY

POINTS: 1

REFERENCES: ILAC 1-14

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

STUDENT ENTRY MODE: Basic

LEARNING OBJECTIVES: ILAC.BESK.20.4.1.2 - Create and run a query.

CORPORATE STANDARDS: 1558 - Create a query using the Query Wizard.

TOPICS: Illustrated series: Create a Query

KEYWORDS: Bloom's: Understand

DATE CREATED: 7/30/2019 7:17 AM

DATE MODIFIED: 7/30/2019 7:20 AM

24. Of all the database objects, a table provides the most formatting, layout, and summary options.

ANSWER: False - report
False - Report
False - REPORT

POINTS: 1

REFERENCES: ILAC 1-18

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

STUDENT ENTRY MODE: Basic

LEARNING OBJECTIVES: ILAC.BESK.20.6.1.3 - Create a report by using a wizard.

CORPORATE STANDARDS: 1568 - Create a report using the Report Wizard.

TOPICS: Illustrated series: Create a Report

KEYWORDS: Bloom's: Understand

DATE CREATED: 7/30/2019 7:21 AM

DATE MODIFIED: 7/30/2019 7:24 AM

25. Which of the following is the fastest way to open an Access database?

- Click Open Other Files, click Browse, navigate to the database file, and then double-click it.
- Double-click its file or shortcut icon.
- Click Blank database and then enter a name for the new database.
- Right-click Blank database and then click Open.

ANSWER: b

POINTS: 1

REFERENCES: ILAC 1-4

QUESTION TYPE: Multiple Choice

Access Module 01

HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.1.2.1 - Open a database.
CORPORATE STANDARDS: 2994 - Open a database.
TOPICS: Illustrated series: Open and Explore a Database
KEYWORDS: Bloom's: Apply
DATE CREATED: 7/30/2019 7:25 AM
DATE MODIFIED: 6/25/2020 6:41 PM

26. Which Access object contains all of the data in the database?

- a. form
- b. macro
- c. table
- d. query

ANSWER: c
POINTS: 1
REFERENCES: ILAC 1-4
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.1.1 - Open a table
CORPORATE STANDARDS: 3005 - Open a table in Table Datasheet view.
TOPICS: Illustrated series: Open and Explore a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 7:37 AM
DATE MODIFIED: 7/30/2019 7:41 AM

27. _____ view provides the most options for defining fields.

- a. Field Create
- b. Field Define
- c. Table Create
- d. Table Design

ANSWER: d
POINTS: 1
REFERENCES: ILAC 1-7
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.4.2 - Add fields to tables.
CORPORATE STANDARDS: 92 - Add a field to a table in Table Design view.
TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 7:47 AM
DATE MODIFIED: 7/30/2019 7:50 AM

Access Module 01

28. To rename a field in Table Datasheet view, you change the text in the _____.

- a. column heading
- b. first record
- c. primary key
- d. Navigation Pane

ANSWER: a
POINTS: 1
REFERENCES: ILAC 1-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.2.6 - Rename tables and table fields.
CORPORATE STANDARDS: 3323 - Rename a field in Table Datasheet view.
TOPICS: Illustrated series: Modify Fields
KEYWORDS: Bloom's: Apply
DATE CREATED: 7/30/2019 7:51 AM
DATE MODIFIED: 7/30/2019 7:54 AM

29. Which data type stores only one of two values?

- a. Hyperlink
- b. Date/Time
- c. Yes/No
- d. AutoNumber

ANSWER: c
POINTS: 1
REFERENCES: ILAC 1-10
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.4.10 - Change field data types.
CORPORATE STANDARDS: 3867 - Set a field's data type in Table Design view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 7:55 AM
DATE MODIFIED: 7/30/2019 7:58 AM

30. A category of data such as a customer's name, city, state, or phone number is called a _____.

- a. record
- b. table
- c. data type
- d. field

ANSWER: d
POINTS: 1
REFERENCES: ILAC 1-16

Access Module 01

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.3.3 - Add and remove table records.
CORPORATE STANDARDS: 2062 - Enter a record into a table.
TOPICS: Illustrated series: Create a Form
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 7:59 AM
DATE MODIFIED: 7/30/2019 8:02 AM

31. A group of related fields, such as all the demographic information for one customer, is called a _____.

- a. table
- b. record
- c. query
- d. field

ANSWER: b
POINTS: 1
REFERENCES: ILAC 1-10
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.1.2 - Create a table.
CORPORATE STANDARDS: 1587 - Create a table in Table Datasheet view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 8:02 AM
DATE MODIFIED: 7/30/2019 8:05 AM

32. What is the most efficient way to navigate to the last record in a table containing 100 records?

- a. Press the END key.
- b. Press TAB as many times as necessary.
- c. Use the Next record button on the navigation bar.
- d. Use the Last record button on the navigation bar.

ANSWER: d
POINTS: 1
REFERENCES: ILAC 1-6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.3.1 - Navigate to specific records.
CORPORATE STANDARDS: 2985 - Navigate to the last record in Table Datasheet view.
TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Apply
DATE CREATED: 7/30/2019 8:06 AM
DATE MODIFIED: 7/30/2019 8:10 AM

Access Module 01

33. The _____ refers to the data you would edit if you started typing.

- a. focus
- b. emphasis
- c. editor
- d. highlight

ANSWER: a
POINTS: 1
REFERENCES: ILAC 1-6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.3.2 - Update and edit table records.
CORPORATE STANDARDS: 1995 - Edit a record in Table Datasheet view.
TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 8:12 AM
DATE MODIFIED: 7/30/2019 8:14 AM

34. Which of the following tools can you use to create a query?

- a. Choose Fields Wizard
- b. Simple Query Wizard
- c. query datasheet
- d. Blank Query Wizard

ANSWER: b
POINTS: 1
REFERENCES: ILAC 1-14
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.4.1.2 - Create and run a query.
CORPORATE STANDARDS: 1558 - Create a query using the Query Wizard.
TOPICS: Illustrated series: Create a Query
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 8:18 AM
DATE MODIFIED: 7/30/2019 8:22 AM

35. Each item on a form is called a _____.

- a. control
- b. field
- c. layout
- d. format

ANSWER: a
POINTS: 1

Access Module 01

REFERENCES: ILAC 1-16
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.5.1.1 - Create a form.
 CORPORATE STANDARDS: 1405 - Create a form using the Form Wizard.
 TOPICS: Illustrated series: Create a Form
 KEYWORDS: Bloom's: Remember
 DATE CREATED: 7/30/2019 8:23 AM
 DATE MODIFIED: 7/30/2019 8:27 AM

36. You can create an Access report by selecting fields from one or more tables or _____.

- a. records
- b. forms
- c. queries
- d. modules

ANSWER: c
 POINTS: 1
 REFERENCES: ILAC 1-18
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.6.1.3 - Create a report by using a wizard.
 CORPORATE STANDARDS: 1568 - Create a report using the Report Wizard.
 TOPICS: Illustrated series: Create a Report
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/30/2019 8:27 AM
 DATE MODIFIED: 7/30/2019 8:30 AM

37. When you _____ a database, you make more storage space available and enhance the performance of the database.

- a. back up
- b. trust and verify
- c. analyze
- d. compact and repair

ANSWER: d
 POINTS: 1
 REFERENCES: ILAC 1-24
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.2.4.1 - Compact and repair a database.
 CORPORATE STANDARDS: 1237 - Compact and repair a database.
 TOPICS: Illustrated series: Compact and Back Up a Database
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/30/2019 8:30 AM

Access Module 01

DATE MODIFIED: 6/1/2020 6:51 PM

38. What should you do if you want to make a copy of a database in a secure location?

- a. Back up the database.
- b. Compact and repair the database.
- c. Convert the database.
- d. Split the database.

ANSWER: a
POINTS: 1
REFERENCES: ILAC 1-24
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.4.2 - Back up a database.
CORPORATE STANDARDS: 617 - Back up a database.
TOPICS: Illustrated series: Compact and Back Up a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 8:36 AM
DATE MODIFIED: 8/10/2019 12:17 AM

39. If you want to manage lists of data about customers and the products they order, use _____ software.

- a. spreadsheet
- b. relational database
- c. tabular
- d. communication

ANSWER: b
POINTS: 1
REFERENCES: ILAC 1-4
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.1.1.1 - Open Access
CORPORATE STANDARDS: 4304 - Start Access.
TOPICS: Illustrated series: Open and Explore a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 8:39 AM
DATE MODIFIED: 7/30/2019 8:42 AM

40. What should you do when you are finished working with a database?

- a. Open and then save each object in the database.
- b. Close the Navigation Pane.
- c. Sign out so other people can use the database.
- d. Close the database.

ANSWER: d

Access Module 01

POINTS: 1
 REFERENCES: ILAC 1-4
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.1.2.2 - Close a database.
 CORPORATE STANDARDS: 1200 - Close a database.
 TOPICS: Illustrated series: Open and Explore a Database
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/30/2019 8:45 AM
 DATE MODIFIED: 6/2/2020 2:28 PM

41. Use the _____ to exit Access.
- a. Close button
 - b. Exit command in Backstage view
 - c. Exit & Repair button
 - d. Save button

ANSWER: a
 POINTS: 1
 REFERENCES: ILAC 1-20
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.1.1.2 - Close Access.
 CORPORATE STANDARDS: 2093 - Exit Access.
 TOPICS: Illustrated series: Save and Share a Database with OneDrive
 KEYWORDS: Bloom's: Apply
 DATE CREATED: 7/30/2019 8:49 AM
 DATE MODIFIED: 7/30/2019 8:51 AM

42. Tables, queries, and forms are examples of Access _____.
- a. values
 - b. objects
 - c. fields
 - d. controls

ANSWER: b
 POINTS: 1
 REFERENCES: ILAC 1-4
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.1.2.1 - Open a database.
 CORPORATE STANDARDS: 2994 - Open a database.
 TOPICS: Illustrated series: Open and Explore a Database
 KEYWORDS: Bloom's: Remember

Access Module 01

DATE CREATED: 7/30/2019 8:52 AM

DATE MODIFIED: 7/30/2019 8:55 AM

43. In the _____, Access lists each object in the open database.

- a. Objects Bar
- b. Database Tools tab
- c. Navigation Pane
- d. status bar

ANSWER: c

POINTS: 1

REFERENCES: ILAC 1-4

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ILAC.BESK.20.3.1.1 - Open a table

CORPORATE STANDARDS: 3005 - Open a table in Table Datasheet view.

TOPICS: Illustrated series: Open and Explore a Database

KEYWORDS: Bloom's: Remember

DATE CREATED: 7/30/2019 8:55 AM

DATE MODIFIED: 7/30/2019 8:58 AM

44. Which data type stores email addresses?

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

ANSWER: d

POINTS: 1

REFERENCES: ILAC 1-10

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: ILAC.BESK.20.3.4.10 - Change field data types.

CORPORATE STANDARDS: 3867 - Set a field's data type in Table Design view.

TOPICS: Illustrated series: Create a Table

KEYWORDS: Bloom's: Understand

DATE CREATED: 7/30/2019 9:00 AM

DATE MODIFIED: 6/2/2020 2:30 PM

45. Which of the following templates lets you create a database from scratch?

- a. Custom desktop database
- b. Blank desktop database
- c. Personal database
- d. Application database

Access Module 01

ANSWER: b
 POINTS: 1
 REFERENCES: ILAC 1-22
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.2.1.1 - Create a blank desktop database.
 CORPORATE STANDARDS: 1345 - Create a blank desktop database.
 TOPICS: Illustrated series: Creating a Database
 KEYWORDS: Bloom's: Remember
 DATE CREATED: 7/30/2019 9:56 AM
 DATE MODIFIED: 7/30/2019 9:59 AM

46. Which data type is used for sequential integers controlled by Access?

- a. Number
- b. AutoNumber
- c. SeqNumber
- d. Integer

ANSWER: b
 POINTS: 1
 REFERENCES: ILAC 1-10
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.3.4.10 - Change field data types.
 CORPORATE STANDARDS: 3867 - Set a field's data type in Table Design view.
 TOPICS: Illustrated series: Create a Table
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/30/2019 10:11 AM
 DATE MODIFIED: 7/30/2019 10:14 AM

47. Field _____ are the characteristics that describe each field, including Field Name and Data Type.

- a. selectors
- b. formats
- c. values
- d. properties

ANSWER: d
 POINTS: 1
 REFERENCES: ILAC 1-12
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.3.2.6 - Rename tables and table fields.
 CORPORATE STANDARDS: 3323 - Rename a field in Table Datasheet view.
 TOPICS: Illustrated series: Modify Fields

Access Module 01

KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 10:00 AM
DATE MODIFIED: 6/2/2020 2:35 PM

48. In a datasheet, which mode do you use for changing the value of a field?

- a. Update mode
- b. Navigation mode
- c. Edit mode
- d. Modify mode

ANSWER: c
POINTS: 1
REFERENCES: ILAC 1-10
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.3.6 - Change views of objects.
CORPORATE STANDARDS: 4587 - View a table in Table Datasheet view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 10:14 AM
DATE MODIFIED: 7/30/2019 10:17 AM

49. Two required tasks when creating a field are naming the field and _____.

- a. selecting the appropriate data type
- b. adding field descriptions
- c. specifying all field properties
- d. entering at least one record

ANSWER: a
POINTS: 1
REFERENCES: ILAC 1-10
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.1.2 - Create a table.
CORPORATE STANDARDS: 1588 - Create a table in Table Design view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 10:17 AM
DATE MODIFIED: 6/25/2020 6:54 PM

50. A _____ is a grid that displays fields as columns and records as rows.

- a. query
- b. datasheet
- c. logical table

Access Module 01

d. report

ANSWER: b
POINTS: 1
REFERENCES: ILAC 1-10
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.1.2 - Create a table.
CORPORATE STANDARDS: 1587 - Create a table in Table Datasheet view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 10:25 AM
DATE MODIFIED: 7/30/2019 10:28 AM

51. Which of the following is a difference between Table Design view and Table Datasheet view?

- a. Table Datasheet view does not display data.
- b. Table Design view displays table relationships.
- c. Table Design view does not display data.
- d. Table Datasheet view does not allow changes.

ANSWER: c
POINTS: 1
REFERENCES: ILAC 1-10
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.3.6 - Change views of objects.
CORPORATE STANDARDS: 4588 - View a table in Table Design view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 10:28 AM
DATE MODIFIED: 7/30/2019 10:31 AM

52. In which object can you rename a field?

- a. form
- b. macro
- c. report
- d. table

ANSWER: d
POINTS: 1
REFERENCES: ILAC 1-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.2.6 - Rename tables and table fields.
CORPORATE STANDARDS: 3324 - Rename a field in Table Design view.

Access Module 01

TOPICS: Illustrated series: Modify Fields
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 10:35 AM
DATE MODIFIED: 7/30/2019 10:37 AM

53. In what part of the Access window do you rename a form?

- a. Navigation Pane
- b. Form view of the form
- c. Print preview of the form
- d. Backstage view

ANSWER: a
POINTS: 1
REFERENCES: ILAC 1-16
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.5.2.1 - Rename forms.
CORPORATE STANDARDS: 3330 - Rename a form in the Navigation pane.
TOPICS: Illustrated series: Create a Form
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 10:39 AM
DATE MODIFIED: 7/30/2019 10:44 AM

54. At what point does Access save the data in a database?

- a. when you close the database
- b. when you finish entering or editing a record
- c. when you click the Save button
- d. when you close a table

ANSWER: b
POINTS: 1
REFERENCES: ILAC 1-16
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.3.9 - Save a record.
CORPORATE STANDARDS: 3654 - Save a record.
TOPICS: Illustrated series: Create a Form
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 10:46 AM
DATE MODIFIED: 7/30/2019 10:50 AM

55. Suppose you rename a field in Table Design view. What must you do before you can view the data in the table?

- a. Save the field.
- b. Check the spelling of the field names.

Access Module 01

- c. Save the table.
- d. Set other properties for the field.

ANSWER: c
POINTS: 1
REFERENCES: ILAC 1-4
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.5.1 - Save databases and objects.
CORPORATE STANDARDS: 3635 - Save a database.
TOPICS: Illustrated series: Open and Explore a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:09 AM
DATE MODIFIED: 7/30/2019 11:12 AM

56. When you enter data in the rows of a table datasheet, you are entering _____.

- a. keys
- b. records
- c. tables
- d. relations

ANSWER: b
POINTS: 1
REFERENCES: ILAC 1-6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.3.3 - Add and remove table records.
CORPORATE STANDARDS: 2062 - Enter a record into a table.
TOPICS: Illustrated series: Create a Form
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:13 AM
DATE MODIFIED: 6/25/2020 6:48 PM

57. When editing a record, what key can you use to navigate to the next record?

- a. DOWN ARROW
- b. END
- c. LEFT ARROW
- d. ESC

ANSWER: a
POINTS: 1
REFERENCES: ILAC 1-6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.3.1 - Navigate to specific records.

Access Module 01

CORPORATE STANDARDS: 2987 - Navigate to the next record in Table Datasheet view.
TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:17 AM
DATE MODIFIED: 7/30/2019 11:20 AM

58. In a datasheet, what do you click to select a record for deletion?

- a. column heading
- b. field in the record
- c. record deletion button
- d. record selector button

ANSWER: d
POINTS: 1
REFERENCES: ILAC 1-6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.3.3 - Add and remove table records.
CORPORATE STANDARDS: 1771 - Delete a record in Table Datasheet view.
TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Apply
DATE CREATED: 7/30/2019 11:30 AM
DATE MODIFIED: 7/30/2019 11:34 AM

59. When you edit a record, pressing ESC once removes the changes to the field. What happens if you press ESC a second time?

- a. Access restores the changes to the field.
- b. Access deletes the record.
- c. Access deletes the field.
- d. Access removes all changes to the record.

ANSWER: d
POINTS: 1
REFERENCES: ILAC 1-6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.3.2 - Update and edit table records.
CORPORATE STANDARDS: 1995 - Edit a record in Table Datasheet view.
TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:35 AM
DATE MODIFIED: 7/30/2019 11:38 AM

60. When you use the _____, Access asks you for the information it needs to create a query.

Access Module 01

- a. Create Query Wizard
- b. Form Wizard
- c. Query Design command
- d. Simple Query Wizard

ANSWER: d
 POINTS: 1
 REFERENCES: ILAC 1-14
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.4.1.2 - Create and run a query.
 CORPORATE STANDARDS: 1558 - Create a query using the Query Wizard.
 TOPICS: Illustrated series: Create a Query
 KEYWORDS: Bloom's: Remember
 DATE CREATED: 7/30/2019 11:39 AM
 DATE MODIFIED: 7/30/2019 11:42 AM

61. The first step in the Form Wizard is to ____.
- a. select a layout for the form
 - b. select a sort order for the records
 - c. select the fields to include in the form
 - d. provide a name for the form

ANSWER: c
 POINTS: 1
 REFERENCES: ILAC 1-16
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.5.1.1 - Create a form.
 CORPORATE STANDARDS: 1406 - Create a form using the Form Wizard.
 TOPICS: Illustrated series: Create a Form
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/30/2019 11:43 AM
 DATE MODIFIED: 7/30/2019 11:46 AM

62. When you finish creating a report with the Report Wizard, you can choose to preview the report or ____.
- a. modify the report's design
 - b. continue by creating a second report
 - c. send the report to a colleague
 - d. print the report

ANSWER: a
 POINTS: 1
 REFERENCES: ILAC 1-18
 QUESTION TYPE: Multiple Choice

Access Module 01

HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.6.1.3 - Create a report by using a wizard.
CORPORATE STANDARDS: 1568 - Create a report using the Report Wizard.
TOPICS: Illustrated series: Create a Report
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:47 AM
DATE MODIFIED: 7/30/2019 11:50 AM

63. To back up a database, you use the _____ command.

- a. Make a Backup
- b. Back Up Database
- c. Package and Sign
- d. Compact & Repair

ANSWER: b
POINTS: 1
REFERENCES: ILAC 1-24
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.4.2 - Back up a database.
CORPORATE STANDARDS: 617 - Back up a database.
TOPICS: Illustrated series: Compact and Back Up a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:51 AM
DATE MODIFIED: 7/30/2019 11:55 AM

64. Microsoft Access can best be described as _____ software.

- a. spreadsheet
- b. relationship
- c. utility
- d. database

ANSWER: d
POINTS: 1
REFERENCES: ILAC 1-4
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.1.1.1 - Open Access
CORPORATE STANDARDS: 4304 - Start Access.
TOPICS: Illustrated series: Open and Explore a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 11:59 AM
DATE MODIFIED: 12/10/2019 2:55 PM

Access Module 01

65. If the Navigation Pane is not open, click the _____ to open it and view the database objects.

- a. Shutter Bar Open/Close button
- b. Expand button
- c. View tab
- d. Navigation bar

ANSWER: a
POINTS: 1
REFERENCES: ILAC 1-4
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.1.2.1 - Open a database.
CORPORATE STANDARDS: 2994 - Open a database.
TOPICS: Illustrated series: Open and Explore a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 12:04 PM
DATE MODIFIED: 7/30/2019 12:07 PM

66. _____ view is a spreadsheet-like view of the data in a table.

- a. Design
- b. Layout
- c. Form
- d. Datasheet

ANSWER: d
POINTS: 1
REFERENCES: ILAC 1-10
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.3.6 - Change views of objects.
CORPORATE STANDARDS: 4587 - View a table in Table Datasheet view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 12:14 PM
DATE MODIFIED: 7/30/2019 12:17 PM

67. The upper pane of _____ view shows field names and data types.

- a. Table Datasheet
- b. Query Design
- c. Table Tools
- d. Table Design

ANSWER: d
POINTS: 1
REFERENCES: ILAC 1-10

Access Module 01

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.3.6 - Change views of objects.
CORPORATE STANDARDS: 4588 - View a table in Table Design view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 12:18 PM
DATE MODIFIED: 7/31/2019 1:38 AM

68. When does Access save changes you make to a record?

- a. when you click the Save button
- b. when you close the table
- c. when you move to a different record
- d. when you select the record

ANSWER: c
POINTS: 1
REFERENCES: ILAC 1-16
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.3.9 - Save a record.
CORPORATE STANDARDS: 3654 - Save a record.
TOPICS: Illustrated series: Create a Form
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 1:40 AM
DATE MODIFIED: 7/31/2019 1:43 AM

69. When you delete a record containing an AutoNumber field, Access discards the value in the AutoNumber field and _____.

- a. reuses the same value in the next new record
- b. does not reuse the value
- c. changes the AutoNumber values in all other records
- d. prompts you for the value of the next new record

ANSWER: b
POINTS: 1
REFERENCES: ILAC 1-6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.3.3 - Add and remove table records.
CORPORATE STANDARDS: 1771 - Delete a record in Table Datasheet view.
TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 1:46 AM

Access Module 01

DATE MODIFIED: 7/31/2019 1:49 AM

70. Each row in a table datasheet displays a _____.

- a. data type
- b. property
- c. field
- d. record

ANSWER: d
POINTS: 1
REFERENCES: ILAC 1-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.2.6 - Rename tables and table fields.
CORPORATE STANDARDS: 3323 - Rename a field in Table Datasheet view.
TOPICS: Illustrated series: Modify Fields
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 1:51 AM
DATE MODIFIED: 7/31/2019 1:54 AM

71. _____ is the default name for a new table in an Access database.

- a. Table1
- b. NewTable
- c. Table
- d. TableA

ANSWER: a
POINTS: 1
REFERENCES: ILAC 1-10
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.1.2 - Create a table.
CORPORATE STANDARDS: 1588 - Create a table in Table Design view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 1:59 AM
DATE MODIFIED: 7/31/2019 2:02 AM

72. Which of the following does NOT save changes made to a record?

- a. When you click the Save button
- b. When you close the datasheet
- c. When you move to another record
- d. As you move from field to field in the same record

ANSWER: d

Access Module 01

POINTS: 1
 REFERENCES: ILAC 1-8
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.3.3.9 - Save a record.
 CORPORATE STANDARDS: 3654 - Save a record.
 TOPICS: Illustrated series: Create a Form
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/31/2019 2:06 AM
 DATE MODIFIED: 6/25/2020 6:52 PM

73. Besides reducing file size, what other benefit does compacting an Access database provide?

- a. sorting the records in the database
- b. repairing the database
- c. saving the database
- d. relating tables in the database

ANSWER: b
 POINTS: 1
 REFERENCES: ILAC 1-24
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.2.4.1 - Compact and repair a database.
 CORPORATE STANDARDS: 1237 - Compact and repair a database.
 TOPICS: Illustrated series: Compact and Back Up a Database
 KEYWORDS: Bloom's: Remember
 DATE CREATED: 7/31/2019 2:12 AM
 DATE MODIFIED: 7/31/2019 2:14 AM

74. What can you use to find information about Access commands and features and instructions about how to use them?

- a. Query Wizard
- b. Access Wizard
- c. Command box
- d. Tell Me box

ANSWER: d
 POINTS: 1
 REFERENCES: ILAC 1-24
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.2.1.8 - Use the help function to solve a problem.
 CORPORATE STANDARDS: 4568 - Use the Tell Me box.
 TOPICS: Illustrated series: Compact and Back Up a Database
 KEYWORDS: Bloom's: Remember

Access Module 01

DATE CREATED: 8/1/2019 8:43 AM

DATE MODIFIED: 8/1/2019 8:46 AM

75. Which of the following are advantages of using Microsoft Access to manage data? Select all the options that apply.

- a. Access provides data-entry forms.
- b. Access allows more than one user to enter data at the same time.
- c. Access stores all the data in a single table.
- d. Access minimizes duplicate data.

ANSWER: a, b, d

POINTS: 1

REFERENCES: ILAC 1-4

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

LEARNING OBJECTIVES: ILAC.BESK.20.1.1.1 - Open Access

CORPORATE STANDARDS: 4304 - Start Access.

TOPICS: Illustrated series: Open and Explore a Database

KEYWORDS: Bloom's: Understand

DATE CREATED: 7/31/2019 2:17 AM

DATE MODIFIED: 7/31/2019 2:20 AM

76. Which of the following options are available to you when you start Access? Select all the options that apply.

- a. Import an existing database.
- b. Open an existing database.
- c. Create a new blank database.
- d. Create a database from a template.

ANSWER: b, c, d

POINTS: 1

REFERENCES: ILAC 1-22

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

LEARNING OBJECTIVES: ILAC.BESK.20.2.1.1 - Create a blank desktop database.

CORPORATE STANDARDS: 1345 - Create a blank desktop database.

TOPICS: Illustrated series: Creating a Database

KEYWORDS: Bloom's: Remember

DATE CREATED: 7/31/2019 2:22 AM

DATE MODIFIED: 7/31/2019 2:24 AM

77. Which of the following describe Access reports? Select all the options that apply .

- a. A report is a formatted printout of one or more tables or queries.
- b. A report shows each field in a column.
- c. A report in Print Preview shows how the report will look when printed.
- d. The Report Wizard creates a report containing all the fields in a selected table.

Access Module 01

ANSWER: a, b, c
POINTS: 1
REFERENCES: ILAC 1-18
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.6.1.3 - Create a report by using a wizard.
CORPORATE STANDARDS: 1568 - Create a report using the Report Wizard.
TOPICS: Illustrated series: Create a Report
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 2:25 AM
DATE MODIFIED: 6/1/2020 6:59 PM

78. Which of the following are Access data types? Select all the options that apply.

- a. Number
- b. Street Address
- c. Date/Time
- d. Currency

ANSWER: a, c, d
POINTS: 1
REFERENCES: ILAC 1-10
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.1.2 - Create a table.
CORPORATE STANDARDS: 1588 - Create a table in Table Design view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 2:29 AM
DATE MODIFIED: 7/31/2019 2:34 AM

79. Which of the following techniques can you use to navigate to the next record in a datasheet? Select all the options that apply.

- a. First record button
- b. Next record button
- c. TAB key
- d. DOWN ARROW key

ANSWER: b, c, d
POINTS: 1
REFERENCES: ILAC 1-6
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.3.1 - Navigate to specific records.
CORPORATE STANDARDS: 2987 - Navigate to the next record in Table Datasheet view.

Access Module 01

TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 2:35 AM
DATE MODIFIED: 7/31/2019 2:37 AM

80. Which of the following are Access objects?

- a. forms
- b. spreadsheets
- c. reports
- d. queries

ANSWER: a, c, d
POINTS: 1
REFERENCES: ILAC 1-4
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.1.2.1 - Open a database.
CORPORATE STANDARDS: 2994 - Open a database.
TOPICS: Illustrated series: Open and Explore a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 2:38 AM
DATE MODIFIED: 7/31/2019 2:41 AM

81. What can you do with the navigation buttons on a datasheet? Select all the options that apply.

- a. Move the focus to the next record.
- b. Create a new blank record.
- c. Delete a record.
- d. Move the focus to the first record.

ANSWER: a, b, d
POINTS: 1
REFERENCES: ILAC 1-6
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.3.1 - Navigate to specific records.
CORPORATE STANDARDS: 2983 - Navigate to the first record in Table Datasheet view.
TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 2:42 AM
DATE MODIFIED: 7/31/2019 2:45 AM

82. Which of the following are tasks you perform when creating tables? Select all the options that apply.

- a. Name the table.
- b. Define the fields in the table.

Access Module 01

- c. Select a data type for each field.
- d. Arrange the controls for easy data entry.

ANSWER: a, b, c
POINTS: 1
REFERENCES: ILAC 1-10
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.1.2 - Create a table.
CORPORATE STANDARDS: 1587 - Create a table in Table Datasheet view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 2:46 AM
DATE MODIFIED: 7/31/2019 2:48 AM

83. Which of the following are properties you can set for a field? Select all the options that apply.

- a. Font Color
- b. Field Name
- c. Field Size
- d. Data Type

ANSWER: b, c, d
POINTS: 1
REFERENCES: ILAC 1-12
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.2.6 - Rename tables and table fields.
CORPORATE STANDARDS: 3324 - Rename a field in Table Design view.
TOPICS: Illustrated series: Modify Fields
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 2:49 AM
DATE MODIFIED: 6/1/2020 7:04 PM

84. Which of the following are examples of changing a table's design? Select all the options that apply.

- a. Add a field to the table.
- b. Rename a field in the table.
- c. Change a field value.
- d. Change a field's data type.

ANSWER: a, b, d
POINTS: 1
REFERENCES: ILAC 1-7
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.4.2 - Add fields to tables.

Access Module 01

CORPORATE STANDARDS: 92 - Add a field to a table in Table Design view.
TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 2:58 AM
DATE MODIFIED: 7/31/2019 3:01 AM

85. An Access template is a diagram showing the structure of a database.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: ILAC 1-22
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.1.2 - Create a database from a template.
CORPORATE STANDARDS: 1385 - Create a database from a template.
TOPICS: Illustrated series: Create a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 8/1/2019 6:29 AM
DATE MODIFIED: 6/25/2020 7:01 PM

86. Access provides a single database template for creating a blank database.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: ILAC 1-22
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.1.2 - Create a database from a template.
CORPORATE STANDARDS: 1385 - Create a database from a template.
TOPICS: Illustrated series: Create a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 8/1/2019 6:34 AM
DATE MODIFIED: 8/1/2019 6:35 AM

87. To close an Access module, you must close the Visual Basic Editor.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: ILAC 11-6

Access Module 01

QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.7.1.9 - Close a database object.
CORPORATE STANDARDS: 1206 - Close a module.
TOPICS: Illustrated series: Create Functions
KEYWORDS: Bloom's: Understand
DATE CREATED: 8/1/2019 6:44 AM
DATE MODIFIED: 8/1/2019 6:46 AM

88. What happens when you close a module?
- The module begins to run automatically.
 - The Visual Basic window closes.
 - The module is hidden in the Navigation Pane.
 - The Visual Basic window highlights any syntax errors.

ANSWER: b
POINTS: 1
REFERENCES: ILAC 11-6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.7.1.9 - Close a database object.
CORPORATE STANDARDS: 1206 - Close a module.
TOPICS: Illustrated series: Create Functions
KEYWORDS: Bloom's: Understand
DATE CREATED: 8/1/2019 6:46 AM
DATE MODIFIED: 8/1/2019 6:48 AM

89. You can assign most but not all data types to a field in Table Datasheet view.

- True
- False

ANSWER: True
POINTS: 1
REFERENCES: ILAC 1-10
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.4.10 - Change field data types.
CORPORATE STANDARDS: 3866 - Set a field's data type in Table Datasheet view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Understand
DATE CREATED: 8/1/2019 6:48 AM
DATE MODIFIED: 8/1/2019 6:50 AM

90. In an Employees table, what is the appropriate data type for a field that shows the hiring date?

Access Module 01

- a. Calendar
- b. Date
- c. Date/Time
- d. Lookup

ANSWER: c
POINTS: 1
REFERENCES: ILAC 1-10
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.4.10 - Change field data types.
CORPORATE STANDARDS: 3866 - Set a field's data type in Table Datasheet view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Remember
DATE CREATED: 8/1/2019 6:50 AM
DATE MODIFIED: 8/1/2019 6:52 AM

91. What data type should you assign to a field that stores postal codes?

- a. Number
- b. Address
- c. Required
- d. Short Text

ANSWER: d
POINTS: 1
REFERENCES: ILAC 1-10
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.4.10 - Change field data types.
CORPORATE STANDARDS: 3866 - Set a field's data type in Table Datasheet view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Understand
DATE CREATED: 8/1/2019 6:52 AM
DATE MODIFIED: 8/1/2019 6:57 AM

92. Which of the following can you define in Table Datasheet view? Select all the options that apply.

- a. field descriptions
- b. field names
- c. data types
- d. field properties

ANSWER: b, c, d
POINTS: 1
REFERENCES: ILAC 1-10
QUESTION TYPE: Multiple Response

Access Module 01

HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.4.10 - Change field data types.
CORPORATE STANDARDS: 3866 - Set a field's data type in Table Datasheet view.
TOPICS: Illustrated series: Create a Table
KEYWORDS: Bloom's: Understand
DATE CREATED: 8/1/2019 6:58 AM
DATE MODIFIED: 8/23/2019 3:49 PM

93. When you enter new records, you add them to the end of the datasheet.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: ILAC 1-6
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.4.2.3 - Modify records in a query.
CORPORATE STANDARDS: 2062 - Enter a record into a table.
TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Understand
DATE CREATED: 8/1/2019 7:00 AM
DATE MODIFIED: 6/25/2020 6:45 PM

94. The edit record symbol (a pencil icon) appears to the left of a table record when you are selecting the record.

ANSWER: False - editing
False - Editing
False - EDITING

POINTS: 1
REFERENCES: ILAC 1-6
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: ILAC.BESK.20.4.2.3 - Modify records in a query.
CORPORATE STANDARDS: 1995 - Edit a record in Table Datasheet view.
TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Remember
DATE CREATED: 8/1/2019 7:02 AM
DATE MODIFIED: 6/25/2020 6:46 PM

95. Which of the following keystrokes can you use to navigate only through fields and records when editing a datasheet?
Select all the options that apply.

- a. SHIFT+TAB

Access Module 01

- b. SHIFT+RIGHT ARROW
- c. ENTER
- d. HOME

ANSWER: a, c, d
 POINTS: 1
 REFERENCES: ILAC 1-7
 QUESTION TYPE: Multiple Response
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.4.2.3 - Modify records in a query.
 CORPORATE STANDARDS: 1995 - Edit a record in Table Datasheet view.
 TOPICS: Illustrated series: Navigate and Enter Data
 KEYWORDS: Bloom's: Remember
 DATE CREATED: 8/1/2019 7:05 AM
 DATE MODIFIED: 6/25/2020 6:50 PM

96. To navigate to the first record in a form, first switch to Form Design view.

- a. True
- b. False

ANSWER: False
 POINTS: 1
 REFERENCES: ILAC 1-6
 QUESTION TYPE: True / False
 HAS VARIABLES: False
 LEARNING OBJECTIVES: ILAC.BESK.20.2.3.1 - Navigate to specific records.
 CORPORATE STANDARDS: 2982 - Navigate to the first record in Form view.
 TOPICS: Illustrated series: Navigate and Enter Data
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 8/1/2019 7:07 AM
 DATE MODIFIED: 8/1/2019 7:08 AM

97. On a form, you use Edit view to enter, edit, and delete records.

ANSWER: False - Form
 False - form
 False - FORM
 POINTS: 1
 REFERENCES: ILAC 1-6
 QUESTION TYPE: Modified True / False
 HAS VARIABLES: False
 STUDENT ENTRY MODE: Basic
 LEARNING OBJECTIVES: ILAC.BESK.20.3.3.2 - Update and edit table records.
 CORPORATE STANDARDS: 1996 - Edit a record using a form.
 TOPICS: Illustrated series: Navigate and Enter Data

Access Module 01

KEYWORDS: Bloom's: Understand
DATE CREATED: 8/1/2019 7:09 AM
DATE MODIFIED: 8/1/2019 7:11 AM

98. To navigate records in Form view, you use the buttons on the ____.
- a. navigation bar
 - b. Navigation Pane
 - c. Home tab
 - d. record bar

ANSWER: a
POINTS: 1
REFERENCES: ILAC 1-6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.3.1 - Navigate to specific records.
CORPORATE STANDARDS: 2986 - Navigate to the next record in Form view.
TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Remember
DATE CREATED: 8/1/2019 7:11 AM
DATE MODIFIED: 8/1/2019 7:13 AM

99. When editing a record using a form, how can you move from field to field in the same record?
- a. Press TAB.
 - b. Click the Next field button in the navigation bar.
 - c. Press the PAGE DOWN key.
 - d. Click the right arrow button in the navigation bar.

ANSWER: a
POINTS: 1
REFERENCES: ILAC 1-6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.3.2 - Update and edit table records.
CORPORATE STANDARDS: 1996 - Edit a record using a form.
TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Remember
DATE CREATED: 8/1/2019 7:14 AM
DATE MODIFIED: 8/1/2019 7:15 AM

100. What is the difference between entering a record using a form and entering a record using a datasheet?
- a. A form uses a different navigation bar from the one in a datasheet.
 - b. A form cannot be sorted, while a datasheet can.
 - c. A form presents records one at a time, while a datasheet lists all records.

Access Module 01

d. A form displays field names and record data, while a datasheet does not.

ANSWER: c
POINTS: 1
REFERENCES: ILAC 1-6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.3.3 - Add and remove table records.
CORPORATE STANDARDS: 2063 - Enter a record using a form.
TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Remember
DATE CREATED: 8/1/2019 7:16 AM
DATE MODIFIED: 8/1/2019 7:18 AM

101. AutoType is a data type that numbers each record automatically.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: ILAC 1-10
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.4.9 - Change table field sizes.
CORPORATE STANDARDS: 3867 - Set a field's data type in Table Design view.
TOPICS: Illustrated series: Modify Fields
KEYWORDS: Bloom's: Understand
DATE CREATED: 8/1/2019 7:19 AM
DATE MODIFIED: 6/25/2020 6:55 PM

102. Field properties appear on the General tab in the lower half of _____ view.

- a. Table Datasheet
- b. Form
- c. Table Design
- d. Query Datasheet

ANSWER: c
POINTS: 1
REFERENCES: ILAC 1-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.4.9 - Change table field sizes.
CORPORATE STANDARDS: 4588 - View a table in Table Design view.
TOPICS: Illustrated series: Modify Fields
KEYWORDS: Bloom's: Understand

Access Module 01

DATE CREATED: 8/1/2019 7:20 AM
DATE MODIFIED: 6/25/2020 6:57 PM

103. What is the main purpose of a form?

- a. to provide an easy-to-use format for entering and editing records
- b. to prevent changes to the data in tables
- c. to display records without allowing changes to them
- d. to preview the contents of reports

ANSWER: a
POINTS: 1
REFERENCES: ILAC 1-6
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.3.3.3 - Add and remove table records.
CORPORATE STANDARDS: 2063 - Enter a record using a form.
TOPICS: Illustrated series: Navigate and Enter Data
KEYWORDS: Bloom's: Understand
DATE CREATED: 8/1/2019 7:22 AM
DATE MODIFIED: 8/1/2019 7:25 AM

104. The Form Wizard prompts you for information it needs to create a form, such as the fields, layout, and title for the form.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: ILAC 1-16
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.5.1.1 - Create a form.
CORPORATE STANDARDS: 1405 - Create a form using the Form Wizard.
TOPICS: Illustrated series: Create a Form
KEYWORDS: Bloom's: Understand
DATE CREATED: 8/1/2019 7:25 AM
DATE MODIFIED: 8/1/2019 7:27 AM

105. You use the Report Wizard to guide you through the steps of creating a report.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: ILAC 1-18

Access Module 01

QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.6.1.2 - Create a report.
CORPORATE STANDARDS: 1568 - Create a report using the Report Wizard.
TOPICS: Illustrated series: Create a Report
KEYWORDS: Bloom's: Understand
DATE CREATED: 8/1/2019 7:27 AM
DATE MODIFIED: 6/25/2020 7:00 PM

106. When using the Report Wizard, you can click the Back button to review previous dialog boxes.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: ILAC 1-18
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.6.1.3 - Create a report by using a wizard.
CORPORATE STANDARDS: 1568 - Create a report using the Report Wizard.
TOPICS: Illustrated series: Create a Report
KEYWORDS: Bloom's: Understand
DATE CREATED: 8/1/2019 7:30 AM
DATE MODIFIED: 8/1/2019 7:32 AM

107. You primarily use the Form Wizard to create a form to _____.

- a. print but not edit database content,
- b. enter and update data
- c. answer questions about the information in the database
- d. automate repetitive tasks

ANSWER: b
POINTS: 1
REFERENCES: ILAC 1-16
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.5.1.2 - Create a form from a template with application parts.
CORPORATE STANDARDS: 1405 - Create a form using the Form Wizard.
TOPICS: Illustrated series: Create a Form
KEYWORDS: Bloom's: Understand
DATE CREATED: 8/1/2019 7:35 AM
DATE MODIFIED: 6/25/2020 6:59 PM

108. You can create a database by using an Access _____ or by starting with a blank database.

Name _____ Class _____ Date _____
: _____ : _____ e: _____

Access Module 01

- a. theme
- b. spreadsheet
- c. web app
- d. template

ANSWER: d
POINTS: 1
REFERENCES: ILAC 1-22
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ILAC.BESK.20.2.1.2 - Create a database from a template.
CORPORATE STANDARDS: 1345 - Create a blank desktop database.
TOPICS: Illustrated series: Create a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 8/1/2019 7:38 AM
DATE MODIFIED: 6/25/2020 7:03 PM