

Exploring Microsoft Access 2013, Comprehensive (Poatsy)
Chapter 1 Introduction to Access: Hands-On-Exercise Videos

- 1) The purpose of a database is to:
- A) manage, store, sort, and query information.
 - B) help provide access to the internet.
 - C) compose e-mail messages.
 - D) create presentations.

Answer: A

Diff: 1

Objective: HOE 1: Databases Are Everywhere!

- 2) Which one of the following objects allows users to add data to the database?
- A) Table
 - B) Record
 - C) Query
 - D) Form

Answer: D

Diff: 2

Objective: HOE 1: Databases Are Everywhere!

- 3) Where are the changes to an Access table saved as soon as you move the insertion point?
- A) To memory
 - B) To a storage location
 - C) To the cloud
 - D) To the desktop

Answer: B

Diff: 2

Objective: HOE 1: Databases Are Everywhere!

- 4) The Filter by Selection returns:
- A) only records matching the set criteria.
 - B) results filtered from a selected range.
 - C) specific query results.
 - D) any data with a comparison operator.

Answer: A

Diff: 2

Objective: HOE 2: Sorts and Filters

- 5) What is an advantage of using Filter by Form?
- A) There is no minimum number of records that can be filtered.
 - B) You can use the AND and OR operators.
 - C) The records are also sorted.
 - D) Access automatically saves the results to storage.

Answer: B

Diff: 2

Objective: HOE 2: Sorts and Filters

6) Why is there a need to filter records?

- A) Filters scan for viruses.
- B) Filters hide records that do match the criteria.
- C) Filters speed up the CPU.
- D) Filters reduce the file size.

Answer: B

Diff: 2

Objective: HOE 2: Sorts and Filters

7) Which of the following is NOT an Access comparison operator?

- A) <
- B) ≠
- C) >=
- D) =

Answer: B

Diff: 2

Objective: HOE 2: Sorts and Filters

8) What is a relationship?

- A) Two Excel spreadsheets with similar data
- B) A database and a spreadsheet with similar data
- C) Similar queries applied to the same table
- D) A connection between two tables with a common field

Answer: D

Diff: 2

Objective: HOE 3: Access Versus Excel, and Relational Databases

9) Why would you enforce referential integrity?

- A) To avoid accidental deletion of macros
- B) So data cannot be entered into a related table until the data is entered in the primary table
- C) To confirm error free data
- D) To determine which software to use Excel or Access

Answer: B

Diff: 2

Objective: HOE 3: Access Versus Excel, and Relational Databases

10) A _____ key is the field in the related table that you would use to connect to the primary key in another table.

- A) secondary
- B) foreign
- C) composite
- D) merged

Answer: B

Diff: 2

Objective: HOE 3: Access Versus Excel, and Relational Databases

11) How does the Getting Started page help learn about a database?

- A) The Getting Started page links you to introductory Access videos.
- B) The Getting Started page details how to install software.
- C) The Getting Stated page explains what to do if your system crashes.
- D) The Getting Stated page shows how to create relationships between tables.

Answer: A

Diff: 2

Objective: HOE 4: Access Database Creation

12) Which of the following is NOT a method for creating a new database?

- A) A blank desktop database
- B) A database from a style
- C) A custom Web app
- D) A database from a template

Answer: B

Diff: 3

Objective: HOE 4: Access Database Creation

13) Clicking Undo will restore a deleted record.

Answer: FALSE

Diff: 2

Objective: HOE 1: Databases Are Everywhere!

14) You can use the Compact and Repair utility to help improve the performance of a database.

Answer: TRUE

Diff: 2

Objective: HOE 1: Databases Are Everywhere!

15) When performing a filter by selection, *equals* and *contains* produce the same result.

Answer: FALSE

Diff: 1

Objective: HOE 2: Sorts and Filters

16) A table can only be sorted on a single field.

Answer: FALSE

Diff: 1

Objective: HOE 2: Sorts and Filters

17) In the Relationships window, join lines indicate the relationships between tables.

Answer: TRUE

Diff: 1

Objective: HOE 3: Access Versus Excel, and Relational Databases

18) Enforcing referential integrity ensures that no data are duplicated.

Answer: FALSE

Diff: 2

Objective: HOE 3: Access Versus Excel, and Relational Databases

19) Creating a desktop database using a theme saves creation time.

Answer: FALSE

Diff: 1

Objective: HOE 4: Access Database Creation

20) You can use Access to create a Web app for sharing data with others through the Internet.

Answer: TRUE

Diff: 1

Objective: HOE 4: Access Database Creation