

Your Office: Microsoft Office 2016 Volume 1 (Kinser)
Access Chapter 1

1) Microsoft _____ 2016 is Microsoft's most current database management system.

- A) PowerPoint
- B) Access
- C) Word
- D) Excel

Answer: B

Diff: 1 Page Ref: 541

Objective: 1. Understand the purpose of Access

2) Facts about people, events, ideas, or things are _____.

- A) information
- B) data
- C) knowledge
- D) objects

Answer: B

Diff: 2 Page Ref: 541

Objective: 1. Understand the purpose of Access

3) Facts that have been manipulated and have meaning become _____.

- A) information
- B) data
- C) knowledge
- D) objects

Answer: A

Diff: 2 Page Ref: 541

Objective: 1. Understand the purpose of Access

4) Which of the following is NOT true about databases?

- A) In business, data is collected and used for decision making.
- B) Information is data that has been manipulated.
- C) A database eliminates the need for a paper-based system.
- D) Databases are used for operational processing and for analytical purposes.

Answer: C

Diff: 3 Page Ref: 541

Objective: 1. Understand the purpose of Access

5) _____ are raw facts.

- A) Data
- B) Information
- C) Queries
- D) Objects

Answer: A

Diff: 1 Page Ref: 541

Objective: 1. Understand the purpose of Access

6) Which of the following is NOT true about the advantages that automated databases have over paper databases?

- A) The information in an automated database is much easier to find.
- B) Automated databases can be used to enforce accuracy and other quality standards.
- C) The information in an automated database can be manipulated and processed more rapidly.
- D) Paper databases make it easier for businesses to be competitive.

Answer: D

Diff: 3 Page Ref: 541

Objective: 1. Understand the purpose of Access

7) The power of a(n) _____ is the ability to link tables to one another.

- A) suite
- B) ACCDB
- C) DBMS
- D) database

Answer: C

Diff: 2 Page Ref: 541

Objective: 1. Understand the purpose of Access

8) In a database, data is stored in a _____.

- A) report
- B) form
- C) table
- D) query

Answer: C

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

9) You can use a database _____ to ask a question of the data.

- A) report
- B) form
- C) table
- D) query

Answer: D

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

10) The _____ view of a table displays the data stored in the table.

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

Answer: B

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

11) Each column in an Access table is called a(n) _____.

- A) record
- B) field
- C) piece
- D) section

Answer: B

Diff: 1 Page Ref: 544

Objective: 1. Understand the purpose of Access

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

- A) record
- B) link
- C) attribute
- D) relationship

Answer: C

Diff: 2 Page Ref: 544

Objective: 1. Understand the purpose of Access

13) A structure of a database that is already populated with tables, fields, forms, queries, and reports is a(n) _____.

- A) template
- B) DBMS
- C) starting file
- D) relationship

Answer: A

Diff: 2 Page Ref: 544

Objective: 1. Understand the purpose of Access

14) The Navigation Pane is located on the _____ when Access is opened.

- A) top
- B) bottom
- C) right side
- D) left side

Answer: D

Diff: 2 Page Ref: 545

Objective: 2. Maneuver in the Navigation Pane

15) To close the Navigation Pane, click the _____ Open/Close button.

- A) Layout view
- B) object
- C) Shutter Bar
- D) record selector

Answer: C

Diff: 3 Page Ref: 545

Objective: 2. Maneuver in the Navigation Pane

16) The Navigation _____ on the left side of the application allows you to view all the objects in a database.

- A) filter
- B) bar
- C) window
- D) Pane

Answer: D

Diff: 2 Page Ref: 545

Objective: 2. Maneuver in the Navigation Pane

17) Access includes a _____ to make it easier to find objects in a larger database.

- A) Search box
- B) Help window
- C) Navigation bar
- D) Navigation Pane

Answer: A

Diff: 3 Page Ref: 547

Objective: 2. Maneuver in the Navigation Pane

18) The file _____ for an Access database is .accdB.

- A) extension
- B) name
- C) location
- D) path

Answer: A

Diff: 1 Page Ref: 548

Objective: 2. Maneuver in the Navigation Pane

19) The file extension for a 2002-2003 Access database file that is in "execute only" mode is _____.

- A) accde
- B) mdb
- C) mde
- D) accdt

Answer: C

Diff: 3 Page Ref: 548

Objective: 2. Maneuver in the Navigation Pane

20) The file extension for an Access database template is _____.

- A) accde
- B) mdb
- C) mde
- D) accdt

Answer: D

Diff: 2 Page Ref: 548

Objective: 2. Maneuver in the Navigation Pane

21) The process of copying data from another file into a database is known as _____.

- A) importing
- B) filing
- C) inserting
- D) reconciling

Answer: A

Diff: 1 Page Ref: 549

Objective: 3. Understand the purpose of tables

22) All of the following can be performed in Excel EXCEPT:

- A) manage data.
- B) perform calculations.
- C) relate worksheets.
- D) report on data.

Answer: C

Diff: 2 Page Ref: 555

Objective: 3. Understand the purpose of tables

23) The Navigation _____ makes it easy for you to move through records in a table.

- A) file
- B) window
- C) bar
- D) Pane

Answer: C

Diff: 1 Page Ref: 552

Objective: 4. Manually navigate a database

24) A _____ is used to ask a question of the data.

- A) report
- B) table
- C) query
- D) form

Answer: C

Diff: 2 Page Ref: 559

Objective: 5. Understand the purpose of queries

25) A _____ helps create objects using a step-by-step process.

- A) template
- B) shortcut
- C) file extension
- D) wizard

Answer: D

Diff: 2 Page Ref: 559

Objective: 5. Understand the purpose of queries

26) An Access wizard is a(n) _____.

- A) type of template
- B) shortcut to building objects
- C) storage methodology
- D) operator

Answer: B

Diff: 3 Page Ref: 559

Objective: 5. Understand the purpose of queries

27) The _____ view shows the query's structure.

- A) Query Results
- B) SQL
- C) Datasheet
- D) Design

Answer: D

Diff: 2 Page Ref: 562

Objective: 5. Understand the purpose of queries

28) The _____ operator in a query selects the records in which the field values listed are within the two values.

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

Answer: A

Diff: 1 Page Ref: 565

Objective: 5. Understand the purpose of queries

29) The _____ operator in a query selects the records in which the field value is not equal to the value provided.

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

Answer: B

Diff: 1 Page Ref: 565

Objective: 5. Understand the purpose of queries

30) If no sort criteria is specified when creating a query, Access will sort the results by the _____.

- A) first text field
- B) first numeric field
- C) foreign key
- D) primary key

Answer: D

Diff: 3 Page Ref: 565

Objective: 5. Understand the purpose of queries

31) Query results can be printed from the _____ tab.

- A) File
- B) Home
- C) View
- D) Create

Answer: A

Diff: 1 Page Ref: 566

Objective: 5. Understand the purpose of queries

32) The view used to add or edit data in a form is _____.

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

Answer: A

Diff: 1 Page Ref: 567

Objective: 6. Understand the purpose of forms

33) To view a form and the data, click _____ view.

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

Answer: B

Diff: 2 Page Ref: 567

Objective: 6. Understand the purpose of forms

34) To see how a report would look on a piece of paper, open the report in _____.

- A) Report view
- B) Print Preview
- C) Layout view
- D) Design view

Answer: B

Diff: 2 Page Ref: 570

Objective: 7. Understand the purpose of reports

35) To see how a report would look in a continuous page layout, open the report in _____.

- A) Report view
- B) Print Preview
- C) Layout view
- D) Design view

Answer: A

Diff: 2 Page Ref: 570

Objective: 7. Understand the purpose of reports

36) Reports have _____ views.

- A) two
- B) three
- C) four
- D) five

Answer: C

Diff: 3 Page Ref: 570

Objective: 7. Understand the purpose of reports

37) A(n) _____ database is an extra copy of a database that you keep just in case something happens to the original one.

- A) repaired
- B) compacted
- C) backup
- D) advance

Answer: C

Diff: 2 Page Ref: 574

Objective: 8. Back up a database

38) The Back Up Database command is located on _____ view.

- A) Report
- B) Backstage
- C) Form
- D) Datasheet

Answer: B

Diff: 2 Page Ref: 574

Objective: 8. Back up a database

39) _____ an Access database rearranges objects so disk space is used more efficiently.

- A) Backing up
- B) Recovering
- C) Compacting
- D) Saving

Answer: C

Diff: 2 Page Ref: 575

Objective: 9. Compact and repair a database

40) Which of the following is NOT true about compacting and repairing a database?

- A) The compact option also looks for damaged data and tries to repair it.
- B) There are four options for compacting a database.
- C) Compacting releases unused space to be used again.
- D) If you do not compact your database, it can become very large quickly.

Answer: B

Diff: 3 Page Ref: 575

Objective: 9. Compact and repair a database

41) A database is a collection of the data that companies spend a lot of time and money on gathering.

Answer: TRUE

Diff: 1 Page Ref: 541

Objective: 1. Understand the purpose of Access

42) Data is an important asset to any organization after it is converted to information.

Answer: TRUE

Diff: 2 Page Ref: 541

Objective: 1. Understand the purpose of Access

43) Databases are used for operational processing and for analytical purposes.

Answer: TRUE

Diff: 2 Page Ref: 541

Objective: 1. Understand the purpose of Access

44) Operational databases are used for extracting data for decision making.

Answer: FALSE

Diff: 3 Page Ref: 541

Objective: 1. Understand the purpose of Access

45) Every time Joe's customers purchase an item, he stores the sale in a database. The best option for him is to use an analytical database.

Answer: FALSE

Diff: 2 Page Ref: 541

Objective: 1. Understand the purpose of Access

46) A DBMS and database are synonymous.

Answer: FALSE

Diff: 2 Page Ref: 541

Objective: 1. Understand the purpose of Access

47) You can easily integrate Access with other products in the Office suite.

Answer: TRUE

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

48) Access has six main objects.

Answer: FALSE

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

49) Data is always stored in a form.

Answer: FALSE

Diff: 1 Page Ref: 542

Objective: 1. Understand the purpose of Access

50) A table organizes data in columns and rows.

Answer: TRUE

Diff: 1 Page Ref: 542

Objective: 1. Understand the purpose of Access

51) A query is another word for a question.

Answer: TRUE

Diff: 3 Page Ref: 542

Objective: 1. Understand the purpose of Access

52) What you learn about one relational database can be transferred to other relational databases.

Answer: TRUE

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

53) A form pulls records from a table in an easy-to-read format suitable for printing.

Answer: FALSE

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

54) A report allows you to enter, edit, and delete data.

Answer: FALSE

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

55) The data contents within a table can be seen in Design view.

Answer: FALSE

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

56) A record is all of the data pertaining to one person, place, thing, or event.

Answer: TRUE

Diff: 1 Page Ref: 542

Objective: 1. Understand the purpose of Access

57) A column in an Access table is called a characteristic.

Answer: FALSE

Diff: 2 Page Ref: 544

Objective: 1. Understand the purpose of Access

58) Relationships are links between the tables.

Answer: TRUE

Diff: 1 Page Ref: 544

Objective: 1. Understand the purpose of Access

59) A template can be used as a starting point when creating a new database.

Answer: TRUE

Diff: 1 Page Ref: 544

Objective: 1. Understand the purpose of Access

60) The Navigation Pane is used to navigate through a table.

Answer: FALSE

Diff: 1 Page Ref: 545

Objective: 2. Maneuver in the Navigation Pane

61) Access 2016 uses a different file extension than previous versions of Access.

Answer: FALSE

Diff: 2 Page Ref: 548

Objective: 2. Maneuver in the Navigation Pane

62) When you create relationships in a relational database, you give it power.

Answer: TRUE

Diff: 2 Page Ref: 549

Objective: 3. Understand the purpose of tables

63) If you want to insert data from another file into an Access database, you must use copy and paste.

Answer: FALSE

Diff: 1 Page Ref: 549

Objective: 3. Understand the purpose of tables

64) If you have redundant data in your database, then you have duplicate data that should be corrected or deleted.

Answer: TRUE

Diff: 3 Page Ref: 555

Objective: 3. Understand the purpose of tables

65) Because there are many Access functions that use a table and will not work if the table is open, it is best practice to close a table when you are finished working with it.

Answer: TRUE

Diff: 3 Page Ref: 558

Objective: 4. Manually navigate a database

66) Backing up a database will help protect you against any mishaps with the original database such as accidental loss of data.

Answer: TRUE

Diff: 2 Page Ref: 574

Objective: 8. Back up a database

67) A table organizes data in _____ and rows.

Answer: columns

Diff: 1 Page Ref: 542

Objective: 1. Understand the purpose of Access

68) A(n) _____ pulls records from a table in an easy-to-read format suitable for printing.

Answer: report

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

69) The data contents within a table can be seen in _____ view.

Answer: Datasheet

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

70) A(n) _____ is all of the data pertaining to one person, place, thing, or event.

Answer: record

Diff: 1 Page Ref: 542

Objective: 1. Understand the purpose of Access

71) A column or field in an Access table is also known as a(n) _____.

Answer: attribute

Diff: 2 Page Ref: 544

Objective: 1. Understand the purpose of Access

72) A database that includes linked tables is said to be a(n) _____ database.

Answer: relational

Diff: 2 Page Ref: 549

Objective: 3. Understand the purpose of tables

73) The process of copying data from another file, like a Word document, into an Access database is called _____.

Answer: importing

Diff: 2 Page Ref: 549

Objective: 3. Understand the purpose of tables

74) To move through the data in a table, Access provides a(n) _____ at the bottom of the table.

Answer: Navigation bar

Diff: 2 Page Ref: 552

Objective: 3. Understand the purpose of tables

75) The import data options are located on the _____ tab.

Answer: External Data

Diff: 1 Page Ref: 550

Objective: 3. Understand the purpose of tables

76) The _____ row at the end of a table allows you to enter new records into the table.

Answer: append

Diff: 2 Page Ref: 553

Objective: 3. Understand the purpose of tables

77) Data _____ is created through repetition and causes inefficiencies.

Answer: redundancy

Diff: 3 Page Ref: 555

Objective: 3. Understand the purpose of tables

78) Redundant information leads to _____.

Answer: errors

Diff: 1 Page Ref: 555

Objective: 3. Understand the purpose of tables

79) Before working in a database, it is beneficial to explore the database _____.

Answer: manually

Diff: 2 Page Ref: 556

Objective: 4. Manually navigate a database

80) To create objects, a(n) _____ can be used to serve as a step-by-step guide.

Answer: wizard

Diff: 2 Page Ref: 559

Objective: 5. Understand the purpose of queries

81) The Query Wizard uses a(n) _____ dialog box to create a query.

Answer: question-and-answer

Diff: 3 Page Ref: 562

Objective: 5. Understand the purpose of queries

82) To remember what a query does, make the name as _____ as possible.

Answer: descriptive

Diff: 3 Page Ref: 562

Objective: 5. Understand the purpose of queries

83) The top half of the window in a query's design view is the Query _____.

Answer: workspace

Diff: 2 Page Ref: 563

Objective: 5. Understand the purpose of queries

84) The bottom half of the window in a query's design view is the Query _____.

Answer: design grid

Diff: 2 Page Ref: 563

Objective: 5. Understand the purpose of queries

85) The top row in the Query design grid is the _____.

Answer: Field name

Diff: 3 Page Ref: 563

Objective: 5. Understand the purpose of queries

86) If no sorting sequence is specified when creating a query, Access will sort the results of the query by the _____.

Answer: primary key

Diff: 3 Page Ref: 565

Objective: 5. Understand the purpose of queries

87) To print query results, click the _____ tab.

Answer: File

Diff: 1 Page Ref: 566

Objective: 5. Understand the purpose of queries

88) _____ view shows the data in a form and allows for data entry.

Answer: Form

Diff: 1 Page Ref: 567

Objective: 6. Understand the purpose of forms

89) _____ view shows how a report would look in a continuous page layout.

Answer: Report

Diff: 2 Page Ref: 570

Objective: 7. Understand the purpose of reports

90) To see how a report would look on a printed page, go to Print _____.

Answer: Preview

Diff: 2 Page Ref: 570

Objective: 7. Understand the purpose of reports

91) An extra copy of a database is called a(n) _____ database.

Answer: backup

Diff: 2 Page Ref: 574

Objective: 8. Back up a database

92) Backup options are available on _____ view.

Answer: Backstage

Diff: 2 Page Ref: 574

Objective: 8. Back up a database

93) To rearrange objects so disk space is used more efficiently, you should _____ the database.

Answer: compact

Diff: 2 Page Ref: 575

Objective: 8. Back up a database

94) Match the following terms with their definition.

- I. Database
- II. Data
- III. Information
- IV. DBMS
- V. Object

- A. A software program
- B. A collection of records
- C. Can be a table, query, form, or report
- D. Can be used to gain a competitive advantage
- E. Facts about people, events, things, or ideas

Answer: B, E, D, A, C

Diff: 2 Page Ref: 541-542

Objective: 1. Understand the purpose of Access

95) Match the following terms with their definition.

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

- A. Allows you to ask questions about the data
- B. Allows you to easily enter new records
- C. Stores data organized in columns and rows
- D. Different perspective and different capabilities
- E. An easy-to-read format suitable for printing

Answer: C, A, B, E, D

Diff: 2 Page Ref: 542

Objective: 1. Understand the purpose of Access

96) Match the following terms with their definition.

- I. Datasheet view
- II. Design view
- III. Field
- IV. Navigation Pane
- V. File extension

- A. Shows the data contents within a table
- B. A suffix
- C. An attribute
- D. Allows you to view the objects in the database
- E. Shows how fields are defined

Answer: A, E, C, D, B

Diff: 2 Page Ref: 542-545, 548

Objective: Various

97) Match the following file extensions with their definition.

- I. accdb
- II. accde
- III. accdt
- IV. mdb
- V. mde

- A. Access 2007-2016 database file that is in "execute only" mode
- B. Access database template
- C. Access 2002-2003 database file that is in "execute only" mode
- D. Access database file
- E. Access 2002-2003 database file

Answer: D, A, B, E, C

Diff: 3 Page Ref: 548

Objective: 2. Maneuver in the Navigation Pane

98) Match the following terms with their definition.

- I. Relational database
- II. Navigation bar
- III. Data redundancy
- IV. Error
- V. Loss of data

- A. Allows you to move through a table
- B. Caused by deleting data
- C. Duplicate data
- D. Caused by redundant information
- E. Data is stored in linked tables

Answer: E, A, C, D, B

Diff: 2 Page Ref: 549, 552, 555

Objective: 3. Understand the purpose of tables

99) Match the following selection criteria with their description.

- I. =
- II. <=
- III. >=
- IV. <>
- V. Between

- A. If no operator is used, this is assumed
- B. Selects records in which the field value is not equal to the value provided
- C. Selects records in which the field value is greater than or equal to the value provided
- D. Selects records in which the field values listed are within the two values
- E. Selects records in which the field value is less than or equal to the value provided

Answer: A, E, C, B, D

Diff: 2 Page Ref: 565

Objective: 5. Understand the purpose of queries

100) Match the following terms with their definition.

- I. Form view
- II. Design view
- III. Report view
- IV. Print Preview
- V. Layout view

- A. Can view and edit the appearance without seeing the data
- B. Used to enter or change data
- C. Shows a continuous page layout
- D. Some parts of the design can be changed in this view
- E. This view allows you to change the page layout

Answer: B, A, C, E, D

Diff: 3 Page Ref: 567, 570

Objective: Various