

Access Module 01

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

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: SCAC 1-39
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.1.2.2 - Close a database.
CORPORATE STANDARDS: 1200 - Close a database.
TOPICS: Shelly Cashman Series: Special Database Operations
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/18/2019 10:09 AM
DATE MODIFIED: 7/18/2019 10:13 AM

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

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: SCAC 1-6
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.1.1 - Create a blank desktop database.
CORPORATE STANDARDS: 1345 - Create a blank desktop database.
TOPICS: Shelly Cashman Series: Creating a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/18/2019 10:13 AM
DATE MODIFIED: 7/18/2019 10:17 AM

3. 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: SCAC 1-39
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.5.2.1 - Rename forms.
CORPORATE STANDARDS: 3330 - Rename a form in the Navigation pane.
TOPICS: Shelly Cashman Series: Special Database Operations
KEYWORDS: Bloom's: Apply

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DATE CREATED: 7/18/2019 10:18 AM
DATE MODIFIED: 7/18/2019 10:22 AM

4. You can use the Compact and Repair Database button on the Database Tools tab to reduce the size of the database.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: SCAC 1-38
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.4.1 - Compact and repair a database.
CORPORATE STANDARDS: 1237 - Compact and repair a database.
TOPICS: Shelly Cashman Series: Special Database Operations
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/18/2019 10:25 AM
DATE MODIFIED: 7/18/2019 10:29 AM

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

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: SCAC 1-21
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.3.1 - Navigate to specific records.
CORPORATE STANDARDS: 2989 - Navigate to the previous record in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/18/2019 10:29 AM
DATE MODIFIED: 7/18/2019 10:33 AM

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

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: SCAC 1-15
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.3.6 - Change views of objects.

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CORPORATE STANDARDS: 4588 - View a table in Table Design view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/18/2019 10:34 AM
DATE MODIFIED: 7/23/2019 2:38 AM

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

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: SCAC 1-17
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.3.6 - Change views of objects.
CORPORATE STANDARDS: 4587 - View a table in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/18/2019 10:38 AM
DATE MODIFIED: 7/18/2019 10:42 AM

8. 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: SCAC 1-24
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.4.2 - Add fields to tables.
CORPORATE STANDARDS: 92 - Add a field to a table in Table Design view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/18/2019 10:42 AM
DATE MODIFIED: 7/18/2019 10:46 AM

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

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: SCAC 1-38

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QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.4.2 - Back up a database.
CORPORATE STANDARDS: 617 - Back up a database.
TOPICS: Shelly Cashman Series: Special Database Operations
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/18/2019 10:46 AM
DATE MODIFIED: 7/18/2019 10:50 AM

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

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: SCAC 1-9
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.1.2 - Create a table.
CORPORATE STANDARDS: 1587 - Create a table in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/18/2019 10:50 AM
DATE MODIFIED: 7/18/2019 10:54 AM

11. 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: SCAC 1-39
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.5.1 - Save databases and objects.
CORPORATE STANDARDS: 3635 - Save a database.
TOPICS: Shelly Cashman Series: Special Database Operations
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/18/2019 11:04 AM
DATE MODIFIED: 7/23/2019 2:42 AM

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

- a. True
- b. False

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ANSWER: False
 POINTS: 1
 REFERENCES: SCAC 1-24
 QUESTION TYPE: True / False
 HAS VARIABLES: False
 LEARNING OBJECTIVES: SCAC.CABL.20.3.2.6 - Rename tables and table fields.
 CORPORATE STANDARDS: 3324 - Rename a field in Table Design view.
 TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/18/2019 11:09 AM
 DATE MODIFIED: 7/18/2019 11:13 AM

13. 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: SCAC 1-21
 QUESTION TYPE: Modified True / False
 HAS VARIABLES: False
 STUDENT ENTRY MODE: Basic
 LEARNING OBJECTIVES: SCAC.CABL.20.3.1.1 - Open a table
 CORPORATE STANDARDS: 3005 - Open a table in Table Datasheet view.
 TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
 KEYWORDS: Bloom's: Remember
 DATE CREATED: 7/18/2019 11:16 AM
 DATE MODIFIED: 7/19/2019 5:54 AM

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

ANSWER: True
 POINTS: 1
 REFERENCES: SCAC 1-7
 QUESTION TYPE: Modified True / False
 HAS VARIABLES: False
 STUDENT ENTRY MODE: Basic
 LEARNING OBJECTIVES: SCAC.CABL.20.3.4.10 - Change field data types.
 CORPORATE STANDARDS: 3867 - Set a field's data type in Table Design view.
 TOPICS: Shelly Cashman Series: Determining Tables and Fields
 KEYWORDS: Bloom's: Remember

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15. 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: SCAC 1-7

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

STUDENT ENTRY MODE: Basic

LEARNING OBJECTIVES: SCAC.CABL.20.3.4.10 - Change field data types.

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

TOPICS: Shelly Cashman Series: Determining Tables and Fields

KEYWORDS: Bloom's: Remember

DATE CREATED: 7/19/2019 5:22 AM

DATE MODIFIED: 7/23/2019 2:53 AM

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

ANSWER: False - edit
False - Edit
False - EDIT

POINTS: 1

REFERENCES: SCAC 1-17

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

STUDENT ENTRY MODE: Basic

LEARNING OBJECTIVES: SCAC.CABL.20.3.3.3 - Add and remove table records.

CORPORATE STANDARDS: 2062 - Enter a record into a table.

TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View

KEYWORDS: Bloom's: Remember

DATE CREATED: 7/19/2019 5:27 AM

DATE MODIFIED: 7/23/2019 2:54 AM

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

ANSWER: False - First
False - first
False - FIRST

POINTS: 1

REFERENCES: SCAC 1-21

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

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STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: SCAC.CABL.20.2.3.1 - Navigate to specific records.
CORPORATE STANDARDS: 2983 - Navigate to the first record in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/19/2019 5:31 AM
DATE MODIFIED: 7/23/2019 2:55 AM

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

ANSWER: True
POINTS: 1
REFERENCES: SCAC 1-20
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: SCAC.CABL.20.3.3.3 - Add and remove table records.
CORPORATE STANDARDS: 1771 - Delete a record in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Understand
DATE CREATED: 8/8/2019 2:36 AM
DATE MODIFIED: 9/23/2019 8:35 AM

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

ANSWER: False - current
False - Current
False - CURRENT
POINTS: 1
REFERENCES: SCAC 1-20
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: SCAC.CABL.20.3.3.2 - Update and edit table records.
CORPORATE STANDARDS: 1995 - Edit a record in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/19/2019 6:02 AM
DATE MODIFIED: 7/19/2019 6:06 AM

20. 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

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POINTS: 1
 REFERENCES: SCAC 1-29
 QUESTION TYPE: Modified True / False
 HAS VARIABLES: False
 STUDENT ENTRY MODE: Basic
 LEARNING OBJECTIVES: SCAC.CABL.20.4.1.2 - Create and run a query.
 CORPORATE STANDARDS: 1558 - Create a query using the Query Wizard.
 TOPICS: Shelly Cashman Series: Additional Database Objects
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/19/2019 6:07 AM
 DATE MODIFIED: 7/19/2019 6:12 AM

21. 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: SCAC 1-34
 QUESTION TYPE: Modified True / False
 HAS VARIABLES: False
 STUDENT ENTRY MODE: Basic
 LEARNING OBJECTIVES: SCAC.CABL.20.6.1.3 - Create a report by using a wizard.
 CORPORATE STANDARDS: 1568 - Create a report using the Report Wizard.
 TOPICS: Shelly Cashman Series: Additional Database Objects
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/19/2019 6:13 AM
 DATE MODIFIED: 7/19/2019 6:18 AM

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

- Start Access from the Start menu.
- Double-click the database icon.
- Start Access, and then create a new database.
- Right-click the database icon.

ANSWER: b
 POINTS: 1
 REFERENCES: SCAC 1-5
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: SCAC.CABL.20.1.2.1 - Open a database.
 CORPORATE STANDARDS: 2994 - Open a database.
 TOPICS: Shelly Cashman Series: Creating a Database
 KEYWORDS: Bloom's: Apply

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

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

ANSWER: c

POINTS: 1

REFERENCES: SCAC 1-21

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: SCAC.CABL.20.3.1.1 - Open a table

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

TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View

KEYWORDS: Bloom's: Understand

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DATE MODIFIED: 7/19/2019 6:32 AM

24. _____ 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: SCAC 1-17

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: SCAC.CABL.20.3.4.2 - Add fields to tables.

CORPORATE STANDARDS: 92 - Add a field to a table in Table Design view.

TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View

KEYWORDS: Bloom's: Remember

DATE CREATED: 7/19/2019 6:33 AM

DATE MODIFIED: 7/19/2019 6:38 AM

25. 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

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ANSWER: a
POINTS: 1
REFERENCES: SCAC 1-24
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.2.6 - Rename tables and table fields.
CORPORATE STANDARDS: 3323 - Rename a field in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Apply
DATE CREATED: 7/19/2019 6:39 AM
DATE MODIFIED: 7/19/2019 6:48 AM

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

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

ANSWER: c
POINTS: 1
REFERENCES: SCAC 1-7
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.4.10 - Change field data types.
CORPORATE STANDARDS: 3867 - Set a field's data type in Table Design view.
TOPICS: Shelly Cashman Series: Determining Tables and Fields
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/19/2019 6:49 AM
DATE MODIFIED: 7/19/2019 6:56 AM

27. 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: SCAC 1-17
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.3.3 - Add and remove table records.
CORPORATE STANDARDS: 2062 - Enter a record into a table.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View

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KEYWORDS: Bloom's: Understand
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28. 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: SCAC 1-9
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.1.2 - Create a table.
CORPORATE STANDARDS: 1587 - Create a table in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/19/2019 7:22 AM
DATE MODIFIED: 7/19/2019 7:29 AM

29. 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: SCAC 1-21
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.3.1 - Navigate to specific records.
CORPORATE STANDARDS: 2985 - Navigate to the last record in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Apply
DATE CREATED: 7/19/2019 7:29 AM
DATE MODIFIED: 7/19/2019 7:36 AM

30. The ____ refers to the data you would edit if you started typing.
- a. focus
 - b. emphasis
 - c. editor

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d. highlight

ANSWER:

a

POINTS:

1

REFERENCES:

SCAC 1-20

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

LEARNING OBJECTIVES:

SCAC.CABL.20.3.3.2 - Update and edit table records.

CORPORATE STANDARDS:

1995 - Edit a record in Table Datasheet view.

TOPICS:

Shelly Cashman Series: Creating a Table in Datasheet View

KEYWORDS:

Bloom's: Remember

DATE CREATED:

7/19/2019 7:36 AM

DATE MODIFIED:

7/19/2019 7:40 AM

31. 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:

SCAC 1-29

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

LEARNING OBJECTIVES:

SCAC.CABL.20.4.1.2 - Create and run a query.

CORPORATE STANDARDS:

1558 - Create a query using the Query Wizard.

TOPICS:

Shelly Cashman Series: Additional Database Objects

KEYWORDS:

Bloom's: Remember

DATE CREATED:

7/19/2019 7:41 AM

DATE MODIFIED:

7/19/2019 7:46 AM

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

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

ANSWER:

a

POINTS:

1

REFERENCES:

SCAC 1-32

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

LEARNING OBJECTIVES:

SCAC.CABL.20.5.1.1 - Create a form.

CORPORATE STANDARDS:

1405 - Create a form using the Form Wizard.

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TOPICS: Shelly Cashman Series: Additional Database Objects
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/19/2019 7:46 AM
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33. 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: SCAC 1-34
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.6.1.3 - Create a report by using a wizard.
CORPORATE STANDARDS: 1568 - Create a report using the Report Wizard.
TOPICS: Shelly Cashman Series: Additional Database Objects
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/19/2019 7:51 AM
DATE MODIFIED: 7/19/2019 7:56 AM

34. When you _____ a database, you reduce the size of the database by up to 75 percent.

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

ANSWER: d
POINTS: 1
REFERENCES: SCAC 1-38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.4.1 - Compact and repair a database.
CORPORATE STANDARDS: 1237 - Compact and repair a database.
TOPICS: Shelly Cashman Series: Special Database Operations
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/19/2019 7:57 AM
DATE MODIFIED: 7/19/2019 8:03 AM

35. 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.

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- c. Convert the database.
- d. Split the database.

ANSWER: a
POINTS: 1
REFERENCES: SCAC 1-38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.4.2 - Back up a database.
CORPORATE STANDARDS: 617 - Back up a database.
TOPICS: Shelly Cashman Series: Special Database Operations
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/19/2019 8:06 AM
DATE MODIFIED: 7/19/2019 8:15 AM

36. What should you do when you are finished working 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
POINTS: 1
REFERENCES: SCAC 1-39
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.1.2.2 - Close a database.
CORPORATE STANDARDS: 1200 - Close a database.
TOPICS: Shelly Cashman Series: Special Database Operations
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/19/2019 8:20 AM
DATE MODIFIED: 7/19/2019 8:24 AM

37. 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: SCAC 1-39
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.1.1.2 - Close Access.

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CORPORATE STANDARDS: 2093 - Exit Access.
TOPICS: Shelly Cashman Series: Special Database Operations
KEYWORDS: Bloom's: Apply
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DATE MODIFIED: 7/19/2019 8:32 AM

38. Tables, queries, and forms are examples of Access ____.

- a. values
- b. objects
- c. fields
- d. controls

ANSWER: b
POINTS: 1
REFERENCES: SCAC 1-5
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.1.2.1 - Open a database.
CORPORATE STANDARDS: 2994 - Open a database.
TOPICS: Shelly Cashman Series: Creating a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/19/2019 8:34 AM
DATE MODIFIED: 7/19/2019 8:37 AM

39. 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: SCAC 1-21
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.1.1 - Open a table
CORPORATE STANDARDS: 3005 - Open a table in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
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40. Which data type stores web addresses?

- a. Web

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

ANSWER: d
 POINTS: 1
 REFERENCES: SCAC 1-7
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
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 DATE MODIFIED: 7/19/2019 8:50 AM

41. 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

ANSWER: b
 POINTS: 1
 REFERENCES: SCAC 1-6
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: SCAC.CABL.20.2.1.1 - Create a blank desktop database.
 CORPORATE STANDARDS: 1345 - Create a blank desktop database.
 TOPICS: Shelly Cashman Series: Creating a Database
 KEYWORDS: Bloom's: Remember
 DATE CREATED: 7/19/2019 8:51 AM
 DATE MODIFIED: 7/19/2019 8:55 AM

42. Which two properties are required for every field?

- a. Field Size and Format
- b. Default Value and Data Type
- c. Field Name and Field Size
- d. Field Name and Field Size

ANSWER: d
 POINTS: 1
 REFERENCES: SCAC 1-24
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False

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LEARNING OBJECTIVES: SCAC.CABL.20.3.2.6 - Rename tables and table fields.
CORPORATE STANDARDS: 3323 - Rename a field in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/19/2019 8:56 AM
DATE MODIFIED: 7/19/2019 9:01 AM

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

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

ANSWER: b
POINTS: 1
REFERENCES: SCAC 1-7
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.4.10 - Change field data types.
CORPORATE STANDARDS: 3867 - Set a field's data type in Table Design view.
TOPICS: Shelly Cashman Series: Determining Tables and Fields
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/19/2019 9:50 AM
DATE MODIFIED: 7/19/2019 10:06 AM

44. 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: SCAC 1-17
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.3.6 - Change views of objects.
CORPORATE STANDARDS: 4587 - View a table in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/19/2019 10:06 AM
DATE MODIFIED: 7/19/2019 10:12 AM

45. Which of the following is a best practice when you are creating a table containing employee names?

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- a. Separate the first and last names into two fields.
- b. Keep the first and last names together in one field.
- c. Assign the Long data type to any field containing names.
- d. Create the table in Table Datasheet view.

ANSWER: a
POINTS: 1
REFERENCES: SCAC 1-9
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.1.2 - Create a table.
CORPORATE STANDARDS: 1588 - Create a table in Table Design view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/19/2019 10:13 AM
DATE MODIFIED: 7/19/2019 10:17 AM

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

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

ANSWER: b
POINTS: 1
REFERENCES: SCAC 1-9
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.1.2 - Create a table.
CORPORATE STANDARDS: 1587 - Create a table in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/19/2019 10:18 AM
DATE MODIFIED: 7/19/2019 10:22 AM

47. 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: SCAC 1-15
QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.3.6 - Change views of objects.
CORPORATE STANDARDS: 4588 - View a table in Table Design view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/19/2019 10:23 AM
DATE MODIFIED: 7/19/2019 10:27 AM

48. In which object can you rename a field?

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

ANSWER: d
POINTS: 1
REFERENCES: SCAC 1-24
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.2.6 - Rename tables and table fields.
CORPORATE STANDARDS: 3324 - Rename a field in Table Design view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/19/2019 10:28 AM
DATE MODIFIED: 7/19/2019 10:34 AM

49. 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: SCAC 1-39
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.5.2.1 - Rename forms.
CORPORATE STANDARDS: 3330 - Rename a form in the Navigation pane.
TOPICS: Shelly Cashman Series: Special Database Operations
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/19/2019 10:34 AM
DATE MODIFIED: 7/19/2019 10:39 AM

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50. 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: SCAC 1-14
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.3.9 - Save a record.
CORPORATE STANDARDS: 3654 - Save a record.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/19/2019 10:39 AM
DATE MODIFIED: 7/19/2019 10:43 AM

51. 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.
- c. Save the table.
- d. Set other properties for the field.

ANSWER: c
POINTS: 1
REFERENCES: SCAC 1-39
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.5.1 - Save databases and objects.
CORPORATE STANDARDS: 3635 - Save a database.
TOPICS: Shelly Cashman Series: Special Database Operations
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/19/2019 10:44 AM
DATE MODIFIED: 8/24/2019 12:20 AM

52. What Access tool can you use to enter dates in a Date/Time field?

- a. Date Box
- b. Calendar Picker
- c. Property Sheet
- d. Lookup Wizard

ANSWER: b
POINTS: 1
REFERENCES: SCAC 1-17

Access Module 01

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.3.3 - Add and remove table records.
CORPORATE STANDARDS: 2062 - Enter a record into a table.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/19/2019 10:49 AM
DATE MODIFIED: 7/19/2019 10:55 AM

53. 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: SCAC 1-21
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.3.1 - Navigate to specific records.
CORPORATE STANDARDS: 2987 - Navigate to the next record in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/19/2019 10:56 AM
DATE MODIFIED: 7/19/2019 11:01 AM

54. 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: SCAC 1-20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.3.3 - Add and remove table records.
CORPORATE STANDARDS: 1771 - Delete a record in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Apply
DATE CREATED: 7/19/2019 11:01 AM
DATE MODIFIED: 7/19/2019 11:07 AM

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55. 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 field.
- c. Access deletes the field.
- d. Access removes all changes to the record.

ANSWER: d
POINTS: 1
REFERENCES: SCAC 1-20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.3.2 - Update and edit table records.
CORPORATE STANDARDS: 1995 - Edit a record in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/19/2019 11:07 AM
DATE MODIFIED: 7/19/2019 11:13 AM

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

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

ANSWER: d
POINTS: 1
REFERENCES: SCAC 1-29
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.4.1.2 - Create and run a query.
CORPORATE STANDARDS: 1558 - Create a query using the Query Wizard.
TOPICS: Shelly Cashman Series: Additional Database Objects
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/19/2019 11:14 AM
DATE MODIFIED: 7/19/2019 11:18 AM

57. 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

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POINTS: 1
REFERENCES: SCAC 1-32
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.5.1.1 - Create a form.
CORPORATE STANDARDS: 1405 - Create a form using the Form Wizard.
TOPICS: Shelly Cashman Series: Additional Database Objects
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/19/2019 11:19 AM
DATE MODIFIED: 7/19/2019 11:25 AM

58. 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: SCAC 1-34
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.6.1.3 - Create a report by using a wizard.
CORPORATE STANDARDS: 1568 - Create a report using the Report Wizard.
TOPICS: Shelly Cashman Series: Additional Database Objects
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/19/2019 11:25 AM
DATE MODIFIED: 7/19/2019 11:36 AM

59. 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: SCAC 1-38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.4.2 - Back up a database.
CORPORATE STANDARDS: 617 - Back up a database.
TOPICS: Shelly Cashman Series: Special Database Operations
KEYWORDS: Bloom's: Remember

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DATE CREATED: 7/19/2019 11:37 AM

DATE MODIFIED: 7/23/2019 4:28 AM

60. 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:

SCAC 1-5

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

LEARNING OBJECTIVES:

SCAC.CABL.20.1.2.1 - Open a database.

CORPORATE STANDARDS:

2994 - Open a database.

TOPICS:

Shelly Cashman Series: Creating a Database

KEYWORDS:

Bloom's: Remember

DATE CREATED:

7/19/2019 11:51 AM

DATE MODIFIED:

7/19/2019 11:56 AM

61. _____ 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:

SCAC 1-17

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

LEARNING OBJECTIVES:

SCAC.CABL.20.2.3.6 - Change views of objects.

CORPORATE STANDARDS:

4587 - View a table in Table Datasheet view.

TOPICS:

Shelly Cashman Series: Creating a Table in Datasheet View

KEYWORDS:

Bloom's: Remember

DATE CREATED:

7/19/2019 11:56 AM

DATE MODIFIED:

7/19/2019 12:02 PM

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

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

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ANSWER: d
 POINTS: 1
 REFERENCES: SCAC 1-15
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: SCAC.CABL.20.2.3.6 - Change views of objects.
 CORPORATE STANDARDS: 4588 - View a table in Table Design view.
 TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
 KEYWORDS: Bloom's: Remember
 DATE CREATED: 7/19/2019 12:03 PM
 DATE MODIFIED: 7/19/2019 12:12 PM

63. 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: SCAC 1-14
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: SCAC.CABL.20.3.3.9 - Save a record.
 CORPORATE STANDARDS: 3654 - Save a record.
 TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/20/2019 5:28 AM
 DATE MODIFIED: 7/20/2019 5:32 AM

64. 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: SCAC 1-20
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: SCAC.CABL.20.3.3.3 - Add and remove table records.
 CORPORATE STANDARDS: 1771 - Delete a record in Table Datasheet view.

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TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/20/2019 5:32 AM
DATE MODIFIED: 7/20/2019 5:36 AM

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

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

ANSWER: d
POINTS: 1
REFERENCES: SCAC 1-24
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.2.6 - Rename tables and table fields.
CORPORATE STANDARDS: 3323 - Rename a field in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/20/2019 5:36 AM
DATE MODIFIED: 7/20/2019 5:39 AM

66. _____ 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: SCAC 1-9
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.1.2 - Create a table.
CORPORATE STANDARDS: 1588 - Create a table in Table Design view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/20/2019 5:39 AM
DATE MODIFIED: 7/20/2019 5:42 AM

67. What are you saving when you click the Save button to save a table object?

- a. the records in the table
- b. the field values in the table

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- c. the table design
- d. the entire database

ANSWER: c
POINTS: 1
REFERENCES: SCAC 1-14
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.3.9 - Save a record.
CORPORATE STANDARDS: 3654 - Save a record.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/20/2019 5:43 AM
DATE MODIFIED: 7/20/2019 5:45 AM

68. 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: SCAC 1-38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.4.1 - Compact and repair a database.
CORPORATE STANDARDS: 1237 - Compact and repair a database.
TOPICS: Shelly Cashman Series: Special Database Operations
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/20/2019 5:46 AM
DATE MODIFIED: 7/20/2019 5:48 AM

69. 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: SCAC 1-6
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.1.1 - Create a blank desktop database.

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CORPORATE STANDARDS: 1345 - Create a blank desktop database.
TOPICS: Shelly Cashman Series: Creating a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/20/2019 5:55 AM
DATE MODIFIED: 7/20/2019 5:58 AM

70. Which of the following are features of Access reports? Select all the options that apply.

- a. headers
- b. calculations on groups of records
- c. easy-to-use data entry screens
- d. footers

ANSWER: a, b, d
POINTS: 1
REFERENCES: SCAC 1-34
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.6.1.3 - Create a report by using a wizard.
CORPORATE STANDARDS: 1568 - Create a report using the Report Wizard.
TOPICS: Shelly Cashman Series: Additional Database Objects
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/20/2019 5:59 AM
DATE MODIFIED: 7/20/2019 6:01 AM

71. 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: SCAC 1-9
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.1.2 - Create a table.
CORPORATE STANDARDS: 1588 - Create a table in Table Design view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/20/2019 6:02 AM
DATE MODIFIED: 7/20/2019 6:05 AM

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

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

ANSWER: b, c, d
POINTS: 1
REFERENCES: SCAC 1-21
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.3.1 - Navigate to specific records.
CORPORATE STANDARDS: 2987 - Navigate to the next record in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/20/2019 6:05 AM
DATE MODIFIED: 7/20/2019 6:08 AM

73. Which of the following are Access objects?

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

ANSWER: a, c, d
POINTS: 1
REFERENCES: SCAC 1-5
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.1.2.1 - Open a database.
CORPORATE STANDARDS: 2994 - Open a database.
TOPICS: Shelly Cashman Series: Creating a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/20/2019 6:09 AM
DATE MODIFIED: 7/20/2019 6:11 AM

74. 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: SCAC 1-21
QUESTION TYPE: Multiple Response

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HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.3.1 - Navigate to specific records.
CORPORATE STANDARDS: 2983 - Navigate to the first record in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/20/2019 6:12 AM
DATE MODIFIED: 7/20/2019 6:15 AM

75. 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.
- c. Select a data type for each field.
- d. Arrange the controls for easy data entry.

ANSWER: a, b, c
POINTS: 1
REFERENCES: SCAC 1-9
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.1.2 - Create a table.
CORPORATE STANDARDS: 1587 - Create a table in Table Datasheet view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/20/2019 6:15 AM
DATE MODIFIED: 7/20/2019 6:18 AM

76. 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. Default Value

ANSWER: b, c, d
POINTS: 1
REFERENCES: SCAC 1-24
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.3.2.6 - Rename tables and table fields.
CORPORATE STANDARDS: 3324 - Rename a field in Table Design view.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/20/2019 6:18 AM
DATE MODIFIED: 7/20/2019 6:21 AM

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77. 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: SCAC 1-24

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

LEARNING OBJECTIVES: SCAC.CABL.20.3.4.2 - Add fields to tables.

CORPORATE STANDARDS: 92 - Add a field to a table in Table Design view.

TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View

KEYWORDS: Bloom's: Understand

DATE CREATED: 7/20/2019 6:21 AM

DATE MODIFIED: 7/20/2019 6:24 AM

78. When can you rename a table?

- a. immediately after you open the table
- b. after you close the table
- c. when you open the table in Datasheet view
- d. when you open the table in Design view

ANSWER: b

POINTS: 1

REFERENCES: SCAC 1-39

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: SCAC.CABL.20.3.2.6 - Rename tables and table fields.

CORPORATE STANDARDS: 3339 - Rename a table in the Navigation pane.

TOPICS: Shelly Cashman Series: Special Database Operations

KEYWORDS: Bloom's: Remember

DATE CREATED: 7/20/2019 6:28 AM

DATE MODIFIED: 7/20/2019 6:31 AM

79. Which of the following is an appropriate entry for the Hyperlink Address property of a form control?

- a. Command19
- b. Cengage
- c. Yes
- d. <http://www.cengage.com>

ANSWER: d

POINTS: 1

REFERENCES: SCAC 1-8

Access Module 01

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.5.2.11 - Set properties for form controls, fields, and buttons.
CORPORATE STANDARDS: 4038 - Set the Hyperlink Address property of a control in Form Design view.
TOPICS: Shelly Cashman Series: Determining Tables and Fields
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/20/2019 6:31 AM
DATE MODIFIED: 7/20/2019 6:35 AM

80. Which of the following controls can serve as hyperlink controls? Select all the options that apply.

- a. logo
- b. command button
- c. text box
- d. label

ANSWER: a, b, d
POINTS: 1
REFERENCES: SCAC 1-8
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.5.2.11 - Set properties for form controls, fields, and buttons.
CORPORATE STANDARDS: 4038 - Set the Hyperlink Address property of a control in Form Design view.
TOPICS: Shelly Cashman Series: Determining Tables and Fields
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/20/2019 6:35 AM
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81. The keyboard shortcut for Undo is _____.

- a. 'CTRL+Y
- b. 'CTRL+U
- c. 'CTRL+W
- d. 'CTRL+Z

ANSWER: d
POINTS: 1
REFERENCES: SCAC 1-35
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.1.9 - Undo and redo actions in a database.
CORPORATE STANDARDS: 4418 - Undo an action.
TOPICS: Shelly Cashman Series: Additional Database Objects
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/20/2019 6:39 AM
DATE MODIFIED: 7/20/2019 6:43 AM

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82. To reverse the last action you took in a database, click the _____ button.

- a. Reverse
- b. Toggle
- c. Redo
- d. Undo

ANSWER: d
POINTS: 1
REFERENCES: SCAC 1-35
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.1.9 - Undo and redo actions in a database.
CORPORATE STANDARDS: 4418 - Undo an action.
TOPICS: Shelly Cashman Series: Additional Database Objects
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/20/2019 6:47 AM
DATE MODIFIED: 7/20/2019 6:51 AM

83. Database templates create tables and queries, but not forms and reports.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: SCAC 1-4
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.1.2 - Create a database from a template.
CORPORATE STANDARDS: 1385 - Create a database from a template.
TOPICS: Shelly Cashman Series: Creating a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/20/2019 6:51 AM
DATE MODIFIED: 7/20/2019 6:54 AM

84. You can create a mail merge in Word using name and address data stored in Access.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: SCAC 1-29
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.4.1.8 - Use a query as the data source.

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CORPORATE STANDARDS: 4498 - Use a query as the data source for a mail merge in Word.
TOPICS: Shelly Cashman Series: Additional Database Objects
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/20/2019 7:07 AM
DATE MODIFIED: 7/20/2019 7:10 AM

85. You can export a query from one Access database to another.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: SCAC 1-19
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.4.1.7 - Save a and share a query.
CORPORATE STANDARDS: 2134 - Export a query to another Access database.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/20/2019 7:11 AM
DATE MODIFIED: 7/20/2019 7:13 AM

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

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: SCAC 1-5
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.1.2 - Create a database from a template.
CORPORATE STANDARDS: 1385 - Create a database from a template.
TOPICS: Shelly Cashman Series: Creating a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/20/2019 7:14 AM
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87. You can keep an action query in the Navigation Pane but hide it using the Hidden property.

ANSWER: True
POINTS: 1
REFERENCES: SCAC 1-16
QUESTION TYPE: Modified True / False
HAS VARIABLES: False

Access Module 01

STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: SCAC.CABL.20.2.1.3 - Hide and lock database objects.
CORPORATE STANDARDS: 2319 - Hide a database object.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 8/8/2019 2:43 AM
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88. Because it can be dangerous to leave action queries in the Navigation Pane, you can _____ an action query you want to run again.

- a. hide
- b. disable
- c. export
- d. link

ANSWER: a
POINTS: 1
REFERENCES: SCAC 1-16
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: SCAC.CABL.20.2.1.3 - Hide and lock database objects.
CORPORATE STANDARDS: 2319 - Hide a database object.
TOPICS: Shelly Cashman Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/20/2019 7:45 AM
DATE MODIFIED: 7/20/2019 7:49 AM