

TRUE/FALSE

1. Each field must be given an associated field description.

ANS: F PTS: 1 REF: Access 108
OBJ: Set field descriptions in Table Design View

2. You can edit or delete a relationship once it has been created in the Relationships window.

ANS: T PTS: 1 REF: Access 110

3. The "one" field of a one-to-many relationship is never the primary key field in the table on the "one" side of the relationship.

ANS: F PTS: 1 REF: Access 106
OBJ: Design primary and foreign key fields

4. Enforcing referential integrity guarantees that inaccurate data is not entered into any field.

ANS: F PTS: 1 REF: Access 110
OBJ: Enforce referential integrity on a one-to-many relationship

5. The Enforce Referential Integrity button is found on the DESIGN tab of the ribbon.

ANS: F PTS: 1 REF: Access 110
OBJ: Enforce referential integrity on a one-to-many relationship

6. Referential integrity allows the user to delete a record from the "one" table if it has matching records in the "many" table.

ANS: F PTS: 1 REF: Access 111
OBJ: Enforce referential integrity on a one-to-many relationship

7. A common place to use an Input Mask property would be for a Phone Number field.

ANS: T PTS: 1 REF: Access 114
OBJ: Modify the Input Mask property

8. A subdatasheet is used to modify field properties.

ANS: F PTS: 1 REF: Access 114
OBJ: Modify the Field Size property for Short Text fields

9. When a Caption property is not entered, the field name is used to label the field.

ANS: T PTS: 1 REF: Access 115

10. The Field Size property is not available for Currency fields.

ANS: T PTS: 1 REF: Access 116

11. Changing the Decimal Places property for a field does not change the actual data stored in the field.

ANS: T PTS: 1 REF: Access 116
OBJ: Modify the Decimal Places property

12. Modifying the Decimal Places property changes the way the data is presented.

ANS: T PTS: 1 REF: Access 116
OBJ: Modify the Decimal Places property

13. For a Date/Time field, use the Format property to display the date 1/17/2015 as January 17, 2015.

ANS: T PTS: 1 REF: Access 118
OBJ: Modify the Format property for Date/Time fields

14. The Validation Rule property is not used with Text or Date/Time fields.

ANS: F PTS: 1 REF: Access 120
OBJ: Modify the Validation Rule property

15. The Attachment data type is exactly the same as the OLE data type of previous versions of Access.

ANS: F PTS: 1 REF: Access 122 OBJ: Create an Attachment field

MULTIPLE CHOICE

1. In an Access relational database, to tie the information from one table to another, a(n) ____ must be common to each table.

- | | |
|-----------|-------------|
| a. record | c. object |
| b. field | d. property |

ANS: B PTS: 1 REF: Access 106
OBJ: Analyze one-to-many relationships

2. A relational database can best be described as a collection of related ____ designed to minimize redundant data.

- | | |
|------------|---------------|
| a. indexes | c. links |
| b. tables | d. properties |

ANS: B PTS: 1 REF: Access 106 OBJ: Design tables and fields

3. Which of the following is a clue that a database needs to be redesigned?

- a. Key fields are defined for each table.
- b. One-to-many relationships are defined for each table.
- c. There are multiple tables in the database.
- d. There is redundant data in one or more tables.

ANS: D PTS: 1 REF: Access 106 OBJ: Design tables and fields

4. The goal of building one-to-many relationships between tables is to minimize ____ data.

- | | |
|--------------|----------------|
| a. redundant | c. numeric |
| b. textual | d. rarely used |

ANS: A PTS: 1 REF: Access 106

OBJ: Analyze one-to-many relationships

5. The ____ key field is the linking field on the “many” side of the relationship.
- a. record
 - b. table
 - c. link
 - d. foreign

ANS: D PTS: 1 REF: Access 106

OBJ: Design primary and foreign key fields

6. Which of the following is NOT a good candidate for a primary key field for a Customer table?
- a. Last Name
 - b. Customer Number
 - c. Employee Identification Number
 - d. Customer ID

ANS: A PTS: 1 REF: Access 106

OBJ: Design primary and foreign key fields

7. A(n) ____ key field is the field used on the "one" side of a one-to-many relationship.
- a. primary
 - b. first
 - c. foreign
 - d. infinity

ANS: A PTS: 1 REF: Access 106

OBJ: Design primary and foreign key fields

8. A field that contains unique information for each record is called a(n) ____ field.
- a. text
 - b. data
 - c. linking
 - d. primary key

ANS: D PTS: 1 REF: Access 106

OBJ: Design primary and foreign key fields

9. Which of the following is NOT a problem with duplicated data?
- a. It is error-prone.
 - b. It limits query capabilities.
 - c. It limits reporting capabilities.
 - d. It creates its own one-to-many relationships.

ANS: D PTS: 1 REF: Access 106 OBJ: Design tables and fields

10. Which of the following is NOT a principle of relational database design?
- a. Design each table to contain fields that describe only one subject.
 - b. Identify a primary key field or key field combination for each table.
 - c. Data should be entered before table relationships are built.
 - d. Build one-to-many relationships between the tables of your database using a field common to each table.

ANS: C PTS: 1 REF: Access 106 OBJ: Design tables and fields

11. The table that joins to other tables that have many-to-many relationship is called the ____ table.
- a. junction
 - b. linking
 - c. primary
 - d. relational

ANS: A PTS: 1 REF: Access 107

12. What data type sequences each new record with the next available integer?
- a. Yes/No
 - c. Attachment

- b. Memo d. AutoNumber

ANS: D PTS: 1 REF: Access 108
OBJ: Set field data types in Table Design View

13. Which of the following is NOT defined in Table Design View?
- a. field names
 - b. field entries
 - c. data types
 - d. field properties

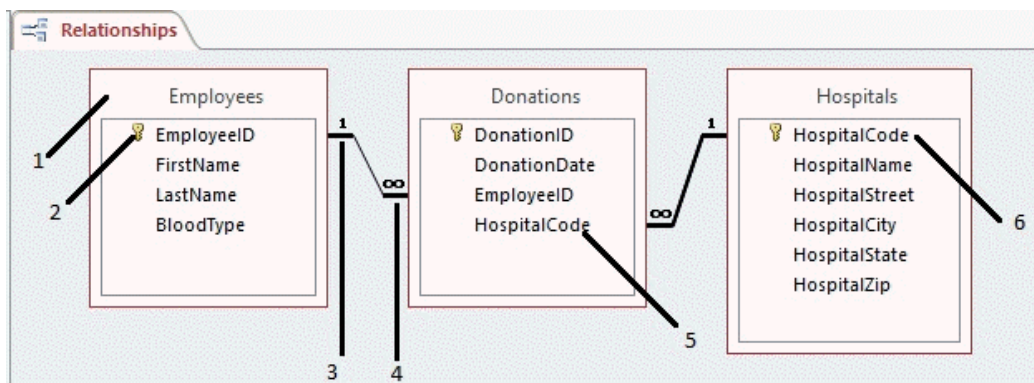
ANS: B PTS: 1 REF: Access 108
OBJ: Set field data types in Table Design View

14. You can enter optional field descriptions in Table ____ View.
- a. SQL
 - b. Query
 - c. Design
 - d. Layout

ANS: C PTS: 1 REF: Access 108
OBJ: Set field descriptions in Table Design View

15. Which of the following is NOT shown on a Relationship report?
- a. table names
 - b. field names
 - c. primary key field data values
 - d. one-to-many relationship lines

ANS: C PTS: 1 REF: Access 110 OBJ: Create a Relationship report



16. In the accompanying figure, item 2 points to a(n) ____.
- a. referential integrity symbol
 - b. orphan record symbol
 - c. subdatasheet symbol
 - d. primary key field symbol

ANS: D PTS: 1 REF: Access 111
OBJ: Enforce referential integrity on a one-to-many relationship

17. In the accompanying figure, the "one" side of a one-to-many relationship is referenced by which item?
- a. 1
 - b. 2
 - c. 3
 - d. 4

ANS: C PTS: 1 REF: Access 111
OBJ: Enforce referential integrity on a one-to-many relationship

18. In the accompanying figure, item 1 points to a(n) ____.
- a. primary key field
 - b. foreign key
 - c. field property
 - d. table name

ANS: D PTS: 1 REF: Access 111

OBJ: Enforce referential integrity on a one-to-many relationship

19. In the accompanying figure, item 4 references a(n) ____.
- a. infinity symbol
 - b. table name
 - c. relationship
 - d. link line

ANS: A PTS: 1 REF: Access 111

OBJ: Enforce referential integrity on a one-to-many relationship

20. The process of removing and fixing orphan records is often called ____.
- a. scrubbing the database
 - b. enforcing rules
 - c. applying syntax
 - d. adding criteria

ANS: A PTS: 1 REF: Access 111

OBJ: Enforce referential integrity on a one-to-many relationship

21. The ____ property determines whether users can add or edit the list of items in a Lookup field.
- a. Row Source
 - b. Limit to List
 - c. Allow Value List Edits
 - d. Display Control

ANS: C PTS: 1 REF: Access 112

OBJ: Modify field Lookup properties

22. The ____ Lookup property determines whether you can enter a new value into a field with other Lookup properties.
- a. Row Source
 - b. Limit to List
 - c. Allow Value List Edits
 - d. Display Control

ANS: B PTS: 1 REF: Access 112

OBJ: Modify field Lookup properties

23. ____ properties allow you to supply a drop-down list of values for a field.
- a. Key
 - b. Relationship
 - c. Lookup
 - d. Junction

ANS: C PTS: 1 REF: Access 112

OBJ: Modify field Lookup properties

24. The Field Properties pane displays information for how many fields at the same time?
- a. Only the selected field.
 - b. However many are visible in the window.
 - c. All of the fields in that particular table.
 - d. All of the fields in the entire database.

ANS: A PTS: 1 REF: Access 114

25. What property controls both the values that users can enter into a text box and provides a visual guide as users enter data?
- a. Format
 - b. Caption
 - c. Default Value
 - d. Input Mask

ANS: D PTS: 1 REF: Access 114

OBJ: Modify the Input Mask property

26. (999)000-000;1;_ would be a possible entry for which field property?
- a. Format
 - b. Input Mask
 - c. Caption
 - d. Validation Rule

OBJ: Enter data using an input mask

27. Where do you modify field properties?
 - a. In Table Layout View.
 - b. In Table Design View.
 - c. In Database Design View
 - d. As you are entering data in a form.

ANS: B PTS: 1 REF: Access 114

OBJ: Modify the Field Size property for Short Text fields

28. Which of the following is NOT true about field properties?
- a. Modifying them helps ensure database accuracy.
 - b. Some are required, and some are optional.
 - c. They are the same for each data type.
 - d. They can be used to change the way data is displayed.

ANS: C PTS: 1 REF: Access 114

OBJ: Modify the Field Size property for Short Text fields

29. A good Field Size property value for a state abbreviation field is ____.
- | | |
|-------|--------|
| a. 2 | c. 50 |
| b. 10 | d. 255 |

ANS: A PTS: 1 REF: Access 114

OBJ: Modify the Field Size property for Short Text fields

30. The Input Mask property contains how many parts?
- a. 1 c. 3
- b. 2 d. 4

ANS: C PTS: 1 REF: Access 115

OBJ: Enter data using an input mask

31. The ____ property provides a label used to describe the field.
- | | |
|------------|------------------|
| a. Format | c. Input Mask |
| b. Caption | d. Default Value |

ANS: B PTS: 1 REF: Access 115

32. Which Short Text field property should you use to specify whether an entry was required for the field?
- a. Default Value
 - b. Default
 - c. Required
 - d. Test

ANS: C PTS: 1 REF: Access 115

OBJ: Modify the Field Size property for Short Text fields

33. Which of the following is NOT a possible entry for the Field Size property of a Number field?
- a. Currency
 - b. Byte
 - c. Long Integer
 - d. Single

ANS: A PTS: 1 REF: Access 117

OBJ: Modify the Field Size property for Number fields

34. Byte, Long Integer, Single, and Double are examples of entries for which property?

- a. Field Size
- b. Format
- c. Input Mask
- d. Validation Rule

ANS: A PTS: 1 REF: Access 116 -117
 OBJ: Modify the Field Size property for Number fields

35. The entry mm/dd/yyyy in a Date/Time field's Format property would display September 6, 2016 as:

- a. 09/06/2016
- b. 9/6/2016
- c. 9/6/16
- d. 09/06/16

ANS: A PTS: 1 REF: Access 118
 OBJ: Modify the Format property for Date/Time fields

36. >=#1/1/93# is an example of an entry for which property for a Date/Time field?

- a. Format
- b. Default Value
- c. Validation Rule
- d. Input Mask

ANS: C PTS: 1 REF: Access 120
 OBJ: Define Validation Rule expressions

37. Use the ____ property to display an explanatory message when a user tries to enter data that breaks a validation rule.

- a. Validation Rule
- b. Description Rule
- c. Input Mask
- d. Validation Text

ANS: D PTS: 1 REF: Access 120
 OBJ: Modify the Validation Text property

COMPLETION

Table1	
Field Name	Data Type
PaymentNo	AutoNumber
PaymentDate	Date/Time
PaymentAmt	Currency
SalesNo	Number

1. In the accompanying figure, the _____ field would be the best candidate for the primary key field.

ANS: PaymentNo

PTS: 1 REF: Access 106 OBJ: Design primary and foreign key fields

2. In the accompanying figure, the data type for the PaymentAmt field is _____.

ANS: Currency

PTS: 1 REF: Access 108 - 109
 OBJ: Set field data types in Table Design View

3. _____ is the data type for the SalesNo field in the accompanying figure.

ANS: Number

PTS: 1 REF: Access 108 - 109
OBJ: Set field data types in Table Design View

4. In the accompanying figure, the data type of the PaymentDate field is _____.

ANS: Date/Time

PTS: 1 REF: Access 109 OBJ: Set field data types in Table Design View

5. A printout of the Relationships window is called the _____ report.

ANS:
Relationship
Relationships

PTS: 1 REF: Access 110 OBJ: Create a Relationship report

6. A(n) _____ record is a record in the “many” table that doesn’t have a matching entry in the linking field of the “one” table.

ANS: orphan

PTS: 1 REF: Access 111
OBJ: Enforce referential integrity on a one-to-many relationship

7. The Row _____ Lookup property stores the values for the drop-down list of a Lookup field.

ANS: Source

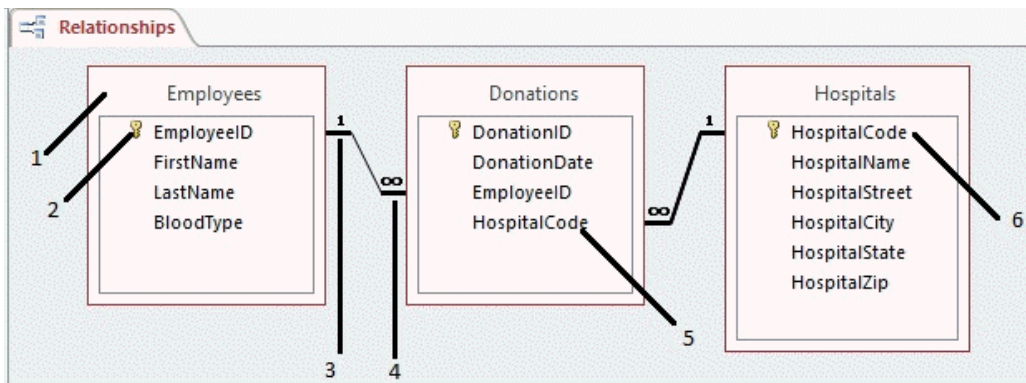
PTS: 1 REF: Access 112 OBJ: Modify field Lookup properties

8. The _____ property provides an easy-to-use visual pathway to facilitate accurate data entry.

ANS: Input Mask

PTS: 1 REF: Access 114 OBJ: Modify the Input Mask property

ESSAY



1. Using the accompanying figure, explain the term "orphan record" and how to avoid creating one in the Donations table.

ANS:

An orphan record is a record in the "many" table in a one-to-many relationship that doesn't have a matching record in the linking field of the "one" table. If you enforce referential integrity when you are creating one-to-many table relationships, rules will be applied that prevent you from creating orphan records.

In the figure above, an orphan record would be a record in the Donations table that doesn't have a matching record in the Employees or Hospitals tables.

PTS: 1

REF: Access 111

OBJ: Enforce referential integrity on a one-to-many relationship TOP: Critical Thinking

2. In the accompanying figure, explain why using an employee's last name as the primary key field in the Employees table does not constitute good database design.

ANS:

A primary key field is a field that contains unique information for each record. Using an employee's last name as the primary key field would be a poor choice because it does not allow for employees with the same last name.

PTS: 1

REF: Access 106

OBJ: Design primary and foreign key fields

TOP: Critical Thinking

3. Using the accompanying figure, list three principles of relational database design. Use the specific table and field names in your explanation.

ANS:

1. Design each table to contain fields that describe only one subject: Employees, Donations, and Hospitals.
2. Identify a primary key field or key field combination for each table: EmployeeID for the Employees table, DonationID for the Donations table, and HospitalCode for the Hospitals table.
3. Build one-to-many relationships between the tables of your database using a field common to each table: EmployeeID between Employees and Donations and the HospitalCode between Hospitals and Donations.

PTS: 1

REF: Access 106

OBJ: Design tables and fields

TOP: Critical Thinking

MODIFIED TRUE/FALSE

1. Field descriptions may be entered in Table Design View. _____

OBJ: Set field descriptions in Table Design View

2. If the primary key field on the “one” side of a one-to-many relationship has an AutoNumber data type, then the data type on the foreign key field must be set to AutoNumber.

ANS: F, Number

OBJ: Set field data types in Table Design View

3. To move a field list in the Relationships window, drag the table's primary key field.

ANS: F, title bar

REF: Access 110

4. To edit the list of values for a Lookup Field in Datasheet View, click the Edit List Items button.

OBJ: Edit data in a Lookup field

5. To quickly remove all Lookup properties, change the Display Control property to Combo Box.

ANS: F, Text

OBJ: Modify field Lookup properties

6. You can modify the Field Size property of a Short Text field. _____

OBJ: Modify the Field Size property for Short Text fields

7. The Input Mask property provides a pattern for data to be entered using three parts.

OBJ: Enter data using an input mask

8. You can modify the Field Size property of a Number field. _____

OBJ: Modify the Field Size property for Number fields

9. A(n) Number data type is used to store values that represent money. _____

ANS: F, Currency

OBJ: Modify the Field Size property for Number fields

10. The .jpg file extension is short for JPEG, an acronym for the Joint Photographic Experts Group.

ANS: T

PTS: 1

REF: Access 122

MATCHING

Match the following common Number field properties with the correct description.

- | | |
|-----------------|---------------|
| a. Long integer | d. Field size |
| b. Single | e. Double |
| c. Byte | |
1. Stores numbers in the range of 10 to the -324th to +324th power
 2. Stores numbers from -2,147,483,648 to 2,147,483,647
 3. Stores numbers from 0 to 255
 4. Stores numbers times 10 to the -38th to +38th power
 5. Determines the largest number that can be entered in a field

- | | | |
|---|--------|-----------------|
| 1. ANS: E | PTS: 1 | REF: Access 117 |
| OBJ: Modify the Field Size property for Number fields | | |
| 2. ANS: A | PTS: 1 | REF: Access 117 |
| OBJ: Modify the Field Size property for Number fields | | |
| 3. ANS: C | PTS: 1 | REF: Access 117 |
| OBJ: Modify the Field Size property for Number fields | | |
| 4. ANS: B | PTS: 1 | REF: Access 117 |
| OBJ: Modify the Field Size property for Number fields | | |
| 5. ANS: D | PTS: 1 | REF: Access 117 |
| OBJ: Modify the Field Size property for Number fields | | |

CASE

Table1	
Field Name	Data Type
PaymentNo	AutoNumber
PaymentDate	Date/Time
PaymentAmt	Currency
SalesNo	Number

1. Anne Michael is working with the table in the accompanying figure. Explain what will happen when she works with the PaymentNo field in Datasheet View.

ANS:

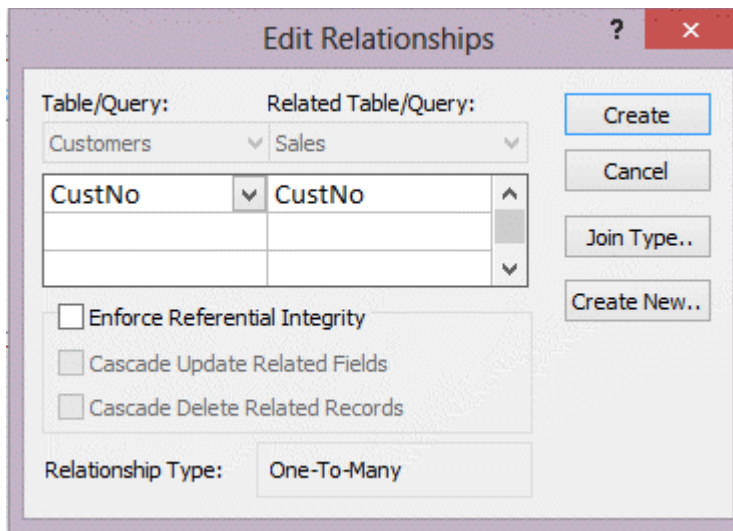
The PaymentNo field is an AutoNumber data type. Access automatically provides a unique, sequential value for each record. Anne will not be able to edit that value.

PTS: 1

REF: Access 108

OBJ: Set field data types in Table Design View

TOP: Critical Thinking



2. In the accompanying figure, how does the Enforce Referential Integrity option relate to the creation of orphan records?

ANS:

Enforce Referential Integrity is a set of rules to help ensure that no orphan records are created in the database. An orphan record is a record in the “many” table that has no match in the “one” table. Checking the Enforce Referential Integrity option prevents this possibility for new records entered into the database.

PTS: 1

REF: Access 111

OBJ: Enforce referential integrity on a one-to-many relationship TOP: Critical Thinking

3. In the accompanying figure, explain how two tables are being joined. Mention which tables are being joined, the relationship that is being created, and the fields used to make the connection.

ANS:

The Customers and Sales tables are being related in a one-to-many relationship using the common CustNo field.

PTS: 1

REF: Access 110

OBJ: Enforce referential integrity on a one-to-many relationship TOP: Critical Thinking

4. In the accompanying figure, identify the “one” and “many” tables. Identify the “parent” and “child” tables.

ANS:

The Customers table is in the “one” or “parent” position. The Sales table is in the “many” or “child” position.

PTS: 1

REF: Access 111

OBJ: Enforce referential integrity on a one-to-many relationship TOP: Critical Thinking

5. Kelsey wants to create queries to answer management questions from a relational database she does not have much experience with. Why might a Relationships report help her create the queries?

ANS:

A Relationship report would show her how the relational database is designed and includes table names, field names, primary key fields, and one-to-many relationships. This is information that is helpful when creating queries given a query often requires that you select fields from multiple tables. Therefore, she first needs to know the field names, tables, and how the tables are related in order to select the fields you want for the query. The less familiar she is with the database, the more valuable the Relationship report is in explaining how it is structured.

PTS: 1 REF: Access 110 OBJ: Create a Relationship report
TOP: Critical Thinking