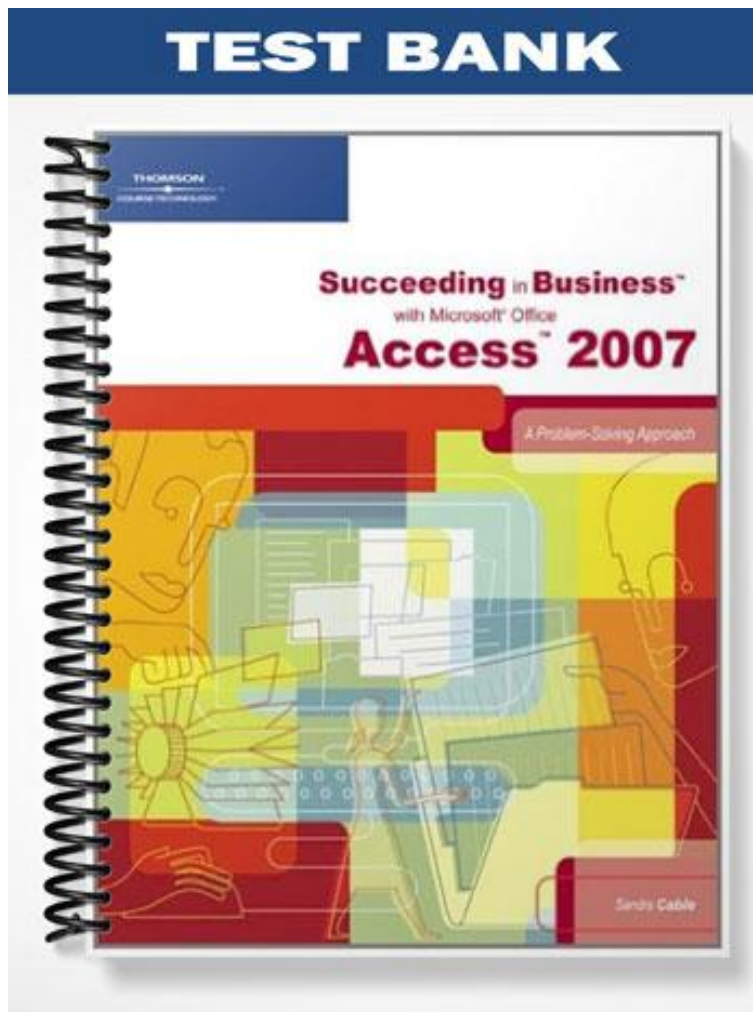


TEST BANK



Chapter 2: Building the Database

TRUE/FALSE

1. Because reports store all of the data in a database, you must create them before any of the other database objects.

ANS: F PTS: 1 REF: 107

2. In Design view, the Field Properties pane includes the Field Name, Data Type, and Description columns.

ANS: F PTS: 1 REF: 110

3. Names of Access objects cannot contain numbers.

ANS: F PTS: 1 REF: 110

4. Names of Access objects cannot begin with a space.

ANS: T PTS: 1 REF: 110

5. The Description property is optional for a field.

ANS: T PTS: 1 REF: 111

6. Literal characters supplied by an input mask are stored in the database.

ANS: F PTS: 1 REF: 118

7. To accept the default value specified in the Default Value property, the user simply tabs through the field during data entry.

ANS: T PTS: 1 REF: 122

8. Two tables have identical structures if they have the same number of fields and those fields have the same data types and field sizes.

ANS: T PTS: 1 REF: 133

9. An AutoNumber record number that is used once can be used again in the same table if you delete the original record.

ANS: F PTS: 1 REF: 134

10. After importing data into a new or existing table, you cannot change a field's data type to AutoNumber.

ANS: T PTS: 1 REF: 134

11. Access can import all data, including graphics, from an Excel worksheet.

3. You can use Design view to define the table's fields and the field properties and rearrange the order of fields as necessary. _____

ANS: T

PTS: 1

REF: 110

4. If a field's size is too small, data might be concatenated, or stopped after a certain number of characters. _____

ANS: F, truncated

PTS: 1

REF: 111

5. You can create an input mask for fields by using the Input Mask Wizard, which guides you through the necessary steps for creating an input mask and lets you enter sample values to ensure the correct results. _____

ANS: T

PTS: 1

REF: 118

6. The input mask 00/00/0000;_ accepts only digits, displays the literal characters, and ensures that users must enter two-digit months and dates, four-digit years, and complete dates.

ANS: F, does not display

PTS: 1

REF: 119

7. A(n) input mask compares the data entered by the user against one or more valid values that the database developer specified using the Validation Rule property for the field.

ANS: F, validation rule

PTS: 1

REF: 121

8. The Validation Text property enters a default value into any type of field except for an AutoNumber field. _____

ANS: F, Default Value

PTS: 1

REF: 122

9. Access automatically assigns a data type to each column of data it imports by evaluating the data in the first 3 rows of the worksheet. _____

ANS: F, 25

PTS: 1

REF: 136

10. In most cases, you will import the data stored in a single Excel worksheet, but you can also import named ranges of data. _____

ANS: T

PTS: 1

REF: 136

11. By default, nonprimary key fields can store null values. _____

ANS: T

PTS: 1

REF: 141

12. The default sort order for an index is descending. _____

ANS: F, ascending

PTS: 1

REF: 143

13. A good rule of thumb is to schedule database compressions based on the amount of data loss that you can manage. _____

ANS: F, backups

PTS: 1

REF: 158

14. Compacting a database creates a copy of the database that you can restore in the event of a loss.

ANS: F, Backing up

PTS: 1

REF: 158

15. Revealing a hidden object is difficult to do. _____

ANS: F

easy

not difficult

PTS: 1

REF: 163

MULTIPLE CHOICE

1. All of the following are likely to be fields stored in a customer table in a pharmacy's database EXCEPT ____.

a. allergies

c. date of birth

b. prescription expiration date

d. customer first name

ANS: B

PTS: 1

REF: 103

2. The ____ window is the main control panel for the database.

a. Database

c. Switchboard

b. Table

d. Object

ANS: A

PTS: 1

REF: 107

3. You must create ____ before any of the other database objects.

a. reports

c. data access pages

b. queries

d. tables

ANS: D

PTS: 1

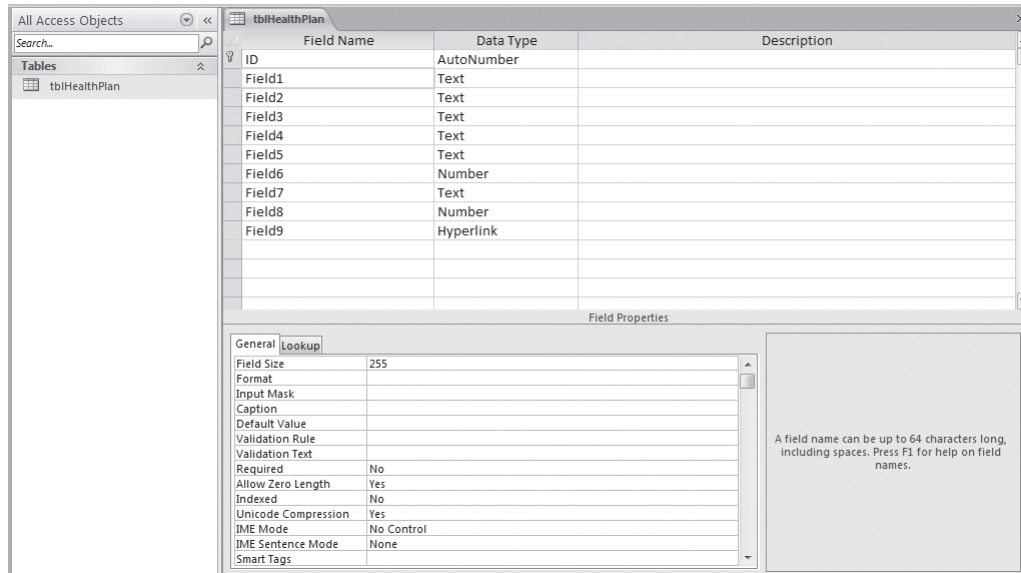
REF: 107

10. A datasheet has blank ____ for additional records.
- columns
 - grids
 - rows
 - indices

ANS: C

PTS: 1

REF: 109



11. The accompanying figure shows a table in ____ view.
- Database
 - Datasheet
 - Design
 - Form

ANS: C

PTS: 1

REF: 109

12. From Datasheet view, you can change to the view in the accompanying figure by clicking the ____ button in the Home tab of the Ribbon.
- Change
 - View
 - Switch
 - Go To

ANS: B

PTS: 1

REF: 109

13. The top part of the view in the accompanying figure is called the ____.
- Table Design grid
 - Field Properties pane
 - Objects bar
 - Groups bar

ANS: A

PTS: 1

REF: 109

14. The bottom part of the view in the accompanying figure is called the ____.
- Table Design grid
 - Field Properties pane
 - Objects bar
 - Groups bar

ANS: B

PTS: 1

REF: 109

15. In the accompanying figure, the “Tables” list displays in the ____.
- Objects bar
 - Groups bar
 - Navigation Pane
 - Table Design grid

ANS: C

PTS: 1

REF: 109

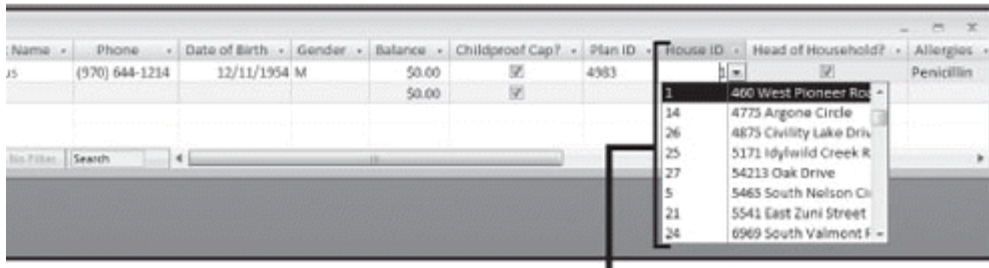
16. In the view in the accompanying figure, the ____ displays the field properties for the selected field.

34. If a user attempts to enter an invalid value in a field, the ____ property for the field opens a dialog box with a predefined message that explains the valid values.
- Input Mask Rule
 - Input Mask Text
 - Validation Rule
 - Validation Text

ANS: D PTS: 1 REF: 121

35. The ____ validation rule specifies that the field cannot accept null values.
- Text Required
 - Is Not Null
 - Not Empty
 - Void

ANS: B PTS: 1 REF: 122



36. A(n) ____ field like the one in the accompanying figure lets the user select a field value from a list of existing field values stored in the database or from a list of values specified when the field was created.
- lookup
 - input mask
 - validation
 - backup

ANS: A PTS: 1 REF: 123

37. To add a field like the one shown in the accompanying figure to a table, you change the field's data type to ____.
- Lookup Rule
 - Lookup Text
 - Lookup Mask
 - Lookup Wizard

ANS: D PTS: 1 REF: 123

38. In the table shown in the accompanying figure, the House ID field is a(n) ____ field.
- input mask
 - lookup
 - validation
 - password-protected

ANS: B PTS: 1 REF: 126

39. Loading tables with data is also known as ____ the database.
- populating
 - distributing
 - validating
 - coding

ANS: A PTS: 1 REF: 132

40. Hyperlinks in an Excel worksheet will be imported as ____ data by Access.
- memo
 - OLE Object
 - number
 - text

ANS: D PTS: 1 REF: 136

41. To import an Excel worksheet, the first step is to click the ____ tab on the Ribbon, and then click Excel.

- a. External Data
- b. Import
- c. Spreadsheets
- d. Data Source

ANS: A PTS: 1 REF: 136

42. The primary objective of creating a(n) ____ field in a table is to prevent users from entering duplicate records into the table.

- a. primary key
- b. lookup
- c. input mask
- d. validation

ANS: A PTS: 1 REF: 141

43. When a field has no value—a value that is unknown or unavailable or just missing—it is called a ____ value.

- a. zero
- b. void
- c. null
- d. hidden

ANS: C PTS: 1 REF: 141

44. You can use the ____ property for a nonprimary key field to ensure that users enter a value into the field.

- a. Nonnull
- b. Text
- c. Required
- d. Validate

ANS: C PTS: 1 REF: 141

45. You might think of a database ____ as a small table containing values from a table and record numbers that reference those values.

- a. grid
- b. index
- c. glossary
- d. dictionary

ANS: B PTS: 1 REF: 142

46. A(n) ____ does not contain an entire record—it only contains the field from the record and a pointer to the record number.

- a. grid
- b. index
- c. glossary
- d. dictionary

ANS: B PTS: 1 REF: 142

47. To create an index in a table, open the table in Design view, select the field to index, and then click the ____ property list arrow.

- a. Add Index
- b. Identify
- c. Indexed
- d. Index Rule

ANS: C PTS: 1 REF: 142

48. You can delete an index by right-clicking the index name, and then clicking ____ on the shortcut menu.

- a. Delete
- b. Delete Rows
- c. Delete Index
- d. Delete Data

ANS: B PTS: 1 REF: 143

49. To view the indexes created in a table, click the ____ button on the Table Design tab on the Ribbon.

- a. Indexes
- c. View

58. ____ mode opens the database so that all users except for the current user are locked out, but the current user can only view the data in the database.
- a. Open Read-Only
 - b. Open Exclusive
 - c. Open
 - d. Open Exclusive Read-Only

ANS: D PTS: 1 REF: 155

59. A database administrator uses the ____ option to open the database prior to setting a password or database security.
- a. Open Read-Only
 - b. Open Exclusive
 - c. Open
 - d. Open Exclusive Read-Only

ANS: B PTS: 1 REF: 155

60. ____ the database refers to the process of recovering unused space in a database.
- a. Backing up
 - b. Validating
 - c. Compacting
 - d. Populating

ANS: C PTS: 1 REF: 156

61. The end result of compacting a database is usually a database with ____.
- a. a decreased file size
 - b. an increased file size
 - c. decreased efficiency
 - d. the same file size as before

ANS: A PTS: 1 REF: 156

62. The Compact on Close check box is found under the ____ option in the Access options dialog box.
- a. Advanced
 - b. Current Database
 - c. Error Checking
 - d. Datasheet

ANS: B PTS: 1 REF: 156

63. In the event of a ____, you may need to restore a copy of the database.
- a. power failure
 - b. hard disk crash
 - c. user accidentally deleting database objects
 - d. any of the above

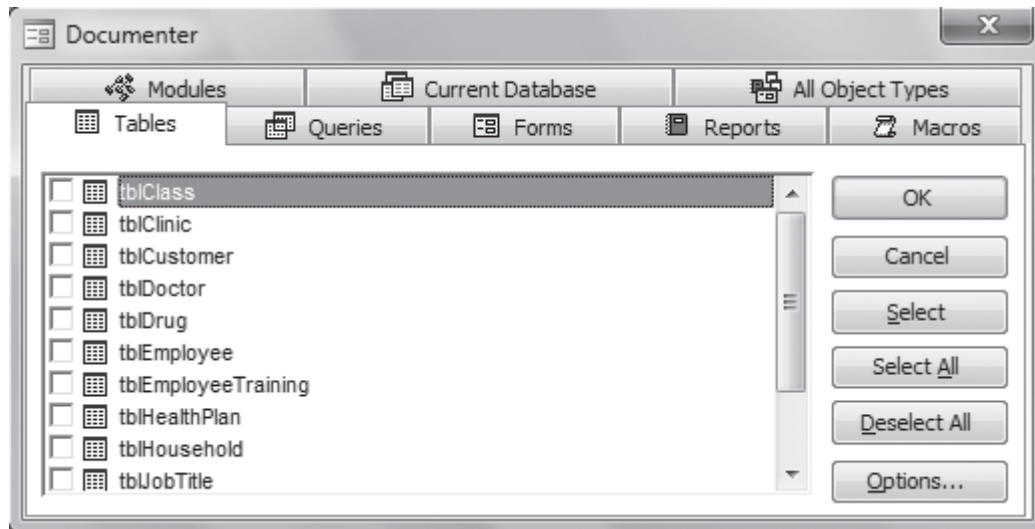
ANS: D PTS: 1 REF: 158

64. In most cases, a backup is created on any of the following EXCEPT ____.
- a. CD
 - b. USB flash drive
 - c. DVD
 - d. external hard drive

ANS: B PTS: 1 REF: 158

65. With the Print Table Definition dialog box, you can specify that all of the following EXCEPT ____ be printed.
- a. permissions by user and group
 - b. field sizes for fields
 - c. names for indexes
 - d. object definitions

ANS: D PTS: 1 REF: 160



66. The accompanying figure shows a ____.
- a. table in Design view
 - b. table in Datasheet view
 - c. report
 - d. query

ANS: C PTS: 1 REF: 160

67. ____ a database with a database converts the data in the database into a format that is unreadable by other tools.
- a. Backing up
 - b. Compacting
 - c. Encrypting
 - d. Password protecting

ANS: C PTS: 1 REF: 161

68. To set a database password, you type the password in the Password text box, press the Tab key, and then type the same password in the ____ text box.
- a. Confirm
 - b. Reset
 - c. Verify
 - d. Control

ANS: C PTS: 1 REF: 162

69. A strong password contains at least ____ characters.
- a. four
 - b. five
 - c. six
 - d. seven

ANS: D PTS: 1 REF: 162

70. To permanently restore a hidden object, open the ____ dialog box for the object, and then clear the Hidden check box.
- a. Attributes
 - b. Properties
 - c. Control
 - d. Display

ANS: B PTS: 1 REF: 163

Case-Based Critical Thinking Questions

Case 1

Amitabh is in training to move from his position as a programmer for the company to a role as your assistant database administrator. In your first meeting, you are introducing him to the options for opening an Access database.

71. Amitabh needs a given database to allow multiple users to open and use the database at the same time. What mode do you advise Amitabh to use?
- a. Open
 - b. Open Read-Only
 - c. Open Exclusive
 - d. Open Exclusive Read-Only

ANS: A PTS: 1 REF: 155 TOP: Critical Thinking

72. You want Amitabh to establish a situation in which multiple users can open the Customer database but for a period of two days there is a freeze on changes to customer records. During this time, staff members should not be able to make any changes to the customer records. What mode should he use to open the database?
- a. Open
 - b. Open Read-Only
 - c. Open Exclusive
 - d. Open Exclusive Read-Only

ANS: B PTS: 1 REF: 155 TOP: Critical Thinking

73. Having made some key changes to the Customer database, you now want Amitabh to make some adjustments to the security of the database, and now you do not want anyone to open the database during the hour it will take Amitabh to make the fixes. What mode should he use to open the database?
- a. Open
 - b. Open Read-Only
 - c. Open Exclusive
 - d. Open Exclusive Read-Only

ANS: C PTS: 1 REF: 155 TOP: Critical Thinking

74. After Amitabh has made some key security enhancements to the database, he needs to allow one (but only one) trusted user to view (but not make any changes to) the records in the database. What mode is right for this task?
- a. Open
 - b. Open Read-Only
 - c. Open Exclusive
 - d. Open Exclusive Read-Only

ANS: D PTS: 1 REF: 155 TOP: Critical Thinking

75. If Amitabh doesn't change the option for opening the database, which of the following modes will be used by default?
- a. Open
 - b. Open Read-Only
 - c. Open Exclusive
 - d. Open Exclusive Read-Only

ANS: A PTS: 1 REF: 155 TOP: Critical Thinking

Case-Based Critical Thinking Questions

Case 2

In his database of thousands of records, Suresh wants to standardize the way that data in certain fields displays, but he does not want to take up additional space with the characters (e.g., parentheses, dashes, slash characters) that would be used to format the data. For this reason, he wants to use input masks and he turns to his friend Sheila because he knows that she has made extensive use of them before.

76. Which of the following is a true statement Sheila can make about this input mask: 00/00/0000;_??
- a. This input mask accepts only letters.
 - b. This input mask displays literal characters.
 - c. This input mask ensures that users must enter two-digit years.
 - d. None of the above

ANS: D PTS: 1 REF: 119 | 120 TOP: Critical Thinking

PTS: 1 REF: 116

4. In Access, you can create an input mask for a field by using the _____ Wizard.

ANS: Input Mask

PTS: 1 REF: 118

5. A(n) _____ rule compares the data entered by the user against one or more valid values that the database developer specified using the Validation Rule property for the field.

ANS: validation

PTS: 1 REF: 121

6. The _____ property enters a default value into any type of field except for an AutoNumber field.

ANS: Default Value

PTS: 1 REF: 122

7. The _____ property for a nonprimary key field can be used to make sure that users enter a value into the field.

ANS: Required

PTS: 1 REF: 141

8. As a database grows, its indexes might slow down the database and make _____ take longer.

ANS:
creating records
modifying records
deleting records

PTS: 1 REF: 143

9. To open the Relationships window, click the _____ button on the Database Tools tab of the Ribbon.

ANS: Relationships

PTS: 1 REF: 144

10. To view the properties for a relationship, you can right-click the join line, and then click _____ on the shortcut menu.

ANS: Edit Relationship

PTS: 1 REF: 144

11. Most organizations assign the tasks of maintaining a database to _____.

ANS:
database administration
database administrators
a database administrator
a DBA
DBA
DBAs

PTS: 1 REF: 154

12. To change the way you open a database, click the File tab, select the _____ command, and then choose the location and file you want to open.

ANS: Open

PTS: 1 REF: 154

13. When you are deciding how to open a database, Access may give the option to _____ in order to open previous versions of the database file.

ANS:
Show previous versions
show previous versions

PTS: 1 REF: 155

14. The process of recovering unused space in a database is known as _____ the database.

ANS: compacting

PTS: 1 REF: 156

15. To compact a database, click the File tab, select the Info tab, and then click _____.

ANS:
Compact and Repair
Compact & Repair
Compact & repair
compact & repair

PTS: 1 REF: 156

16. _____ a database creates a copy of the database that you can restore in the event of a loss.

ANS: Backing up

PTS: 1 REF: 158

17. To back up a database, click the File tab, click the Share tab, clicks and then click _____.

- | | |
|-----------------------------|--------------------------|
| b. 0 | i. Field Properties pane |
| c. index | j. null |
| d. Table Design grid | k. password |
| e. Caption property | l. DBA |
| f. Validation Rule property | m. 9 |
| g. Database window | |

1. The main control panel for the database.
2. The kind of value that is unknown, unavailable, or just missing.
3. Input mask character that requires an entry of a digit from 0 to 9 only.
4. The top part of Design view.
5. The bottom part of Design view.
6. A predefined format that you can apply to a field so that its values are stored using the format you specified.
7. Specifies the valid values that users can enter into the field.
8. A list maintained by the database (but hidden from users) that associates the field values in the indexed field with the records that contain the field values.
9. A group or individual that is responsible for designing, maintaining, and securing the database.
10. Produces a report of every object or just selected objects in a database.
11. A collection of characters that a user types to gain access to a file.
12. Used for changing the way a field name is displayed.

- | | | |
|------------|--------|----------|
| 1. ANS: G | PTS: 1 | REF: 107 |
| 2. ANS: J | PTS: 1 | REF: 141 |
| 3. ANS: B | PTS: 1 | REF: 119 |
| 4. ANS: D | PTS: 1 | REF: 109 |
| 5. ANS: I | PTS: 1 | REF: 109 |
| 6. ANS: A | PTS: 1 | REF: 117 |
| 7. ANS: F | PTS: 1 | REF: 121 |
| 8. ANS: C | PTS: 1 | REF: 142 |
| 9. ANS: L | PTS: 1 | REF: 154 |
| 10. ANS: H | PTS: 1 | REF: 159 |
| 11. ANS: K | PTS: 1 | REF: 161 |
| 12. ANS: E | PTS: 1 | REF: 116 |

ESSAY

1. List the steps to import spreadsheet data into an existing table.

ANS:

1. Create and save the table in Access and then close it.
2. Examine the source data and make sure that the columns are arranged in the same order as the fields in the table, make any necessary changes, and then close the spreadsheet file.
3. In the Access Database window, click the External Data tab on the Ribbon and then click Excel. The Get External Data -- Excel Spreadsheet dialog box opens.
4. Browse to the folder or drive that contains the file to import, select the source file, click the Open button, select Append a copy of the records to the [tablename], if necessary, and then click OK to start the Import Spreadsheet Wizard.
5. If necessary, select the worksheet or named range that contains the data to import and then click the Next button.

6. If necessary, click the First Row Contains Column Headings check box to indicate that the first row in the source file contains headings, and then click the Next button.
7. If necessary, click the In an Existing Table option button, click the list arrow, click the table into which to import the data, and then click the Next button.
8. Verify that the table name to import is correct and then click the Finish button.
9. Click the Close button to close the wizard.

PTS: 1 REF: 140 | 141 TOP: Critical Thinking

2. Discuss what is meant by compacting a database and why this process is needed.

ANS:

As users work in a database by adding and deleting records and objects, the size of the database increases and decreases. However, the space created by deleting a record or object is not automatically recovered for use by records and objects that users add to the database. Just like any other computer file, a database becomes large with blocks of unused space. These unused areas can ultimately increase the database size and make it inefficient. The process of recovering unused space in a database is known as compacting the database. When you compact a database, the data and objects in the database are reorganized and unused spaces are reassigned and deleted. The end result is usually a database with a decreased file size and improved efficiency.

PTS: 1 REF: 156 TOP: Critical Thinking

3. Define strong password and discuss choosing a strong password.

ANS:

Strong passwords are character strings that contain at least seven characters consisting of combinations of uppercase and lowercase letters, numbers, and symbols. When creating a strong password for a database, it is important to select a password that is easy to remember so it is easy to use. However, some users choose passwords that are easy to remember but are also very easy for another person to guess, such as the name of a pet, child, or spouse or a date of birth or anniversary. Random collections of characters are much harder to guess or break because the combination of characters is not a word. In any program that requests a password, choose a strong password over one that is a simple word. Even if your password is 5&uJK#8, you will learn it quickly if you type it frequently. It is always best with sensitive databases to require logins and passwords to access the database or perhaps keep it on a separate workstation.

PTS: 1 REF: 162 TOP: Critical Thinking