

***Skills for Success with Office 2013 Volume 1* (Townsend et al.)**
Access Chapter 1 Create Database Tables

1) A(n) _____ is a collection of related information that displays in a single row of a database table.

- A) field
- B) record
- C) table
- D) object

Answer: B

Diff: 2

Skill: Access Chapter 1, Skill 1: Create Databases

2) _____ limits the number of characters that can be typed into a text or number field.

- A) Caption
- B) Column width
- C) Field size
- D) Field name

Answer: C

Diff: 2

Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

3) A field that automatically enters a unique, numeric value when a record is created is a(n) _____.

- A) primary key
- B) AutoNumber
- C) Best Fit
- D) Short Text

Answer: B

Diff: 1

Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

4) In a _____, the user can edit the primary key value in a table and all the related records in the other table will update accordingly.

- A) cascading update
- B) datasheet
- C) relationship report
- D) cascading delete

Answer: A

Diff: 2

Skill: Access Chapter 1, Skill 5: Relate Tables

5) A(n) _____ displays related records from a table on the one side of the relationship.

A) entity relationship

B) macro

C) subdatasheet

D) design grid

Answer: C

Diff: 3

Skill: Access Chapter 1, Skill 6: Enter Data in Related Tables

6) If you will often import data from the same Excel workbook to Access, you can _____ the import steps.

A) save

B) delete

C) overwrite

D) export

Answer: A

Diff: 3

Skill: Access Chapter 1, Skill 7: Import Data into Tables

7) The _____ menu allows you to select records with the values you choose.

A) Filter

B) Context

C) Tools

D) Start

Answer: A

Diff: 2

Skill: Access Chapter 1, Skill 8: Filter and Sort Datasheets

8) _____ can be used to view a report before it is sent to the printer.

A) Live Preview

B) Design view

C) Print Preview

D) Datasheet view

Answer: C

Diff: 2

Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

9) Each column in a datasheet is a(n) _____ such as city, state, or postal code.

A) field

B) record

C) query

D) abstract

Answer: A

Diff: 2

Skill: Access Chapter 1, Skill 1: Create Databases

10) The blank row of a table where new data is entered is called the _____ row.

- A) add
- B) new
- C) insert
- D) append

Answer: D

Diff: 2

Skill: Access Chapter 1, Skill 1: Create Databases

11) Database _____ store the data in rows and columns.

- A) forms
- B) tables
- C) reports
- D) objects

Answer: B

Diff: 2

Skill: Access Chapter 1, Skill 1: Create Databases

12) The first column of a new table is named _____.

- A) AutoNumber
- B) Name
- C) ID
- D) SS#

Answer: C

Diff: 2

Skill: Access Chapter 1, Skill 1: Create Databases

13) When creating a table, the _____ indicates what kind of information will be stored in a field.

- A) criteria
- B) layout
- C) Data Type
- D) caption

Answer: C

Diff: 2

Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

14) When you save a table that has been added or changed, its name displays in the _____.

- A) title bar
- B) Navigation Pane
- C) status bar
- D) database file

Answer: B

Diff: 2

Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

15) Use the _____ button to adjust the entire datasheet's column widths at once.

- A) Select All
- B) Row Selector
- C) Column Border
- D) Select Records

Answer: A

Diff: 2

Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

16) The Date/Time data type stores data as _____.

- A) numeric values
- B) text
- C) serial numbers
- D) monetary values

Answer: C

Diff: 2

Skill: Access Chapter 1, Skill 4: Create Tables in Design View

17) An alternate method for creating a table is to create it in _____ view.

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

Answer: A

Diff: 2

Skill: Access Chapter 1, Skill 4: Create Tables in Design View

18) Records in two tables can be related by placing the same _____ in both tables.

- A) record
- B) field
- C) query
- D) property

Answer: B

Diff: 1

Skill: Access Chapter 1, Skill 5: Relate Tables

19) You can add tables to the Relationships tab by _____ them from the Navigation Pane.

- A) dragging
- B) pasting
- C) cutting
- D) duplicating

Answer: A

Diff: 3

Skill: Access Chapter 1, Skill 5: Relate Tables

20) The Enforce Referential Integrity option is available from the _____ dialog box.

- A) File
- B) Get External Data
- C) Edit Relationships
- D) List

Answer: C

Diff: 2

Skill: Access Chapter 1, Skill 5: Relate Tables

21) Access draws a relationship _____ between two tables.

- A) line
- B) column
- C) pie
- D) bar

Answer: A

Diff: 2

Skill: Access Chapter 1, Skill 5: Relate Tables

22) You can _____ data from an Excel spreadsheet into an Access table by using the appropriate wizard.

- A) export
- B) import
- C) link
- D) embed

Answer: B

Diff: 2

Skill: Access Chapter 1, Skill 7: Import Data into Tables

23) While importing an Excel spreadsheet into Access, if the user chooses *Append a copy of the records to the table* but the table does not exist, Access will _____.

- A) create the table
- B) indicate an error
- C) create a link to the data
- D) erase the data

Answer: A

Diff: 3

Skill: Access Chapter 1, Skill 7: Import Data into Tables

24) Ascending order means records have been sorted by _____.

- A) the last-applied sort order
- B) default sort order
- C) smallest to largest value
- D) largest to smallest value

Answer: C

Diff: 3

Skill: Access Chapter 1, Skill 8: Filter and Sort Datasheets

25) To filter records with the values you choose, your first step is to _____.

- A) clear the (Select All) check box
- B) uncheck each check box individually
- C) click the Erase button
- D) select Remove Filter

Answer: A

Diff: 3

Skill: Access Chapter 1, Skill 8: Filter and Sort Datasheets

26) To change the row color in a datasheet, click the _____ arrow from the Datasheet Formatting dialog box.

- A) Gridline Color
- B) Border and Line Styles
- C) Alternate Background Color
- D) Color Banding

Answer: C

Diff: 3

Skill: Access Chapter 1, Skill 9: Format Datasheets

27) The _____ command prints the object without letting you make adjustments.

- A) Print
- B) Quick Print
- C) Print Preview
- D) Print Properties

Answer: B

Diff: 2

Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

28) A layout that is taller than it is wide is _____.

- A) Portrait
- B) Custom
- C) Landscape
- D) Vintage

Answer: A

Diff: 2

Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

29) In Print Preview, if your document is more than one page, use the _____ to view the other pages.

- A) title bar
- B) status bar
- C) scroll bar
- D) navigation bar

Answer: D

Diff: 2

Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

30) A table's page layout settings cannot be _____.

- A) saved
- B) changed
- C) opened
- D) previewed

Answer: A

Diff: 2

Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

31) The default file format for Access 2013 is Microsoft Access 2007-2013.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 1: Create Databases

32) Field names and captions must be the same.

Answer: FALSE

Diff: 3

Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

33) Primary key field names often include ID to help identify them.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

34) The Currency data type stores numbers formatted as monetary values.

Answer: TRUE

Diff: 1

Skill: Access Chapter 1, Skill 4: Create Tables in Design View

35) Referential integrity rules allow you to enter a Contractor ID that does not exist in the related Contractors table.

Answer: FALSE

Diff: 3

Skill: Access Chapter 1, Skill 6: Enter Data in Related Tables

36) An Excel worksheet CANNOT be imported into a new table.

Answer: FALSE

Diff: 2

Skill: Access Chapter 1, Skill 7: Import Data into Tables

37) The sort order and filter that a user creates in a datasheet are saved as a part of the table's design.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 8: Filter and Sort Datasheets

38) You can hide a field in a datasheet.

Answer: TRUE

Diff: 1

Skill: Common Features, Skill 9: Copy and Paste Objects and Format Slides

39) A table's page layout settings can be saved so they are applied the next time the table is opened.

Answer: FALSE

Diff: 2

Skill: Common Features, Skill 9: Copy and Paste Objects and Format Slides

40) *Reuse a database* is an option on the Access start page.

Answer: FALSE

Diff: 2

Skill: Access Chapter 1, Skill 1: Create Databases

41) When you create a blank database, a new table is automatically started for you.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 1: Create Databases

42) You can assign a name and location for the database file any time after entering data.

Answer: FALSE

Diff: 2

Skill: Access Chapter 1, Skill 1: Create Databases

43) A datasheet displays records in rows and columns similar to an Excel spreadsheet.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 1: Create Databases

44) Column widths CANNOT be changed to match the width of their contents.

Answer: FALSE

Diff: 2

Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

45) You do not need to save new or changed data before navigating to a new record.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

46) Once an AutoNumber value has been assigned, it CANNOT be changed.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

47) When you close a database table, the database closes.

Answer: FALSE

Diff: 2

Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

48) A foreign key is often the second table's primary key.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 4: Create Tables in Design View

49) Table Design view is a view that features table fields and their properties.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 4: Create Tables in Design View

50) In Design view, the Field Name, Data Type, and Description data are entered in rows.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 4: Create Tables in Design View

51) With a cascading update, the user can edit the primary key value in a table, and all the related records in the other table will update.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 5: Relate Tables

52) A relationship where a record in the first table can have many associated records in the second table is called a *many-to-many relationship*.

Answer: FALSE

Diff: 2

Skill: Access Chapter 1, Skill 5: Relate Tables

53) One-to-many relationships enforce referential integrity.

Answer: TRUE

Diff: 3

Skill: Access Chapter 1, Skill 5: Relate Tables

54) The Date Picker feature allows the user to enter dates by clicking on a calendar.

Answer: TRUE

Diff: 1

Skill: Access Chapter 1, Skill 6: Enter Data in Related Tables

55) When a table is on the many side of a relationship, a subdatasheet is available that displays related records from the one side of the relationship.

Answer: FALSE

Diff: 3

Skill: Access Chapter 1, Skill 6: Enter Data in Related Tables

56) An Excel worksheet that organizes data into rows and columns can be imported into an existing table.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 7: Import Data into Tables

57) When you import data from Excel, it is best practice to insert the table's field names in the spreadsheet's header row.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 7: Import Data into Tables

58) While importing an Excel spreadsheet into Access, if the user chooses *Append a copy of the records to the table* and the table exists, Access will add the records to the table.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 7: Import Data into Tables

59) If an Excel workbook contains multiple worksheets, it will automatically import Sheet1.

Answer: FALSE

Diff: 2

Skill: Access Chapter 1, Skill 7: Import Data into Tables

60) In the Import Spreadsheet Wizard, it is not necessary to view sample data or verify that the field names in the header row match.

Answer: FALSE

Diff: 2

Skill: Access Chapter 1, Skill 7: Import Data into Tables

61) Records in a table are sorted by their primary key.

Answer: TRUE

Diff: 1

Skill: Access Chapter 1, Skill 7: Import Data into Tables

62) The direction of the sort arrow at the top of a column indicates whether an ascending or descending sort was performed.

Answer: TRUE

Diff: 3

Skill: Access Chapter 1, Skill 8: Filter and Sort Datasheets

63) If you have applied and saved a filter to a datasheet, the filter will be applied each time you open the table.

Answer: FALSE

Diff: 2

Skill: Access Chapter 1, Skill 8: Filter and Sort Datasheets

64) When a user changes the font or font size in a datasheet, changes are applied only to the column where the insertion point was located when the change was made.

Answer: FALSE

Diff: 2

Skill: Access Chapter 1, Skill 9: Format Datasheets

65) Landscape is a layout that is wider than it is tall.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

66) The Print command enables you to select different print options.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

67) To print data from a table, a user typically creates a report.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

68) If the buttons on the navigation bar are dimmed, the table will print on more than one page.

Answer: FALSE

Diff: 2

Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

69) Portrait is the default view that is applied each time a table is opened.

Answer: TRUE

Diff: 2

Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

70) You must save your data and database objects before quitting Access.

Answer: FALSE

Diff: 1

Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

71) The _____ row is a row of a table in which a new record can be entered.

Answer: append

Diff: 2

Skill: Access Chapter 1, Skill 1: Create Databases

72) A set of fields that can be added to a table with a single click are called _____ Start data types.

Answer: Quick

Diff: 2

Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

73) A(n) _____ key is a field used to relate records in a second table.

Answer: foreign

Diff: 2

Skill: Access Chapter 1, Skill 4: Create Tables in Design View

74) _____ view lists all the fields with their data types and properties but not actual records.

Answer: Design

Diff: 3

Skill: Access Chapter 1, Skill 4: Create Tables in Design View

75) _____ integrity is a rule that keeps related values synchronized.

Answer: Referential

Diff: 2

Skill: Access Chapter 1, Skill 5: Relate Tables

76) The feature that allows a user to enter dates into Date/Time fields by clicking on a calendar is called the Date _____.

Answer: Picker

Diff: 2

Skill: Access Chapter 1, Skill 6: Enter Data in Related Tables

77) You can _____ data from an Excel spreadsheet into an Access table.

Answer: import

Diff: 1

Skill: Access Chapter 1, Skill 7: Import Data into Tables

78) The column _____ changes to indicate that records have been sorted.

Answer: arrow

Diff: 3

Skill: Access Chapter 1, Skill 8: Filter and Sort Datasheets

79) The database object that stores the data is a(n) _____.

Answer: table

Diff: 2

Skill: Access Chapter 1, Skill 1: Create Databases

80) The name _____ is temporarily assigned to the new table that opens automatically when a blank database is created.

Answer: Table1

Diff: 2

Skill: Access Chapter 1, Skill 1: Create Databases

81) If a field of data needs to hold 200 characters, you should use the _____ data type.

Answer: Short Text

Diff: 3

Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

82) _____ determine what displays in all datasheet, form, and report labels.

Answer: Captions

Diff: 2

Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

83) _____ limits the number of characters that can be typed into a text or number field.

Answer: Field size

Diff: 2

Skill: Access Chapter 1, Skill 2: Create Tables in Datasheet View

84) A field that uniquely identifies each record in a table is called the _____.

Answer: primary key

Diff: 2

Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

85) A field that automatically enters a unique, numeric value when a record is created is a(n) _____ field.

Answer: AutoNumber

Diff: 2

Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

86) The _____ data type stores numeric values.

Answer: Number

Diff: 2

Skill: Access Chapter 1, Skill 4: Create Tables in Design View

87) When you join tables, the common fields must share the same _____.

Answer: data type

Diff: 2

Skill: Access Chapter 1, Skill 4: Create Tables in Design View

88) A relationship where a record in one table can have many associated records in a second table is a(n) _____ relationship.

Answer: one-to-many

Diff: 2

Skill: Access Chapter 1, Skill 5: Relate Tables

89) With a(n) _____, if the user deletes a record on the *one* side of the relationship, all the related records on the *many* side will also be deleted.

Answer: cascading delete

Diff: 2

Skill: Access Chapter 1, Skill 5: Relate Tables

90) When entering data in related tables, a foreign key value must have a(n) _____ value in the related table.

Answer: matching

Diff: 2

Skill: Access Chapter 1, Skill 6: Enter Data in Related Tables

91) The _____ allows the user to import records from an Excel spreadsheet into an Access table.

Answer: Import Spreadsheet Wizard

Diff: 2

Skill: Access Chapter 1, Skill 7: Import Data into Tables

92) Datasheets can be sorted and _____ to make the information useful.

Answer: filtered

Diff: 2

Skill: Access Chapter 1, Skill 8: Filter and Sort Datasheets

93) In the Datasheet Formatting dialog box, a(n) _____ of the selected formatting displays.

Answer: sample

Diff: 2

Skill: Access Chapter 1, Skill 9: Format Datasheets

94) Specific fields in a datasheet can be _____.

Answer: hidden

Diff: 2

Skill: Access Chapter 1, Skill 9: Format Datasheets

95) _____ can be used to see what a report will look like without actually printing it.

Answer: Print Preview

Diff: 2

Skill: Access Chapter 1, Skill 10: Preview and Print Datasheets

Match each definition with the appropriate term.

- A) Expand row
- B) Append row
- C) Junction key
- D) Subdatasheet
- E) Worksheet
- F) Foreign key
- G) Primary key
- H) Datasheet
- I) Composite key
- J) Subordinate

96) Displays data in rows and columns similar to an Excel spreadsheet

Diff: 2

Skill: Access Chapter 1, Skill 1: Create Databases

97) Where a new record is added to a table

Diff: 2

Skill: Access Chapter 1, Skill 1: Create Databases

98) Field that uniquely identifies each record in a table

Diff: 2

Skill: Access Chapter 1, Skill 3: Enter Data into Datasheets

99) Field used to relate records in another table

Diff: 2

Skill: Access Chapter 1, Skill 4: Create Tables in Design View

100) Displays related records from the table on the many side of the relationship

Diff: 2

Skill: Access Chapter 1, Skill 6: Enter Data in Related Tables

Answers: 96) H 97) B 98) G 99) F 100) D