

GO! with Office 2016 Volume 1 (Gaskin)

Access Chapter 1: Getting Started with Microsoft Access 2016

1) A _____ is an organized collection of data.

- A) database
- B) catalog
- C) server
- D) warehouse

Answer: A

Diff: 1

Objective: 1. Identify Good Database Design

2) Databases that not related or linked to other data are called _____ databases.

- A) single-stacked
- B) cloud
- C) flat
- D) DBMS

Answer: C

Diff: 1

Objective: 1. Identify Good Database Design

3) When designing a new database, the first question users should ask themselves is _____.

- A) Who is going to use this database?
- B) How much information is going to be stored in this database?
- C) What questions should this database be able to answer?
- D) Where should this database be stored?

Answer: C

Diff: 1

Objective: 1. Identify Good Database Design

4) When linking two tables in a relational database, a user will use a _____ to create the link.

- A) hyperlink
- B) common field
- C) tag
- D) bookmark

Answer: B

Diff: 1

Objective: 1. Identify Good Database Design

5) Which of the following is NOT a way method to create a new database?

- A) Database template
- B) Blank desktop database
- C) Custom web app
- D) Database wizard

Answer: D

Diff: 1

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

6) When saving a new database in Access 2007-2016 databases, the file extension should be _____.

- A) .dbx
- B) .adbx
- C) .accdb
- D) .db

Answer: C

Diff: 1

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

7) When creating a new table, Access creates the first field and names it _____ which Access assigns a unique sequential number.

- A) ID
- B) OBJECT
- C) ITEM
- D) VALUE

Answer: A

Diff: 1

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

8) When considering to use the Currency data type, a user should understand that they can store data with one to _____ decimal places.

- A) two
- B) four
- C) six
- D) ten

Answer: B

Diff: 3

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

9) Database designers typically do not add spaces in field names (LName), but can add details in the _____ field of the field properties to provide additional context to the field that is not displayed (Last Name).

- A) caption
- B) details
- C) format
- D) index

Answer: A

Diff: 3

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

10) When appending or creating a new table from an Import, the file that is being imported is called the _____ file.

- A) host
- B) source
- C) initial
- D) destination

Answer: B

Diff: 2

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

11) There are two views for tables in Access: Datasheet view and _____ view.

- A) Source
- B) Structure
- C) Back Office
- D) Design

Answer: D

Diff: 2

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

12) To improve accuracy during user input, a designer can limit the number of characters a user can enter by adjusting the _____ from the properties screen.

- A) Length
- B) Details
- C) Field Size
- D) Data Type

Answer: C

Diff: 3

Objective: 3. Change the Structure of Tables and Add a Second Table

13) To improve accuracy during user input, a designer can add context to the _____ from the properties screen which will be displayed in the status bar to provide additional information to users who are entering data.

- A) Details
- B) Description
- C) Info
- D) Data Type

Answer: B

Diff: 2

Objective: 3. Change the Structure of Tables and Add a Second Table

14) The _____ key refers to the unique field that identifies each record.

- A) Foreign
- B) Home
- C) Link
- D) Primary

Answer: D

Diff: 1

Objective: 3. Change the Structure of Tables and Add a Second Table

15) Fields that contain numbers that are not used in calculations should be set to _____.

- A) short text
- B) long text
- C) number
- D) auto-number

Answer: A

Diff: 2

Objective: 3. Change the Structure of Tables and Add a Second Table

16) A user can use _____ to view how a table will print before committing.

- A) Print Preview
- B) Zoom
- C) Page Layout
- D) Design

Answer: A

Diff: 1

Objective: 3. Change the Structure of Tables and Add a Second Table

17) A user can select two different Page Layouts; Portrait that has a vertical orientation and _____ that has a horizontal orientation.

- A) Flat
- B) Wide
- C) Landscape
- D) Extended

Answer: C

Diff: 1

Objective: 3. Change the Structure of Tables and Add a Second Table

18) Which of the following is NOT an option for print range of a table?

- A) All
- B) Selected Records
- C) Pages From: _____ To: _____
- D) Records From: _____ To: _____

Answer: D

Diff: 2

Objective: 3. Change the Structure of Tables and Add a Second Table

19) A _____ is a database object that retrieves specific data from one or more database objects.

- A) Query
- B) Selection
- C) Find
- D) Retrieve

Answer: A

Diff: 2

Objective: 4. Create a Query, Form, and Report

20) After a user creates a new query or edits an existing query they must _____ the query to display the corresponding results.

- A) execute
- B) start
- C) run
- D) retrieve

Answer: C

Diff: 2

Objective: 4. Create a Query, Form, and Report

21) The _____ view of a form allows a user to view the data while making changes to the elements of the form.

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

Answer: C

Diff: 2

Objective: 4. Create a Query, Form, and Report

22) A user can delete multiple columns from Layout view of a Form by holding down the _____ key and clicking on the range of columns to delete.

- A) SHIFT
- B) ALT
- C) FN
- D) Windows

Answer: A

Diff: 2

Objective: 4. Create a Query, Form, and Report

23) A user can close the existing database and leave Access open to continue working on another database by clicking close from the _____ tab.

- A) File
- B) Home
- C) Database Tools
- D) Design

Answer: A

Diff: 2

Objective: 5. Close a Database and Close Access

24) To publish a new database that you want to share with others, you should select a template that has an image of a _____.

- A) computer
- B) user
- C) house
- D) globe

Answer: D

Diff: 3

Objective: 5. Close a Database and Close Access

25) Pressing Enter three times at the end of a multiple-items form will open _____.

- A) a table of underlying data
- B) a query of underlying data
- C) form editor
- D) a single-record form

Answer: D

Diff: 3

Objective: 6. Use a Template to Create a Database

26) _____ is data that is accurate, organized and adds meaning.

Answer: Information

Diff: 1

Objective: 1. Identify Good Database Design

27) Microsoft Access 2016 is a _____ that controls how related collections of data are stored, organized, retrieved and secured.

Answer: DBMS

Diff: 2

Objective: 1. Identify Good Database Design

28) _____ are similar in structure to an Excel worksheet and are the foundation for all Access databases.

Answer: Tables

Diff: 2

Objective: 1. Identify Good Database Design

29) The process of applying good design rules such as organizing data so that the same information is not stored in multiple locations and forcing users to enter data in a consistent and accurate manner is called _____.

Answer: normalization

Diff: 3

Objective: 1. Identify Good Database Design

30) When creating a table, a user should keep a record to a single instance of each set data that is broken down into its smallest usable parts called _____.

Answer: fields

Diff: 2

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

31) The _____ Pane displays and organizes the names of the objects in a database.

Answer: Navigation

Diff: 2

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

32) The _____ classifies the kind of data that can be stored in each field. Examples are number, text or date.

Answer: data type

Diff: 2

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

33) If the dataset of a table does not contain a unique ID field, a user can add a field and use the _____ data type to create one automatically for each record.

Answer: AutoNumber

Diff: 3

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

34) When users are entering data into a record, they can use the _____ key to move to the next field to increase efficiency and they are not required to use the mouse to click in each field.

Answer: Tab; Enter

Diff: 1

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

35) When editing a record within a table, the _____ icon in the record selector box indicates that a record is being entered or edited.

Answer: pencil

Diff: 2

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

36) When users want to edit/delete an existing table, they can _____ on the object from the navigation pane and select the appropriate action.

Answer: right-click

Diff: 3

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

37) By using the _____ feature, users do not have to manually enter data into tables if the information already exists in a Word table or Excel spreadsheet.

Answer: import

Diff: 2

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

38) When using the Append feature to add records to an existing table in Access, the new records are added _____ the existing records.

Answer: below

Diff: 2

Objective: 2. Assigning the Data Type and Name to Fields

39) In _____ view of a table, the data is not displayed, instead the structure of the table and its fields are displayed.

Answer: Design

Diff: 2

Objective: 3. Change the Structure of Tables and Add a Second Table

40) When deleting a field from a table, Access will delete the field and corresponding _____.

Answer: data

Diff: 2

Objective: 3. Change the Structure of Tables and Add a Second Table

41) When making design changes to a table, a user must _____ the table before changes will apply.

Answer: save

Diff: 1

Objective: 3. Change the Structure of Tables and Add a Second Table

42) If users have multiple tables open, they need to select the _____ to make the table they wish to view become active.

Answer: object tab

Diff: 2

Objective: 3. Change the Structure of Tables and Add a Second Table

43) Adjusting the column width of any field to fit the contents is referred to as _____.

Answer: Best Fit

Diff: 2

Objective: 3. Change the Structure of Tables and Add a Second Table

44) A user can query _____ or other existing queries.

Answer: tables

Diff: 2

Objective: 4. Create a Query, Form, and Report

45) A user can move the Available Fields to the Selected Fields in the Query Wizard by clicking the > button or by _____ on the Available Field.

Answer: double-clicking; double clicking

Diff: 2

Objective: 4. Create a Query, Form, and Report

46) A _____ is an Access object with which you can enter data, edit data, or display data from a table or query.

Answer: form

Diff: 2

Objective: 4. Create a Query, Form, and Report

47) In the _____ view for a form, a user can view, create, edit and delete a record.

Answer: Form

Diff: 3

Objective: 4. Create a Query, Form, and Report

48) A _____ is a database object that displays the fields and records from a table or query in an easy-to-read format suitable for printing.

Answer: report

Diff: 3

Objective: 4. Create a Query, Form, and Report

49) Each object in a report has a _____ where users can make changes to that object including width, font formatting, and color formatting.

Answer: Property Sheet

Diff: 3

Objective: 4. Create a Query, Form, and Report

50) By default, Access will sort records on a Report by _____.

Answer: Primary Key

Diff: 3

Objective: 4. Create a Query, Form, and Report

51) A user can _____ an Access object to Excel, PDF or text file to be viewed or manipulated in another program.

Answer: export

Diff: 3

Objective: 5. Close a Database and Close Access

52) A database _____ contains prebuilt tables, queries, forms and reports for specific tasks.

Answer: template

Diff: 1

Objective: 6. Use a Template to Create a Database

53) A user can use the _____ or select one of the predefined categories to find specific templates to use.

Answer: search box

Diff: 2

Objective: 6. Use a Template to Create a Database

54) A user can create _____ forms that allow a user to enter more than one record at a time.

Answer: multiple-item

Diff: 3

Objective: 6. Use a Template to Create a Database

55) A user can group objects in the Navigation Pane by the table and the objects related to that table by selecting _____ from the All objects dropdown menu at the top of the Navigation Pane.

Answer: Tables and Related Views

Diff: 3

Objective: 7. Organize Objects in the Navigation Pane

56) When printing a table, use the _____ command to determine if the table will print on one page or if you will need to adjust column widths, margins, or page orientation.

Answer: Tables and Related Views

Diff: 3

Objective: 7. Organize Objects in the Navigation Pane

57) Within an Access table, each row is a field and each column is called a record.

Answer: FALSE

Diff: 1

Objective: 1. Identify Good Database Design

58) After users enter critical information and click Create, they will be directed immediately to Table 1 after creating a new database from Blank desktop database.

Answer: TRUE

Diff: 1

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

59) In the Datasheet view, a user will see the underlying structure of the table.

Answer: FALSE

Diff: 1

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

60) The Short Text data type will allow a user to store up to 512 characters in that field.

Answer: FALSE

Diff: 3

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

61) Once users select a data type for a field and enter data, they cannot change the data type.

Answer: FALSE

Diff: 2

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

62) Each table should have a field that contains a unique value for each record in the table.

Answer: TRUE

Diff: 2

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

63) A user can populate a table with records by typing the data directly into the table.

Answer: TRUE

Diff: 1

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

64) All data entered in a table must be visible within the column. Anything that is not visible in the column will be cutoff.

Answer: FALSE

Diff: 2

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

65) Access automatically saves each record when you move to the next row; you do not need to click Save.

Answer: TRUE

Diff: 2

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

66) To use the Append option to add records to an existing table, the column headings in the Excel worksheet must be identical to the field names in the table.

Answer: TRUE

Diff: 2

Objective: 2. Create a Table and Define Fields in Blank Desktop Database

67) If users delete a Field from the Design view by accident, they can click Undo to correct the error.

Answer: FALSE

Diff: 2

Objective: 3. Change the Structure of Tables and Add a Second Table

68) When a designer shortens the field length of an existing field, all data for existing records will be truncated to match the new field length.

Answer: TRUE

Diff: 3

Objective: 3. Change the Structure of Tables and Add a Second Table

69) The Primary key must be the first field in each record.

Answer: FALSE

Diff: 2

Objective: 3. Change the Structure of Tables and Add a Second Table

70) When importing a new table from an existing Excel worksheet, the user can use the existing headings from the Excel spreadsheet so that they do not have to re-type them.

Answer: TRUE

Diff: 2

Objective: 3. Change the Structure of Tables and Add a Second Table

71) When importing a new table from an existing Excel worksheet, the user must import all columns from Excel into the new Access table.

Answer: FALSE

Diff: 2

Objective: 3. Change the Structure of Tables and Add a Second Table

72) A user can change the column widths of multiple fields at the same time.

Answer: TRUE

Diff: 2

Objective: 3. Change the Structure of Tables and Add a Second Table

73) Increasing the column width will also increase the number of characters a user can enter in each field.

Answer: FALSE

Diff: 2

Objective: 3. Change the Structure of Tables and Add a Second Table

74) A user can create a PDF electronic image of a table instead of printing a paper copy from the Print Preview screen.

Answer: TRUE

Diff: 2

Objective: 3. Change the Structure of Tables and Add a Second Table

75) A user can only select one table or query to perform a simple select query on.

Answer: FALSE

Diff: 2

Objective: 4. Create a Query, Form, and Report

76) A user can quickly create a new form for data within a table by making the table active and selecting Form from the create tab.

Answer: TRUE

Diff: 2

Objective: 4. Create a Query, Form, and Report

77) By default, when a user opens a table and selects Report from the Create tab, all fields and all records are included in the report.

Answer: TRUE

Diff: 2

Objective: 4. Create a Query, Form, and Report

78) One of the major advantages of using a database template is that it will populate the tables with data.

Answer: FALSE

Diff: 2

Objective: 6. Use a Template to Create a Database

79) A user must have Internet Access to search online templates.

Answer: TRUE

Diff: 2

Objective: 6. Use a Template to Create a Database

80) All templates provided by Microsoft are safe and users can enable content if any warning message is displayed.

Answer: TRUE

Diff: 2

Objective: 6. Use a Template to Create a Database

81) Entering data on a single-record form will automatically update the data in the record without having to click save.

Answer: TRUE

Diff: 2

Objective: 6. Use a Template to Create a Database

82) Users can add additional tables to databases created from templates.

Answer: TRUE

Diff: 1

Objective: 8. Create a New Table in a Database Created with a Template

83) Users should not store redundant data within a database and should create a new table to contain that data.

Answer: TRUE

Diff: 2

Objective: 8. Create a New Table in a Database Created with a Template

84) Primary keys must be numbers.

Answer: FALSE

Diff: 3

Objective: 8. Create a New Table in a Database Created with a Template

85) User can export an Access Table to a Word Document.

Answer: TRUE

Diff: 1

Objective: Export an Access Table to a Word Document, Save to

86) Match the following data types to their meanings:

I. AutoNumber

II. Currency

III. Number

IV. Short Text

A. Describes numbers that are not used in calculations

B. Represents a quantity of how much, or how many, and may be used in calculations

C. Describes a unique sequential or random number assigned by Access as each record is entered

D. Describes monetary values and numeric data that can be used in calculations

Answer: C, D, B, A

Diff: 1

Objective: Multiple Objectives

87) Match the following terms to their meanings:

I. Table

II. Query

III. Form

IV. Report

V. Record

A. Object used to create new, edit, or delete records in the database

B. Retrieves specific data from one or more database objects and displays only the data specified

C. All of the data pertaining to one person, place, event, thing or idea

D. Summarizes the fields and records from other objects in an easy-to-read format

E. A format for information that organizes and presents text and data in columns and rows

Answer: E, B, A, D, C

Diff: 2

Objective: Multiple Objectives