

Access Lesson 1: Microsoft Access Basics

TRUE/FALSE

1. Access is a DBBS program.

ANS: F PTS: 1 REF: AC 4

2. After opening a database, the Navigation Pane opens on the left side of the screen.

ANS: T PTS: 1 REF: AC 5

3. When you open a database, Access assumes that the database might contain something that could damage your computer.

ANS: T PTS: 1 REF: AC 6

4. The database object called Macro displays data from one or more tables or queries in a format that might be similar in appearance to a paper form.

ANS: F PTS: 1 REF: AC 7

5. A record is an incomplete set of data.

ANS: F PTS: 1 REF: AC 9

6. Access combines compacting and repairing into one step.

ANS: T PTS: 1 REF: AC 23

7. To make editing records easier, Access includes navigation buttons on the Ribbon at the bottom of the datasheet.

ANS: F PTS: 1 REF: AC 11

8. To freeze columns, select the field selectors for the columns that you want to freeze, click the More button in the Layout group on the File tab, and then click Freeze Fields.

ANS: F PTS: 1 REF: AC 19

9. After you delete a record, you can use the Undo command to restore it.

ANS: F PTS: 1 REF: AC 14

10. The Cut, Copy, and Paste commands in Access work the same way as they do in other Office programs.

ANS: T PTS: 1 REF: AC 14

MODIFIED TRUE/FALSE

1. A database management system does not need to be computerized. _____

ANS: T

PTS: 1

REF: AC 4

2. The database object called query stores all the data in the database in a format called a datasheet.

ANS: F, table

PTS: 1

REF: AC 7

3. When you want to display more of the open object, you can close the Navigation Pane by clicking the Shutter Bar Open/Close Button at the top of the Navigation Pane.

ANS: T

PTS: 1

REF: AC 8

4. Best of class automatically resizes the column to the best width for the data contained in the column.

ANS: F, Best fit

PTS: 1

REF: AC 18

5. Backing up a database rearranges how the database is stored on the disk and optimizes the performance of the database.

ANS: F, Compacting

PTS: 1

REF: AC 23

MULTIPLE CHOICE

1. ____ is a program known as a database management system (DBMS).

a. Excel
b. PowerPoint
c. Word
d. Access

ANS: D

PTS: 1

REF: AC 4

2. A computerized DBMS is ____ than using file folders.

a. more flexible
b. more accurate
c. much faster
d. all of the above

ANS: D

PTS: 1

REF: AC 4

3. To start Access, click the Start button on the taskbar, click ____, click Microsoft Office, and then click Microsoft Access 2010.

a. All Programs
b. Microsoft Programs
c. Open Database
d. Navigation Pane

ANS: A

PTS: 1

REF: AC 4

4. Access opens in ____ view.

a. Design
b. Datasheet
c. Layout
d. Backstage

ANS: D PTS: 1 REF: AC 4

5. A database is a collection of ____.
- a. data
 - b. fields
 - c. numbers
 - d. objects

ANS: D PTS: 1 REF: AC 5

6. The ____ object is similar to a macro, but allows more complex programming of database operations.
- a. Table
 - b. Module
 - c. Query
 - d. Report

ANS: B PTS: 1 REF: AC 7

7. In Datasheet view, the table displays its data in rows and columns in a ____.
- a. datasheet
 - b. spreadsheet
 - c. report
 - d. query program

ANS: A PTS: 1 REF: AC 9

8. When you enter an improper field value, a(n) ____ message appears and tells you what to do to correct your mistake.
- a. ScreenTip
 - b. Quick Access
 - c. error
 - d. security

ANS: C PTS: 1 REF: AC 9

9. When you are navigating in Datasheet view, pressing Shift+Tab ____.
- a. moves to the next field in the current record
 - b. moves to the first field in the current record
 - c. moves to the previous field in the current record
 - d. moves to the last field in the last record

ANS: C PTS: 1 REF: AC 10

10. If you copy an entire record and want to paste it into a table as a new record, use the ____ command.
- a. Paste End
 - b. Paste Special
 - c. Paste Append
 - d. Paste As

ANS: C PTS: 1 REF: AC 14

11. When you change the row height of a datasheet, the change ____.
- a. affects the single row currently selected
 - b. affects all rows visible on the screen
 - c. affects all the rows in a datasheet
 - d. affects all the columns in the datasheet

ANS: C PTS: 1 REF: AC 16

12. When resizing a column, selecting ____ automatically resizes the column to the best width for the data contained in the column.
- a. best fit
 - b. best column
 - c. best data
 - d. best selector

ANS: A PTS: 1 REF: AC 18

13. In ____, you can rearrange the order of the fields in a datasheet by dragging them to a new location.
- a. Datasheet view
 - c. Edit view

- b. Column view d. Freeze view

ANS: A PTS: 1 REF: AC 18

14. By default, the rows in a datasheet are displayed with _____.
a. pastel colors
b. rainbow colors
c. alternating light and dark background colors
d. a white background

ANS: C PTS: 1 REF: AC 20

15. Before printing a datasheet, you should view it in _____ so you can check the print settings.
a. Print Preview c. black and white
b. Datasheet view d. Zoom mode

ANS: A PTS: 1 REF: AC 20

16. You can print a datasheet by clicking the File tab, clicking Print in the navigation bar, and then clicking _____ to print the datasheet using the default printer and the default print.
a. Quick Access c. Office Button
b. Print Now d. Quick Print

ANS: D PTS: 1 REF: AC 21

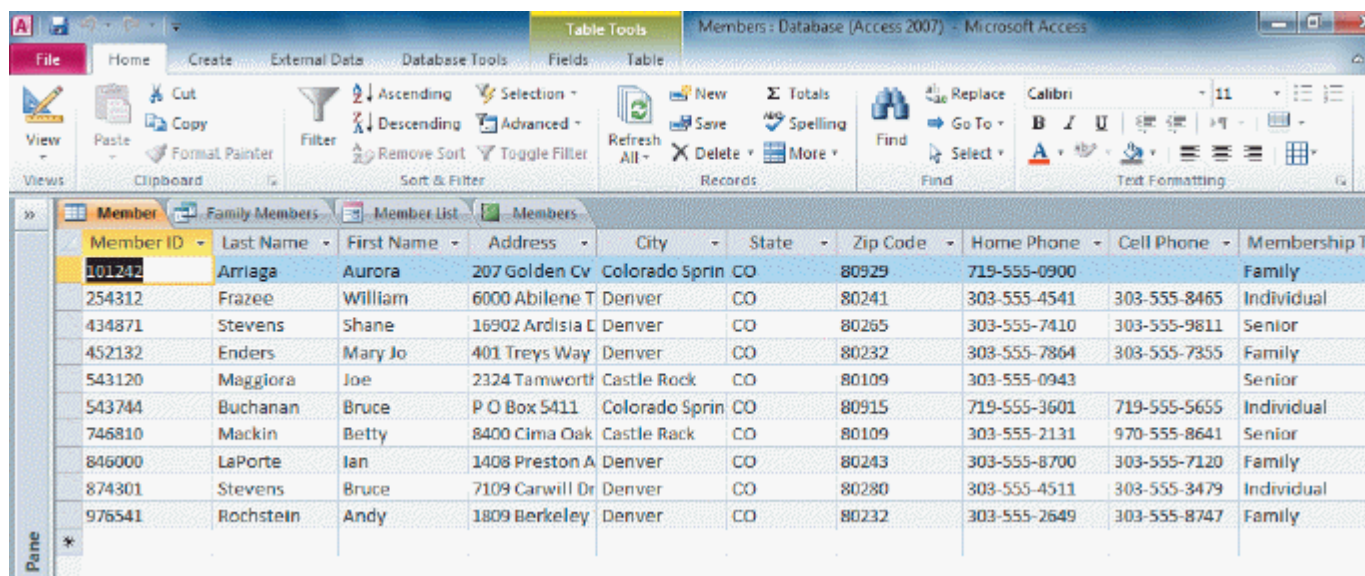
17. If you make changes to the layout of a datasheet and try to close the table, Access will _____.
a. prompt you to save your changes c. give you an error message
b. automatically save your changes d. close the table

ANS: A PTS: 1 REF: AC 22

18. You can close Access by clicking the Close button on the _____.
a. status bar c. scroll bar
b. toolbar d. title bar

ANS: D PTS: 1 REF: AC 23

FIGURE AC 1-1



Member ID	Last Name	First Name	Address	City	State	Zip Code	Home Phone	Cell Phone	Membership Type
101242	Arriaga	Aurora	207 Golden Cv	Colorado Sprin	CO	80929	719-555-0900		Family
254312	Frazer	William	6000 Abilene T	Denver	CO	80241	303-555-4541	303-555-8465	Individual
434871	Stevens	Shane	16902 Ardisia C	Denver	CO	80265	303-555-7410	303-555-9811	Senior
452132	Enders	Mary Jo	401 Treys Way	Denver	CO	80232	303-555-7864	303-555-7355	Family
543120	Maggiore	Joe	2324 Tamworth	Castle Rock	CO	80109	303-555-0943		Senior
543744	Buchanan	Bruce	P O Box 5411	Colorado Sprin	CO	80915	719-555-3601	719-555-5655	Individual
746810	Mackin	Betty	8400 Cima Oak	Castle Rack	CO	80109	303-555-2131	970-555-8641	Senior
846000	LaPorte	Ian	1408 Preston A	Denver	CO	80243	303-555-8700	303-555-7120	Family
874301	Stevens	Bruce	7109 Carwill Dr	Denver	CO	80280	303-555-4511	303-555-3479	Individual
976541	Rochstein	Andy	1809 Berkeley	Denver	CO	80232	303-555-2649	303-555-8747	Family

19. Referring to Figure AC 1-1 above, if you sorted the database on “Last Name,” you would be sorting on a ____.
- a. field selector
 - b. database selector
 - c. row selector
 - d. datasheet selector

ANS: A

PTS: 1

REF: AC 13

20. Referring to Figure AC 1-1 above, the word “Denver” is an example of a ____.
- a. field
 - b. field value
 - c. field name
 - d. field selector

ANS: B

PTS: 1

REF: AC 9

Case AC 1-1

Jonathan is the IT manager for a Toy Company and is looking into using different types of database objects.

21. Jonathan has information in Excel worksheets that he wants to add to the database. Worksheets are similar to datasheets, so he chooses to transfer this information into ____ objects.
- a. Table
 - b. Query
 - c. Form
 - d. Report

ANS: A

PTS: 1

REF: AC 7

TOP: Critical Thinking

22. The Sales Manager has asked Jonathan to consolidate data from several tables into a format similar to a paper form. In this case, Jonathan would use the ____ object.
- a. Table
 - b. Query
 - c. Form
 - d. Report

ANS: C

PTS: 1

REF: AC 7

TOP: Critical Thinking

Case AC 1-2

Chloe’s boss has asked her to make some changes to the layout of a datasheet. She has never done this before, and is learning as she goes along.

23. Once Chloe makes the changes in the layout of the datasheet, the edits are saved ____.
- a. only if she saves them
 - b. automatically by Access
 - c. with a generic name
 - d. none of the above

ANS: A

PTS: 1

REF: AC 22

TOP: Critical Thinking

24. Chloe needs to move the second column so it becomes the first column. To do this efficiently, Chloe will ____.
- a. click the row selector and drag the row to a new location
 - b. click the field selector and drag the column to a new location
 - c. copy and append the column into its new location
 - d. freeze the columns and then transfer the data manually

ANS: B

PTS: 1

REF: AC 18

TOP: Critical Thinking

COMPLETION

1. A(n) _____ is a collection of objects.

ANS: database

PTS: 1 REF: AC 5

2. A(n) _____ is used to search for and retrieve data from tables using conditions.

ANS: query

PTS: 1 REF: AC 7

3. You can change the colors used in the rows of the datasheet by clicking the arrow on the Alternate Row Color button in the Text Formatting group on the _____ tab.

ANS: Home

PTS: 1 REF: AC 20

4. You can select all of the records in a table by clicking the _____, which is the box in the upper-left corner of a datasheet.

ANS: datasheet selector

PTS: 1 REF: AC 13

5. Each object has a different _____ to identify its function.

ANS: icon

PTS: 1 REF: AC 6

MATCHING

Identify the letter of the choice that best matches the phrase or definition.

- a. fields
- b. field name
- c. field selector
- d. field value
- e. record

- 1. Each record is made up of one or more of these.
- 2. A complete set of data.
- 3. Used to identify the fields.
- 4. The data entered into a field.
- 5. Appears at the top of each column in a table and contains the field name.

1. ANS: A PTS: 1 REF: AC 9

2. ANS: E PTS: 1 REF: AC 9

3. ANS: B PTS: 1 REF: AC 9

4. ANS: D PTS: 1 REF: AC 9

5. ANS: C PTS: 1 REF: AC 13

ESSAY

1. Imagine that you are a Sales Manager at a Toy Company, and give an example of a business situation where you would use each of these database objects: query, report, and macro.

ANS:

(Answers may vary)

- Query: I would use the query if I wanted to see how many people were buying the ABC toy in each state -- so I can see if the toy was more popular in one area of the country.
- Report: I would use the report to get summary information on how sales are going every day as compared to sales by the week, month, quarter, and year.
- Macro: I would use a Macro to easily perform tasks, for example, I could type the word "close" and the database would close, or I could type in the name of a sales manager and see his sales to date.

PTS: 1

REF: AC 7

TOP: Critical Thinking