# Succeeding in Business' with Microsoft Office Access' 2007

# **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

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

PTS: 1

AutoNumber.

ANS: T

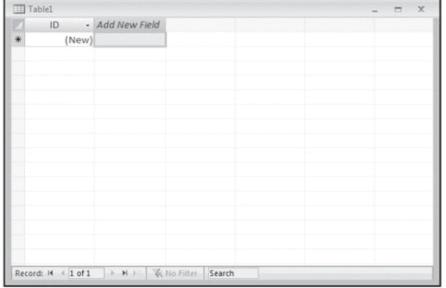
10. After importing data into a new or existing table, you cannot change a field's data type to

REF: 134

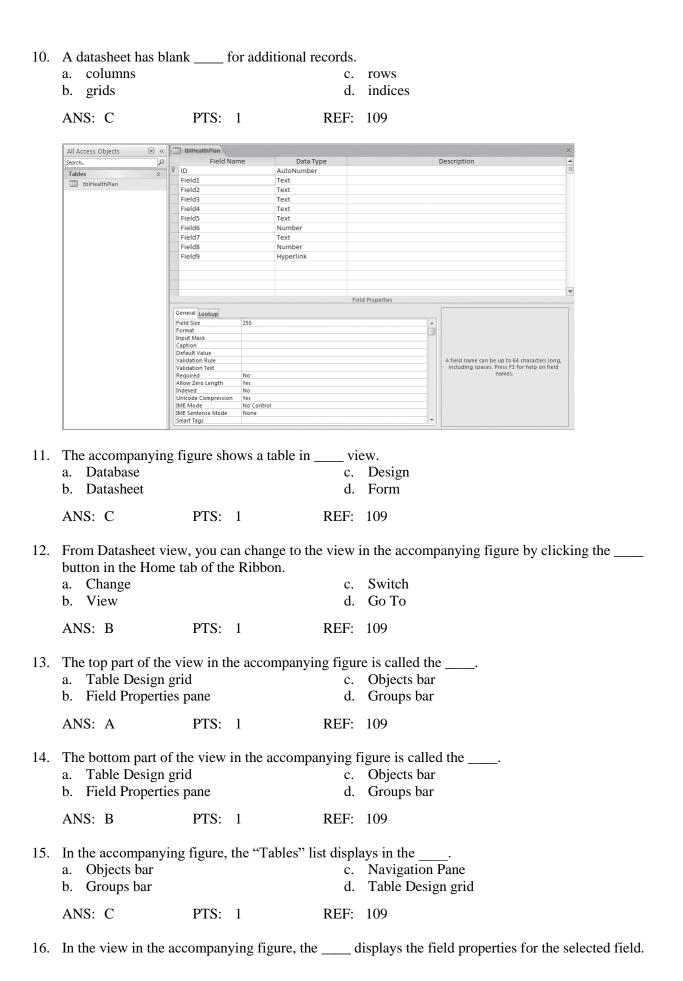
	ANS: F	PTS: 1	REF:	136	
12.	You can use Access	to import specific data	saved i	in an Excel workbook.	
	ANS: T	PTS: 1	REF:	136	
13.	A primary key and it	s foreign key counterpa	arts mu	st have the same data type an	d field size.
	ANS: T	PTS: 1	REF:	141	
14.	A primary key and it	s foreign key counterpa	arts can	have different values.	
	ANS: F	PTS: 1	REF:	141	
15.	If referential integrity	y is set, a primary key v	value m	nust exist before entering a co	rresponding record
	ANS: T	PTS: 1	REF:	141	
16.	A user can enter a nu	all value into a primary	key fie	eld.	
	ANS: F	PTS: 1	REF:	141	
17.	A primary key field a	and the corresponding	foreign	key field must have the same	field name.
	ANS: F	PTS: 1	REF:	146	
18.	The space created by objects that users add	_	oject is	automatically recovered for u	se by records and
	ANS: F	PTS: 1	REF:	156	
19.	Setting the Compact	on Close option also re	epairs tl	he database.	
	ANS: F	PTS: 1	REF:	156	
20.	A password is a colle	ection of characters tha	t a user	types to gain access to a file.	
	ANS: T	PTS: 1	REF:	161	
MOD	IFIED TRUE/FALS	E			
1.	stores the data in the		puts the	ortant functions is to make sur e correct formats and outputs	
	ANS: T		PTS:	1 REF: 101	
2.	The <u>Database</u> window	w indicates the opened	table's	s name	
	ANS: F, Table				
	PTS: 1	REF: 108			

3.	You can use <u>Design</u> 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 <u>concatenated</u> , 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 <u>Input Mask</u> 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, <u>displays</u> 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) <u>input mask</u> 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 <u>Validation Text</u> 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 <u>3</u> 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 <u>ranges</u> of data
	ANS: T PTS: 1 REF: 136
11.	By default, <u>nonprimary</u> key fields can store null values

	ANS: T		PTS:	1	REF: 141	
12.	The default sort orde	r for an index is desce	nding			
	ANS: F, ascending					
	PTS: 1	REF: 143				
13.	•	o is to schedule databa	•	pressions based	on the amo	ount of data loss that you
	ANS: F, backups					
	PTS: 1	REF: 158				
14.	Compacting a databa	ase creates a copy of th	e databa	ase that you can	restore in	the event of a loss.
	ANS: F, Backing up	)				
	PTS: 1	REF: 158				
15.	Revealing a hidden of	object is difficult to do.	·			
	ANS: F easy not difficult					
	PTS: 1	REF: 163				
MUL	TIPLE CHOICE					
				_		
1.	All of the following a EXCEPT	are likely to be fields s	tored in	a customer tab	le in a phar	macy's database
	a. allergies			date of birth		
	b. prescription expi			customer first	name	
	ANS: B	PTS: 1	REF:	103		
2.		the main control panel				
	<ul><li>a. Database</li><li>b. Table</li></ul>		c. d.	Switchboard Object		
	ANS: A	PTS: 1	REF:	107		
3.	You must create	_ before any of the oth	er datab	oase objects.		
	<ul><li>a. reports</li><li>b. queries</li></ul>			data access pa tables	iges	
	ANS: D	PTS: 1	REF:	107		



	Record: H (1 of 1 )	H ) Kill	Filter Search		
4.	The view of the data a. Database b. Design	n in the tal	c.	ying figure is called Datasheet Form	view.
	ANS: C	PTS:	1 REF:	108	
5.	The view in the accorda. records b. fields	ompanyin	c.	able's in rows. attributes keys	
	ANS: A	PTS:	1 REF:	108	
6.	When you are work a. Database b. Table	ing in a ta	c.	opens is called the Objects Datasheet	window.
	ANS: B	PTS:	1 REF:	108	
7.	view shows th  a. Table  b. Design	e table's r	c.	the table's fields in column Datasheet Record	ns.
	ANS: C	PTS:	1 REF:	108	
8.	The default name for a. New b. Table	r a table t	hat has not yet been c. d.	1Table	
	ANS: D	PTS:	1 REF:	108	
9.	After you enter the center the data for the			sheet view, you can press	the key and then
	<ul><li>a. Enter</li><li>b. Tab</li></ul>			F5 either a. or b.	
	ANS: D	PTS:	1 REF:	109	



	<ul><li>a. Table Design gri</li><li>b. Field Properties</li></ul>			c. d.	Objects bar Groups bar
	ANS: B	PTS:	1	REF:	109
17.	do not use the defaul a. Groups bar	lt setting		c.	Objects bar
	b. Field Properties	_			Table Design grid
	ANS: B	PTS:	1	REF:	114
18.	In the view in the accand the Field Properta. F2				ress the key to move between the design grid F11
	b. F6				F12
	ANS: B	PTS:	1	REF:	114
19.	All of the following a. dollar sign b. period	can be u	ised in the nam	c.	Access object EXCEPT accent grave square bracket
	ANS: A	PTS:	1	REF:	110
20.	Names of Access ob a. 16 b. 32	jects car	n contain up to	c.	naracters. 64 128
	ANS: C	PTS:	1	REF:	110
21.	The default field size a. 20 b. 125	e for a T	ext field is	c.	cters. 255 256
	ANS: C	PTS:	1	REF:	111
22.				ling use c.	a field to document its contents, such as identifying ers with instructions about entering values into the  Purpose Data Type
	ANS: B	PTS:	1	REF:	111   112
23.	AutoNumber fields s a. Double b. Long Integer	store dat	a using the	c.	size. Byte Binary
	ANS: B	PTS:	1	REF:	111
24.	A Text field can stor a. 1 to 255 b. 256 to 2048	ec	characters.		0 to 255 256 to 1024
	ANS: C	PTS:	1	REF:	111

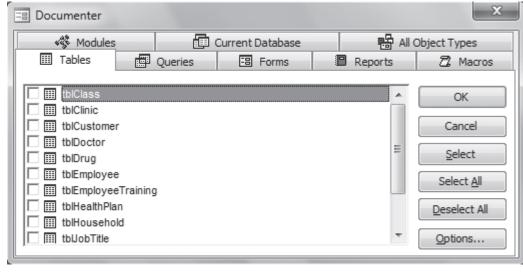
25.	To create a table in I a. View b. Design	Design v	riew, click the _	c.	on the Ribbon and then the Table Design button. Switch Create
	ANS: D	PTS:	1	REF:	112
26.	When entering the dathat you have just en		table in Datash	eet viev	v, you would press the key to cancel a record
	<ul><li>a. Enter</li><li>b. Esc</li></ul>			c. d.	Tab Delete
	ANS: B	PTS:	1	REF:	113
27.	The property span a. Name b. Caption	pecifies	how a field nar	c.	appear in different database objects.  Font  Format
	ANS: B	PTS:	1	REF:	116
28.	In Access, you can c a. validation rule b. caption	ontrol tl	ne format of a v	value by c. d.	input mask
	ANS: C	PTS:	1	REF:	117
29.	An input mask suppl a. masking b. caption	ies the _	characters		format literal
	ANS: D	PTS:	1	REF:	118
30.	The value near be stored in the databaa. ;1; b. ;;		of an input ma	c.	ifies that literal characters in the input mask are to ;0; ;>;
	ANS: B	PTS:	1	REF:	120
31.	The input mask a. ?	charac	ter indicates tha	c.	L
	b. 9			d.	>
	ANS: C	PTS:	1	REF:	119
32.	In Access, you can sp	pecify r	estrictions on th	he data	that users can enter into a field by creating a(n)
	a. validation rule b. caption			c. d.	input mask password
	ANS: A	PTS:	1	REF:	121
33.	The property span a. Input mask b. Validation Rule	pecifies	the valid value	c.	sers can enter into the field. Permissions Values
	ANS: B	PTS:	1	REF:	

34.	If a user attempts to with a predefined me a. Input Mask Rule b. Input Mask Text	essage tl		he valid v c.	
	ANS: D	PTS:	1	REF:	121
35.	The validation a. Text Required b. Is Not Null	rule spe	ecifies that the	c.	nnot accept null values. Not Empty Void
	ANS: B	PTS:	1	REF:	122
	And the second s	rth - Genda L/1954 M	50.00 + Childy 50.00		Ian ID -   Floure ID     Head of Household?   Allergies   Penicillin
36.				e or from	rigure lets the user select a field value from a list of a list of values specified when the field was created. validation backup
	ANS: A	PTS:	1	REF:	123
37.	To add a field like the type to a. Lookup Rule b. Lookup Text	e one sl	hown in the a	c.	ying figure to a table, you change the field's data  Lookup Mask  Lookup Wizard
	ANS: D	PTS:	1	REF:	123
38.	In the table shown in a. input mask b. lookup	the acc	companying f	c.	House ID field is a(n) field. validation password-protected
	ANS: B	PTS:	1	REF:	126
39.	Loading tables with a. populating b. distributing	data is a	also known as	c.	e database. validating coding
	ANS: A	PTS:	1	REF:	132
40.	Hyperlinks in an Exc a. memo b. OLE Object	cel work	sheet will be	c.	l as data by Access. number text
	ANS: D	PTS:	1	REF:	136
41.	To import an Excel v Excel.	workshe	et, the first st	ep is to c	lick the tab on the Ribbon, and then click

	<ul><li>a. External Data</li><li>b. Import</li></ul>				Spreadsheets Data Source
	ANS: A	PTS:	1	REF:	136
42.	The primary objective records into the table		eating a(n)	_ field ii	n a table is to prevent users from entering duplicate
	<ul><li>a. primary key</li><li>b. lookup</li></ul>				input mask validation
	ANS: A	PTS:	1	REF:	141
43.	When a field has no value.	value—	a value that is	unknow	n or unavailable or just missing—it is called a
	<ul><li>a. zero</li><li>b. void</li></ul>				null hidden
	ANS: C	PTS:	1	REF:	141
44.	You can use thefield.	_ proper	rty for a nonpri	mary ke	ey field to ensure that users enter a value into the
	<ul><li>a. Nonnull</li><li>b. Text</li></ul>				Required Validate
	ANS: C	PTS:	1	REF:	141
45.	You might think of a that reference those v		se as a sn	nall tabl	e containing values from a table and record numbers
	<ul><li>a. grid</li><li>b. index</li></ul>				glossary dictionary
	ANS: B	PTS:	1	REF:	142
46.	A(n) does not continue the record number.	contain a	an entire record	dit onl	y contains the field from the record and a pointer to
	<ul><li>a. grid</li><li>b. index</li></ul>				glossary dictionary
	ANS: B	PTS:	1	REF:	142
47.	To create an index in property list arr		, open the table	e in Des	ign view, select the field to index, and then click the
	<ul><li>a. Add Index</li><li>b. Identify</li></ul>			c. d.	Indexed Index Rule
	ANS: C	PTS:	1	REF:	142
48.	You can delete an incomenu.	dex by r	right-clicking th	he index	x name, and then clicking on the shortcut
	<ul><li>a. Delete</li><li>b. Delete Rows</li></ul>				Delete Index Delete Data
	ANS: B	PTS:	1	REF:	143
49.	To view the indexes a. Indexes	created	in a table, clicl		button on the Table Design tab on the Ribbon. View

	b. Show			d.	Reveal
	ANS: A	PTS:	1	REF:	143
50.	You can add indexes a. input b. output	to the l	ndexes window	c.	order delete sort
	ANS: D	PTS:	1	REF:	143
51.	Creating an index car records.	ı slow o	down the datab	ase beca	ause the index must be updated as users
	<ul><li>a. add</li><li>b. change</li></ul>			c. d.	delete any of the above
	ANS: D	PTS:	1	REF:	143
52.	In Access, you define a. Tables b. Relationships	e table 1	relationships in	c.	_ window. Database Datasheet
	ANS: B	PTS:	1	REF:	144
53.	When you click the p displays records from a. query b. data access page			c.	that has a one-to-many relationship, the switchboard subdatasheet
	ANS: D	PTS:	1	REF:	151
54.	a. Open Read-Only b. Open Multi	_	-	c.	he database at the same time.  Open  Open Exclusive  155
55.	a. Open Read-Only b. Open Exclusive	•	ion for opening	c.	oase. Open Open Exclusive Read-Only
	ANS: C	PTS:	1	REF:	155
56.	mode allows modatabase. a. Open Read-Only b. Open Exclusive	ultiple ı	users to open a	c.	e, but they cannot write any information to the  Open  Open Exclusive Read-Only
	ANS: A	PTS:	1	REF:	155
57.	and using the databas a. Open Read-Only	se at the		c.	Open Open Evaluative Read Only
	<ul><li>b. Open Exclusive</li><li>ANS: B</li></ul>	PTS:	1	a. REF:	Open Exclusive Read-Only
	71110. D	115.	1	IXLI.	155

58.	mode opens the current user can only				ept for the current user are locked out, but the
	a. Open Read-Only			c.	
	b. Open Exclusive			d.	Open Exclusive Read-Only
	ANS: D	PTS:	1	REF:	155
59.	database security.		es the	option to o	pen the database prior to setting a password or
	a. Open Read-Only	,			Open
	b. Open Exclusive			d.	Open Exclusive Read-Only
	ANS: B	PTS:	1	REF:	155
60.		fers to t	he process		ng unused space in a database.
	a. Backing up				Compacting
	b. Validating			a.	Populating
	ANS: C	PTS:	1	REF:	156
61.	The end result of con	npactin	g a databas	e is usually	a database with
	a. a decreased file s			-	decreased efficiency
	b. an increased file	size		d.	the same file size as before
	ANS: A	PTS:	1	REF:	156
62.	The Compact on Clo	se chec	k box is fo	und under th	ne option in the Access options dialog box.
	a. Advanced				Error Checking
	b. Current Database	e		d.	Datasheet
	ANS: B	PTS:	1	REF:	156
63.	In the event of a	_, you r	nay need to	o restore a co	opy of the database.
	a. power failure				user accidentally deleting database objects
	b. hard disk crash			d.	any of the above
	ANS: D	PTS:	1	REF:	158
64.	In most cases, a back	cup is cr	eated on a	ny of the fol	lowing EXCEPT
	a. CD				DVD
	b. USB flash drive			d.	external hard drive
	ANS: B	PTS:	1	REF:	158
65.	With the Print Table printed.	Definit	ion dialog	box, you car	n specify that all of the following EXCEPT be
	a. permissions by u	ser and	group	c.	names for indexes
	b. field sizes for fie	lds	_	d.	object definitions
	ANS: D	PTS:	1	REF:	160
				· •	



66.	The accompanying to a. table in Design			report
	<ul><li>table in Design</li><li>table in Datashe</li></ul>		d.	•
	ANS: C	PTS: 1	REF:	
	AND. C	115. 1	KLI'.	100
67.	a database with other tools.	h a database	converts the data i	n the database into a format that is unreadable by
	a. Backing up		c.	Encrypting
	b. Compacting			Password protecting
	ANS: C	PTS: 1	REF:	161
68.	To set a database pa then type the same p			in the Password text box, press the Tab key, and
	a. Confirm			Verify
	b. Reset		d.	Control
	ANS: C	PTS: 1	REF:	162
69.	A strong password o	contains at le	east character	s.
	a. four			six
	b. five		d.	seven
	ANS: D	PTS: 1	REF:	162
70.	To permanently rest Hidden check box.	ore a hidder	object, open the _	dialog box for the object, and then clear the
	a. Attributes		c.	Control
	b. Properties		d.	Display

# **Case-Based Critical Thinking Questions**

PTS: 1

# Case 1

ANS: B

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.

REF: 163

	<ul><li>a. Open</li><li>b. Open Read-Only</li></ul>	<i>i</i>	c. d.	Open Exclusiv	
	ANS: A	PTS: 1	REF:	155	TOP: Critical Thinking
72.	for a period of two d	ays there is a freeze be able to make any	on change	s to customer re	
	ANS: B	PTS: 1	REF:	155	TOP: Critical Thinking
73.	adjustments to the se	ecurity of the databa ll take Amitabh to n	se, and nov	w you do not waxes. What mode Open Exclusiv	
	ANS: C	PTS: 1	REF:	155	TOP: Critical Thinking
74.		er to view (but not m			
	ANS: D	PTS: 1	REF:	155	TOP: Critical Thinking
75.	If Amitabh doesn't cused by default?  a. Open	hange the option fo	r opening t	he database, wh	nich of the following modes will be
	b. Open Read-Only	7	d.	Open Exclusiv	
	ANS: A	PTS: 1	REF:	155	TOP: Critical Thinking
	Case-Based Critica	l Thinking Questio	ons		
	displays, but he does dashes, slash charact	s not want to take up ters) that would be u	additional ased to form	space with the nat the data. For	ze the way that data in certain fields characters (e.g., parentheses, r this reason, he wants to use input has made extensive use of them
76.	<ul><li>a. This input mask</li><li>b. This input mask</li></ul>	accepts only letters displays literal char ensures that users n	racters.		this input mask: 00/00/0000;;_?

REF: 119 | 120

TOP: Critical Thinking

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?

PTS: 1

ANS: D

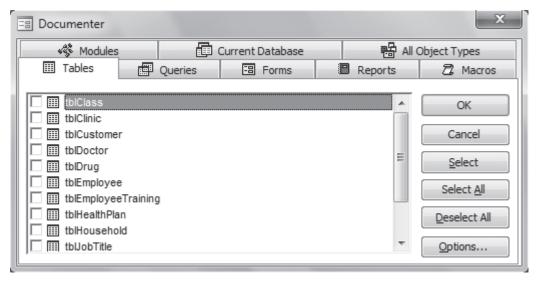
77. Which input mask character does Sheila tell Suresh can be used to require that each of th of an area code is filled in?					e that each of the th	ree digits		
	a. #	iiiicu iii:		c.	000			
	b. \$			d.	*			
	ANS: C	PTS:	1	REF:	120	TOP:	Critical Thinking	
78.	Sheila tells Suresh mask to fill from l a. ! b. >				to left.		aracters entered into naracter?	the input
	ANS: A	PTS:	1	REF:	119	TOP:	Critical Thinking	
79.	Suresh wants to m plates have letters a. L b. ?				r Sheila P		er field, as not all li an use?	cense
	ANS: B	PTS:	1	REF:	119	TOP:	Critical Thinking	
80.		enter these	letters as lo	wercase le	tters. W		ppercase, but he knolowing input mask	
	ANS: D	PTS:	1	REF:	119	TOP:	Critical Thinking	
СОМ	PLETION							
1.	You can use the _ field.			_ property	to limit	the number of	characters to store	in a Text
	ANS: Field Size							
	PTS: 1	REF:	110					
2.	If you need additional room on your screen, you can click the Button to open or close the Navigation Pane.							
	ANS: Shutter Bar Open/c Shutter bar open/c Shutter Bar open/c	lose						
	PTS: 1	REF:	107					
3.	Instead of changin change the way th						property for a fie	ld to
	ANS: Caption							

	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.		rule compares the data entered by the base developer specified using the Validation R					
	ANS: validation						
	PTS: 1	REF: 121					
6.	TheAutoNumber field.	property enters a default value into a	ny type of field except for an				
	ANS: Default Value						
	PTS: 1	REF: 122					
7.	Theenter a value into the	property for a nonprimary key field of e field.	can be used to make sure that users				
	ANS: Required						
	PTS: 1	REF: 141					
8.	As a database grow take longer.	s, its indexes might slow down the database and	d make				
	ANS: creating records modifying records deleting records						
	PTS: 1	REF: 143					
9.	To open the Relationate tab of the Ribbon.	nships window, click the	button on the Database Tools				
	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 _	<del>.</del>				

	databa	se administrati se administrati pase administra	ors					
	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.						
		previous version						
	PTS:	1	REF:	155				
14.	The pr		ering ur	nused space in a database is known as the				
	ANS:	compacting						
	PTS:	1	REF:	156				
15.	To cor	To compact a database, click the File tab, select the Info tab, and then click						
	Compa	act and Repair act & Repair act & repair ct & repair						
	PTS:	1	REF:	156				
16.			a d	atabase 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 bac	ck up a databas	se, click	the File tab, click the Share tab, clicks and then click				

ANS: Save Database Save database save database

PTS: 1 REF: 158



18.	The of every object or just select	_ tool, as shown in the accompanying figure, can be used to create a report red objects in a database.				
	ANS: Database Documenter Database documenter database documenter					
	PTS: 1 REF:	159				
19.	You can use the Print buttor	on the Print tab on the Ribbon to print a report.				
	ANS: Preview preview					
	PTS: 1 REF:	160				
20.	The easiest way to secure a database from unauthorized use is to set a(n)					
	ANS: password					

# **MATCHING**

PTS: 1

Identify the letter of the choice that best matches the phrase or definition.

REF: 161

a. input mask

h. Database Documenter tool

b. 0

c. index

d. Table Design grid

e. Caption property

f. Validation Rule property

g. Database window

- i. Field Properties pane
- j. nul
- k. password
- 1. DBA
- m. 9
- 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:	В	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