

Exploring Microsoft Office Access 2016 Comprehensive (Poatsy/Grauer)
Chapter 1 Introduction to Access

1) Backstage view gives you access to which command?

- A) Relationships
- B) Clipboard
- C) Save As
- D) Form Design

Answer: C

Diff: 2

Objectives: 1 Open, Save, and Enable Content in a Database

2) The ACCDE format allows users to _____.

- A) view data, but make no changes to the structure or to enter data
- B) do anything to the structure and data because it is just a format for compressing data
- C) enter data, but not add, modify, or delete objects
- D) run the Access database without Access installed

Answer: C

Diff: 3

Objectives: 1 Open, Save, and Enable Content in a Database

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

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

Answer: A

Diff: 2

Objectives: 1 Open, Save, and Enable Content in a Database

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

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

Answer: D

Diff: 2

Objectives: 2 Recognize Database Object Types

5) How can you toggle viewing the Navigation Pane?

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

Answer: C

Diff: 2

Objectives: 2 Recognize Database Object Types

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

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

Answer: A

Diff: 1

Objectives: 2 Recognize Database Object Types

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

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

Answer: C

Diff: 1

Objectives: 2 Recognize Database Object Types

8) What produces a subset of your data?

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

Answer: D

Diff: 2

Objectives: 2 Recognize Database Object Types

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

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

Answer: A

Diff: 2

Objectives: 2 Recognize Database Object Types

10) A module uses what programming language?

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

Answer: B

Diff: 3

Objectives: 2 Recognize Database Object Types

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

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

Answer: A

Diff: 2

Objectives: 2 Recognize Database Object Types

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

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

Answer: D

Diff: 3

Objectives: 2 Recognize Database Object Types

13) How many records do most forms display?

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

Answer: B

Diff: 2

Objectives: 2 Recognize Database Object Types

14) What two tabs are unique to Access?

- A) External Data and Mailings
- B) Mailings and Database Tools
- C) Developer and Data
- D) External Data and Database Tools

Answer: D

Diff: 2

Objectives: 2 Recognize Database Object Types

15) To view or modify a table's structure you would go to what view?

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

Answer: C

Diff: 2

Objectives: 2 Recognize Database Object Types

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

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

Answer: B

Diff: 2

Objectives: 2 Recognize Database Object Types

17) Which of the following is *not* a property of a number data type?

- A) Allow zero length
- B) Caption
- C) Validation
- D) Required

Answer: A

Diff: 2

Objectives: 2 Recognize Database Object Types

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

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

Answer: C

Diff: 1

Objectives: 2 Recognize Database Object Types

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

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

Answer: D

Diff: 1

Objectives: 2 Recognize Database Object Types

20) When does Access save a record?

- A) When you press the Save icon
- B) When you move to a different field
- C) When you move to a different record
- D) When you close the form or table

Answer: C

Diff: 2

Objectives: 3 Modify Data in Table Datasheet View

21) You only need to save an object when _____.

- A) you make changes to its data
- B) you make changes to its structure
- C) you add or delete fields
- D) you want to rename the object

Answer: B

Diff: 3

Objectives: 3 Modify Data in Table Datasheet View

22) What you split a database what object type is put in the back end?

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

Answer: A

Diff: 3

Objectives: 6 Use Database Utilities

23) What does opening a database in exclusive mode assure?

- A) That a password has been set previously
- B) That no changes can be made to the structure of the database
- C) There is no such thing as exclusive mode.
- D) That you are the only person with that database open

Answer: D

Diff: 3

Objectives: 6 Use Database Utilities

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

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

Answer: B

Diff: 3

Objectives: 7 Work With Filters

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

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

Answer: C

Diff: 3

Objectives: 7 Work With Filters

26) If you want fewer records to display, you should use which operator in your filter?

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

Answer: A

Diff: 3

Objectives: 7 Work With Filters

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

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

Answer: A

Diff: 2

Objectives: 7 Work With Filters

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

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

Answer: C

Diff: 2

Objectives: 7 Work With Filters

29) How would you sort or filter records in a field that begins with both numbers and letters so that the records which begin with numbers appear before the records that begin with letters?

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

Answer: D

Diff: 3

Objectives: 8 Perform Sorts

30) To move a field you _____.

- A) left-click the column heading, then drag the field to where you want it
- B) right-click the column heading, then drag the field to where you want it
- C) right-click the column heading and select Move Column
- D) do nothing. You can't move a field

Answer: A

Diff: 2

Objectives: 8 Perform Sorts

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

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

Answer: B

Diff: 2

Objectives: 8 Perform Sorts

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

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

Answer: B

Diff: 2

Objectives: 9 Create a Database

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

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

Answer: D

Diff: 2

Objectives: 9 Create a Database

34) What is the most important thing you need if you are going to create a Web app?

- A) Access Professional
- B) A host server
- C) The latest version of your favorite Web browser
- D) The latest version of Internet Explorer or Microsoft Edge

Answer: B

Diff: 3

Objectives: 9 Create a Database

35) What is SharePoint?

- A) A host server
- B) An Access alternative
- C) A PowerPoint alternative
- D) An application that lets others in your office share your computer's database

Answer: A

Diff: 3

Objectives: 9 Create a Database

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

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

Answer: D

Diff: 2

Objectives: 9 Create a Database

37) One reason to begin with a template is that you do not have to _____.

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

Answer: C

Diff: 2

Objectives: 9 Create a Database

38) DBMS stands for _____.

Answer: database management system

Diff: 2

Objectives: 1 Open, Save, and Enable Content in a Database

39) Only the _____ versions of Microsoft Office include Access.

Answer: professional

Diff: 2

Objectives: 1 Open, Save, and Enable Content in a Database

40) When you enter items into a database, you are entering _____.

Answer: data

Diff: 2

Objectives: 1 Open, Save, and Enable Content in a Database

41) ACCDE is an acronym for _____.

Answer: Access Database Executable

Diff: 2

Objectives: 1 Open, Save, and Enable Content in a Database

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

Answer: objects

Diff: 1

Objectives: 2 Recognize Database Object Types

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

Answer: macro

Diff: 2

Objectives: 2 Recognize Database Object Types

44) Normally Access uses a(n) _____ Documents interface.

Answer: Tabbed

Diff: 3

Objectives: 2 Recognize Database Object Types

45) The _____ command helps you locate specific records.

Answer: Find

Diff: 1

Objectives: 2 Recognize Database Object Types

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

Answer: AutoNumber

Diff: 2

Objectives: 2 Recognize Database Object Types

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

Answer: key

Diff: 2

Objectives: 2 Recognize Database Object Types

48) In Datasheet view, _____ represent fields.

Answer: columns

Diff: 1

Objectives: 2 Recognize Database Object Types

49) Unlike other Office applications, Access works mostly from _____.

Answer: storage

Diff: 3

Objectives: 3 Modify Data in Table Datasheet View

50) Reports *cannot* change _____, they only display it.

Answer: data

Diff: 2

Objectives: 3 Modify Data in Table Datasheet View

51) Pressing the _____ key when you are in the last field in the last record will enter a new record.

Answer: Tab

Diff: 2

Objectives: 4 Add Records to a Table

52) Before you can password protect a database you must open it in _____ mode.

Answer: Exclusive

Diff: 3

Objectives: 6 Use Database Utilities

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

Answer: filter

Diff: 1

Objectives: 7 Work With Filters

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

Answer: multiple, more than one, many

Diff: 2

Objectives: 7 Work With Filters

55) The AND operator includes records only if _____ the criteria are met.

Answer: all, every one of

Diff: 2

Objectives: 7 Work With Filters

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

Answer: <>

Diff: 3

Objectives: 7 Work With Filters

57) If you want fewer records in your filter you should use the _____ operator.

Answer: And

Diff: 3

Objectives: 7 Work With Filters

58) An _____ enables you to add a set of common Access components to an existing database.

Answer: Application Part

Diff: 3

Objectives: 9 Create a Database

59) A web app is a _____-based database.

Answer: browser

Diff: 3

Objectives: 9 Create a Database

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

Answer: template

Diff: 2

Objectives: 9 Create a Database

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

Answer: FALSE

Diff: 1

Objectives: 1 Open, Save, and Enable Content in a Database

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

Answer: TRUE

Diff: 1

Objectives: 1 Open, Save, and Enable Content in a Database

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

Answer: FALSE

Diff: 3

Objectives: 1 Open, Save, and Enable Content in a Database

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

Answer: FALSE

Diff: 3

Objectives: 1 Open, Save, and Enable Content in a Database

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

Answer: FALSE

Diff: 2

Objectives: 1 Open, Save, and Enable Content in a Database

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

Answer: FALSE

Diff: 2

Objectives: 2 Recognize Database Object Types

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

Answer: TRUE

Diff: 2

Objectives: 2 Recognize Database Object Types

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

Answer: FALSE

Diff: 2

Objectives: 2 Recognize Database Object Types

69) Reports can draw data from tables or queries.

Answer: TRUE

Diff: 2

Objectives: 2 Recognize Database Object Types

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

Answer: FALSE

Diff: 3

Objectives: 2 Recognize Database Object Types

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

Answer: TRUE

Diff: 2

Objectives: 2 Recognize Database Object Types

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

Answer: FALSE

Diff: 3

Objectives: 2 Recognize Database Object Types

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

Answer: TRUE

Diff: 2

Objectives: 5 Delete Records from a Table

74) Deleting a record might have unforeseen consequences, so should be done cautiously.

Answer: TRUE

Diff: 2

Objectives: 5 Delete Records from a Table

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

Answer: TRUE

Diff: 2

Objectives: 6 Use Database Utilities

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

Answer: FALSE

Diff: 2

Objectives: 6 Use Database Utilities

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

Answer: TRUE

Diff: 2

Objectives: 6 Use Database Utilities

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

Answer: FALSE

Diff: 1

Objectives: 6 Use Database Utilities

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

Answer: TRUE

Diff: 2

Objectives: 7 Work With Filters

80) Filters do not delete data or records.

Answer: TRUE

Diff: 1

Objectives: 7 Work With Filters

81) You can only sort records by one field.

Answer: FALSE

Diff: 2

Objectives: 8 Perform Sorts

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

Answer: TRUE

Diff: 1

Objectives: 9 Create a Database

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

Answer: FALSE

Diff: 2

Objectives: 9 Create a Database

84) Match the following terms with their description:

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

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

Answer: C, A, E, B, D

Diff: 1

Objectives: Multiple Objectives

85) Match the following terms with their description:

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

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

Answer: C, E, D, A, B

Diff: 2

Objectives: Multiple Objectives

86) Match the following terms with their description:

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

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

Answer: E, A, D, B, C

Diff: 2

Objectives: Multiple Objectives

87) Match the following terms with their description:

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

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

Answer: A, C, B, E, D

Diff: 2

Objectives: Multiple Objectives

88) Match the following with their description:

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

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

Answer: C, E, A, B, D

Diff: 2

Objectives: Multiple Objectives

89) Match the following with their description:

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

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

Answer: C, E, D, A, B

Diff: 2

Objectives: Multiple Objectives

90) Match the following terms with their description:

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

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

Answer: A, B, E, D, C

Diff: 1

Objectives: Multiple Objectives

91) Match the following acronyms with their description:

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

- A. Where most Office programs store their files while the user is working
- B. Used in several database programs
- C. Used to create modules
- D. A database format that only allows data entry
- E. Access is one example.

Answer: C, E, D, A, B

Diff: 2

Objectives: Multiple Objectives

92) Match the following terms with their description:

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

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

Answer: C, B, E, A, D

Diff: 2

Objectives: 2 Recognize Database Object Types