

Name _____ Class _____ Date _____
: _____ : _____ e: _____

Access Module 1

True / False

1. In Access, the columns in a table are called records.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 2
Project-Database Creation

QUESTION TYPE: True / False

HAS VARIABLES: False

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2. A unique identifier is also called a primary key.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 3
Project-Database Creation

QUESTION TYPE: True / False

HAS VARIABLES: False

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3. In Access, field names cannot contain digits.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 6
Determining Tables and Fields

QUESTION TYPE: True / False

HAS VARIABLES: False

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4. The Navigation Pane contains a list of all the objects in the database.

- a. True
- b. False

ANSWER: True

POINTS: 1

Access Module 1

REFERENCES: AC 6
The Access Window

QUESTION TYPE: True / False

HAS VARIABLES: False

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5. In Datasheet view, a table is represented as a collection of rows and columns called a list.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 6
The Access Window

QUESTION TYPE: True / False

HAS VARIABLES: False

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6. The maximum number of characters allowed in a field whose data type is Short Text is 255 characters.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 7
Determining Tables and Fields

QUESTION TYPE: True / False

HAS VARIABLES: False

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

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 7
Determining Tables and Fields

QUESTION TYPE: True / False

HAS VARIABLES: False

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

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 7
Determining Tables and Fields

QUESTION TYPE: True / False

HAS VARIABLES: False

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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.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 7
Determining Tables and Fields

QUESTION TYPE: True / False

HAS VARIABLES: False

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

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 10
Creating a Table

QUESTION TYPE: True / False

HAS VARIABLES: False

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

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 12

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Creating a Table

QUESTION TYPE: True / False
HAS VARIABLES: False
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12. Changing the column width in a datasheet changes the structure of a table.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: AC 23
 Creating a Table
QUESTION TYPE: True / False
HAS VARIABLES: False
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13. Landscape orientation means the printout is across the length (height) of the page.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 24
 Previewing and Printing the Contents of a Table
QUESTION TYPE: True / False
HAS VARIABLES: False
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14. To print a wide database table, a table whose contents do not fit on the screen, you will need portrait orientation.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: AC 24
 Previewing and Printing the Contents of a Table
QUESTION TYPE: True / False
HAS VARIABLES: False
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15. To preview and then print the contents of a table, use Table Preview.

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- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 25
Previewing and Printing the Contents of a Table

QUESTION TYPE: True / False

HAS VARIABLES: False

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16. Form view displays a single record at a time.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 39
Additional Database Objects

QUESTION TYPE: True / False

HAS VARIABLES: False

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17. Layout view shows a report on the screen and allows the user to make changes to the report.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 43
Additional Database Objects

QUESTION TYPE: True / False

HAS VARIABLES: False

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18. Standard properties are associated with all Microsoft Office documents and include author, title, and subject.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 47
Database Properties

QUESTION TYPE: True / False

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HAS VARIABLES: False
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19. Each customer has one book rep, but each book rep can have many customers. This is an example of a one-to-many relationship.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 54
 Database Design
QUESTION TYPE: True / False
HAS VARIABLES: False
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20. Redundancy means storing the same fact in more than one place.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 54
 Database Design
QUESTION TYPE: True / False
HAS VARIABLES: False
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Modified True / False

21. The term list database describes a database that consists of a collection of tables, each of which contains information on a specific subject. _____

ANSWER: False - relational
POINTS: 1
REFERENCES: AC 2
 Project-Database Creation
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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22. A field that has the Calculated data type can store a unique sequential number that Access assigns to a record.

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ANSWER: False - AutoNumber
POINTS: 1
REFERENCES: AC 7
 Determining Tables and Fields
QUESTION TYPE: Modified True / False
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23. To change the name of a field, press and hold or right-click the column heading for the field, and then tap or click Rename Field on the shortcut menu. _____

ANSWER: True
POINTS: 1
REFERENCES: AC 13
 Creating a Table
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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24. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click Insert Column on the shortcut menu. _____

ANSWER: False - Field
POINTS: 1
REFERENCES: AC 13
 Creating a Table
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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25. To delete a field, press and hold or right-click the column heading for the field, and then tap or click Remove Field on the shortcut menu. _____

ANSWER: False - Delete
POINTS: 1
REFERENCES: AC 13
 Creating a Table
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
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Multiple Choice

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26. Access is a ____.

- a. word processing software tool
- b. file management system
- c. workbook management system
- d. database management system

ANSWER:

d

POINTS:

1

REFERENCES:

AC 1

Introduction

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

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27. In a(n) ____ database such as those maintained by Access, a database consists of a collection of tables, each of which contains information on a specific subject.

- a. tabular
- b. record
- c. attribute
- d. relational

ANSWER:

d

POINTS:

1

REFERENCES:

AC 2

Project-Database Creation

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

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28. A(n) ____ contains information about a given person, product, or event.

- a. attribute
- b. record
- c. field
- d. column

ANSWER:

b

POINTS:

1

REFERENCES:

AC 2

Project-Database Creation

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

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29. ____ words are words that have a special meaning to Access and cannot be used for the names of fields.

- a. Reserved
- b. Restricted
- c. Significant
- d. Tagged

ANSWER:

a

POINTS:

1

REFERENCES:

AC 3

Access Module 1

Project-Database Creation

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

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30. In Access, table and field names can be up to _____ characters in length.

- | | | | |
|----|-----|----|-----|
| a. | 256 | b. | 128 |
| c. | 64 | d. | 32 |

ANSWER:

c

POINTS:

1

REFERENCES:

AC 6

Determining Tables and Fields

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

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31. A field whose data type is _____ can contain any characters.

- | | | | |
|----|--------|----|------------|
| a. | Alpha | b. | Character |
| c. | Normal | d. | Short Text |

ANSWER:

d

POINTS:

1

REFERENCES:

AC 7

Determining Tables and Fields

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

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32. A(n) _____ data type can store a variable amount of text or combination of text and numbers where the total number of characters may exceed 255.

- | | | | |
|----|----------|----|-----------|
| a. | Memo | b. | Long Text |
| c. | Variable | d. | Character |

ANSWER:

b

POINTS:

1

REFERENCES:

AC 7

Determining Tables and Fields

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

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33. A field with the ____ data type can store a unique sequential number that Access assigns to a record. Access will increment the number by 1 as each new record is added.

- a. Sequential
- b. ValueIncrement
- c. Incremental
- d. AutoNumber

ANSWER: d
POINTS: 1
REFERENCES: AC 7
Determining Tables and Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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34. A field with the ____ data type can contain an attached file, such as an image, document, chart, or spreadsheet.

- a. Attachment
- b. File
- c. Document
- d. Extend

ANSWER: a
POINTS: 1
REFERENCES: AC 7
Determining Tables and Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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35. A field whose data type is ____ can store an OLE object, which is an object linked to or embedded in the table.

- a. Illustration
- b. Image
- c. Bitmap
- d. OLE object

ANSWER: d
POINTS: 1
REFERENCES: AC 7
Determining Tables and Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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36. A field whose data type is ____ can store text that can be used as a hyperlink address.

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

ANSWER: d
POINTS: 1
REFERENCES: AC 7

Access Module 1

Determining Tables and Fields

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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37. When you assign a(n) _____ to a field, Access will display the value you assign, rather than the field name, in datasheets and in forms.

- a. alternate
- b. caption
- c. abbreviation
- d. tag

ANSWER: b
POINTS: 1
REFERENCES: AC 8
 Creating a Table

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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38. To define an additional field in Datasheet view, tap or click the _____ column heading.

- a. New Field
- b. Add Field
- c. Click to Add
- d. Insert Field

ANSWER: c
POINTS: 1
REFERENCES: AC 11
 Creating a Table

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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39. To undo the most recent change to a table structure, tap or click the _____ button on the Quick Access Toolbar.

- a. Cancel
- b. Reverse
- c. Back
- d. Undo

ANSWER: d
POINTS: 1
REFERENCES: AC 12
 Creating a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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40. To delete a field in a table, press and hold or right-click the column heading for the field, and then tap or click ____ on the shortcut menu.

- a. Remove Field
- b. Delete Field
- c. Delete Column
- d. Remove Column

ANSWER: b
POINTS: 1
REFERENCES: AC 13
Creating a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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41. To change the name of a field, press and hold or right-click the column heading for the field, tap or click ____ on the shortcut menu, and then type the desired field name.

- a. Change Column
- b. Rename Column
- c. Change Field
- d. Rename Field

ANSWER: d
POINTS: 1
REFERENCES: AC 13
Creating a Table
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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42. To show the symbol for the Euro instead of the dollar sign, change the ____ property for the field whose data type is Currency.

- a. Field Size
- b. Format
- c. Caption
- d. Description

ANSWER: b
POINTS: 1
REFERENCES: AC 7
Determining Tables and Fields
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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43. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click ____ on the shortcut menu.

- a. Insert Column
- b. Insert Field
- c. Add Column
- d. Add Field

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ANSWER: b
 POINTS: 1
 REFERENCES: AC 13
 Creating a Table
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
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44. To add a record to a table, tap or click the ____ record button.

- | | |
|------------|-----------------|
| a. Add New | b. New (blank) |
| c. Last | d. Insert (New) |

ANSWER: b
 POINTS: 1
 REFERENCES: AC 20
 Creating a Table
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
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45. You can place an insertion point by tapping or clicking in the field or by pressing ____.

- | | |
|-------|-------|
| a. F2 | b. F3 |
| c. F4 | d. F5 |

ANSWER: a
 POINTS: 1
 REFERENCES: AC 20
 Creating a Table
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
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46. To delete a record, tap or click the record selector for the record, and then press the ____ key(s).

- | | |
|----------------|-----------|
| a. CTRL+DELETE | b. CTRL+Y |
| c. DELETE | d. CTRL+K |

ANSWER: c
 POINTS: 1
 REFERENCES: AC 20
 Creating a Table
 QUESTION TYPE: Multiple Choice
 HAS VARIABLES: False
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47. To specify AutoCorrect rules and exceptions to the rules, tap or click FILE to open the Backstage view, tap or click _____, and then tap or click Proofing in the dialog box that displays.

- a. Customize
- b. Manage
- c. Options
- d. Grammar

ANSWER:

c

POINTS:

1

REFERENCES:

AC 20
Creating a Table

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

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48. To save the changes to the layout of a table, tap or click the Save button on the _____.

- a. status bar
- b. TABLE TOOLS tab
- c. Navigation Pane
- d. Quick Access Toolbar

ANSWER:

d

POINTS:

1

REFERENCES:

AC 23
Creating a Table

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

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49. To import data to a table, tap or click the _____ tab on the ribbon.

- a. DATABASE TOOLS
- b. FILE
- c. EXTERNAL DATA
- d. IMPORT

ANSWER:

c

POINTS:

1

REFERENCES:

AC 33
Importing or Linking Data from Other Applications to Access

QUESTION TYPE:

Multiple Choice

HAS VARIABLES:

False

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50. To open the Navigation Pane, tap or click the _____ Button.

- a. Open Navigation Pane
- b. Open Pane
- c. Shutter Bar Open/Close
- d. Navigation Bar Show/Hide

ANSWER:

c

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POINTS: 1
REFERENCES: AC 34
 Additional Database Objects
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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51. To view the results of a saved query, press and hold or right-click the query in the Navigation Pane and tap or click _____ on the shortcut menu.

- a. Datasheet View
- b. Open
- c. Results View
- d. Run

ANSWER: b
POINTS: 1
REFERENCES: AC 36
 Additional Database Objects
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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52. To change the design of a query, press and hold or right-click the query in the Navigation Pane and then tap or click _____ on the shortcut menu.

- a. Open
- b. SQL
- c. Query Window
- d. Design View

ANSWER: d
POINTS: 1
REFERENCES: AC 36
 Additional Database Objects
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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53. To back up the database that is currently open, use the _____ command on the Save As tab in the Backstage view.

- a. Close and Back Up
- b. Back Up Current
- c. Save As Back Up
- d. Back Up Database

ANSWER: d
POINTS: 1
REFERENCES: AC 48
 Special Database Operations
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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54. To compact and repair a database, tap or click the ____ button in the Info gallery in the Backstage view.

- a. Restore
- b. Fix
- c. Compaction
- d. Compact & Repair

ANSWER: d

POINTS: 1

REFERENCES: AC 49
Special Database Operations

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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55. To delete a database object, press and hold or right-click the object in the Navigation Pane and then tap or click ____ on the shortcut menu.

- a. Erase
- b. Trash
- c. Delete
- d. Remove

ANSWER: c

POINTS: 1

REFERENCES: AC 50
Special Database Operations

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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56. To rename a database object, press and hold or right-click the object in the Navigation Pane and then tap or click ____ on the shortcut menu.

- a. New Name
- b. Redefine
- c. Rename
- d. Save Name

ANSWER: c

POINTS: 1

REFERENCES: AC 50
Special Database Operations

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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Multiple Response

Access Module 1

Modified Multiple Choice

57. File names cannot contain a(n) ____.

- a. question mark (?)
- b. colon (:)
 - d. underscore (_)
- c. space

ANSWER: a, b
 POINTS: 1
 REFERENCES: AC 8
 Creating a Table
 QUESTION TYPE: Multiple Response
 HAS VARIABLES: False
 PREFACE NAME: mod
 DATE CREATED: 2/24/2016 4:56 PM
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58. The Access window consists of a variety of components. These include the ____.

- a. Navigation Pane
- b. Content pane
- c. Object tabs
- d. Quick Access Toolbar

ANSWER: a, c, d
 POINTS: 1
 REFERENCES: AC 5
 The Access Window
 QUESTION TYPE: Multiple Response
 HAS VARIABLES: False
 PREFACE NAME: mod
 DATE CREATED: 2/24/2016 4:56 PM
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59. A field with a Yes/No data type can store only one of two values. The choices are ____.

- a. True/False
- b. One/Zero
- c. Yes/No
- d. On/Off

ANSWER: a, c, d
 POINTS: 1
 REFERENCES: AC 7
 Determining Tables and Fields
 QUESTION TYPE: Multiple Response
 HAS VARIABLES: False
 PREFACE NAME: mod
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Completion

Access Module 1

60. A(n) _____ is software that can be used to create a database; add, change, and delete data in the database; ask and answer questions concerning the data in the database; and create forms and reports using the data.

ANSWER: database management system

POINTS: 1

REFERENCES: AC 1
Introduction

QUESTION TYPE: Completion

HAS VARIABLES: False

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61. The rows in the tables are called _____.

ANSWER: records

POINTS: 1

REFERENCES: AC 2
Project-Database Creation

QUESTION TYPE: Completion

HAS VARIABLES: False

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

ANSWER: field

POINTS: 1

REFERENCES: AC 3
Project-Database Creation

QUESTION TYPE: Completion

HAS VARIABLES: False

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63. The _____ data type in Access is referred to as Money in SQL Server.

ANSWER: Currency

POINTS: 1

REFERENCES: AC 7
Determining Tables and Fields

QUESTION TYPE: Completion

HAS VARIABLES: False

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64. _____ view has more functionality for creating a table than Datasheet view.

ANSWER: Design

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POINTS: 1
 REFERENCES: AC 8
 Creating a Table
 QUESTION TYPE: Completion
 HAS VARIABLES: False
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65. To define an additional field in Datasheet view, tap or click the _____ column heading, select the data type, and then type the field name.

ANSWER: Click to Add
 POINTS: 1
 REFERENCES: AC 11
 Creating a Table
 QUESTION TYPE: Completion
 HAS VARIABLES: False
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66. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click _____ on the shortcut menu.

ANSWER: Insert Field
 POINTS: 1
 REFERENCES: AC 13
 Creating a Table
 QUESTION TYPE: Completion
 HAS VARIABLES: False
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67. Society encourages users to contribute to _____ computing, which involves reducing the electricity consumed and environmental waste generated when using computers, mobile devices, and related technologies.

ANSWER: green
 POINTS: 1
 REFERENCES: AC 24
 Creating a Table
 QUESTION TYPE: Completion
 HAS VARIABLES: False
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68. A hard copy or _____ is information that exists on a physical medium such as paper.

ANSWER: printout

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POINTS: 1
 REFERENCES: AC 24
 Creating a Table
 QUESTION TYPE: Completion
 HAS VARIABLES: False
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69. _____ refers to the process of determining the tables and fields that make up the database.

ANSWER: Database design
 POINTS: 1
 REFERENCES: AC 50
 Database Design
 QUESTION TYPE: Completion
 HAS VARIABLES: False
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70. The determination of database requirements is part of a process known as _____.

ANSWER: systems analysis
 POINTS: 1
 REFERENCES: AC 50
 Database Design
 QUESTION TYPE: Completion
 HAS VARIABLES: False
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71. Designing to omit _____ will help to produce good and valid database designs.

ANSWER: redundancy
 POINTS: 1
 REFERENCES: AC 56
 Database Design
 QUESTION TYPE: Completion
 HAS VARIABLES: False
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Subjective Short Answer

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

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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)

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

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

POINTS: 1

REFERENCES: AC 53
Database Design

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: AC_1_Case 1

TOPICS: Critical Thinking

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

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

POINTS: 1

REFERENCES: AC 53
Database Design

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

TOPICS: Critical Thinking

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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.

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

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

POINTS: 1

REFERENCES: AC 7
Determining Tables and Fields

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: AC_1_Case 2

TOPICS: Critical Thinking

Name _____ Class _____ Date: _____

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

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

POINTS: 1

REFERENCES: AC 7
Determining Tables and Fields

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

TOPICS: Critical Thinking

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