

Exam

Name _____

MULTIPLE CHOICE. Choose the one alternative that best completes the statement or answers the question.

1)

A collection of records is a(n) _____.

1)

A)

archive

B)

database

C)

spreadsheet

D)

folder

Answer

B

2)

Facts about people, events, things, or ideas are called _____.

2)

A)

documents

B)

information

C)

data

D)

lists

Answer

C

3)

The ability to link _____ is what gives a database system its power.

3)

tables

A)

queries

B)

forms

C)

records

D)

Answer

A

4)

Data that has been manipulated to make it meaningful and useful is called _____.

4)

information

A)

B)

a fact

C)

a field

D)

content

Answer

A

5)

A database management system program developed by Microsoft is _____.

5)

Word

A)

B)

Excel

C)

Project

D)

Access

Answer

D

6)

The four main database objects in Access are

6)

A)

tables, records, programs, and reports

B)

tables, queries, forms, and reports

C)

tables, forms, programs, and reports

D)

tables, queries, programs, and reports

Answer

B

7)

The database object that stores data organized in an arrangement of columns and rows is called a _____.

7)

A)

form

B)

field

C)

record

D)

table

Answer

D

8)

To answer questions about data in your tables, you use _____.

8)

A)

forms

B)

reports

C)

spreadsheets

D)

queries

Answer

D

9)

To produce a printed summary of the fields and records from a table or query in an easy-to-read format you would use a _____.

9)

A)

query

B)

form

C)

report

D)

document

Answer

C

10)

The database object that holds organized data arranged in columns and rows is a _____.

10)

A)
query

B)

form

C)

report

D)

table

Answer

D

11)

A _____ contains all the data concerning one person, place, thing, or event.

11)

A)
report

B)

record

C)

query

D)

table

Answer

B

12)

The table view that shows the data contents within a table is called the _____ view.

12)

_____ A)
table

design

B)

C)

data

D)

datasheet

Answer

D

13)

The view that shows how fields are defined is called the _____ view.

13)

_____ A)
data

B)

datasheet

C)

table

D)

design

Answer

D

14)

Represented by a column in Access, a specific piece of information that is stored in every record is called a _____.

14)

_____ A)
form

B)

field

C)

table

D)

data

Answer

B

15)

The structure of a database which includes tables, fields, forms, queries, and reports but has no data is a _____.

15)

A)

sample database

B)

starter database

C)

beginner database

D)

template database

Answer

D

16)

A _____ is a database that is presupplied with data.

16)

A)

beginner database

B)

sample database

C)

template database

D)

starter database

Answer

B

17)

Before you trust a file, you should first _____.

17)

A)
repair it

B)

compress it

C)
compact it

D)

run a virus scan on it

Answer

D

18)

When working with objects in your Access database, you may need to use the _____ to find objects.

18)

A)
Search wizard

B)

Query wizard

C)

Query box

D)

Search bar

Answer

D

19)

The file name suffix that helps Windows determine which program should open a file is called a(n) _____.

19)

_____ A)
data expansion

B)

file expansion

C)

file extension

D)

object extension
Answer
C

20)
The file extension for Access files is _____.

20)

_____ A)
.acdb

B)

.acc

C)

.adb

D)

.accdb
Answer
D

21)
Data stored and organized in an arrangement of columns and rows is called a(n) _____.

21)

_____ A)
table

B)

report

C)

object

D)

form

Answer

A

22)

Julio will use a process called _____ to add content from an Excel worksheet to an Access table.

22)

A)

importing

B)

copying

C)

inserting

D)

moving

Answer

A

23)

A(n) _____ located at the bottom of the table allows you to move through the table.

23)

A)

Content bar

B)

Table bar

C)

Navigation bar

D)

Object bar

Answer

C

24)

A database that allows multiple connected tables is called a(n) _____.

24)

A)

connected database

B)

associated database

C)

relational database

D)

joined database

Answer

C

25)

Connie's boss has asked her to provide him a list of all customers who live in San Francisco, CA. To do this, Connie will create a _____.

25)

A)

form

B)

PDF

C)

query

D)

question

Answer

C

26)

A step-by-step guide that asks questions to help you decide what you want to do is called a(n) _____.

26)

_____ A)
design guide

B)

wizard

C)

query

D)

action guide
Answer

B

27)

A recordset that is created at run time is called a(n) _____.

27)

_____ A)
question result

B)

search result

C)

query result

D)

answer result
Answer

C

28)

A _____ is a table created at run time.

28)

_____ A)

query result

B)

record set

C)

form

D)

temporary table

Answer

B

29)

An interface often used by end users of a database to enter and change data is called a(n) _____.

29)

A)

template

B)

table

C)

object

D)

form

Answer

D

30)

A view that shows a form and the data is the _____ view.

30)

A)

Design

B)

Design

C)

Layout

D)

Print

Answer

C

31)

When you want to limit the amount of data that can be accessed by data entry clerks, you create a database _____ through which they can interact with the data they need to do their work.

31)

object

A)

B)

table

C)

form

D)

report

Answer

C

32)

An object that provides an easy-to-read format suitable for printing is a(n) _____.

32)

report

A)

B)

query

C)

form

D)

table

Answer

A

33)

A view that shows how a report will look on the printed page is the _____ view.

33)

design

A)

B)

print preview

C)

layout

D)

report

Answer

B

34)

_____ records arranges them together by the value of a single field.

34)

Gathering

A)

B)

Grouping

C)

Sorting

D)

Joining

Answer

B

35)

To put records within a group into a specific order based on the values of a specific field, you _____ them.

35)

join

A)

B)

arrange

C)

group

D)

sort

Answer

D

36)

Your boss is concerned with losing data in the event of a natural disaster. To prevent data loss, you recommend to him that a _____ of the database should be made on a regular schedule.

36)

A)

compaction

B)

backup

C)

substitute

D)

compression

Answer

B

37)

Since Access does not reuse space when you delete a record, you need to occasionally _____ the database to make more efficient use of space.

37)

A)

compact

B)

repair

C)

group

D)

sort

Answer

A

TRUE/FALSE. Write 'T' if the statement is true and 'F' if the statement is false.

38)

Data is an important asset, because it permits businesses to make better decisions once it is converted into information.

38)

Answer



True

False

39)

The two uses of databases are operational processing and future planning purposes.

39)

Answer

True



False

40)

The four main objects in an Access database are tables., queries, forms, and reports.

40)

Answer



True

False

41)

In an Access database, a column is a record, while a row is a field.

41)

Answer

True



False

42)

A sample database is empty, while a template database has presupplied example data.

42)

Answer

True



False

43)

Once you run a virus scan, you can trust a file permanently.

43)

Answer

True



False

44)

To open or close the Navigation Pane, use the Shutter Bar Open/Close button.

44)

Answer



True

False

45)

The ONLY view available in the navigation Pane is all objects such as tables, queries, forms, and reports organized by object type.

45)

_____ Answer

True



False

46)

A database and a database management system are not the same thing. A database is a collection of data, while a database management system is a software program that manages the data.

46)

_____ Answer



True

False

47)

While it is possible to import data from an Excel file, it is NOT possible to import data from a Word file.

47)

_____ Answer

True



False

48)

When you name a table in Access, you should use a long name that specifically identifies the data in the table.

48)

_____ Answer

True



False

49)

Breaking up a field such as address into multiple fields makes it easier to develop a report based on city or state.

49)

Answer



True

False

50)

Data redundancy occurs when you have tables that are not related to the other tables in the database.

50)

Answer

True



False

51)

When you need to analyze the data in an Access database, you should export a query to Excel and use the analysis tools in Excel.

51)

Answer



True

False

52)

Having multiple large tables open at once in Access can slow the database management system down.

52)

Answer



True

False

53)

One of the limitations of the Access database management system is that it can NOT calculate information such as total sales or baseball scores.

53)

Answer

True



False

54)

A query creates a run time table called a recordset.

54)

Answer



True

False

55)

Access automatically saves data changes, so the query does not need to be saved.

55)

Answer

True



False

56)

To prevent data entry clerks from having access to data that is not needed in their jobs, such as salaries or social security numbers of employees, a form can be developed that gives them only the access they need to complete their work.

56)

Answer



True

False

57)

If you need to print your results, your BEST option is to create a query.

57)

Answer

True



False

58)

Grouping records puts them within a specific ascending order based on field values.

58)

Answer

True



False

59)

The Back Up Database command is available in the Backstage view on the Save & Publish tab.

59)

Answer



True

False

60)

When you delete a record or object, Access reuses the original space for the next record or object you create.

60)

_____ Answer

True



False

SHORT ANSWER. Write the word or phrase that best completes each statement or answers the question.

61)

Facts about people, events, things, or ideas are called _____.

61)

_____ Answer

data

62)

Storing, managing, and providing access to business records is the purpose of a(n) _____.

62)

_____ Answer

database

63)

Linking _____ together is what makes databases powerful.

63)

_____ Answer

tables

64)

Access is a(n) _____ DBMS (database management system).

64)

_____ Answer

relational

65)

The data pertaining to one person, place, thing, or event is called a(n) _____.

65)

Answer

record

66)

The view that shows the data contents within a table is the _____ view.

66)

Answer

datasheet

67)

The view that shows how fields are defined is the _____ view.

67)

Answer

design

68)

A specific piece of information that is stored in every record in a column is called a(n) _____.

68)

Answer

field

69)

While a sample database has sample data included with it, a _____ is a database that has a structure and definitions, but no data.

69)

Answer

template

70)

You have to tell Access that you trust content before features that a(n) _____ might use to infect your computer will work.

70)

Answer

virus

71)

In Access, data is stored in an arrangement of columns and rows called _____.

71)

_____ Answer
tables

72)

Copying data from another file in an Excel worksheet is called _____.

72)

_____ Answer
importing

73)

Data _____ is the result of repetition of data in tables in a database.

73)

_____ Answer
redundancy

74)

The way to find answers based on data in a database is to create a(n) _____.

74)

_____ Answer
query

75)

A step-by-step guide that walks users through tasks to help you create a form, query, or report is a(n) _____.

75)

_____ Answer
wizard

76)

A(n) _____ is the run time table created as the result of a query.

76)

_____ Answer
recordset

77)

The operator _____ selects the records where the field values listed are within the two values.

77)

Answer
between

78)

A way to interface with a table other than in the Datasheet view is a(n) _____.

78)

Answer
form

79)

A(n) _____ can be based on the data in a table or query.

79)

Answer
report

80)

Arranging records together by the value of a single field is called _____.

80)

Answer
grouping

Matching

Match the answer on the left to the appropriate definition on the right. Each answer can only be used once.

81)

- | | |
|---------|--|
| I. < > | A. Selects the records where the field value is greater than or equal to the value provided. |
| II. = | B. Selects records where the field value is not equal to the value provided. |
| III. <= | C. Selects the records where the field value is less than or equal to the value provided. |
| IV. >= | D. Selects the records where the field value is less than the value provided. |
| V. < | E. Selects the records where the field value is equal to the value provided. |

81)

Answer

I. B, II. E, III. C, IV. A, V. D

82)

- | | |
|------------------------|--|
| I. append now | A. A run time table created as the result of a query |
| II. recordset | B. The first blank row at the end of the table. |
| III. query design grid | C. A small box at the left of a record |
| IV. compacting | D. Rearranging objects to use disk space more efficiently and releases the unused space that results from deleting records or objects. |
| V. record selector | E. The bottom half of the Design view screen which shows which fields are selected in a query. |

82)

Answer

I. B, II. A, III. E, IV. D, V. C

1)

B

2)

C

3)

A

4)

A

5)

D

6)

B

7)

D

8)

D

9)

C

10)

D

11)

B

12)

D

13)

D

14)

B

15)

D

16)

B

17)
D
18)
D
19)
C
20)
D
21)
A
22)
A
23)
C
24)
C
25)
C
26)
B
27)
C
28)
B
29)
D
30)
C
31)
C
32)
A
33)
B
34)
B
35)
D
36)
B
37)
A
38)
TRUE
39)
FALSE
40)
TRUE
41)
FALSE
42)
FALSE

43)
FALSE
44)
TRUE
45)
FALSE
46)
TRUE
47)
FALSE
48)
FALSE
49)
TRUE
50)
FALSE
51)
TRUE
52)
TRUE
53)
FALSE
54)
TRUE
55)
FALSE
56)
TRUE
57)
FALSE
58)
FALSE
59)
TRUE
60)
FALSE
61)
data
62)
database
63)
tables
64)
relational
65)
record
66)
datasheet
67)
design
68)
field

69)
template
70)
virus
71)
tables
72)
importing
73)
redundancy
74)
query
75)
wizard
76)
recordset
77)
between
78)
form
79)
report
80)
grouping
81)
I. B, II. E, III. C, IV. A, V. D
82)
I. B, II. A, III. E, IV. D, V. C