

***Exploring Microsoft Office 2016 Vol. 1 (Poatsy)***  
**Access Chapter 1 Introduction to Access**

1) Backstage view gives you access to which command?

- A) Relationships
- B) Clipboard
- C) Save As
- D) Form Design

Answer: C

Diff: 2

Objective: 1 Open, Save, and Enable Content in a Database

2) The ACCDE format allows users to \_\_\_\_\_.

- A) view data, but make no changes to the structure or to enter data
- B) do anything to the structure and data because it is just a format for compressing data
- C) enter data, but not add, modify, or delete objects
- D) run the Access database without Access installed

Answer: C

Diff: 3

Objective: 1 Open, Save, and Enable Content in a Database

3) What interface element shows you the various objects in your database?

- A) The Database Tools menu
- B) The Database Properties pane
- C) The Home menu
- D) The Navigation pane

Answer: D

Diff: 2

Objective: 2 Recognize Database Object Types

4) How can you toggle viewing the Navigation Pane?

- A) Shutter Bar View/Hide button
- B) Navigation Pane View/Hide button
- C) Shutter Bar Open/Close button
- D) Navigation Pane Open/Close button

Answer: C

Diff: 2

Objective: 2 Recognize Database Object Types

5) What database object organizes your data by rows and columns?

- A) Table
- B) Form
- C) Report
- D) Macro

Answer: A

Diff: 1

Objective: 2 Recognize Database Object Types

6) A customer's cell phone would be an example of a \_\_\_\_\_.

- A) table
- B) record
- C) field
- D) primary key

Answer: C

Diff: 1

Objective: 2 Recognize Database Object Types

7) What produces a subset of your data?

- A) Macro
- B) Field
- C) Table
- D) Query

Answer: D

Diff: 2

Objective: 2 Recognize Database Object Types

8) Most users enter information into a database through the use of a \_\_\_\_\_.

- A) form
- B) table in datasheet view
- C) query
- D) macro

Answer: A

Diff: 2

Objective: 2 Recognize Database Object Types

9) A module uses what programming language?

- A) SQL
- B) VBA
- C) VBL
- D) HTML

Answer: B

Diff: 3

Objective: 2 Recognize Database Object Types

10) In Datasheet view, what does a pencil symbol to the left of a record indicate?

- A) Data in that record has not been saved yet.
- B) Data in that record has recently been modified and saved.
- C) Data in that record has a data integrity violation and needs to be changed.
- D) Data in that record is about to be deleted.

Answer: A

Diff: 2

Objective: 2 Recognize Database Object Types

11) To assign a field size of 12 to a field you would \_\_\_\_\_.

- A) pick Short Text from the Data Type list
- B) pick Long Text from the Data Type list
- C) type 12 in the Description area of that field
- D) enter 12 in the Field Size property of that field

Answer: D

Diff: 3

Objective: 2 Recognize Database Object Types

12) When does Access save a record?

- A) When you press the Save icon
- B) When you move to a different field
- C) When you move to a different record
- D) When you close the form or table

Answer: C

Diff: 2

Objective: 3 Modify Data in Table Datasheet View

13) How many records do most forms display?

- A) 0 (Forms don't display records)
- B) 1
- C) 2
- D) All the records at the same time

Answer: B

Diff: 2

Objective: 2 Recognize Database Object Types

14) What you split a database what object type is put in the back end?

- A) Tables
- B) Forms
- C) Reports
- D) Macros and Modules

Answer: A

Diff: 3

Objective: 6 Use Database Utilities

15) What does opening a database in exclusive mode assure?

- A) That a password has been set previously
- B) That no changes can be made to the structure of the database
- C) There is no such thing as exclusive mode.
- D) That you are the only person with that database open

Answer: D

Diff: 3

Objective: 6 Use Database Utilities

16) Which of the following is *not* a valid criteria in a filter?

A) ="Fred"

B) =>14

C) <>125

D) Is Null

Answer: B

Diff: 3

Objective: 7 Work With Filters

17) When you close a table after using a selection filter and then reopen it, what happens to the filter?

A) The filter is still operating.

B) The filter is not saved.

C) The filter is removed, but Toggle Filter will bring it back.

D) The filter is removed permanently.

Answer: C

Diff: 3

Objective: 7 Work With Filters

18) You only need to save an object when \_\_\_\_\_.

A) you make changes to its data

B) you make changes to its structure

C) you add or delete fields

D) you want to rename the object

Answer: B

Diff: 3

Objective: 3 Modify Data in Table Datasheet View

19) If you want fewer records to display, you should use which operator in your filter?

A) AND

B) OR

C) NOT

D) NOR

Answer: A

Diff: 3

Objective: 7 Work With Filters

20) How would you sort or filter records in a field that begins with both numbers and letters so that the records which begin with numbers appear before the records that begin with letters?

A) Filter by form

B) Selection filter

C) Sort descending

D) Sort ascending

Answer: D

Diff: 3

Objective: 8 Perform Sorts

21) Which of the following is *not* one of the three methods for creating a database?

- A) Create a blank desktop database
- B) Create a blank cloud database
- C) Create a custom web app
- D) Create a database from a template

Answer: B

Diff: 2

Objective: 9 Create a Database

22) What type of filter displays records based on a criterion you choose?

- A) Selection filter
- B) Filter by Report
- C) Exact Match filter
- D) Toggle filter

Answer: A

Diff: 2

Objective: 7 Work With Filters

23) Which method of creating a database demands the least amount of expertise in Access?

- A) Creating a blank desktop database
- B) Creating a custom web app
- C) Importing an Excel spreadsheet
- D) Using a template

Answer: D

Diff: 2

Objective: 9 Create a Database

24) What is the most important thing you need if you are going to create a Web app?

- A) Access Professional
- B) A host server
- C) The latest version of your favorite Web browser
- D) The latest version of Internet Explorer or Microsoft Edge

Answer: B

Diff: 3

Objective: 9 Create a Database

25) What two tabs are unique to Access?

- A) External Data and Mailings
- B) Mailings and Database Tools
- C) Developer and Data
- D) External Data and Database Tools

Answer: D

Diff: 2

Objective: 2 Recognize Database Object Types

26) What is SharePoint?

- A) A host server
- B) An Access alternative
- C) A PowerPoint alternative
- D) An application that lets others in your office share your computer's database

Answer: A

Diff: 3

Objective: 9 Create a Database

27) To create a database from a template you would use which view?

- A) Design
- B) Layout
- C) Create database
- D) Backstage

Answer: D

Diff: 2

Objective: 9 Create a Database

28) To view or modify a table's structure you would go to what view?

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

Answer: C

Diff: 2

Objective: 2 Recognize Database Object Types

29) To move a field you \_\_\_\_\_.

- A) left-click the column heading, then drag the field to where you want it
- B) right-click the column heading, then drag the field to where you want it
- C) right-click the column heading and select Move Column
- D) do nothing. You can't move a field

Answer: A

Diff: 2

Objective: 8 Perform Sorts

30) If you sorted a table which had 53 records by two fields, one ascending and the other descending, how many records would display?

- A) It depends on how many of the fields are blank.
- B) 53
- C) 106
- D) It depends on how many of the fields contain exactly the same information.

Answer: B

Diff: 2

Objective: 8 Perform Sorts

31) What are the two ways you can view a table?

- A) Design and Layout views
- B) Design and Datasheet views
- C) Datasheet and Form views
- D) Datasheet and Layout views

Answer: B

Diff: 2

Objective: 2 Recognize Database Object Types

32) Which of the following is *not* a valid comparison operator?

- A) <>
- B) =
- C) =>
- D) <=

Answer: C

Diff: 2

Objective: 7 Work With Filters

33) Which of the following is *not* a property of a number data type?

- A) Allow zero length
- B) Caption
- C) Validation
- D) Required

Answer: A

Diff: 2

Objective: 2 Recognize Database Object Types

34) In datasheet view, what do the rows indicate?

- A) Tables
- B) Fields
- C) Records
- D) Information

Answer: C

Diff: 1

Objective: 2 Recognize Database Object Types

35) What view normally appears when you double-click a table?

- A) Form view
- B) Layout view
- C) Design view
- D) Datasheet view

Answer: D

Diff: 1

Objective: 2 Recognize Database Object Types

36) When you click the Enable Content warning, the database is now \_\_\_\_\_.

- A) trusted on this computer
- B) trusted for this session
- C) trusted for any computer
- D) unlocked

Answer: A

Diff: 2

Objective: 1 Open, Save, and Enable Content in a Database

37) One reason to begin with a template is that you do not have to \_\_\_\_\_.

- A) enter so much data
- B) know anything about Access
- C) create as many objects
- D) create the table relationships

Answer: C

Diff: 2

Objective: 9 Create a Database

38) DBMS stands for \_\_\_\_\_.

Answer: database management system

Diff: 2

Objective: 1 Open, Save, and Enable Content in a Database

39) Only the \_\_\_\_\_ versions of Microsoft Office include Access.

Answer: professional

Diff: 2

Objective: 1 Open, Save, and Enable Content in a Database

40) When you enter items into a database, you are entering \_\_\_\_\_.

Answer: data

Diff: 2

Objective: 1 Open, Save, and Enable Content in a Database

41) ACCDE is an acronym for \_\_\_\_\_.

Answer: Access Database Executable

Diff: 2

Objective: 1 Open, Save, and Enable Content in a Database

42) Tables, queries, forms, and reports are all considered to be \_\_\_\_\_.

Answer: objects

Diff: 1

Objective: 2 Recognize Database Object Types

43) A \_\_\_\_\_ is a stored series of steps or commands.

Answer: macro

Diff: 2

Objective: 2 Recognize Database Object Types

44) Normally Access uses a(n) \_\_\_\_\_ Documents interface.

Answer: Tabbed

Diff: 3

Objective: 2 Recognize Database Object Types

45) The \_\_\_\_\_ command helps you locate specific records.

Answer: Find

Diff: 1

Objective: 2 Recognize Database Object Types

46) Unlike other Office applications, Access works mostly from \_\_\_\_\_.

Answer: storage

Diff: 3

Objective: 3 Modify Data in Table Datasheet View

47) Before you can password protect a database you must open it in \_\_\_\_\_ mode.

Answer: Exclusive

Diff: 3

Objective: 6 Use Database Utilities

48) A \_\_\_\_\_ allows you to select only the records you want.

Answer: filter

Diff: 1

Objective: 7 Work With Filters

49) Using Filter by Form allows you to filter on \_\_\_\_\_ criteria.

Answer: multiple, more than one, many

Diff: 2

Objective: 7 Work With Filters

50) An \_\_\_\_\_ enables you to add a set of common Access components to an existing database.

Answer: Application Part

Diff: 3

Objective: 9 Create a Database

51) A web app is a \_\_\_\_\_-based database.

Answer: browser

Diff: 3

Objective: 9 Create a Database

52) You can create a \_\_\_\_\_ from your own database so that you can reuse its structure whenever you need.

Answer: template

Diff: 2

Objective: 9 Create a Database

53) The AND operator includes records only if \_\_\_\_\_ the criteria are met.

Answer: all, every one of

Diff: 2

Objective: 7 Work With Filters

54) The \_\_\_\_\_ comparison operator indicates "not equal."

Answer: <>

Diff: 3

Objective: 7 Work With Filters

55) If you want fewer records in your filter you should use the \_\_\_\_\_ operator.

Answer: And

Diff: 3

Objective: 7 Work With Filters

56) Pressing the \_\_\_\_\_ key when you are in the last field in the last record will enter a new record.

Answer: Tab

Diff: 2

Objective: 4 Add Records to a Table

57) Reports *cannot* change \_\_\_\_\_, they only display it.

Answer: data

Diff: 2

Objective: 3 Modify Data in Table Datasheet View

58) The \_\_\_\_\_ data type is generated by Access whenever a new record is created.

Answer: AutoNumber

Diff: 2

Objective: 2 Recognize Database Object Types

59) The \_\_\_\_\_ icon indicates that a field is the primary key.

Answer: key

Diff: 2

Objective: 2 Recognize Database Object Types

60) In Datasheet view, \_\_\_\_\_ represent fields.

Answer: columns

Diff: 1

Objective: 2 Recognize Database Object Types

61) You always know when you are using a database.

Answer: FALSE

Diff: 1

Objective: 1 Open, Save, and Enable Content in a Database

62) Searching a website to help you find just the right product involves database technology.

Answer: TRUE

Diff: 1

Objective: 1 Open, Save, and Enable Content in a Database

63) Microsoft SQL Server is an example of an advanced DBMS.

Answer: FALSE

Diff: 3

Objective: 1 Open, Save, and Enable Content in a Database

64) When you type Smith in a person's last name field you are entering information.

Answer: FALSE

Diff: 3

Objective: 1 Open, Save, and Enable Content in a Database

65) Every time you open a database you will receive a security warning.

Answer: FALSE

Diff: 2

Objective: 1 Open, Save, and Enable Content in a Database

66) Only the most complex databases have more than one table.

Answer: FALSE

Diff: 2

Objective: 2 Recognize Database Object Types

67) A primary key can be a combination of several fields.

Answer: TRUE

Diff: 2

Objective: 2 Recognize Database Object Types

68) Your birthday would be a good candidate for a primary key.

Answer: FALSE

Diff: 2

Objective: 2 Recognize Database Object Types

69) Reports can draw data from tables or queries.

Answer: TRUE

Diff: 2

Objective: 2 Recognize Database Object Types

70) When first designing a database it is *not* important what data type you assign each field because you can easily change it later.

Answer: FALSE

Diff: 3

Objective: 2 Recognize Database Object Types

71) Be careful before you delete a record from a table.

Answer: TRUE

Diff: 2

Objective: 5 Delete Records from a Table

72) Using the Compact and Repair Database utility on a regular basis is good practice.

Answer: TRUE

Diff: 2

Objective: 6 Use Database Utilities

73) Using Filter by Form enables you to filter on multiple criteria.

Answer: TRUE

Diff: 2

Objective: 7 Work With Filters

74) If you see plus signs (+) next to records in Datasheet view then you know that two or more tables are related.

Answer: TRUE

Diff: 2

Objective: 2 Recognize Database Object Types

75) You can only sort records by one field.

Answer: FALSE

Diff: 2

Objective: 8 Perform Sorts

76) As long as your data is accurate there is no real need to print preview your reports.

Answer: FALSE

Diff: 2

Objective: 6 Use Database Utilities

77) A good practice is to make backups of your databases on different storage devices.

Answer: TRUE

Diff: 2

Objective: 6 Use Database Utilities

78) Creating a database from a template can help you get started more quickly.

Answer: TRUE

Diff: 1

Objective: 9 Create a Database

79) Naming a table carefully is very important because it is the only way to describe what data that table contains.

Answer: FALSE

Diff: 3

Objective: 2 Recognize Database Object Types

80) Filters do not delete data or records.

Answer: TRUE

Diff: 1

Objective: 7 Work With Filters

81) Using a template to create a database is *not* an effective use of time because of all the modifications you need to make so the database will fit your needs.

Answer: FALSE

Diff: 2

Objective: 9 Create a Database

82) Using the Back Up Database utility only saves the structure of the database, *not* the content.

Answer: FALSE

Diff: 1

Objective: 6 Use Database Utilities

83) Deleting a record might have unforeseen consequences, so should be done cautiously.

Answer: TRUE

Diff: 2

Objective: 5 Delete Records from a Table

84) Match the following terms with their description:

- I. Table
- II. Field
- III. Record
- IV. Primary Key
- V. Query

- A. Uniquely identifies a record
- B. Category of information
- C. Stores all your data
- D. Asks a question of your data
- E. Complete set of fields

Answer: C, B, E, A, D

Diff: 2

Objective: 2 Recognize Database Object Types

85) Match the following terms with their description:

- I. Form
- II. Report
- III. Macro
- IV. Sort
- V. Filter

- A. A way of displaying data in which the data cannot be changed
- B. Changes the order of how records are displayed
- C. Using this is the normal way of entering data
- D. Limits the amount of data displayed
- E. A stored set of commands

Answer: C, A, E, B, D

Diff: 1

Objective: Multiple Objectives

86) Match the following terms with their description:

- I. Compact and Repair Database
- II. Database
- III. Datasheet view
- IV. Design view
- V. Module

- A. A view which displays an object's structure
- B. An advanced object within VBA
- C. A utility that makes a database smaller and fixes errors
- D. A way of displaying data in a row/column grid
- E. A collection of data organized as useful information

Answer: C, E, D, A, B

Diff: 2

Objective: Multiple Objectives

87) Match the following terms with their description:

- I. Navigation Pane
- II. Object
- III. Primary key
- IV. Record
- V. Relationship

- A. A component which makes the database function
- B. A complete collection of all fields about one entity
- C. A connection between tables using a common field
- D. That which uniquely identifies records in a table
- E. An interface that lists Access objects

Answer: E, A, D, B, C

Diff: 2

Objective: Multiple Objectives

88) Match the following terms with their description:

- I. Report
- II. Selection Filter
- III. Sort
- IV. Table
- V. Template

- A. An object which displays formatted information in a professional manner
- B. Listing records in a specific sequence
- C. A way of limiting the number of records displayed
- D. Used to jumpstart your database
- E. The object which actually stores the data

Answer: A, C, B, E, D

Diff: 2

Objective: Multiple Objectives

89) Match the following with their description:

- I. <>, =, >, <
- II. AND, OR, NOT
- III. Contains "Bill"
- IV. Tabs Documents interface
- V. Oracle

- A. Could be used in a selection filter
- B. Objects open in their own area under the Ribbon.
- C. Comparison operators
- D. A more advanced DBMS
- E. Boolean operators

Answer: C, E, A, B, D

Diff: 2

Objective: Multiple Objectives

90) Match the following with their description:

- I. LastName, FirstName, CellPhone
- II. AutoNumber, Short Text, Number
- III. Social Security Number, Student ID, AutoNumber
- IV. <>4, >2000, ="Fred"
- V. Validation Rule, Field Size, Caption

- A. Examples of filter criterion
- B. Examples of field properties
- C. Examples of field names
- D. Examples of Primary keys
- E. Examples of Data Types

Answer: C, E, D, A, B

Diff: 2

Objective: Multiple Objectives

91) Match the following terms with their description:

- I. Table
- II. Record
- III. Form
- IV. Report
- V. Query

- A. A collection of records
- B. A collection of fields
- C. Selecting, organizing, sorting and filtering fields from one or more tables
- D. Displaying data in a way that the data can't be edited
- E. Used to enter data

Answer: A, B, E, D, C

Diff: 1

Objective: Multiple Objectives

92) Match the following acronyms with their description:

- I. VBA
- II. DBMS
- III. ACCDE
- IV. RAM
- V. SQL

- A. Where most Office programs store their files while the user is working
- B. Used in several database programs
- C. Used to create modules
- D. A database format that only allows data entry
- E. Access is one example.

Answer: C, E, D, A, B

Diff: 2

Objective: Multiple Objectives