

Access Module 1

True / False

1. In Access, the columns in a table are called records.

- a. True
- b. False

ANSWER: False

2. A unique identifier is also called a primary key.

- a. True
- b. False

ANSWER: True

3. In Access, field names cannot contain digits.

- a. True
- b. False

ANSWER: False

4. The Navigation Pane contains a list of all the objects in the database.

- a. True
- b. False

ANSWER: True

5. In Datasheet view, a table is represented as a collection of rows and columns called a list.

- a. True
- b. False

ANSWER: False

6. The maximum number of characters allowed in a field whose data type is Short Text is 255 characters.

- a. True
- b. False

ANSWER: True

7. Fields that contain numbers but will not be used for arithmetic operations usually are assigned a data type of Memo.

- a. True
- b. False

ANSWER: False

8. The Currency data type is used for fields that contain only monetary data.

- a. True
- b. False

ANSWER: True

9. The Character data type is used for a field that can store a variable amount of text or combinations of text and numbers where the total number of characters may exceed 255.

- a. True
- b. False

ANSWER: False

10. When Access first creates a database, it automatically creates a table.

- a. True
- b. False

ANSWER: True

11. One way to undo changes to a field is to click the Undo button on the status bar.

- a. True
- b. False

ANSWER: False

12. Changing the column width in a datasheet changes the structure of a table.

- a. True
- b. False

ANSWER: False

13. Landscape orientation means the printout is across the length (height) of the page.

- a. True
- b. False

ANSWER: True

14. To print a wide database table, a table whose contents do not fit on the screen, you will need portrait orientation.

- a. True
- b. False

ANSWER: False

15. To preview and then print the contents of a table, use Table Preview.

- a. True
- b. False

ANSWER: False

16. Form view displays a single record at a time.

- a. True
- b. False

ANSWER: True

17. Layout view shows a report on the screen and allows the user to make changes to the report.

- a. True
- b. False

ANSWER: True

18. Standard properties are associated with all Microsoft Office documents and include author, title, and subject.

- a. True
- b. False

ANSWER: True

19. Each customer has one book rep, but each book rep can have many customers. This is an example of a one-to-many relationship.

- a. True
- b. False

ANSWER: True

20. Redundancy means storing the same fact in more than one place.

- a. True
- b. False

ANSWER: True

21. The term list database describes a database that consists of a collection of tables, each of which contains information on a specific subject. _____

- a. True
- b. False

ANSWER: False

22. A field that has the Calculated data type can store a unique sequential number that Access assigns to a record. _____

- a. True
- b. False

ANSWER: False

23. To change the name of a field, press and hold or right-click the column heading for the field, and then tap or click Rename Field on the shortcut menu. _____

- a. True
- b. False

ANSWER: True

24. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click Insert Column on the shortcut menu. _____

- a. True
- b. False

ANSWER: False

25. To delete a field, press and hold or right-click the column heading for the field, and then tap or click Remove Field on the shortcut menu. _____

- a. True
- b. False

ANSWER: False

Multiple Choice

26. Access is a ____.

- a. word processing software tool
- b. file management system
- c. workbook management system
- d. database management system

ANSWER: d

In a(n) ____ database such as those maintained by Access, a database consists of a collection of tables, each of which contains information on a specific subject.

27. In a(n) database such as those maintained by Access, a database consists of a collection of tables,...

- a. tabular
- b. record
- c. attribute
- d. relational

ANSWER: d

28. A(n) ____ contains information about a given person, product, or event.

- a. attribute
- b. record
- c. field
- d. column

ANSWER: b

29. ____ words are words that have a special meaning to Access and cannot be used for the names of fields.

- a. Reserved
- b. Restricted
- c. Significant
- d. Tagged

ANSWER: a

30. In Access, table and field names can be up to ____ characters in length.

- a. 256
- b. 128
- c. 64
- d. 32

ANSWER: c

31. A field whose data type is ____ can contain any characters.

- a. Alpha
- b. Character
- c. Normal
- d. Short Text

ANSWER: d

A(n) ____ data type can store a variable amount of text or combination of text and numbers where the total number of characters may exceed 255.

32. A(n) data type can store a variable amount of text or combination of text and numbers where the tot..

- a. Memo
- b. Long Text
- c. Variable
- d. Character

ANSWER: b

A field with the ____ data type can store a unique sequential number that Access assigns to a record. Access will increment the number by 1 as each new record is added.

33. A field with the data type can store a unique sequential number that Access assigns to a record. Ac...

- a. Sequential
- b. ValueIncrement
- c. Incremental
- d. AutoNumber

ANSWER: d

34. A field with the ____ data type can contain an attached file, such as an image, document, chart, or spreadsheet.

- a. Attachment

- b. File
- c. Document
- d. Extend

ANSWER: a

35. A field whose data type is ____ can store an OLE object, which is an object linked to or embedded in the table.

- a. Illustration
- b. Image
- c. Bitmap
- d. OLE object

ANSWER: d

36. A field whose data type is ____ can store text that can be used as a hyperlink address.

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

ANSWER: d

When you assign a(n) ____ to a field, Access will display the value you assign, rather than the field name, in datasheets and in forms.

37. When you assign a(n) ____ to a field, Access will display the value you assign, rather than the field name.

- a. alternate
- b. caption
- c. abbreviation
- d. tag

ANSWER: b

38. To define an additional field in Datasheet view, tap or click the ____ column heading.

- a. New Field
- b. Add Field
- c. Click to Add
- d. Insert Field

ANSWER: c

39. To undo the most recent change to a table structure, tap or click the ____ button on the Quick Access Toolbar.

- a. Cancel
- b. Reverse
- c. Back
- d. Undo

ANSWER: d

To delete a field in a table, press and hold or right-click the column heading for the field, and then tap or click ____ on the shortcut menu.

40. To delete a field in a table, press and hold or right-click the column heading for the field, and th...

- a. Remove Field
- b. Delete Field
- c. Delete Column
- d. Remove Column

ANSWER: b

To change the name of a field, press and hold or right-click the column heading for the field, tap or click ____ on the shortcut menu, and then type the desired field name.

41. To change the name of a field, press and hold or right-click the column heading for the field, tap o...

- a. Change Column
- b. Rename Column
- c. Change Field
- d. Rename Field

ANSWER: d

To show the symbol for the Euro instead of the dollar sign, change the ____ property for the field whose data type is Currency.

42. To show the symbol for the Euro instead of the dollar sign, change the property for the field whose...

- a. Field Size
- b. Format
- c. Caption
- d. Description

ANSWER: b

To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click ____ on the shortcut menu.

43. To insert a field between existing fields, press and hold or right-click the column heading for the ...

- a. Insert Column
- b. Insert Field
- c. Add Column
- d. Add Field

ANSWER: b

44. To add a record to a table, tap or click the ____ record button.

- a. Add New
- b. New (blank)
- c. Last
- d. Insert (New)

ANSWER: b

45. You can place an insertion point by tapping or clicking in the field or by pressing ____.

- a. F2
- b. F3
- c. F4
- d. F5

ANSWER: a

46. To delete a record, tap or click the record selector for the record, and then press the ____ key(s).

- a. CTRL+DELETE
- b. CTRL+Y
- c. DELETE
- d. CTRL+K

ANSWER: c

To specify AutoCorrect rules and exceptions to the rules, tap or click FILE to open the Backstage view, tap or click ____, and then tap or click Proofing in the dialog box that displays.

47. To specify AutoCorrect rules and exceptions to the rules, tap or click FILE to open the Backstage vi...

- a. Customize
- b. Manage
- c. Options
- d. Grammar

ANSWER: c

48. To save the changes to the layout of a table, tap or click the Save button on the ____.

- a. status bar
- b. TABLE TOOLS tab
- c. Navigation Pane
- d. Quick Access Toolbar

ANSWER: d

49. To import data to a table, tap or click the ____ tab on the ribbon.

- a. DATABASE TOOLS
- b. FILE
- c. EXTERNAL DATA

d. IMPORT

ANSWER: c

50. To open the Navigation Pane, tap or click the ____ Button.

- a. Open Navigation Pane
- b. Open Pane
- c. Shutter Bar Open/Close
- d. Navigation Bar Show/Hide

ANSWER: c

To view the results of a saved query, press and hold or right-click the query in the Navigation Pane and tap or click ____ on the shortcut menu.

51. To view the results of a saved query, press and hold or right-click the query in the Navigation Pane...

- a. Datasheet View
- b. Open
- c. Results View
- d. Run

ANSWER: b

To change the design of a query, press and hold or right-click the query in the Navigation Pane and then tap or click ____ on the shortcut menu.

52. To change the design of a query, press and hold or right-click the query in the Navigation Pane and ...

- a. Open
- b. SQL
- c. Query Window
- d. Design View

ANSWER: d

53. To back up the database that is currently open, use the ____ command on the Save As tab in the Backstage view.

- a. Close and Back Up
- b. Back Up Current
- c. Save As Back Up
- d. Back Up Database

ANSWER: d

54. To compact and repair a database, tap or click the ____ button in the Info gallery in the Backstage view.

- a. Restore
- b. Fix
- c. Compaction

d. Compact & Repair

ANSWER: d

To delete a database object, press and hold or right-click the object in the Navigation Pane and then tap or click ____ on the shortcut menu.

55. To delete a database object, press and hold or right-click the object in the Navigation Pane and the...

- a. Erase
- b. Trash
- c. Delete
- d. Remove

ANSWER: c

To rename a database object, press and hold or right-click the object in the Navigation Pane and then tap or click ____ on the shortcut menu.

56. To rename a database object, press and hold or right-click the object in the Navigation Pane and the...

- a. New Name
- b. Redefine
- c. Rename
- d. Save Name

ANSWER: c

Multiple Response

Modified Multiple Choice File names cannot contain a(n) ____.

57. File names cannot contain a(n)

- a. question mark (?)
- b. colon (:))
- c. space
- d. underscore (_)

ANSWER: a, b

Modified Multiple Choice The Access window consists of a variety of components. These include the ____.

58. The Access window consists of a variety of components. These include the

- a. Navigation Pane
- b. Content pane
- c. Object tabs
- d. Quick Access Toolbar

ANSWER: a, c, d

Modified Multiple Choice A field with a Yes/No data type can store only one of two values. The choices are ____.

59. A field with a Yes/No data type can store only one of two values. The choices are

- a. True/False
- b. One/Zero
- c. Yes/No
- d. On/Off

ANSWER: a, c, d

Completion

60. A(n) _____ is software that can be used to create a database; add, change, and delete data in the database; ask and answer questions concerning the data in the database; and create forms and reports using the data.

ANSWER: database management system

61. The rows in the tables are called _____.

ANSWER: records

62. A(n) _____ contains a specific piece of information within a record.

ANSWER: field

63. The _____ data type in Access is referred to as Money in SQL Server.

ANSWER: Currency

64. _____ view has more functionality for creating a table than Datasheet view.

ANSWER: Design

65. To define an additional field in Datasheet view, tap or click the _____ column heading, select the data type, and then type the field name.

ANSWER: Click to Add

66. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click _____ on the shortcut menu.

ANSWER: Insert Field

67. Society encourages users to contribute to _____ computing, which

involves reducing the electricity consumed and environmental waste generated when using computers, mobile devices, and related technologies.

ANSWER: green

68. A hard copy or _____ is information that exists on a physical medium such as paper.

ANSWER: printout

69. _____ refers to the process of determining the tables and fields that make up the database.

ANSWER: Database design

70. The determination of database requirements is part of a process known as _____.

ANSWER: systems analysis

71. Designing to omit _____ will help to produce good and valid database designs.

ANSWER: redundancy

Subjective Short Answer

72. Critical Thinking Questions Case 1-1 Joe has been asked to create a Special Projects database for his company. The database is to track employees and the special projects to which the employees may be assigned. A special project can have between 2 and 5 employees assigned to it. He has determined that he needs the following tables: Employee (Social Security Number, Last Name, First Name, Street Address, City, State, Postal Code, Hourly Pay Rate, Project Code) Project (Project Code, Project Name, Total Hours, Completion Date) Which field in the Employee table should be the primary key and why?

ANSWER: Social Security Number should be the primary key because the values in the field will be unique for each record.

73. Which field in the Project table should be the primary key and why?

ANSWER: Project Code should be the primary key because you can assign unique values to the field.

74. Critical Thinking Questions Case 1-2 Now that Joe has created the tables and determined the primary and foreign keys, he needs to determine the data types for the fields in each table. What data type should Joe use for the Completion Date field?

ANSWER: Joe should use the Date & Time data type because dates will be stored in the field.

75. What data type should Joe use for the Social Security Number field? Why?

ANSWER: Joe should use the Short Text data type. Even though the field contains numbers, the field will not be used for arithmetic operations.