

1) A data entry form in Access can be created using the Form tool in the Create tab ribbon.

- a. True
- b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 176

Topic: Q3

Skill: RECALL

2) Data entry forms in Access are used to generate reports.

- a. True
- b. False

Answer: b

Diff: 2

Type: TF

Page Reference: 177

Topic: Q3

Skill: RECALL

3) Before creating a database in Access, you should develop a data model based on the user requirements.

- a. True
- b. False

Answer: a

Diff: 1

Type: TF

Page Reference: 167

Topic: Q1

Skill: RECALL

4) Access allows users to create tables in a design view.

- a. True
- b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 169

Topic: Q1

Skill: RECALL

5) The most common data type for fields in tables is always the "number" data type.

- a. True
- b. False

Answer: b

Diff: 3

Type: TF

Page Reference: 172

Topic: Q1

Skill: APPLIED

6) Forms allow users to view and maintain data in a database.

- a. True
- b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 178

Topic: Q3

Skill: APPLIED

7) The relationships window allows users to define the relationships between tables.

- a. True
- b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 173

Topic: Q2

Skill: RECALL

8) Access does not allow users to create queries in SQL.

- a. True
- b. False

Answer: b

Diff: 2

Type: TF

Page Reference: 179

Topic: Q4

Skill: RECALL

9) Access provides a graphical user interface for creating database queries.

- a. True
- b. False

Answer: a

Diff: 1

Type: TF

Page Reference: 179

Topic: Q4

Skill: RECALL

10) A quick way of creating reports in Access is to use the Report Wizard.

- a. True
- b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 182

Topic: Q5

Skill: RECALL

11) In the table design mode in Access the field and data type are required to create an attribute.

- a. True
- b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 170

Topic: Q1

Skill: APPLIED

12) A primary key is indicated by a small key icon next to the field name in the design mode of the table.

a. True

b. False

Answer: a

Diff: 1

Type: TF

Page Reference: 172

Topic: Q1

Skill: RECALL

13) Relationships can be assigned using the Relationships tool that is found on the Database Tools tab of the ribbon.

a. True

b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 173

Topic: Q2

Skill: RECALL

14) Relationships are created in the relationships window by clicking on the primary key in one table and dragging it to the related field in another table.

a. True

b. False

Answer: a

Diff: 2

Type: TF

Page Reference: 173

Topic: Q2

Skill: RECALL

15) A subform allows multiple records to be displayed that are related to the record displayed in the main form.

- a. True
- b. False

Answer: a

Diff: 3

Type: TF

Page Reference: 178

Topic: Q3

Skill: APPLIED

16) A question one asks of the database is known as a(n)

- a. result
- b. form
- c. query
- d. report
- e. table

Answer: c

Diff: 1

Type: MC

Page Reference: 179

Topic: Q4

Skill: RECALL

17) In MS Access, _____ is a term that refers to the attributes that are described in the data model.

- a. table
- b. data
- c. field
- d. application
- e. key

Answer: c

Diff: 2

Type: MC

Page Reference: 170

Topic: Q1

Skill: RECALL

18) In MS Access, the _____ data type is used to generate a unique primary key.

- a. text
- b. integer
- c. currency
- d. number
- e. autonumber

Answer: e

Diff: 3

Type: MC

Page Reference: 172

Topic: Q1

Skill: APPLIED

19) When creating a new table in Access, the primary key is set by clicking on the _____ icon.

- a. drive
- b. switch
- c. exclamation mark
- d. relationship
- e. key

Answer: e

Diff: 2

Type: MC

Page Reference: 172

Topic: Q1

Skill: RECALL

20) When defining a relationship between two tables in Access, it is important to be sure to drag the correct _____ in the right direction and lay it on the other table.

- a. relationship
- b. attribute
- c. window
- d. key
- e. table

Answer: b

Diff: 3

Type: MC

Page Reference: 173

Topic: Q2

Skill: RECALL

21) _____ are used by the user to enter data in to an Access database.

- a. Queries
- b. Modules
- c. Tables
- d. Forms
- e. Reports

Answer: d

Diff: 2

Type: MC

Page Reference: 176

Topic: Q3

Skill: RECALL

22) _____ ask questions about the data.

- a. Reports
- b. Queries
- c. Modules
- d. Forms
- e. Tables

Answer: b

Diff: 2

Type: MC

Page Reference: 179

Topic: Q4

Skill: RECALL

23) You build the links between tables using the _____ window.

- a. relationships
- b. relationship wizard
- c. database diagram
- d. mapping
- e. database relationships

Answer: a

Diff: 2

Type: MC

Page Reference: 173

Topic: Q2

Skill: RECALL

24) The second column at the top of the table design window contains the _____ of the field.

- a. field name
- b. field size
- c. properties
- d. data type
- e. description

Answer: d

Diff: 2

Type: MC

Page Reference: 171

Topic: Q1

Skill: RECALL

25) The properties of each field are set at the _____ of the table design window.

- a. top
- b. centre
- c. bottom
- d. left
- e. right

Answer: c

Diff: 3

Type: MC

Page Reference: 171

Topic: Q1

Skill: RECALL

26) Access' graphical query interface translates statements into _____.

- a. VBA
- b. ASP
- c. query
- d. SQL
- e. C++

Answer: d

Diff: 3

Type: MC

Page Reference: 179

Topic: Q4

Skill: RECALL

27) The description in the table design window is used for _____.

- a. additional data type information
- b. formatting fields
- c. documentation
- d. setting properties
- e. additional field name information

Answer: c

Diff: 2

Type: MC

Page Reference: 170

Topic: Q1

Skill: RECALL

28) In Access, entities are called _____.

- a. columns
- b. rows
- c. fields
- d. tables
- e. queries

Answer: d

Diff: 2

Type: MC

Page Reference: 170

Topic: Q1

Skill: RECALL

29) A report _____ can be used to create a report.

- a. wizard
- b. queries
- c. tables
- d. modules
- e. forms

Answer: a

Diff: 1

Type: MC

Page Reference: 182

Topic: Q5

Skill: RECALL

30) The _____ keyword tells Access to present the text data in alphabetical order.

- a. order
- b. table
- c. plus
- d. red
- e. Ascending

Answer: e

Diff: 3

Type: MC

Page Reference: 179

Topic: Q4

Skill: APPLIED

31) Access displays the _____ of a field as help text on forms.

- a. description
- b. data type
- c. name
- d. colour
- e. attribute

Answer: a

Diff: 3

Type: MC

Page Reference: 170

Topic: Q1

Skill: RECALL

32) _____ is one of many reserved words in the Access environment.

- a. "Value"
- b. "Data"
- c. "Colour"
- d. "Name"
- e. "Variable"

Answer: d

Diff: 3

Type: MC

Page Reference: 172

Topic: Q1

Skill: RECALL

33) It is possible to create a primary key composed of _____ columns or fields.

- a. relational
- b. linked
- c. number
- d. multiple
- e. text

Answer: d

Diff: 3

Type: MC

Page Reference: 172

Topic: Q1

Skill: APPLIED

34) The key icon can be found in the _____ tab ribbon.

- a. Design
- b. Create
- c. Datasheet
- d. Home
- e. Database Tools

Answer: a

Diff: 2

Type: MC

Page Reference: 172

Topic: Q1

Skill: RECALL

35) In an _____ field, Access creates values for the user.

- a. number
- b. hyperlink
- c. long integer
- d. text
- e. Autonumber

Answer: e

Diff: 3

Type: MC

Page Reference: 173

Topic: Q1

Skill: APPLIED

36) In a query of two or more tables Access will show

- a. all the relevant records in both/all tables.
- b. only records in the parent table
- c. only records that have matching values in all the tables.
- d. only records that do not have matching records in all the tables.
- e. every record in one table joined to each record in the other table.

Answer: c

Diff: 3

Type: MC

Page Reference: 179

Topic: Q4

Skill: RECALL

37) To create a data entry form in Access, you can use the default table display or you can use the form generator.

Diff: 2

Type: FIB

Page Reference: 176

Topic: Q3

Skill: RECALL

38) Database forms allow the users to view, add, update or delete data in the underlying tables.

Diff: 1

Type: FIB

Page Reference: 177

Topic: Q3

Skill: RECALL

39) To run a query click on the red exclamation point labeled *Run*.

Diff: 1

Type: FIB

Page Reference: 179

Topic: Q5

Skill: RECALL

40) MS Access makes it easy to generate database queries by providing an easy-to-use graphical interface that generates SQL statements automatically.

Diff: 2

Type: FIB

Page Reference: 179

Topic: Q4

Skill: RECALL

41) In order to execute a query in MS Access, create the query and then click on the exclamation mark icon.

Diff: 2

Type: FIB

Page Reference: 179

Topic: Q4

Skill: RECALL

42) Forms allow a user to view and maintain the data in a database.

Diff: 2

Type: FIB

Page Reference: 177

Topic: Q3

Skill: RECALL

43) Queries in Access are translated into SQL by the query graphical interface.

Diff: 2

Type: FIB

Page Reference: 179

Topic: Q4

Skill: RECALL

44) Access provides a graphical user interface for creating queries.

Diff: 2

Type: FIB

Page Reference: 179

Topic: Q4

Skill: RECALL

45) To create a report from two tables you can use the Report Wizard.

Diff: 2

Type: FIB

Page Reference: 182

Topic: Q5

Skill: RECALL

46) In a form you can type over any data you wish to change.

Diff: 2

Type: FIB

Page Reference: 178

Topic: Q3

Skill: RECALL

47) What are data entry forms used for and how are they created in MS Access?

Answer:

In order to help users view the data and update it by entering new data, making changes, and deleting data, there are a variety of form options in Access. First, by clicking on the table itself in the Object Window, users can then view and modify data directly in the table. Another way is to use the Form Wizard in Access to guide you through the creation of a more customized form. There is also a form editor that will give developers even more control over the look and feel and content on the form.

Diff: 3

Type: ES

Page Reference: 177

Topic: Q3

Skill: RECALL

48) Why are queries so useful and how are they created in MS Access?

Answer:

Creating database queries shows the true power of relational databases. Queries can be used to make powerful calculations and link up large amounts of data in multiple tables in creative ways that will help users. MS Access helps novice users to learn how to make queries by using its graphic interface, called Query By Example (QBE). This tool provides a grid for users to click and drag the fields they want. Then it converts the QBE information into SQL commands for execution. For more advanced users, Access provides a SQL editor tool which allows developers to write and edit queries directly in SQL. It is helpful sometimes to work through the logic of more complex queries. In Access it is simple to go back and forth between the QBE editor and the SQL editor.

Diff: 3

Type: ES

Page Reference: 179

Topic: Q4

Skill: RECALL

49) What are reports used for and how are they created in MS Access?

Answer:

Reports allow users to place summarized data either from tables or queries on paper in creative formats. They allow users to communicate better and turn data into information. In Access reports are best made by using the report wizard which allows users to build reports from 2 or more tables or queries. In many instances reports are built from queries, putting them into well formatted printouts.

Diff: 3

Type: ES

Page Reference: 182

Topic: Q5

Skill: RECALL