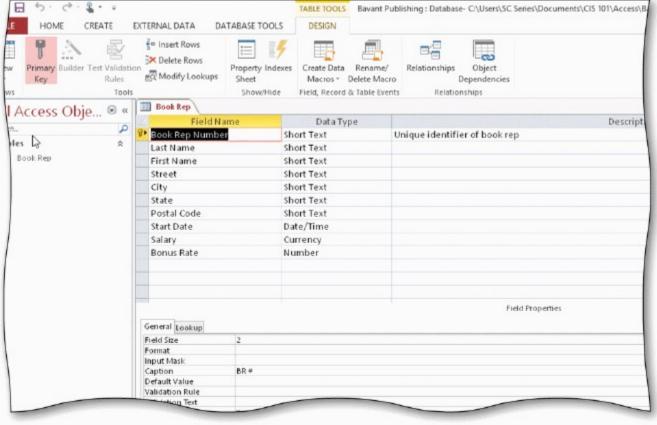
https://selldocx.com/products/test-bank-microsoft-office-2013-introductory-1e-vermaat

Access Chapter 1 — Databases and Database Objects: An Introduction

MUL	TIPLE CHOICE				
1.	Access is a a. word processing b. file managemen	g softwar t system	re tool	c. d.	workbook management system database management system
	ANS: D	PTS:	1	REF:	AC 2
2.	In a(n) database each of which conta a. tabular b. record			on a specific su c.	Access, a database consists of a collection of tables, ubject. attribute relational
	ANS: D	PTS:	1	REF:	AC 2
3.	A(n) contains a. attribute b. record	informat	ion abou	c.	on, product, or event. field column
	ANS: B	PTS:	1	REF:	AC 3
4.	words are wor fields. a. Reserved b. Restricted	ds that h	ave a spe	c.	to Access and cannot be used for the names of Significant Tagged
	ANS: A	PTS:	1	REF:	AC 4
5.	In Access, table and a. 256 b. 128	field na	mes can	c.	characters in length. 64 32
	ANS: C	PTS:	1	REF:	AC 8
6.	A field whose data ta. Alphab. Character ANS: D			c.	Normal Short Text
7.	A(n) data type total number of chara. Memo b. Long Text			ed 255.	text or combination of text and numbers where the Variable Character
	ANS: B	PTS:	1	REF:	AC 9
8.	A field with the	ent the nu		1 as each nev c.	sequential number that Access assigns to a record. v record is added. Incremental AutoNumber

	ANS: D	PTS:	1	REF:	AC 9
9.	A field with thespreadsheet. a. Attachment	_ data ty	pe		ched file, such as an image, document, chart, or Document
	b. File				Extend
	ANS: A	PTS:	1	REF:	AC 9
10.	A field whose data t the table.	type is _		can store an OLE	object, which is an object linked to or embedded in
	a. Illustrationb. Image				Bitmap OLE object
	ANS: D	PTS:	1	REF:	AC 9
11.	A field whose data to a. URL b. Web	ype is _		c.	can be used as a hyperlink address. Placeholder Hyperlink
	ANS: D	PTS:	1	REF:	AC 9
12.	When you assign a(name, in datasheets a. alternate b. caption			ns.	display the value you assign, rather than the field abbreviation tag
	ANS: B	PTS:	1	REF:	AC 10
13.	field in the table.	able in [Data		automatically adds a field called as the first
	a. AutoNumberb. AutoFill				ID PrimaryID
	ANS: C	PTS:	1	REF:	AC 11
14.	To define an additiona. New Field b. Add Field			c.	o or click the column heading. Click to Add Insert Field
	ANS: C	PTS:	1	REF:	AC 14
15.	To undo the most re Toolbar.	cent cha	nge	e to a table structure	e, tap or click the button on the Quick Access
	a. Cancelb. Reverse				Back Undo
	ANS: D	PTS:	1	REF:	AC 15
16.	To delete a field in a or click on the	_		_	click the column heading for the field, and then tap
	a. Remove Fieldb. Delete Field			c.	Delete Column Remove Column

	ANS: B	PTS:	1	REF:	AC 15
17.	To change the name click on the sho a. Change Column b. Rename Column	ortcut m		ype the c.	ght-click the column heading for the field, tap or desired field name. Change Field Rename Field
	ANS: D	PTS:	1	REF:	AC 15
18.	whose data type is C				lar sign, change the property for the field
	a. Field Sizeb. Format				Caption Description
	ANS: B	PTS:	1	REF:	AC 15
19.				or click c.	hold or right-click the column heading for the field on the shortcut menu. Add Column Add Field
	ANS: B	PTS:	1	REF:	AC 15-AC 16
20.	To open a table in Do tap or click on	-	_	old or r	ight-click the table in the Navigation Pane and then
	a. Table Designb. Layout View				Structure View Design View
	ANS: D	PTS:	1	REF:	AC 17



21.	In the accompanying field indicates that B				opears in the row selector for the Book Rep Number for the table.
	a. principal keyb. foreign key				main key primary key
	ANS: D	PTS:	1	REF:	AC 17
22.	In the accompanying a. Structure view b. Design view	g figure,	the Book Rep	c.	splays in Layout view Table view
	ANS: B	PTS:	1	REF:	AC 17
23.	In the accompanying a. row selector b. field selector	g figure,	the small box	c.	o the left of each field is called the field bar current field bar
	ANS: A	PTS:	1	REF:	AC 18
24.	To add a record to a a. Add New b. New (blank)			c. d.	Last Insert (New)
	ANS: B	PTS:	1	REF:	AC 23
25.	You can place an ins	ertion p	oint by tapping	g or clic	king in the field or by pressing

	a. F2b. F3			F4 F5
	ANS: A	PTS: 1	REF:	AC 23
26.	To delete a record, tap a. CTRL+DELETE b. CTRL+Y	or click the record sele	c.	or the record, and then press the key(s). DELETE CTRL+K
	ANS: C	PTS: 1	REF:	AC 23
27.			fing in c.	rules, tap or click FILE to open the Backstage view the dialog box that displays. Options Grammar
	ANS: C	PTS: 1 F	REF:	AC 23
28.	To save the changes to a. status bar b. TABLE TOOLS ta		c.	click the Save button on the Navigation Pane Quick Access Toolbar
	ANS: D	PTS: 1	REF:	AC 28
29.	To change the print orion PREVIEW tab. a. Portrait/Landscape b. Orientation	-	c.	dscape, tap or click the button on the PRINT Switch Orientation Landscape
		PTS: 1 I		*
30.	To import data to a table a. DATABASE TOOL b. FILE		c.	on the ribbon. EXTERNAL DATA IMPORT
	ANS: C	PTS: 1 I	REF:	AC 33
31.	To open the Navigation a. Open Navigation Pb. Open Pane		c. d.	1
	ANS: C	PTS: 1	REF:	AC 40
32.	To create a query using Wizard button. a. CREATE b. INSERT	the Query Wizard, tap		ick on the ribbon and then click the Query NEW OBJECT REPORT
	ANS: A	PTS: 1	REF:	AC 40
33.	To view the results of a tap or click on the a. Datasheet View			or right-click the query in the Navigation Pane and Results View
	b. Open		d.	Run

	ANS: B	PTS:	1	REF:	AC 42-AC 43
34.	then tap or clicka. Open			с.	right-click the query in the Navigation Pane and Query Window Decimal Views
	b. SQL				Design View
	ANS: D	PTS:	1	REF:	AC 42
35.	To create an initial rea. Layout b. Report Layout	eport the	at can be modifi		Layout view, tap or click on the CREATE tab. Report Simple Report
	ANS: C	PTS:	1	REF:	AC 49
36.	To exit Access, tap o a. Quit b. Stop	r click t	he button	c.	right side of the title bar. End Close
	ANS: D	PTS:	1	REF:	AC 56
37.	To back up the datab Backstage view. a. Close and Back b. Back Up Current	Up	is currently op	c.	the command on the Save As tab in the Save As Back Up Back Up Database
	ANS: D	PTS:	1	REF:	AC 56
38.	a. Restoreb. Fix		·	c. d.	Compact & Repair
	ANS: D	PTS:	1	REF:	AC 57
39.	To delete a database or click on the a. Erase b. Trash	-	-	c.	c-click the object in the Navigation Pane and then tap Delete Remove
	ANS: C	PTS:	1	REF:	AC 58
40.		e object	, press and hold	l or rigl	ht-click the object in the Navigation Pane and then
	ANS: C	PTS:	1	REF:	AC 58
MUL	TIPLE RESPONSE				
	Modified Multiple	Choice			
1	File names cannot co		(n)		
1.	a no names camino de	anani di			

	a. question mark (?)b. colon (:))			space underscore ()
	ANS: A, B	PTS:	1	REF:	_
2.	Field names cannot c	ontain			
	a. square brackets (b. periods (.)				hyphens (-) accent graves (')
	ANS: A, B, D	PTS:	1	REF:	AC 8
3.		consists	of a variety of		nents. These include the
	a. Navigation Paneb. Content pane				Object tabs Quick Access Toolbar
	ANS: A, C, D	PTS:	1	REF:	AC 8
4.	A field with a Yes/No a. True/False	data ty	pe can store on	•	of two values. The choices are Yes/No
	b. One/Zero			d.	On/Off
	ANS: A, C, D	PTS:	1	REF:	AC 9
5.	You can create a table a. Design view b. Blank view	e in	_•		Layout view Datasheet view
	ANS: A, D	PTS:	1	REF:	AC 10
TRUI	E/FALSE				
1.	In Access, the column	ns in a ta	able are called	records	
	ANS: F	PTS:	1	REF:	AC 3
2.	A unique identifier al	so is cal	lled a primary l	key.	
	ANS: T	PTS:	1	REF:	AC 3
3.	In Access, field name	es canno	t contain digits	S.	
	ANS: F	PTS:	1	REF:	AC 8
4.	The Navigation Pane	contain	s a list of all th	e objec	ts in the database.
	ANS: T	PTS:	1	REF:	AC 8
5.	In Datasheet view, a	table is 1	represented as	a collec	ction of rows and columns called a list.
	ANS: F	PTS:	1	REF:	AC 8
6.	The maximum numb	er of cha	aracters allowe	d in a f	ield whose data type is Short Text is 255 characters.

ANS: T PTS: 1 REF: AC 9

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

ANS: F PTS: 1 REF: AC 9

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

ANS: T PTS: 1 REF: AC 9

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.

ANS: F PTS: 1 REF: AC 9

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

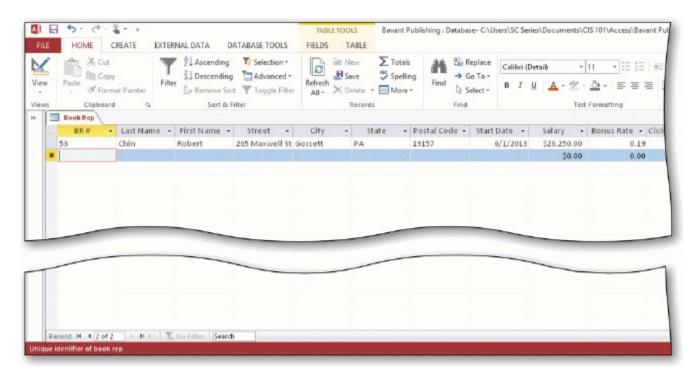
ANS: T PTS: 1 REF: AC 11

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

ANS: F PTS: 1 REF: AC 15

12. The AutoError Correction feature of Access corrects common data entry errors.

ANS: F PTS: 1 REF: AC 23



13. As shown in the accompanying figure, you can move to the end of a table to a position for entering a new record by clicking the Insert record Navigation button.

	ANS: F	PTS:	1	REF:	AC 26
14.	As shown in the accepte the table.	company	ing figure, you	can use	the Last record button to move to the last record in
	ANS: T	PTS:	1	REF:	AC 26
15.	As shown in the accrecord Navigation b		ing figure, you	can mo	ve to the first record in a table by clicking the Start
	ANS: F	PTS:	1	REF:	AC 26
16.	Changing the colum	nn width	in a datasheet o	changes	the structure of a table.
	ANS: F	PTS:	1	REF:	AC 28
17.	Landscape orientati	on mean	s the printout is	across	the length (height) of the page.
	ANS: T	PTS:	1	REF:	AC 29
18.	To print a wide data orientation.	lbase tab	le, a table whos	se conte	nts do not fit on the screen, you will need portrait
	ANS: F	PTS:	1	REF:	AC 29
19.	To preview and then	n print th	e contents of a	table, u	se Table Preview.
	ANS: F	PTS:	1	REF:	AC 30
20.	Form view displays	a single	record at a time	e.	
	ANS: T	PTS:	1	REF:	AC 45
21.	Layout view shows	a report	on the screen a	nd allov	ws the user to make changes to the report.
	ANS: T	PTS:	1	REF:	AC 50
22.	Standard properties subject.	are asso	ciated with all	Microso	oft Office documents and include author, title, and
	ANS: T	PTS:	1	REF:	AC 54
23.	The DATABASE T	OOLS ta	b provides com	nmands	to save a database with another name.
	ANS: F	PTS:	1	REF:	AC 57
24.	Each customer has one-to-many relation		rep, but each b	oook rej	o can have many customers. This is an example of a
	ANS: T	PTS:	1	REF:	AC 62

	ANS:	T	PTS:	1	REF:	AC 62		
MOD	IFIED T	TRUE/FALSE	E					
1.	The term <u>list</u> database describes a database that consists of a collection of tables, each of which contains information on a specific subject.							
	ANS:	F, relational						
	PTS:	1	REF:	AC 2				
2.		that has the C			store a	unique sequ	uential number that Access assigns to	a
	ANS:	F, AutoNumbe	er					
	PTS:	1	REF:	AC 9				
3.				d, press and ho the shortcut m			column heading for the field, and the	en
	ANS:	T			PTS:	1	REF: AC 15	
4.				•		_	-click the column heading for the fiemn on the shortcut menu.	ld
	ANS:	F, Field						
	PTS:	1	REF:	AC 15-AC 16				
5.				old or right-cli			ing for the field, and then tap or click	_
	ANS:	F, Delete						
	PTS:	1	REF:	AC 15				
COM	PLETIC	ON						
1.		the database; a	ask and	_ is software th answer questic	nat can l	oe used to cre cerning the d	eate a database; add, change, and del lata in the database; and create forms	ete;
	ANS:	database mana	ngement	t system				
	PTS:	1	REF:	AC 2				

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

つ	Tl :	n the tables ar		
/	The rows i	n the lables at	е сапеа	

ANS: records

PTS: 1 REF: AC 3

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

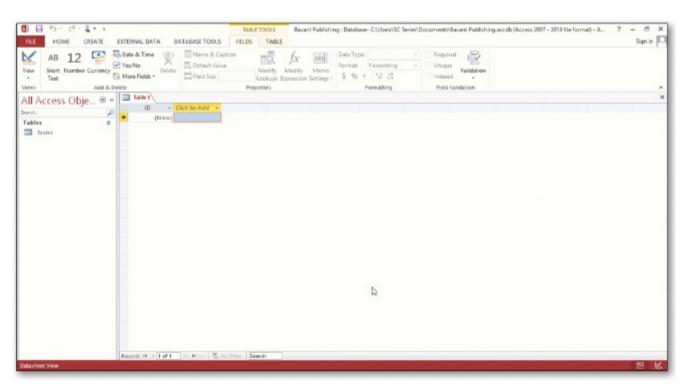
ANS: field

PTS: 1 REF: AC 3

4. A unique identifier also is called a(n)

ANS: primary key

PTS: 1 REF: AC 3



5. In the accompanying figure, the ______ Pane contains a list of all the objects in the database.

ANS: Navigation

PTS: 1 REF: AC 7

6. In the accompanying figure, the words Datasheet View at the lower left of the screen appear on the

ANS: status bar

	PTS:		REF:	AC 7
7.		ccompanying		the entire area that displays on the screen is called the rk area.
	ANS: A	Access		
	PTS:	l	REF:	AC 7
8.	In the ac	ecompanying ea.	figure,	for the open objects appear at the top of the
	ANS: o	object tabs		
	PTS:	l	REF:	AC 7
9.		ccompanying	_	the database name, Bavant Publishing appears on the
	ANS: t	itle bar		
	PTS: 1	[REF:	AC 7
10.				the buttons at the bottom-right edge of the screen are tons, which you use to change the view that is currently displayed.
	ANS: V	View		
	PTS:	I	REF:	AC 7
11.	The	 		_ data type in Access is referred to as Money in SQL Server.
	ANS: 0	Currency		
	PTS:	I	REF:	AC 9
12.	The Sho		/pe repl	laces the data type in previous editions of
	ANS:	Гехt		
	PTS: 1	I	REF:	AC 9
13.			vie	w has more functionality for creating a table than Datasheet view.
	ANS: I	Design		
	PTS: 1	I	REF:	AC 10
14.				in Datasheet view, tap or click the column and then type the field name.

	ANS:	Click to Add	[
	PTS:	1	REF:	AC 14
15.				sting fields, press and hold or right-click the column heading for the field d, and then tap or click on the shortcut menu.
	ANS:	Insert Field		
	PTS:	1	REF:	AC 15-AC 16
16.		y encourages ng the electric es, and related		contribute to computing, which involves umed and environmental waste generated when using computers, mobile ogies.
	ANS:	green		
	PTS:	1	REF:	AC 29
17.	A hard	l copy or	-	is information that exists on a physical medium such as paper
	ANS:	printout		
	PTS:	1	REF:	AC 29
18.	databa		ref	Fers to the process of determining the tables and fields that make up the
		Database de	sign	
	PTS:	1	REF:	AC 58
19.	The de	etermination o	of databa	se requirements is part of a process known as
	ANS:	systems anal	lysis	
	PTS:	1	REF:	AC 58
20.	Desig	ning to omit		will help to produce good and valid database designs.
	ANS:	redundancy		
	PTS:	1	REF:	AC 63
ΑT	CHINO	Ţ,		
	Identi	fy the letter of	f the cho	ice that best matches the phrase or definition.

M

a. AutoNumber

f. Currency g. Metadata

b. Layout viewc. DBDL

h. Print Preview

- d. Report view
- e. Long Text

- i. Short Text
- j. status bar
- 1. Field can store a variable amount of text or combinations of text and numbers where the total number of characters may exceed 255.
- 2. Presents information about the database object, the progress of current tasks, and the status of certain commands and keys.
- 3. Field can contain any characters and the total numbers of characters cannot exceed 255.
- 4. Field can contain only monetary data.
- 5. Field can store a unique sequential number that Access assigns to the record.
- 6. A commonly accepted shorthand representation for showing the structure of a relational database.
- 7. View that shows a report as it will appear when printed.
- 8. View that shows a report on the screen and allows changes to the report.
- 9. View that shows a report on the screen and does not allow changes to the report.
- 10. Can include such information as the file's author, title, or subject.

1.	ANS:	E	PTS:	1	REF:	AC 9
2.	ANS:	J	PTS:	1	REF:	AC 8
3.	ANS:	I	PTS:	1	REF:	AC 9
4.	ANS:	F	PTS:	1	REF:	AC 9
5.	ANS:	A	PTS:	1	REF:	AC 9
6.	ANS:	C	PTS:	1	REF:	AC 58
7.	ANS:	H	PTS:	1	REF:	AC 50
8.	ANS:	В	PTS:	1	REF:	AC 50
9.	ANS:	D	PTS:	1	REF:	AC 50
10.	ANS:	G	PTS:	1	REF:	AC 54

ESSAY

1. Discuss the difference between the way Access saves a record and the way Excel saves a row in a worksheet.

ANS:

In Access, as soon as you move to another record, the record is saved. No separate save step exists. In Excel, data entered into rows is not saved until the entire worksheet is saved.

PTS: 1 REF: AC 22 TOP: Critical Thinking

Customer Number	Customer Name	Street	 Book Rep Number	Last Name	First Name
ASU37	Applewood State University	300 University Ave.	 42	Perez	Melina
BCJ21	Brodkin Junior College	4806 Park Dr.	 42	Perez	Melina
CSD25	Cowpens ISD	829 Wooster Ave.	 53	Chin	Robert
CSU10	Camellia State University	725 Camellia St.	 53	Chin	Robert
DCC34	Dartt Community College	3827 Burgess Dr.	 65	Rogers	Tracy

2. In the accompanying figure, book rep names appear more than once in the table. Storing this data on multiple records is an example of redundancy which can cause several problems.

What are these problems? What is the solution to the problem?

ANS:

Redundancy causes the following problems:

- 1. Wasted storage space. The same name is stored more than once. It should be stored only once.
- 2. More complex database updates. If the same name is stored more than once and the individual's name changes, then the name would need to be changed in several different places.
- 3. A possibility of inconsistent data. There is nothing to prohibit a name being changed on one record and not on another.

The solution to the problem is to place the redundant data in a separate table.

PTS: 1 REF: AC 63 TOP: Critical Thinking

3. When you create a database, you should follow some general guidelines for database design. What are these nine guidelines?

ANS:

The nine guidelines are:

- 1. Identify the tables that will be included in the database.
- 2. Determine the primary keys for each of the tables.
- 3. Determine the additional fields that should be included in each of the tables.
- 4. Determine relationships between the tables.
- 5. Determine data types for the fields in the tables.
- 6. Determine additional properties for fields.
- 7. Identify and remove any unwanted redundancy.
- 8. Determine a storage location for the database.
- 9. Determine the best method for distributing the database objects.

PTS: 1 REF: AC 64 TOP: Critical Thinking

CASE

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)

1. Which field in the Employee table should be the primary key and why?

ANS:

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

PTS: 1 REF: AC 60 TOP: Critical Thinking

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

ANS:

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

PTS: 1 REF: AC 60 TOP: Critical Thinking

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.

3. What data type should Joe use for the Completion Date field?

ANS:

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

PTS: 1 REF: AC 9 TOP: Critical Thinking

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

ANS:

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

PTS: 1 REF: AC 9 TOP: Critical Thinking