

Name

Class

Date

: _____ : _____ e: _____

Access Module 01

1. When you double-click an Access database icon, you have the choice of opening a database or creating a new one.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: NPAC 1-7

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: 1.1.1 - Open Word.

CORPORATE STANDARDS: 4304 - Start Access.

TOPICS: New Perspectives Series: Starting Access and Creating a Database

KEYWORDS: Bloom's: Understand

DATE CREATED: 7/26/2019 1:06 AM

DATE MODIFIED: 7/26/2019 1:09 AM

2. Which Access object contains all of the data in the database?

- a. form
- b. macro
- c. table
- d. query

ANSWER: c

POINTS: 1

REFERENCES: NPAC 1-29

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: 3.1.1 - Enter data into cells.

CORPORATE STANDARDS: 3005 - Open a table in Table Datasheet view.

TOPICS: New Perspectives Series: Entering Data into Tables

KEYWORDS: Bloom's: Understand

DATE CREATED: 7/26/2019 1:16 AM

DATE MODIFIED: 7/26/2019 1:20 AM

3. Before you close a database, you must save any changes you made to the data.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: NPAC 1-24

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: 1.2.2 - Close a database.

CORPORATE STANDARDS: 1200 - Close a database.

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TOPICS: New Perspectives Series: Closing a Table and Exiting Access
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 5:48 AM
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4. A new blank desktop database includes one table named Table1.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: NPAC 1-1
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.1.1 - Create a blank desktop database.
CORPORATE STANDARDS: 1345 - Create a blank desktop database.
TOPICS: New Perspectives Series: Creating a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 5:54 AM
DATE MODIFIED: 7/30/2019 5:57 AM

5. To learn more about a data type, you can enter the name of the data type in the Tell Me box.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: NPAC 1-50
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.1.8 - Use the help function to solve a problem.
CORPORATE STANDARDS: 4568 - Use the Tell Me box.
TOPICS: New Perspectives Series: Managing a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 5:58 AM
DATE MODIFIED: 7/30/2019 6:03 AM

6. You can use the Compact and Repair Database button on the Database Tools tab to reduce the size of the database.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: NPAC 1-51
QUESTION TYPE: True / False

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HAS VARIABLES: False
LEARNING OBJECTIVES: 2.4.1 - Modify page setup.
CORPORATE STANDARDS: 1237 - Compact and repair a database.
TOPICS: New Perspectives Series: Managing a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 6:04 AM
DATE MODIFIED: 7/30/2019 6:07 AM

7. To navigate to a record in a table, switch to Table Design view.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: NPAC 1-38
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.3.1 - Insert hyperlinks.
CORPORATE STANDARDS: 2989 - Navigate to the previous record in Table Datasheet view.
TOPICS: New Perspectives Series: Navigating a Datasheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 6:08 AM
DATE MODIFIED: 7/30/2019 6:10 AM

8. Compacting a database has the same result as backing up a database.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: NPAC 1-52
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.4.2 - Change workbook themes.
CORPORATE STANDARDS: 617 - Back up a database.
TOPICS: New Perspectives Series: Managing a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 6:12 AM
DATE MODIFIED: 7/30/2019 6:16 AM

9. You can create a table in Table Datasheet view or Table Design view.

- a. True
- b. False

ANSWER: True

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POINTS: 1
 REFERENCES: NPAC 1-11
 QUESTION TYPE: True / False
 HAS VARIABLES: False
 LEARNING OBJECTIVES: 3.1.2 - Replace data.
 CORPORATE STANDARDS: 1587 - Create a table in Table Datasheet view.
 TOPICS: New Perspectives Series: Creating a Table in Datasheet View
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/30/2019 6:17 AM
 DATE MODIFIED: 7/30/2019 6:19 AM

10. After you create a table, you must save the entire database so you do not lose the new table.

- a. True
- b. False

ANSWER: False
 POINTS: 1
 REFERENCES: NPAC 1-24
 QUESTION TYPE: True / False
 HAS VARIABLES: False
 LEARNING OBJECTIVES: 2.5.1 - Change document views.
 CORPORATE STANDARDS: 3635 - Save a database.
 TOPICS: New Perspectives Series: Closing a Table and Exiting Access
 KEYWORDS: Bloom's: Remember
 DATE CREATED: 7/30/2019 6:21 AM
 DATE MODIFIED: 7/30/2019 6:23 AM

11. Before you can rename a field, you must change its data type.

- a. True
- b. False

ANSWER: False
 POINTS: 1
 REFERENCES: NPAC 1-12
 QUESTION TYPE: True / False
 HAS VARIABLES: False
 LEARNING OBJECTIVES: 3.2.6 - Format cells by using format painter and AutoFill.
 CORPORATE STANDARDS: 3324 - Rename a field in Table Design view.
 TOPICS: New Perspectives Series: Creating a Table in Datasheet View
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/30/2019 6:24 AM
 DATE MODIFIED: 7/30/2019 6:27 AM

12. To display the data in a table, you open the table in Table Design view.

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ANSWER: False - Datasheet
False - Data sheet
False - datasheet
False - data sheet
False - DATASHEET
False - DATA SHEET
False - Data Sheet

POINTS: 1

REFERENCES: NPAC 1-29

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

STUDENT ENTRY MODE: Basic

LEARNING OBJECTIVES: 3.1.1 - Enter data into cells.

CORPORATE STANDARDS: 3005 - Open a table in Table Datasheet view.

TOPICS: New Perspectives Series: Entering Data into Tables

KEYWORDS: Bloom's: Remember

DATE CREATED: 7/30/2019 6:30 AM

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13. A field with the Currency data type contains values such as quantities, measurements, and scores.

ANSWER: False - Number
False - number
False - NUMBER

POINTS: 1

REFERENCES: NPAC 1-20

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

STUDENT ENTRY MODE: Basic

LEARNING OBJECTIVES: 3.4.10 - Change field data types.

CORPORATE STANDARDS: 3867 - Set a field's data type in Table Design view.

TOPICS: New Perspectives Series: Creating a Table in Design View

KEYWORDS: Bloom's: Remember

DATE CREATED: 7/30/2019 6:42 AM

DATE MODIFIED: 7/31/2019 1:52 PM

14. When you enter a record in a table, you are working in navigation mode.

ANSWER: False - edit
False - Edit
False - EDIT

POINTS: 1

REFERENCES: NPAC 1-34

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

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STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: 3.3.3 - Apply font formatting to text.
CORPORATE STANDARDS: 2062 - Enter a record into a table.
TOPICS: New Perspectives Series: Copying Records from Another Access Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 6:46 AM
DATE MODIFIED: 7/30/2019 6:59 AM

15. Use the New (blank) record button to move the focus to the first record in a table.

ANSWER: False - First
False - first
False - FIRST
POINTS: 1
REFERENCES: NPAC 1-38
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: 2.3.1 - Insert hyperlinks.
CORPORATE STANDARDS: 2983 - Navigate to the first record in Table Datasheet view.
TOPICS: New Perspectives Series: Navigating a Datasheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 7:00 AM
DATE MODIFIED: 7/30/2019 7:04 AM

16. Press ESC to remove editing changes you made to the previous record.

ANSWER: False - current
False - Current
False - CURRENT
POINTS: 1
REFERENCES: NPAC 1-12
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: 3.3.2 - Manage sparklines.
CORPORATE STANDARDS: 1995 - Edit a record in Table Datasheet view.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 7:07 AM
DATE MODIFIED: 7/30/2019 7:10 AM

17. A form selects a subset of fields and records from one or more tables, and then presents the selected data as a single datasheet.

ANSWER: False - query

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False - Query
False - QUERY
POINTS: 1
REFERENCES: NPAC 1-39
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: 4.1.2 - Create a table from a cell range.
CORPORATE STANDARDS: 1558 - Create a query using the Query Wizard.
TOPICS: New Perspectives Series: Creating a Simple Query
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 7:10 AM
DATE MODIFIED: 7/30/2019 7:15 AM

18. Of all the database objects, a table provides the most formatting, layout, and summary options.

ANSWER: False - report
False - Report
False - REPORT
POINTS: 1
REFERENCES: NPAC 1-27
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: 6.1.3 - Switch between rows and columns in source data.
CORPORATE STANDARDS: 1568 - Create a report using the Report Wizard.
TOPICS: New Perspectives Series: Closing a Table and Exiting Access
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 7:17 AM
DATE MODIFIED: 7/30/2019 7:22 AM

19. Which of the following is the fastest way to open an Access database?

- Start Access from the Start menu.
- Double-click the database icon.
- Start Access, and then create a new database.
- Right-click the database icon.

ANSWER: b
POINTS: 1
DIFFICULTY: NPAC 1-51
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1.2.1 - Open a database.
CORPORATE STANDARDS: 2994 - Open a database.

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TOPICS: New Perspectives Series: Managing a Database
KEYWORDS: Bloom's: Apply
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DATE MODIFIED: 7/30/2019 7:31 AM

20. _____ view provides the most options for defining fields.

- a. Field Create
- b. Field Define
- c. Table Create
- d. Table Design

ANSWER: d
POINTS: 1
REFERENCES: NPAC 1-14
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.4.2 - Accept suggested spelling changes.
CORPORATE STANDARDS: 92 - Add a field to a table in Table Design view.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 7:35 AM
DATE MODIFIED: 7/30/2019 7:37 AM

21. To rename a field in Table Datasheet view, you change the text in the _____.

- a. column heading
- b. first record
- c. primary key
- d. Navigation Pane

ANSWER: a
POINTS: 1
REFERENCES: NPAC 1-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.2.6 - Format cells by using format painter and AutoFill.
CORPORATE STANDARDS: 3323 - Rename a field in Table Datasheet view.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Apply
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DATE MODIFIED: 7/30/2019 7:40 AM

22. Which data type stores only one of two values?

- a. Hyperlink
- b. Date/Time

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- c. Yes/No
- d. AutoNumber

ANSWER: c
POINTS: 1
REFERENCES: NPAC 1-20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.4.10 - Change field data types.
CORPORATE STANDARDS: 3867 - Set a field's data type in Table Design view.
TOPICS: New Perspectives Series: Creating a Table in Design View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 7:41 AM
DATE MODIFIED: 7/30/2019 7:43 AM

23. A category of data such as a customer's name, city, state, or phone number is called a _____.

- a. record
- b. table
- c. data type
- d. field

ANSWER: d
POINTS: 1
REFERENCES: NPAC 1-34
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.3.3 - Apply font formatting to text.
CORPORATE STANDARDS: 2062 - Enter a record into a table.
TOPICS: New Perspectives Series: Copying Records from Another Access Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 7:45 AM
DATE MODIFIED: 7/30/2019 7:50 AM

24. A group of related fields, such as all the demographic information for one customer, is called a _____.

- a. table
- b. record
- c. query
- d. field

ANSWER: b
POINTS: 1
REFERENCES: NPAC 1-11
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.1.2 - Replace data.

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CORPORATE STANDARDS: 1587 - Create a table in Table Datasheet view.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Understand
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DATE MODIFIED: 7/30/2019 7:53 AM

25. What is the most efficient way to navigate to the last record in a table containing 100 records?
- Press the END key.
 - Press TAB as many times as necessary.
 - Use the Next record button on the navigation bar.
 - Use the Last record button on the navigation bar.

ANSWER: d
POINTS: 1
REFERENCES: NPAC 1-38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.3.1 - Insert hyperlinks.
CORPORATE STANDARDS: 2985 - Navigate to the last record in Table Datasheet view.
TOPICS: New Perspectives Series: Navigating a Datasheet
KEYWORDS: Bloom's: Apply
DATE CREATED: 7/30/2019 7:55 AM
DATE MODIFIED: 7/30/2019 7:57 AM

26. The _____ refers to the data you would edit if you started typing.
- focus
 - emphasis
 - editor
 - highlight

ANSWER: a
POINTS: 1
REFERENCES: NPAC 1-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.3.2 - Manage sparklines.
CORPORATE STANDARDS: 1995 - Edit a record in Table Datasheet view.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
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DATE MODIFIED: 7/30/2019 8:02 AM

27. Which of the following tools can you use to create a query?
- Choose Fields Wizard

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- b. Simple Query Wizard
- c. query datasheet
- d. Blank Query Wizard

ANSWER: b
 POINTS: 1
 REFERENCES: NPAC 1-39
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: 4.1.2 - Create a table from a cell range.
 CORPORATE STANDARDS: 1558 - Create a query using the Query Wizard.
 TOPICS: New Perspectives Series: Creating a Simple Query
 KEYWORDS: Bloom's: Remember
 DATE CREATED: 7/30/2019 8:02 AM
 DATE MODIFIED: 7/30/2019 8:05 AM

28. Each item on a form is called a _____.

- a. control
- b. field
- c. layout
- d. format

ANSWER: a
 POINTS: 1
 REFERENCES: NPAC 1-42
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: 5.1.1 - Insert footnotes and endnotes.
 CORPORATE STANDARDS: 1405 - Create a form using the Form Wizard.
 TOPICS: New Perspectives Series: Creating a Simple Form
 KEYWORDS: Bloom's: Remember
 DATE CREATED: 7/30/2019 8:06 AM
 DATE MODIFIED: 7/30/2019 8:11 AM

29. You can create an Access report by selecting fields from one or more tables or _____.

- a. records
- b. forms
- c. queries
- d. modules

ANSWER: c
 POINTS: 1
 REFERENCES: NPAC 1-27
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False

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LEARNING OBJECTIVES: 6.1.3 - Switch between rows and columns in source data.
CORPORATE STANDARDS: 1568 - Create a report using the Report Wizard.
TOPICS: New Perspectives Series: Closing a Table and Exiting Access
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 8:12 AM
DATE MODIFIED: 8/9/2019 11:13 AM

30. When you _____ a database, you reduce the size of the database by up to 75 percent.

- a. back up
- b. trust and verify
- c. analyze
- d. compact and repair

ANSWER: d
POINTS: 1
REFERENCES: NPAC 1-51
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.4.1 - Modify page setup.
CORPORATE STANDARDS: 1237 - Compact and repair a database.
TOPICS: New Perspectives Series: Managing a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 8:15 AM
DATE MODIFIED: 7/30/2019 8:20 AM

31. What should you do if you want to make a copy of a database in a secure location?

- a. Back up the database.
- b. Compact and repair the database
- c. Convert the database.
- d. Split the database.

ANSWER: a
POINTS: 1
REFERENCES: NPAC 1-52
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.4.2 - Change workbook themes.
CORPORATE STANDARDS: 617 - Back up a database.
TOPICS: New Perspectives Series: Managing a Database
KEYWORDS: Bloom's: Understand
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32. If you want to manage lists of data about customers and the products they order, use _____ software.

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- a. spreadsheet
- b. relational database
- c. tabular
- d. communication

ANSWER: b
POINTS: 1
REFERENCES: NPAC 1-7
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1.1.1 - Open Word.
CORPORATE STANDARDS: 4304 - Start Access.
TOPICS: New Perspectives Series: Starting Access and Creating a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 8:24 AM
DATE MODIFIED: 7/30/2019 8:27 AM

33. What should you do when you are finished working a database?

- a. Open and then save each object in the database.
- b. Close the Navigation Pane.
- c. Sign out so other people can use the database.
- d. Close the database.

ANSWER: d
POINTS: 1
REFERENCES: NPAC 1-24
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1.2.2 - Close a database.
CORPORATE STANDARDS: 1200 - Close a database.
TOPICS: New Perspectives Series: Closing a Table and Exiting Access
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 8:27 AM
DATE MODIFIED: 7/30/2019 8:29 AM

34. Use the _____ to exit Access.

- a. Close button
- b. Exit command in Backstage view
- c. Exit & Repair button
- d. Save button

ANSWER: a
POINTS: 1
REFERENCES: NPAC 1-24
QUESTION TYPE: Multiple Choice

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HAS VARIABLES: False
LEARNING OBJECTIVES: 1.1.2 - Close Access.
CORPORATE STANDARDS: 2093 - Exit Access.
TOPICS: New Perspectives Series: Closing a Table and Exiting Access
KEYWORDS: Bloom's: Apply
DATE CREATED: 7/30/2019 8:30 AM
DATE MODIFIED: 7/30/2019 8:32 AM

35. Tables, queries, and forms are examples of Access ____.

- a. values
- b. objects
- c. fields
- d. controls

ANSWER: b
POINTS: 1
REFERENCES: NPAC 1-51
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1.2.1 - Open a database.
CORPORATE STANDARDS: 2994 - Open a database.
TOPICS: New Perspectives Series: Managing a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 8:32 AM
DATE MODIFIED: 7/30/2019 8:35 AM

36. In the _____, Access lists each object in the open database.

- a. Objects Bar
- b. Database Tools tab
- c. Navigation Pane
- d. status bar

ANSWER: c
POINTS: 1
REFERENCES: NPAC 1-29
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.1.1 - Enter data into cells.
CORPORATE STANDARDS: 3005 - Open a table in Table Datasheet view.
TOPICS: New Perspectives Series: Entering Data into Tables
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 8:35 AM
DATE MODIFIED: 7/30/2019 8:38 AM

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37. Which data type stores web addresses?

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

ANSWER: d
POINTS: 1
REFERENCES: NPAC 1-20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.4.10 - Change field data types.
CORPORATE STANDARDS: 3867 - Set a field's data type in Table Design view.
TOPICS: New Perspectives Series: Creating a Table in Design View
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 8:38 AM
DATE MODIFIED: 7/30/2019 8:40 AM

38. Which of the following templates lets you create a database from scratch?

- a. Custom desktop database
- b. Blank desktop database
- c. Personal database
- d. Application database

ANSWER: b
POINTS: 1
REFERENCES: NPAC 1-1
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.1.1 - Create a blank desktop database.
CORPORATE STANDARDS: 1345 - Create a blank desktop database.
TOPICS: New Perspectives Series: Creating a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 8:41 AM
DATE MODIFIED: 7/30/2019 8:44 AM

39. Which two properties are required for every field?

- a. Field Size and Format
- b. Default Value and Data Type
- c. Field Name and Field Size
- d. Field Name and Data Type

ANSWER: d
POINTS: 1
REFERENCES: NPAC 1-12

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QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.2.6 - Format cells by using format painter and AutoFill.
CORPORATE STANDARDS: 3323 - Rename a field in Table Datasheet view.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 8:44 AM
DATE MODIFIED: 7/30/2019 8:47 AM

40. Which data type is used for sequential integers controlled by Access?

- a. Number
- b. AutoNumber
- c. SeqNumber
- d. Integer

ANSWER: b
POINTS: 1
REFERENCES: NPAC 1-20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.4.10 - Change field data types.
CORPORATE STANDARDS: 3867 - Set a field's data type in Table Design view.
TOPICS: New Perspectives Series: Creating a Table in Design View
KEYWORDS: Bloom's: Understand
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DATE MODIFIED: 7/30/2019 8:50 AM

41. Which of the following is a best practice when you are creating a table containing employee names?

- a. Separate the first and last names into two fields.
- b. Keep the first and last names together in one field.
- c. Assign the Long data type to any field containing names.
- d. Create the table in Table Datasheet view.

ANSWER: a
POINTS: 1
REFERENCES: NPAC 1-17
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.1.2 - Replace data.
CORPORATE STANDARDS: 1588 - Create a table in Table Design view.
TOPICS: New Perspectives Series: Creating a Table in Design View
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 8:51 AM
DATE MODIFIED: 7/30/2019 8:53 AM

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42. A _____ is a grid that displays fields as columns and records as rows.

- a. query
- b. datasheet
- c. logical table
- d. report

ANSWER: b
POINTS: 1
REFERENCES: NPAC 1-11
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.1.2 - Replace data.
CORPORATE STANDARDS: 1587 - Create a table in Table Datasheet view.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 8:54 AM
DATE MODIFIED: 7/31/2019 3:07 PM

43. In which object can you rename a field?

- a. form
- b. macro
- c. report
- d. table

ANSWER: d
POINTS: 1
REFERENCES: NPAC 1-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.2.6 - Format cells by using format painter and AutoFill.
CORPORATE STANDARDS: 3324 - Rename a field in Table Design view.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 8:57 AM
DATE MODIFIED: 7/30/2019 9:00 AM

44. Suppose you rename a field in Table Design view. What must you do before you can view the data in the table?

- a. Save the field.
- b. Check the spelling of the field names.
- c. Save the table.
- d. Set other properties for the field.

ANSWER: c
POINTS: 1

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REFERENCES: NPAC 1-24
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.5.1 - Change document views.
CORPORATE STANDARDS: 3635 - Save a database.
TOPICS: New Perspectives Series: Closing a Table and Exiting Access
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 9:01 AM
DATE MODIFIED: 7/30/2019 9:04 AM

45. What Access tool can you use to enter dates in a Date/Time field?

- a. Date Box
- b. Calendar Picker
- c. Property Sheet
- d. Lookup Wizard

ANSWER: b
POINTS: 1
REFERENCES: NPAC 1-34
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.3.3 - Apply font formatting to text.
CORPORATE STANDARDS: 2062 - Enter a record into a table.
TOPICS: New Perspectives Series: Copying Records from Another Access Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 9:05 AM
DATE MODIFIED: 7/30/2019 9:07 AM

46. When editing a record, what key can you use to navigate to the next record?

- a. DOWN ARROW
- b. END
- c. LEFT ARROW
- d. ESC

ANSWER: a
POINTS: 1
REFERENCES: NPAC 1-38
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.3.1 - Insert hyperlinks.
CORPORATE STANDARDS: 2987 - Navigate to the next record in Table Datasheet view.
TOPICS: New Perspectives Series: Navigating a Datasheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 9:08 AM

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DATE MODIFIED: 7/30/2019 9:57 AM

47. In a datasheet, what do you click to select a record for deletion?

- a. column heading
- b. field in the record
- c. record deletion button
- d. record selector button

ANSWER: d
POINTS: 1
REFERENCES: NPAC 1-51
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.3.3 - Apply font formatting to text.
CORPORATE STANDARDS: 1771 - Delete a record in Table Datasheet view.
TOPICS: New Perspectives Series: Managing a Database
KEYWORDS: Bloom's: Apply
DATE CREATED: 7/30/2019 9:58 AM
DATE MODIFIED: 7/31/2019 3:12 PM

48. When you edit a record, pressing ESC once removes the changes to the field. What happens if you press ESC a second time?

- a. Access restores the changes to the field.
- b. Access deletes the record.
- c. Access deletes the field.
- d. Access removes all changes to the record.

ANSWER: d
POINTS: 1
REFERENCES: NPAC 1-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.3.2 - Manage sparklines.
CORPORATE STANDARDS: 1995 - Edit a record in Table Datasheet view.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 10:02 AM
DATE MODIFIED: 7/30/2019 10:06 AM

49. When you use the _____, Access asks you for the information it needs to create a query.

- a. Create Query Wizard
- b. Form Wizard
- c. Query Design command
- d. Simple Query Wizard

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ANSWER: d
 POINTS: 1
 REFERENCES: NPAC 1-39
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: 4.1.2 - Create a table from a cell range.
 CORPORATE STANDARDS: 1558 - Create a query using the Query Wizard.
 TOPICS: New Perspectives Series: Creating a Simple Query
 KEYWORDS: Bloom's: Remember
 DATE CREATED: 7/30/2019 10:06 AM
 DATE MODIFIED: 7/30/2019 10:09 AM

50. The first step in the Form Wizard is to _____.
 a. select a layout for the form
 b. select a sort order for the records
 c. select the fields to include in the form
 d. provide a name for the form

ANSWER: c
 POINTS: 1
 REFERENCES: NPAC 1-42
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: 5.1.1 - Insert footnotes and endnotes.
 CORPORATE STANDARDS: 1406 - Create a form using the Form Wizard.
 TOPICS: New Perspectives Series: Creating a Simple Form
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/30/2019 10:09 AM
 DATE MODIFIED: 7/30/2019 10:13 AM

51. When you finish creating a report with the Report Wizard, you can choose to preview the report or _____.
 a. modify the report's design
 b. continue by creating a second report
 c. send the report to a colleague
 d. print the report

ANSWER: a
 POINTS: 1
 REFERENCES: NPAC 1-27
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: 6.1.3 - Switch between rows and columns in source data.
 CORPORATE STANDARDS: 1568 - Create a report using the Report Wizard.
 TOPICS: New Perspectives Series: Closing a Table and Exiting Access

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KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 10:13 AM
DATE MODIFIED: 7/30/2019 10:16 AM

52. To back up a database, you use the _____ command.

- a. Make a Backup
- b. Back Up Database
- c. Package and Sign
- d. Compact & Repair

ANSWER: b
POINTS: 1
REFERENCES: NPAC 1-52
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.4.2 - Change workbook themes.
CORPORATE STANDARDS: 617 - Back up a database.
TOPICS: New Perspectives Series: Managing a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 10:16 AM
DATE MODIFIED: 7/30/2019 10:18 AM

53. Microsoft Access 2016 can best be described as _____ software.

- a. spreadsheet
- b. relationship
- c. utility
- d. database

ANSWER: d
POINTS: 1
REFERENCES: NPAC 1-7
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1.1.1 - Open Word.
CORPORATE STANDARDS: 4304 - Start Access.
TOPICS: New Perspectives Series: Starting Access and Creating a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 10:20 AM
DATE MODIFIED: 7/30/2019 10:23 AM

54. If the Navigation Pane is not open, click the _____ to open it and view the database objects.

- a. Shutter Bar Open/Close button
- b. Expand button
- c. View tab

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d. Navigation bar

ANSWER: a
POINTS: 1
REFERENCES: NPAC 1-51
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1.2.1 - Open a database.
CORPORATE STANDARDS: 2994 - Open a database.
TOPICS: New Perspectives Series: Managing a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 10:49 AM
DATE MODIFIED: 7/30/2019 10:52 AM

55. When you delete a record containing an AutoNumber field, Access discards the value in the AutoNumber field and _____.

- a. reuses the same value in the next new record
- b. does not reuse the value
- c. changes the AutoNumber values in all other records
- d. prompts you for the value of the next new record

ANSWER: b
POINTS: 1
REFERENCES: NPAC 1-51
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.3.3 - Apply font formatting to text.
CORPORATE STANDARDS: 1771 - Delete a record in Table Datasheet view.
TOPICS: New Perspectives Series: Managing a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 10:52 AM
DATE MODIFIED: 7/30/2019 10:54 AM

56. Each row in a table datasheet displays a _____.

- a. data type
- b. property
- c. field
- d. record

ANSWER: d
POINTS: 1
REFERENCES: NPAC 1-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.2.6 - Format cells by using format painter and AutoFill.

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CORPORATE STANDARDS: 3323 - Rename a field in Table Datasheet view.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 10:55 AM
DATE MODIFIED: 7/30/2019 10:58 AM

57. _____ is the default name for a new table in an Access database.

- a. Table1
- b. NewTable
- c. Table
- d. TableA

ANSWER: a
POINTS: 1
REFERENCES: NPAC 1-17
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.1.2 - Replace data.
CORPORATE STANDARDS: 1588 - Create a table in Table Design view.
TOPICS: New Perspectives Series: Creating a Table in Design View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 10:58 AM
DATE MODIFIED: 7/30/2019 11:04 AM

58. Besides reducing file size, what other benefit does compacting an Access database provide?

- a. sorting the records in the database
- b. repairing the database
- c. saving the database
- d. relating tables in the database

ANSWER: b
POINTS: 1
REFERENCES: NPAC 1-51
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.4.1 - Modify page setup.
CORPORATE STANDARDS: 1237 - Compact and repair a database.
TOPICS: New Perspectives Series: Managing a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:04 AM
DATE MODIFIED: 7/30/2019 11:07 AM

59. What can you use to find information about Access commands and features and instructions about how to use them?

- a. Query Wizard

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- b. Access Wizard
- c. Command box
- d. Tell Me box

ANSWER: d
 POINTS: 1
 REFERENCES: NPAC 1-50
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: 2.1.8 - Use the help function to solve a problem.
 CORPORATE STANDARDS: 4568 - Use the Tell Me box.
 TOPICS: New Perspectives Series: Managing a Database
 KEYWORDS: Bloom's: Remember
 DATE CREATED: 7/30/2019 11:08 AM
 DATE MODIFIED: 7/30/2019 11:11 AM

60. Which of the following are advantages of using Microsoft Access to manage data? Select all the options that apply.

- a. Access provides data-entry forms.
- b. Access allows more than one user to enter data at the same time.
- c. Access stores all the data in a single table.
- d. Access minimizes duplicate data.

ANSWER: a, b, d
 POINTS: 1
 REFERENCES: NPAC 1-7
 QUESTION TYPE: Multiple Response
 HAS VARIABLES: False
 LEARNING OBJECTIVES: 1.1.1 - Open Word.
 CORPORATE STANDARDS: 4304 - Start Access.
 TOPICS: New Perspectives Series: Starting Access and Creating a Database
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/30/2019 11:18 AM
 DATE MODIFIED: 7/31/2019 3:28 PM

61. Which of the following options are available to you when you start Access? Select all the options that apply.

- a. Import an existing database.
- b. Open an existing database.
- c. Create a new blank database.
- d. Create a database from a template.

ANSWER: b, c, d
 POINTS: 1
 REFERENCES: NPAC 1-1
 QUESTION TYPE: Multiple Response
 HAS VARIABLES: False

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LEARNING OBJECTIVES: 2.1.1 - Create a blank desktop database.
CORPORATE STANDARDS: 1345 - Create a blank desktop database.
TOPICS: New Perspectives Series: Creating a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:24 AM
DATE MODIFIED: 7/31/2019 3:30 PM

62. Which of the following are features of Access reports? Select all the options that apply.

- a. headers
- b. calculations on groups of records
- c. easy-to-use data entry screens
- d. footers

ANSWER: a, b, d
POINTS: 1
REFERENCES: NPAC 1-27
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: 6.1.3 - Switch between rows and columns in source data.
CORPORATE STANDARDS: 1568 - Create a report using the Report Wizard.
TOPICS: New Perspectives Series: Closing a Table and Exiting Access
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 11:28 AM
DATE MODIFIED: 7/31/2019 3:32 PM

63. Which of the following are Access data types? Select all the options that apply.

- a. Number
- b. Street Address
- c. Date/Time
- d. Currency

ANSWER: a, c, d
POINTS: 1
REFERENCES: NPAC 1-17
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.1.2 - Replace data.
CORPORATE STANDARDS: 1588 - Create a table in Table Design view.
TOPICS: New Perspectives Series: Creating a Table in Design View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:33 AM
DATE MODIFIED: 7/31/2019 3:33 PM

64. Which of the following techniques can you use to navigate to the next record in a datasheet? Select all the options that

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apply.

- a. First record button
- b. Next record button
- c. TAB key
- d. DOWN ARROW key

ANSWER: b, c, d
POINTS: 1
REFERENCES: NPAC 1-38
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.3.1 - Insert hyperlinks.
CORPORATE STANDARDS: 2987 - Navigate to the next record in Table Datasheet view.
TOPICS: New Perspectives Series: Navigating a Datasheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:39 AM
DATE MODIFIED: 7/31/2019 3:35 PM

65. Which of the following are Access objects?

- a. forms
- b. spreadsheets
- c. reports
- d. queries

ANSWER: a, c, d
POINTS: 1
REFERENCES: NPAC 1-51
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: 1.2.1 - Open a database.
CORPORATE STANDARDS: 2994 - Open a database.
TOPICS: New Perspectives Series: Managing a Database
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:44 AM
DATE MODIFIED: 7/31/2019 3:37 PM

66. What can you do with the navigation buttons on a datasheet? Select all the options that apply.

- a. Move the focus to the next record.
- b. Create a new blank record.
- c. Delete a record.
- d. Move the focus to the first record.

ANSWER: a, b, d
POINTS: 1
REFERENCES: NPAC 1-38

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QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.3.1 - Insert hyperlinks.
CORPORATE STANDARDS: 2983 - Navigate to the first record in Table Datasheet view.
TOPICS: New Perspectives Series: Navigating a Datasheet
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:52 AM
DATE MODIFIED: 7/31/2019 3:38 PM

67. Which of the following are tasks you perform when creating tables? Select all the options that apply.

- a. Name the table.
- b. Define the fields in the table.
- c. Select a data type for each field.
- d. Arrange the controls for easy data entry.

ANSWER: a, b, c
POINTS: 1
REFERENCES: NPAC 1-11
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.1.2 - Replace data.
CORPORATE STANDARDS: 1587 - Create a table in Table Datasheet view.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 11:55 AM
DATE MODIFIED: 7/31/2019 3:40 PM

68. Which of the following are properties you can set for a field? Select all the options that apply.

- a. Font Color
- b. Field Name
- c. Field Size
- d. Default Value

ANSWER: b, c, d
POINTS: 1
DIFFICULTY: NPAC 1-12
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.2.6 - Format cells by using format painter and AutoFill.
CORPORATE STANDARDS: 3324 - Rename a field in Table Design view.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/30/2019 11:59 AM
DATE MODIFIED: 7/31/2019 3:42 PM

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69. Which of the following are examples of changing a table's design? Select all the options that apply.

- a. Add a field to the table.
- b. Rename a field in the table.
- c. Change a field value.
- d. Change a field's data type.

ANSWER: a, b, d
POINTS: 1
REFERENCES: NPAC 1-14
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.4.2 - Accept suggested spelling changes.
CORPORATE STANDARDS: 92 - Add a field to a table in Table Design view.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/30/2019 12:11 PM
DATE MODIFIED: 7/31/2019 3:42 PM

70. Database templates create tables and queries, but not forms and reports.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: NPAC 1-8
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.1.2 - Import data from a delimited text file.
CORPORATE STANDARDS: 1385 - Create a database from a template.
TOPICS: New Perspectives Series: Starting Access and Creating a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 4:48 AM
DATE MODIFIED: 7/31/2019 4:53 AM

71. Access provides a single database template for creating a blank database.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: NPAC 1-8
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.1.2 - Import data from a delimited text file.

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CORPORATE STANDARDS: 1385 - Create a database from a template.
TOPICS: New Perspectives Series: Starting Access and Creating a Database
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 4:53 AM
DATE MODIFIED: 7/31/2019 4:55 AM

72. To close an Access module, you must close the Visual Basic Editor.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: NPAC 11-24
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 7.1.9 - Display hidden ribbon tabs.
CORPORATE STANDARDS: 1206 - Close a module
TOPICS: New Perspectives Series: Adding an Event Procedure
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 4:56 AM
DATE MODIFIED: 7/31/2019 4:57 AM

73. What happens when you close a module?

- a. The module begins to run automatically.
- b. The Visual Basic window closes.
- c. The module is hidden in the Navigation Pane.
- d. The Visual Basic window highlights any syntax errors.

ANSWER: b
POINTS: 1
REFERENCES: NPAC 11-24
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 7.1.9 - Display hidden ribbon tabs.
CORPORATE STANDARDS: 1206 - Close a module
TOPICS: New Perspectives Series: Adding an Event Procedure
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 4:58 AM
DATE MODIFIED: 7/31/2019 5:00 AM

74. You can assign most but not all data types to a field in Table Datasheet view.

- a. True
- b. False

ANSWER: True

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POINTS: 1
REFERENCES: NPAC 1-20
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.4.10 - Change field data types.
CORPORATE STANDARDS: 3866 - Set a field's data type in Table Datasheet view.
TOPICS: New Perspectives Series: Creating a Table in Design View
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 5:01 AM
DATE MODIFIED: 7/31/2019 5:05 AM

75. In an Employees table, what is the appropriate data type for a field that shows the hiring date?

- a. Calendar
- b. Date
- c. Date/Time
- d. Lookup

ANSWER: c
POINTS: 1
REFERENCES: NPAC 1-20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.4.10 - Change field data types.
CORPORATE STANDARDS: 3866 - Set a field's data type in Table Datasheet view.
TOPICS: New Perspectives Series: Creating a Table in Design View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 5:05 AM
DATE MODIFIED: 7/31/2019 5:08 AM

76. What data type should you assign to a field that stores postal codes?

- a. Number
- b. Address
- c. Required
- d. Short Text

ANSWER: d
POINTS: 1
REFERENCES: NPAC 1-20
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.4.10 - Change field data types.
CORPORATE STANDARDS: 3866 - Set a field's data type in Table Datasheet view.
TOPICS: New Perspectives Series: Creating a Table in Design View
KEYWORDS: Bloom's: Understand

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DATE CREATED: 7/31/2019 5:11 AM

DATE MODIFIED: 7/31/2019 5:13 AM

77. Which of the following can you define in Table Datasheet view? Select all the options that apply.

- a. field descriptions
- b. field names
- c. data types
- d. field properties

ANSWER: b, c, d

POINTS: 1

REFERENCES: NPAC 1-20

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

LEARNING OBJECTIVES: 3.4.10 - Change field data types.

CORPORATE STANDARDS: 3866 - Set a field's data type in Table Datasheet view.

TOPICS: New Perspectives Series: Creating a Table in Design View

KEYWORDS: Bloom's: Understand

DATE CREATED: 7/31/2019 5:14 AM

DATE MODIFIED: 7/31/2019 3:51 PM

78. You enter and edit data in a query datasheet in the same way you do in a table datasheet.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: NPAC 1-12

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: 4.2.3 - Modify table style options.

CORPORATE STANDARDS: 1994 - Edit a record in Query Datasheet view.

TOPICS: New Perspectives Series: Creating a Table in Datasheet View

KEYWORDS: Bloom's: Understand

DATE CREATED: 7/31/2019 5:16 AM

DATE MODIFIED: 7/31/2019 5:18 AM

79. You can enter, edit, and navigate data in a query datasheet just like in a report datasheet.

ANSWER: False - table
False - Table
False - TABLE

POINTS: 1

REFERENCES: NPAC 1-12

QUESTION TYPE: Modified True / False

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HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: 4.2.3 - Modify table style options.
CORPORATE STANDARDS: 1994 - Edit a record in Query Datasheet view.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 5:18 AM
DATE MODIFIED: 7/31/2019 3:54 PM

80. Which of the following statements describe a query datasheet? Select all the options that apply.

- a. You can edit the records in a query datasheet.
- b. You store data in a query by entering a record in a query datasheet.
- c. You can display a subset of records and fields from a table in a query datasheet.
- d. You can sort and filter a query datasheet.

ANSWER: a, c, d
POINTS: 1
REFERENCES: NPAC 1-12
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
LEARNING OBJECTIVES: 4.2.3 - Modify table style options.
CORPORATE STANDARDS: 1994 - Edit a record in Query Datasheet view.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 5:22 AM
DATE MODIFIED: 7/31/2019 3:55 PM

81. To navigate to the first record in a form, first switch to Form Design view.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: NPAC 1-38
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 2.3.1 - Insert hyperlinks.
CORPORATE STANDARDS: 2982 - Navigate to the first record in Form view.
TOPICS: New Perspectives Series: Navigating a Datasheet
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 5:24 AM
DATE MODIFIED: 7/31/2019 3:57 PM

82. On a form, you use Edit view to enter, edit, and delete records.

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ANSWER: False - Form
False - form
False - FORM

POINTS: 1

REFERENCES: NPAC 1-12

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

STUDENT ENTRY MODE: Basic

LEARNING OBJECTIVES: 3.3.2 - Manage sparklines.

CORPORATE STANDARDS: 1996 - Edit a record using a form.

TOPICS: New Perspectives Series: Creating a Table in Datasheet View

KEYWORDS: Bloom's: Understand

DATE CREATED: 7/31/2019 5:26 AM

DATE MODIFIED: 7/31/2019 4:00 PM

83. To navigate records in Form view, you use the buttons on the _____.

- a. navigation bar
- b. Navigation Pane
- c. Home tab
- d. record bar

ANSWER: a

POINTS: 1

REFERENCES: NPAC 1-38

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: 2.3.1 - Insert hyperlinks.

CORPORATE STANDARDS: 2986 - Navigate to the next record in Form view.

TOPICS: New Perspectives Series: Navigating a Datasheet

KEYWORDS: Bloom's: Remember

DATE CREATED: 7/31/2019 5:32 AM

DATE MODIFIED: 7/31/2019 5:35 AM

84. When editing a record using a form, how can you move from field to field in the same record?

- a. Press TAB.
- b. Click the Next field button in the navigation bar.
- c. Press the PAGE DOWN key.
- d. Click the right arrow button in the navigation bar.

ANSWER: a

POINTS: 1

REFERENCES: NPAC 1-12

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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LEARNING OBJECTIVES: 3.3.2 - Manage sparklines.
CORPORATE STANDARDS: 1996 - Edit a record using a form.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 5:35 AM
DATE MODIFIED: 7/31/2019 5:37 AM

85. What is the difference between entering a record using a form and entering a record using a datasheet?
- A form uses a different navigation bar from the one in a datasheet.
 - A form cannot be sorted, while a datasheet can.
 - A form presents records one at a time, while a datasheet lists all records.
 - A form displays field names and record data, while a datasheet does not.

ANSWER: c
POINTS: 1
REFERENCES: NPAC 1-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.3.3 - Apply font formatting to text.
CORPORATE STANDARDS: 2063 - Enter a record using a form.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Remember
DATE CREATED: 7/31/2019 5:37 AM
DATE MODIFIED: 7/31/2019 5:40 AM

86. What is the main purpose of a form?
- to provide an easy-to-use format for entering and editing records
 - to prevent changes to the data in tables
 - to display records without allowing changes to them
 - to preview the contents of reports

ANSWER: a
POINTS: 1
REFERENCES: NPAC 1-12
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3.3.3 - Apply font formatting to text.
CORPORATE STANDARDS: 2063 - Enter a record using a form.
TOPICS: New Perspectives Series: Creating a Table in Datasheet View
KEYWORDS: Bloom's: Understand
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87. The Form Wizard prompts you for information it needs to create a form, such as the fields, layout, and title for the

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form.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: NPAC 1-42
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 5.1.1 - Insert footnotes and endnotes.
CORPORATE STANDARDS: 1405 - Create a form using the Form Wizard.
TOPICS: New Perspectives Series: Creating a Simple Form
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 5:43 AM
DATE MODIFIED: 7/31/2019 5:46 AM

88. You use the Report tool to quickly create a report based on the selected table.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: NPAC 1-27
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 6.1.2 - Add additional data series.
CORPORATE STANDARDS: 1567 - Create a report using the Report tool.
TOPICS: New Perspectives Series: Closing a Table and Exiting Access
KEYWORDS: Bloom's: Understand
DATE CREATED: 7/31/2019 5:47 AM
DATE MODIFIED: 7/31/2019 5:48 AM

89. When using the Report Wizard, you can click the Back button to review previous dialog boxes.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: NPAC 1-27
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 6.1.3 - Switch between rows and columns in source data.
CORPORATE STANDARDS: 1568 - Create a report using the Report Wizard.
TOPICS: New Perspectives Series: Closing a Table and Exiting Access
KEYWORDS: Bloom's: Understand

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DATE CREATED: 7/31/2019 5:48 AM

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90. Which type of template creates a traditional Access database?

- a. Application Part
- b. custom web app
- c. custom desktop
- d. desktop database

ANSWER: d

POINTS: 1

REFERENCES: NPAC 1-8

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

LEARNING OBJECTIVES: 2.1.2 - Import data from a delimited text file.

CORPORATE STANDARDS: 1385 - Create a database from a template.

TOPICS: New Perspectives Series: Starting Access and Creating a Database

KEYWORDS: Bloom's: Remember

DATE CREATED: 7/31/2019 6:13 AM

DATE MODIFIED: 7/31/2019 6:19 AM

91. You can use a report to enter a record into the database.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: NPAC 1-12

QUESTION TYPE: True / False

HAS VARIABLES: False

LEARNING OBJECTIVES: 3.3.3 - Apply font formatting to text.

CORPORATE STANDARDS: 2063 - Enter a record using a form.

TOPICS: New Perspectives Series: Creating a Table in Datasheet View

KEYWORDS: Bloom's: Understand

DATE CREATED: 7/31/2019 6:19 AM

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92. What is the result of using an Application Part to create a form?

- a. a form and subform with live data
- b. a blank form with controls in a specified layout
- c. a form you can open in a browser
- d. a form that uses the first table in the Navigation Pane as its record source

ANSWER: b

POINTS: 1

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REFERENCES: NPAC 1-42
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
 LEARNING OBJECTIVES: 5.1.2 - Insert formula references.
 CORPORATE STANDARDS: 1403 - Create a form using an application part.
 TOPICS: New Perspectives Series: Creating a Simple Form
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 7/31/2019 6:26 AM
 DATE MODIFIED: 7/31/2019 6:29 AM

93. For a Comments field that contains many words, set a Long data type.

ANSWER: True
 POINTS: 1
 REFERENCES: NPAC 1-20
 QUESTION TYPE: Modified True / False
 HAS VARIABLES: False
 STUDENT ENTRY MODE: Basic
 LEARNING OBJECTIVES: 3.4.10 - Change field data types.
 CORPORATE STANDARDS: 3867 - Set a field's data type in Table Design view.
 TOPICS: New Perspectives Series: Creating a Table in Design View
 KEYWORDS: Bloom's: Remember
 DATE CREATED: 8/7/2019 12:37 AM
 DATE MODIFIED: 8/7/2019 12:41 AM

94. You might delete an employee record if the employee no longer works for the company.

ANSWER: True
 POINTS: 1
 REFERENCES: NPAC 1-51
 QUESTION TYPE: Modified True / False
 HAS VARIABLES: False
 STUDENT ENTRY MODE: Basic
 LEARNING OBJECTIVES: 3.3.3 - Apply font formatting to text.
 CORPORATE STANDARDS: 1771 - Delete a record in Table Datasheet view.
 TOPICS: New Perspectives Series: Managing a Database
 KEYWORDS: Bloom's: Understand
 DATE CREATED: 8/7/2019 12:46 AM
 DATE MODIFIED: 8/7/2019 12:49 AM