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ENHANCED EDITION

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Fundamentals**

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Hunt | Clemens

Access 2013 Unit J: Creating a Database

1. A database is an organized collection of unrelated information.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Access 254

LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

2. A query extracts data from one or more database tables according to criteria that you set.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Access 254

LEARNING OBJECTIVES: ENHO.HUNT.16.002 - Name and describe common database objects in Access

3. A relational database contains only one table.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Access 254

LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

4. A form is a summary of database information specifically designed for printing.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Access 254

LEARNING OBJECTIVES: ENHO.HUNT.16.002 - Name and describe common database objects in Access

5. The column headings in a database table are called field names.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Access 254

LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

6. You can save a table in Datasheet view by clicking the Save button on the Quick Access toolbar.

- a. True
- b. False

ANSWER: True

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

Access 2013 Unit J: Creating a Database

*POINTS:* 1

*REFERENCES:* Access 258

*LEARNING OBJECTIVES:* ENHO.HUNT.16.003 - Create and save a table in Datasheet view

7. When you save a database, all of the database objects within it are automatically saved too.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Access 258

*LEARNING OBJECTIVES:* ENHO.HUNT.16.003 - Create and save a table in Datasheet view

8. To add a field to a table, you need to specify its data type.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Access 258

*LEARNING OBJECTIVES:* ENHO.HUNT.16.004 - Specify or change the data type for a field

9. It is easier to add fields to new or existing tables in Datasheet view.

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Access 260

*LEARNING OBJECTIVES:* ENHO.HUNT.16.005 - Add fields in Design view

10. In Design view, you use a grid to enter fields and specify field data types.

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Access 260

*LEARNING OBJECTIVES:* ENHO.HUNT.16.006 - Specify data types in Design view

11. Tables, forms, queries, and reports are program components called objects. \_\_\_\_\_

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Access 254

*LEARNING OBJECTIVES:* ENHO.HUNT.16.002 - Name and describe common database objects in Access

12. Access is a database management system. \_\_\_\_\_

*ANSWER:* True

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

Access 2013 Unit J: Creating a Database

*POINTS:* 1

*REFERENCES:* Access 254

*LEARNING OBJECTIVES:* ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

13. Each row in a database table is called a(n) record. \_\_\_\_\_

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Access 254

*LEARNING OBJECTIVES:* ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

14. A(n) form extracts data from one or more database tables. \_\_\_\_\_

*ANSWER:* False - query

*POINTS:* 1

*REFERENCES:* Access 254

*LEARNING OBJECTIVES:* ENHO.HUNT.16.002 - Name and describe common database objects in Access

15. Each text box in a(n) form corresponds with a field in a table. \_\_\_\_\_

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Access 254

*LEARNING OBJECTIVES:* ENHO.HUNT.16.002 - Name and describe common database objects in Access

16. Creating a database from a(n) template saves time since it contains many ready-made database objects.

\_\_\_\_\_  
*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Access 256

*LEARNING OBJECTIVES:* ENHO.HUNT.16.007 - Start Access

17. When you start working in a new database, a blank form opens in Datasheet view. \_\_\_\_\_

*ANSWER:* False - table

*POINTS:* 1

*REFERENCES:* Access 258

*LEARNING OBJECTIVES:* ENHO.HUNT.16.003 - Create and save a table in Datasheet view

18. Every table in a database must contain one field that is designated as the ID key field. \_\_\_\_\_

*ANSWER:* False - primary

*POINTS:* 1

*REFERENCES:* Access 258

*LEARNING OBJECTIVES:* ENHO.HUNT.16.008 - Set the primary key field

19. Every new table in Access includes a blank ID field which is automatically designated as the primary key field.

\_\_\_\_\_  
*ANSWER:* True

*POINTS:* 1

Access 2013 Unit J: Creating a Database

*REFERENCES:* Access 258

*LEARNING OBJECTIVES:* ENHO.HUNT.16.008 - Set the primary key field

20. Short Text is a(n) data type. \_\_\_\_\_

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Access 258

*LEARNING OBJECTIVES:* ENHO.HUNT.16.009 - Identify common data types

21. A database stores data in one or more spreadsheet-like lists called \_\_\_\_.

- a. cells
- b. records
- c. tables
- d. sheets

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Access 254

*LEARNING OBJECTIVES:* ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

22. A database containing just one table is called a \_\_\_\_ database.

- a. simple
- b. relational
- c. query
- d. report

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Access 254

*LEARNING OBJECTIVES:* ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

23. A database containing two or more tables of related information is called a \_\_\_\_ database.

- a. simple
- b. relational
- c. complex
- d. related

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Access 254

*LEARNING OBJECTIVES:* ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

24. Records consist of \_\_\_\_, which contain information about one aspect of a record.

- a. objects
- b. reports
- c. queries
- d. fields

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Access 254

*LEARNING OBJECTIVES:* ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

25. A(n) \_\_\_\_ is a user-friendly window that contains text boxes and labels that let users easily input data, usually one record at a time.

- a. object
- b. report

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- c. query      d. form

*ANSWER:*                      d

*POINTS:*                      1

*REFERENCES:*              Access 254

*LEARNING OBJECTIVES:* ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

26. A(n) \_\_\_\_ extracts data from one or more database tables according to criteria that you set.

- a. object      b. report  
c. query      d. form

*ANSWER:*                      c

*POINTS:*                      1

*REFERENCES:*              Access 254

*LEARNING OBJECTIVES:* ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

27. A(n) \_\_\_\_ is a summary of information pulled from a database, specifically designed for printing.

- a. object      b. report  
c. query      d. form

*ANSWER:*                      b

*POINTS:*                      1

*REFERENCES:*              Access 254

*LEARNING OBJECTIVES:* ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

28. As a \_\_\_\_ database management system, Access is particularly powerful because you can enter data once and then retrieve information from all or several tables as you need it.

- a. relational      b. simple  
c. complex      d. manipulative

*ANSWER:*                      a

*POINTS:*                      1

*REFERENCES:*              Access 254

*LEARNING OBJECTIVES:* ENHO.HUNT.16.001 - Define database, table, field, record, form, and query



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- c. field name
- d. set of tables

ANSWER:

b

POINTS:

1

REFERENCES:

Access 259

LEARNING OBJECTIVES: ENHO.HUNT.16.009 - Identify common data types

33. You can create a database in Access by starting with a \_\_\_\_.

- a. blank database
- b. template
- c. Both a and b.
- d. None of the above.

ANSWER:

c

POINTS:

1

REFERENCES:

Access 256

LEARNING OBJECTIVES: ENHO.HUNT.16.010 - Create and save a blank database

34. In Datasheet view, the left pane below the Ribbon is called the \_\_\_\_ pane. It is where all database objects for the open database are listed.

- a. Navigation
- b. Database
- c. Objects
- d. Data

ANSWER:

a

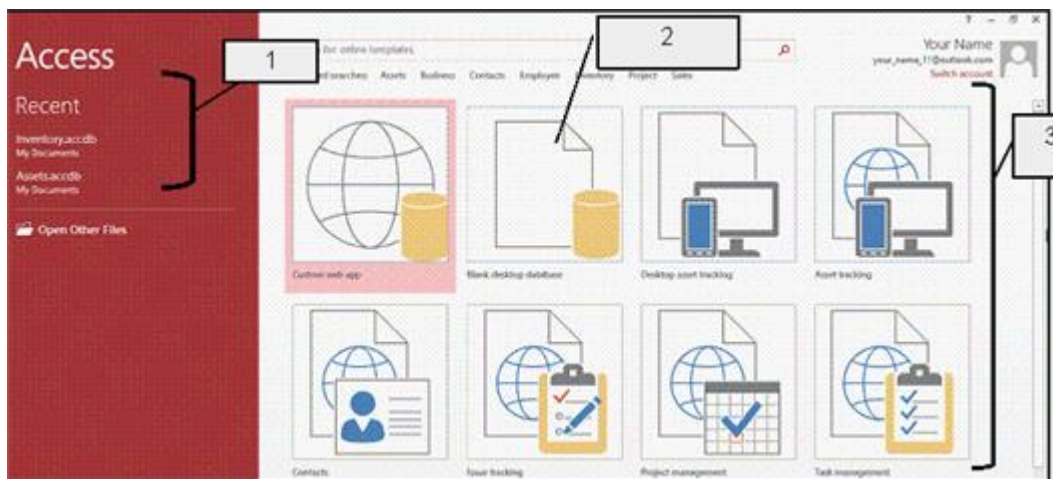
POINTS:

1

REFERENCES:

Access 256

LEARNING OBJECTIVES: ENHO.HUNT.16.010 - Create and save a blank database



35. In the accompanying figure, item 1 points to the \_\_\_\_.

- a. featured templates
- b. recently opened databases
- c. available template categories
- d. Blank Database icon

ANSWER:

b

POINTS:

1

REFERENCES:

Access 257

LEARNING OBJECTIVES: ENHO.HUNT.16.007 - Start Access



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36. In the accompanying figure, item 2 points to the \_\_\_\_.
- a. Office Default template
  - b. Access 2010 template
  - c. available template categories
  - d. Blank desktop database

ANSWER: d

POINTS: 1

REFERENCES: Access 257

LEARNING OBJECTIVES: ENHO.HUNT.16.010 - Create and save a blank database

37. In the accompanying figure, item 3 points to the \_\_\_\_.
- a. featured templates
  - b. recently opened databases
  - c. saved template categories
  - d. Blank templates

ANSWER: a

POINTS: 1

REFERENCES: Access 257

LEARNING OBJECTIVES: ENHO.HUNT.16.007 - Start Access

38. To insert a new field, click an existing field and then click the Insert \_\_\_\_ button in the Tools group.
- a. Rows
  - b. Fields
  - c. New Field
  - d. Columns

ANSWER: a

POINTS: 1

REFERENCES: Access 262

LEARNING OBJECTIVES: ENHO.HUNT.16.011 - Insert a field

39. If the \_\_\_\_ for Manager Last Name is Last Name, that means that only Last Name will be displayed as the field name for this field in Datasheet view.
- a. property
  - b. ID
  - c. nickname
  - d. caption

ANSWER: d

POINTS: 1

REFERENCES: Access 262

LEARNING OBJECTIVES: ENHO.HUNT.16.012 - Specify a caption for a field

40. Field \_\_\_\_ are data characteristics that dictate how Access stores, handles, and displays field data.
- a. descriptions
  - b. names
  - c. properties
  - d. descriptors

ANSWER: c

POINTS: 1

REFERENCES: Access 262

LEARNING OBJECTIVES: ENHO.HUNT.16.013 - Change field properties

41. Field Size is an example of a field \_\_\_\_.
- a. property
  - b. name
  - c. ID
  - d. caption

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ANSWER: a

POINTS: 1

REFERENCES: Access 262

LEARNING OBJECTIVES: ENHO.HUNT.16.013 - Change field properties

42. When you click a field name to add a new record, the field \_\_\_\_ appears in the status bar.

- a. description
- b. type
- c. size
- d. category

ANSWER: a

POINTS: 1

REFERENCES: Access 264

LEARNING OBJECTIVES: ENHO.HUNT.16.014 - Add records in Datasheet view

43. A(n) \_\_\_\_ selector to the left of each record lets you select a record or records.

- a. row
- b. record
- c. object
- d. key

ANSWER: a

POINTS: 1

REFERENCES: Access 264

LEARNING OBJECTIVES: ENHO.HUNT.16.014 - Add records in Datasheet view

44. The data you enter in each field is called a field \_\_\_\_.

- a. object
- b. name
- c. value
- d. pane

ANSWER: c

POINTS: 1

REFERENCES: Access 264

LEARNING OBJECTIVES: ENHO.HUNT.16.014 - Add records in Datasheet view

45. You can edit text in fields by selecting it and typing new text or using the [\_\_\_\_] key.

- a. Data
- b. Edit
- c. Tab
- d. Backspace

ANSWER: d

POINTS: 1

REFERENCES: Access 266

LEARNING OBJECTIVES: ENHO.HUNT.16.015 - Edit field values in Datasheet view

46. The border between field names is called the \_\_\_\_.

- a. border separator
- b. border divider
- c. column separator
- d. column divider

ANSWER: c

POINTS: 1

REFERENCES: Access 266

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

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*LEARNING OBJECTIVES:* ENHO.HUNT.16.016 - Resize columns in Datasheet view

47. \_\_\_\_\_ controls are devices for inputting data such as text boxes, list arrows, or check boxes.

- a. Input      b. Form
- c. Data      d. Text

*ANSWER:*                      b

*POINTS:*                      1

*REFERENCES:*              Access 268

*LEARNING OBJECTIVES:* ENHO.HUNT.16.017 - Create a form based on a table

48. The \_\_\_\_\_ data type assigns a unique number for each record in the table.

- a. AutoNumber      b. UniqueNumber
- c. AutoSet          d. AutoList

*ANSWER:*                      a

*POINTS:*                      1

*REFERENCES:*              Access 258

*LEARNING OBJECTIVES:* ENHO.HUNT.16.009 - Identify common data types

49. The field description appears in the \_\_\_\_\_ bar and helps users understand what type of data should be entered for the field.

- a. properties      b. status
- c. address          d. navigation

*ANSWER:*                      b

*POINTS:*                      1

*REFERENCES:*              Access 260

*LEARNING OBJECTIVES:* ENHO.HUNT.16.018 - Add field descriptions

50. The Caption property appears in a form or in Datasheet view in place of the field \_\_\_\_\_.

- a. icon              b. group
- c. name              d. property

*ANSWER:*                      c

*POINTS:*                      1

*REFERENCES:*              Access 262

*LEARNING OBJECTIVES:* ENHO.HUNT.16.012 - Specify a caption for a field

51. You can use \_\_\_\_\_ to create a database to help you manage and track a large collection of related data.

*ANSWER:*                      Access

*POINTS:*                      1

*REFERENCES:*              Access 254

*LEARNING OBJECTIVES:* ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

52. To view different records you use buttons on the \_\_\_\_\_ bar.

*ANSWER:*                      navigation

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

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*POINTS:* 1

*REFERENCES:* Access 268

*LEARNING OBJECTIVES:* ENHO.HUNT.16.019 - View records using the Navigation bar

53. In \_\_\_\_\_ view, you can view records but cannot add, delete or edit records.

*ANSWER:* Layout

*POINTS:* 1

*REFERENCES:* Access 268

*LEARNING OBJECTIVES:* ENHO.HUNT.16.020 - Add records using Form view

54. To close Access, click Close on the \_\_\_\_\_ tab.

*ANSWER:* FILE  
File

*POINTS:* 1

*REFERENCES:* Access 268

*LEARNING OBJECTIVES:* ENHO.HUNT.16.021 - Close a database and exit Access

55. Text boxes, check boxes and list arrows are all \_\_\_\_\_ controls.

*ANSWER:* Form  
form

*POINTS:* 1

*REFERENCES:* Access 268

*LEARNING OBJECTIVES:* ENHO.HUNT.16.017 - Create a form based on a table

56. Split view is a(n) \_\_\_\_\_ that displays the data entry form above the underlying datasheet.

*ANSWER:* form

*POINTS:* 1

*REFERENCES:* Access 268

*LEARNING OBJECTIVES:* ENHO.HUNT.16.020 - Add records using Form view

57. The simplest way to create a form is to click the Form button on the \_\_\_\_\_ tab.

*ANSWER:* CREATE

*POINTS:* 1

*REFERENCES:* Access 268

*LEARNING OBJECTIVES:* ENHO.HUNT.16.017 - Create a form based on a table

58. Describe the difference between a simple and a relational database.

*ANSWER:* A database containing one table is a simple database, and one that contains two or more tables of related information is a relational database.

*POINTS:* 1

*REFERENCES:* Access 254

*LEARNING OBJECTIVES:* ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

*TOPICS:* Critical Thinking

59. Describe how a database stores data.

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**ANSWER:** A database stores data in tables, organized into rows and columns. Each column in the table is a field, and each row in the table is a record. The columns are the values for a given piece of information, such as a name, for all records. The rows represent all information for a given record in the database, containing all values across all columns.

**POINTS:** 1

**REFERENCES:** Access 254

**LEARNING OBJECTIVES:** ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

**TOPICS:** Critical Thinking

60. Describe the operations you can perform when a table is in Design view.

**ANSWER:** You can set field properties and modify a table's structure. You can also add field descriptions or insert, delete, rearrange, or rename fields.

**POINTS:** 1

**REFERENCES:** Access 260

**LEARNING OBJECTIVES:** ENHO.HUNT.16.005 - Add fields in Design view

**TOPICS:** Critical Thinking

You work for a small pet shop and the store manager asks you to convert some of his paper records to an online system. A simple database exists and the owner wants to add to the existing database.

61. Your supervisor wants a list of all the customers who purchased something recently from the store. Can you do this with the current database design?

**ANSWER:** Since the database only contains a single table, it is not likely that the current design tracks that information. However, if the last sale information is part of the existing table, a query may be able to answer the question.

**POINTS:** 1

**REFERENCES:** Access 254

**LEARNING OBJECTIVES:** ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

**TOPICS:** Critical Thinking

62. Assuming that the existing database does not contain information related to sales in the table, how can you extend the database to track the purchases for each customer?

**ANSWER:** An additional table must be added to the database to track the information, transforming the database into a relational design. The new table must be related to the original table in the database.

**POINTS:** 1

**REFERENCES:** Access 254

**LEARNING OBJECTIVES:** ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

**TOPICS:** Critical Thinking

63. Assuming you can extend the database with every possible need for the store, what objects must be included in addition to the table(s) that make up the database?

**ANSWER:** You must add query, form, and report objects to the database to make a complete application that the store can use on a regular basis.

**POINTS:** 1

**REFERENCES:** Access 254

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**LEARNING OBJECTIVES:** ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

**TOPICS:** Critical Thinking

You work in the human resources department of a large company that uses Microsoft Access to track information before and after entering it into the company's administrative system.

64. Your supervisor has asked you to add a field description to a field in the table. How can you do this?

**ANSWER:** Open the table in Design view, choose the field name that needs a description, press [Tab] twice to move to the Description text box, and then type a description. The description will appear in the status bar.

**POINTS:** 1

**REFERENCES:** Access 262

**LEARNING OBJECTIVES:** ENHO.HUNT.16.013 - Change field properties

**TOPICS:** Critical Thinking

65. Your boss asks you for specific field values. What are field values?

**ANSWER:** Field values are the data you enter into each field.

**POINTS:** 1

**REFERENCES:** Access 264

**LEARNING OBJECTIVES:** ENHO.HUNT.16.014 - Add records in Datasheet view

**TOPICS:** Critical Thinking

*Match each item with a statement below.*

- a. Field names
- b. Form
- c. Report
- d. Table
- e. Query

**REFERENCES:** Access 254

**LEARNING OBJECTIVES:** ENHO.HUNT.16.002 - Name and describe common database objects in Access

66. A set of criteria (conditions) you specify to retrieve data from a database.

**ANSWER:** e

**POINTS:** 1

67. A window that lets you view, enter, and edit data in a database one record at a time.

**ANSWER:** b

**POINTS:** 1

68. A summary of database information designed specifically for printing or distributing.

**ANSWER:** c

**POINTS:** 1

69. A list of data organized in rows (records) and columns (fields).

**ANSWER:** d

**POINTS:** 1

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

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70. The column headings in the table.

*ANSWER:* a

*POINTS:* 1