***Exploring Microsoft Office 2019 Introductory* (Poatsy/Grauer)**

**Access Chapter 1 Introduction to Access**

1) What allows you to add components to an existing database, rather than creating an entire new database?

A) Objects

B) Filters

C) Application parts

D) Templates

Answer: C

Diff: 2

Objective: A1.01 Open, Save, and Enable Content in a Database

2) What is *not* true about the Compact and Repair Database utility?

A) It can help when the data becomes corrupt.

B) It can be set up to run automatically when a database is closed.

C) It is used when the database gets too many records in it.

D) It can reduce the size of a database.

Answer: C

Diff: 2

Objective: A1.01 Open, Save, and Enable Content in a Database

3) When you click the Enable Content warning, the database is now \_\_\_\_\_\_\_\_.

A) trusted on this computer

B) trusted for this session

C) trusted for any computer

D) unlocked

Answer: A

Diff: 2

Objective: A1.01 Open, Save, and Enable Content in a Database

4) What interface element shows you the various objects in your database?

A) The Database Tools menu

B) The Database Properties pane

C) The Home menu

D) The Navigation pane

Answer: D

Diff: 2

Objective: A1.02 Recognize Database Object Types

5) How can you toggle viewing the Navigation Pane?

A) Shutter Bar View/Hide button

B) Navigation Pane View/Hide button

C) Shutter Bar Open/Close button

D) Navigation Pane Open/Close button

Answer: C

Diff: 2

Objective: A1.02 Recognize Database Object Types

6) What database object organizes your data by rows and columns?

A) Table

B) Form

C) Report

D) Macro

Answer: A

Diff: 1

Objective: A1.02 Recognize Database Object Types

7) A customer's cell phone would be an example of a \_\_\_\_\_\_\_\_.

A) table

B) record

C) field

D) primary key

Answer: C

Diff: 1

Objective: A1.02 Recognize Database Object Types

8) Which of the following produces a subset of your data?

A) Macro

B) Field

C) Table

D) Query

Answer: D

Diff: 2

Objective: A1.02 Recognize Database Object Types

9) Most users enter information into a database through the use of a \_\_\_\_\_\_\_\_.

A) form

B) table in datasheet view

C) query

D) macro

Answer: A

Diff: 2

Objective: A1.02 Recognize Database Object Types

10) A module uses what programming language?

A) SQL

B) VBA

C) VBL

D) HTML

Answer: B

Diff: 3

Objective: A1.02 Recognize Database Object Types

11) In Datasheet view, what does a pencil symbol to the left of a record indicate?

A) Data in that record has not been saved yet.

B) Data in that record has recently been modified and saved.

C) Data in that record has a data integrity violation and needs to be changed.

D) Data in that record is about to be deleted.

Answer: A

Diff: 2

Objective: A1.02 Recognize Database Object Types

12) To assign a field size of 12 to a field in a table you would \_\_\_\_\_\_\_\_.

A) pick Short Text from the Data Type list

B) pick Long Text from the Data Type list

C) type 12 in the Description area of that field

D) enter 12 in the Field Size property of that field

Answer: D

Diff: 2

Objective: A1.02 Recognize Database Object Types

13) How many records do most forms display?

A) 0 (Forms don't display records)

B) 1

C) 2

D) All the records at the same time

Answer: B

Diff: 2

Objective: A1.02 Recognize Database Object Types

14) What is *not* true about field properties?

A) They define a field's characteristics.

B) They vary by field type.

C) They can allow data entry to be required for a field.

D) The categories are the same for all field types.

Answer: D

Diff: 2

Objective: A1.02 Recognize Database Object Types

15) Which of the following views would you use to view or modify a table's structure?

A) Datasheet

B) Form

C) Design

D) Layout

Answer: C

Diff: 2

Objective: A1.02 Recognize Database Object Types

16) What are the two ways you can view a table?

A) Design and Layout views

B) Design and Datasheet views

C) Datasheet and Form views

D) Datasheet and Layout views

Answer: B

Diff: 1

Objective: A1.02 Recognize Database Object Types

17) Access is a \_\_\_\_\_\_\_\_ product.

A) Microsoft

B) Google

C) Yahoo

D) Corel

Answer: A

Diff: 1

Objective: A1.02 Recognize Database Object Types

18) In datasheet view, what do the rows indicate?

A) Tables

B) Fields

C) Records

D) Information

Answer: C

Diff: 1

Objective: A1.02 Recognize Database Object Types

19) What view normally appears when you double-click a table?

A) Form view

B) Layout view

C) Design view

D) Datasheet view

Answer: D

Diff: 1

Objective: A1.02 Recognize Database Object Types

20) What is *not* true about modules?

A) It is considered an advanced object.

B) It is required for intermediate users.

C) It uses the VBA programming language.

D) It provides more functionality than macros.

Answer: B

Diff: 3

Objective: A1.02 Recognize Database Object Types

21) When you split a database, what object type is put in the back end?

A) Tables

B) Forms

C) Reports

D) Macros and Modules

Answer: A

Diff: 3

Objective: A1.04 Use Database Utilities

22) What is *not* true about database relationships?

A) They are connections between two tables.

B) They join tables on a common field.

C) They allow for efficient database design.

D) They tend to increase the overall file size of a database.

Answer: D

Diff: 2

Objective: A1.02 Recognize Database Object Types

23) Which of the following is *not* a valid criteria in a filter?

A) ="Fred"

B) =>14

C) <>125

D) Is Null

Answer: B

Diff: 3

Objective: A1.05 Work With Filters

24) When you close a table after using a selection filter and then reopen it, what happens to the filter?

A) The filter is still operating.

B) The filter is not saved.

C) The filter is removed, but Toggle Filter will bring it back.

D) The filter is removed permanently.

Answer: C

Diff: 3

Objective: A1.05 Work With Filters

25) Which of the following operators will give you the fewest number of hits?

A) AND

B) OR

C) NOT

D) NOR

Answer: A

Diff: 3

Objective: A1.05 Work With Filters

26) What type of filter displays records based on a criterion you choose?

A) Selection filter

B) Filter by Report

C) Exact Match filter

D) Toggle filter

Answer: A

Diff: 2

Objective: A1.05 Work With Filters

27) Which of the following is *not* a valid comparison operator?

A) <>

B) =

C) =>

D) <=

Answer: C

Diff: 2

Objective: A1.05 Work With Filters

28) How would you sort records in a field so that the oldest birthday is listed first?

A) Sort by form

B) Selection sort

C) Sort descending

D) Sort ascending

Answer: D

Diff: 3

Objective: A1.06 Perform Sorts

29) If you sorted a table which had 53 records by two fields, one ascending and the other descending, how many records would display?

A) It depends on how many of the fields are blank.

B) 53

C) 106

D) It depends on how many of the fields contain exactly the same information.

Answer: B

Diff: 2

Objective: A1.06 Perform Sorts

30) Which of the following is *not* one of the three methods for creating a database?

A) Create a blank desktop database

B) Create a blank cloud database

C) Create a custom web app

D) Create a database from a template

Answer: B

Diff: 2

Objective: A1.07 Create a Database

31) Which method of creating a database demands the least amount of expertise in Access?

A) Creating a blank desktop database

B) Creating a custom web app

C) Importing an Excel spreadsheet

D) Using a template

Answer: D

Diff: 2

Objective: A1.07 Create a Database

32) What is *not* true about records?

A) They are displayed as rows in datasheet view.

B) They represent categories of information that is stored in a database.

C) They are a complete set of fields for a person, place, etc.

D) They are stored in tables.

Answer: B

Diff: 3

Objective: A1.02 Recognize Database Object Types

33) What database object is an electronic version of the paperwork you fill out at the doctor's office?

A) Form

B) Report

C) Table

D) Field

Answer: A

Diff: 2

Objective: A1.02 Recognize Database Object Types

34) To create a database from a template you would use which view?

A) Design

B) Layout

C) Create database

D) Backstage

Answer: D

Diff: 2

Objective: A1.07 Create a Database

35) One of the reasons someone may choose to start a database with a template is to save time by not having to \_\_\_\_\_\_\_\_.

A) enter so much data

B) know anything about Access

C) create as many objects

D) create the table relationships

Answer: C

Diff: 2

Objective: A1.07 Create a Database

36) You always know when you are using a database.

Answer: FALSE

Diff: 1

Objective: A1.01 Open, Save, and Enable Content in a Database

37) Searching a website to help you find just the right product involves database technology.

Answer: TRUE

Diff: 1

Objective: A1.01 Open, Save, and Enable Content in a Database

38) Microsoft SSL Server is an example of an advanced DBMS.

Answer: FALSE

Diff: 3

Objective: A1.01 Open, Save, and Enable Content in a Database

39) When you type Smith in a person's last name field you are entering information.

Answer: FALSE

Diff: 3

Objective: A1.01 Open, Save, and Enable Content in a Database

40) Every time you open a database you will receive a security warning.

Answer: FALSE

Diff: 2

Objective: A1.01 Open, Save, and Enable Content in a Database

41) Only the most complex databases have more than one table.

Answer: FALSE

Diff: 2

Objective: A1.02 Recognize Database Object Types

42) A primary key can be a combination of several fields.

Answer: TRUE

Diff: 2

Objective: A1.02 Recognize Database Object Types

43) Your birthday would be a good candidate for a primary key.

Answer: FALSE

Diff: 2

Objective: A1.02 Recognize Database Object Types

44) Reports can draw data from tables or queries.

Answer: TRUE

Diff: 2

Objective: A1.02 Recognize Database Object Types

45) When first designing a database, it is *not* important what data type you assign each field because you can easily change it later.

Answer: FALSE

Diff: 3

Objective: A1.02 Recognize Database Object Types

46) If you see plus signs (+) next to records in Datasheet view, then you know that two or more tables are related.

Answer: TRUE

Diff: 2

Objective: A1.02 Recognize Database Object Types

47) Naming a table carefully is very important because it is the only way to describe what data that table contains.

Answer: FALSE

Diff: 3

Objective: A1.02 Recognize Database Object Types

48) Be careful before you delete a record from a table.

Answer: TRUE

Diff: 2

Objective: A1.03 Modify, Add, and Save Data

49) Databases only work with data, not information.

Answer: FALSE

Diff: 2

Objective: A1.01 Open, Save, and Enable Content in a Database

50) Using the Compact and Repair Database utility on a regular basis is good practice.

Answer: TRUE

Diff: 2

Objective: A1.04 Use Database Utilities

51) As long as your data is accurate there is no real need to print preview your reports.

Answer: FALSE

Diff: 2

Objective: A1.02 Recognize Database Object Types

52) A good practice is to make backups of your databases on different storage devices.

Answer: TRUE

Diff: 2

Objective: A1.04 Use Database Utilities

53) Using the Back Up Database utility only saves the structure of the database, *not* the content.

Answer: FALSE

Diff: 1

Objective: A1.04 Use Database Utilities

54) Using Filter by Form enables you to filter on multiple criteria.

Answer: TRUE

Diff: 2

Objective: A1.05 Work With Filters

55) Filters do not delete data or records.

Answer: TRUE

Diff: 1

Objective: A1.05 Work With Filters

56) You can only sort records by one field.

Answer: FALSE

Diff: 2

Objective: A1.06 Perform Sorts

57) Creating a database from a template can help you get started more quickly.

Answer: TRUE

Diff: 1

Objective: A1.07 Create a Database

58) Using a template to create a database is *not* an effective use of time because of all the modifications you need to make so the database will fit your needs.

Answer: FALSE

Diff: 2

Objective: A1.07 Create a Database

59) DBMS stands for \_\_\_\_\_\_\_\_.

Answer: database management system

Diff: 2

Objective: A1.01 Open, Save, and Enable Content in a Database

60) A(n) \_\_\_\_\_\_\_\_ allows you to poll the data in your database.

Answer: query

Diff: 2

Objective: A1.02 Recognize Database Object Types

61) When you enter a field into a database, you are entering \_\_\_\_\_\_\_\_.

Answer: data

Diff: 2

Objective: A1.01 Open, Save, and Enable Content in a Database

62) Access is a \_\_\_\_\_\_\_\_ Management System.

Answer: Database

Diff: 2

Objective: A1.01 Open, Save, and Enable Content in a Database

63) Tables, queries, forms, and reports are all considered to be \_\_\_\_\_\_\_\_.

Answer: objects

Diff: 1

Objective: A1.02 Recognize Database Object Types

64) A \_\_\_\_\_\_\_\_ is a stored series of steps or commands.

Answer: macro

Diff: 2

Objective: A1.02 Recognize Database Object Types

65) By default, Access uses a(n) \_\_\_\_\_\_\_\_ Documents interface.

Answer: Tabbed

Diff: 3

Objective: A1.02 Recognize Database Object Types

66) The \_\_\_\_\_\_\_\_ command helps you locate specific records.

Answer: Find

Diff: 1

Objective: A1.02 Recognize Database Object Types

67) The \_\_\_\_\_\_\_\_ data type is generated by Access whenever a new record is created.

Answer: AutoNumber

Diff: 2

Objective: A1.02 Recognize Database Object Types

68) The \_\_\_\_\_\_\_\_ icon indicates that a field is the primary key.

Answer: key

Diff: 2

Objective: A1.02 Recognize Database Object Types

69) In Datasheet view, \_\_\_\_\_\_\_\_ represent columns.

Answer: fields

Diff: 1

Objective: A1.02 Recognize Database Object Types

70) When you format a date to display a certain way, you have changed the field's \_\_\_\_\_\_\_\_.

Answer: property, properties

Diff: 3

Objective: A1.02 Recognize Database Object Types

71) You *cannot* change \_\_\_\_\_\_\_\_ in a report; reports only display it.

Answer: data

Diff: 2

Objective: A1.02 Recognize Database Object Types

72) If you find yourself performing the same exact actions over and over, you might consider creating a (n) \_\_\_\_\_\_\_\_.

Answer: macro

Diff: 2

Objective: A1.02 Recognize Database Object Types

73) A \_\_\_\_\_\_\_\_ allows you to select only the records you want.

Answer: filter

Diff: 1

Objective: A1.05 Work With Filters

74) Using Filter by Form allows you to filter on \_\_\_\_\_\_\_\_ criteria.

Answer: multiple, more than one, many

Diff: 2

Objective: A1.05 Work With Filters

75) The \_\_\_\_\_\_\_\_ comparison operator indicates "not equal."

Answer: <>

Diff: 3

Objective: A1.05 Work With Filters

76) The \_\_\_\_\_\_\_\_ filter operator will give you the smallest number hits.

Answer: And

Diff: 3

Objective: A1.05 Work With Filters

77) A(n) ***\_\_\_\_\_\_\_\_*** enables you to add a set of common Access components to an existing

database.

Answer: Application Part

Diff: 3

Objective: A1.07 Create a Database

78) When you double-click a query, the interface looks like a(n) \_\_\_\_\_\_\_\_.

Answer: table

Diff: 3

Objective: A1.02 Recognize Database Object Types

79) You can create a(n) \_\_\_\_\_\_\_\_ from your own database so that you can reuse its structure whenever you need.

Answer: template

Diff: 2

Objective: A1.07 Create a Database

80) Match the following terms with their description:

I. Form

II. Report

III. Macro

IV. Sort

V. Filter

A. A way of displaying data in which the data cannot be changed

B. Changes the order of how records are displayed

C. Using this is the one way of entering data

D. Limits the amount of data displayed

E. A stored set of commands

Answer: C, A, E, B, D

Diff: 1

Objective: Multiple Objectives

81) Match the following terms with their description:

I. Compact and Repair Database

II. Database

III. Datasheet view

IV. Design view

V. Module

A. A view which displays an object's structure

B. An advanced object within VBA

C. A utility that makes a database smaller and fixes errors

D. A way of displaying data in a row/column grid

E. A collection of data organized as useful information

Answer: C, E, D, A, B

Diff: 2

Objective: Multiple Objectives

82) Match the following terms with their description:

I. Navigation Pane

II. Object

III. Primary key

IV. Record

V. Relationship

A. A component which makes the database function

B. A complete collection of all fields about one entity

C. A connection between tables using a common field

D. That which uniquely identifies records in a table

E. An interface that lists the objects in an Access database

Answer: E, A, D, B, C

Diff: 2

Objective: Multiple Objectives

83) Match the following terms with their description:

I. Report

II. Selection Filter

III. Sort

IV. Table

V. Template

A. An object which displays formatted information in a professional manner

B. Listing records in a specific sequence

C. A way of limiting the number of records displayed

D. Used to jumpstart your database

E. The object in which the data is stored

Answer: A, C, B, E, D

Diff: 2

Objective: Multiple Objectives

84) Match the following with their description:

I. <>, =., >, <

II. AND, OR, NOT

III. Contains "Bill"

IV. Tabs Documents interface

V. Oracle

A. Could be used in a selection filter

B. Objects open in their own area under the ribbon.

C. Comparison operators

D. A more advanced DBMS

E. Operators

Answer: C, E, A, B, D

Diff: 2

Objective: Multiple Objectives

85) Match the following with their description:

I. LastName, FirstName, CellPhone

II. AutoNumber, Short Text, Number

III. Social Security Number, Student ID, AutoNumber

IV. <>4, >2000, ="Fred"

V. Validation Rule, Field Size, Caption

A. Examples of filter criterion

B. Examples of field properties

C. Examples of field names

D. Examples of Primary keys

E. Examples of Data Types

Answer: C, E, D, A, B

Diff: 2

Objective: Multiple Objectives

86) Match the following terms with their description:

I. Table

II. Record

III. Form

IV. Report

V. Query

A. A collection of records

B. A collection of fields

C. Selecting, organizing, sorting and filtering fields from one or more tables

D. Displaying data in a way that the data can't be edited

E. Used to enter data

Answer: A, B, E, D, C

Diff: 1

Objective: Multiple Objectives

87) Match the following acronyms with their description:

I. VBA

II. DBMS

III. ACCDE

IV. Database

V. SQL

A. A collection of organized data

B. Used in several database programs

C. Used to create modules

D. A database format that only allows data entry

E. Access is one example.

Answer: C, E, D, A, B

Diff: 2

Objective: Multiple Objectives

88) Match the following terms with their description:

I. Table

II. Field

III. Record

IV. Primary Key

V. Query

A. Uniquely identifies a record

B. Category of information

C. Stores all your data

D. Asks a question of your data

E. Complete set of fields

Answer: C, B, E, A, D

Diff: 2

Objective: A1.02 Recognize Database Object Types