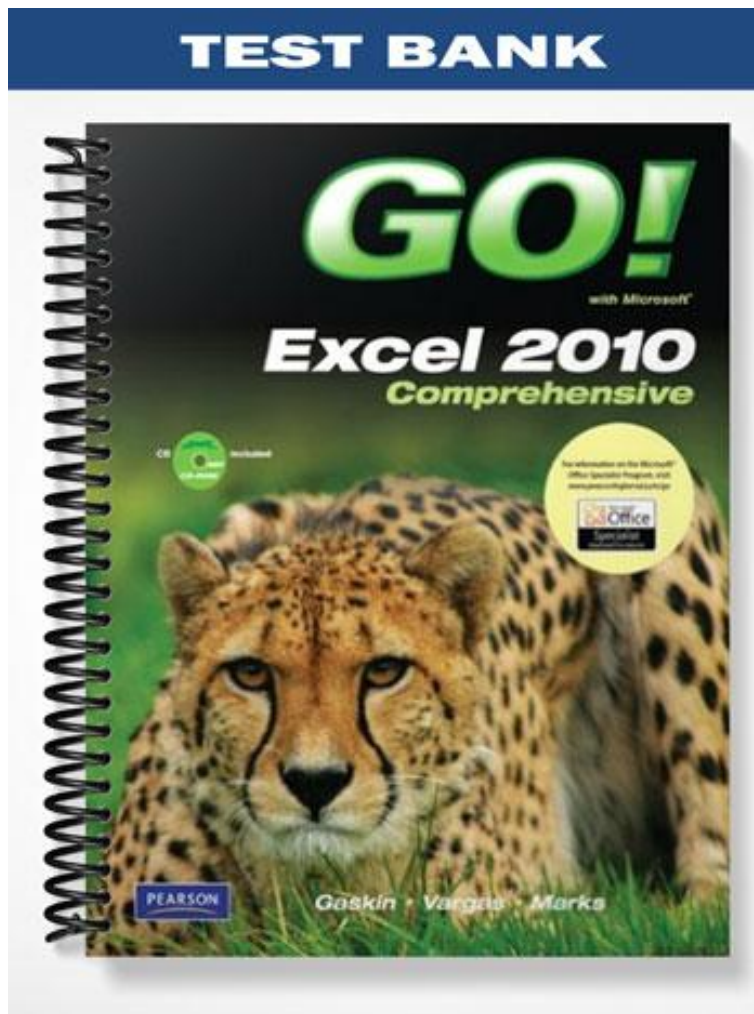


TEST BANK



Exam

Name _____

MULTIPLE CHOICE. Choose the one alternative that best completes the statement or answers the question.

- 1) Which of the following is NOT true regarding security alerts? 1) _____
- A) They can be resolved permanently by most college users in the Trust Center.
 - B) They can be resolved by users on a one-time basis in most situations.
 - C) They warn when potentially dangerous active content exists.
 - D) They display on the Message Bar below the Ribbon.

Answer: A

Diff: 2

Objective: 1: Open an Existing Database

- 2) Where can you view the security and privacy settings for Access? 2) _____
- A) Trust Center
 - B) Control Panel
 - C) Properties dialog box
 - D) Securities Settings dialog box

Answer: A

Diff: 3

Objective: 1: Open an Existing Database

- 3) If you accidentally place two copies of the same table list in the Relationships window, which is the correct method for removing the extra table? 3) _____
- A) Right-click the table, and select Hide Table.
 - B) Click the table, and then on the Design Tab, in the Relationships group, click Remove Table.
 - C) Right-click the table, and select Remove Table.
 - D) Right-click the table, and select Delete Table.

Answer: A

Diff: 2

Objective: 2: Create Table Relationships

- 4) When establishing a relationship, common fields do NOT necessarily need to have 4) _____
- A) common data.
 - B) the same data type.
 - C) the same field size.
 - D) the same field name.

Answer: D

Diff: 2

Objective: 2: Create Table Relationships

- 5) Which of the following is possible if referential integrity is enforced within a one-to-many relationship? 5) _____
- A) Appending new records to the many table before adding related records to the one table
 - B) Deleting a record from the one table if there are related records in the many table
 - C) Creating a new record in the many table for which there is no related record in the one table
 - D) Deleting a record from the many table if there is a related record in the one table

Answer: D

Diff: 2

Objective: 2: Create Table Relationships

- 6) In Datasheet view, which of the following is NOT true when a one-to-many relationship exists? 6) _____
- A) Data from the many table displays on a subdatasheet.
 - B) No entries can be made in the many table without a related record in the one table.
 - C) Plus signs will display in the datasheet of the one table.
 - D) Plus signs indicate that the many table has related records.

Answer: D

Diff: 2

Objective: 2: Create Table Relationships

- 7) Sorting a table in descending order by a Last Name field would NOT 7) _____
- A) result in a downward arrow appearing on the Last Name field
 - B) leave the order of the First Name field unaffected.
 - C) place Young before Smith.
 - D) sort ONLY the Last Name field, thus mixing up the records.

Answer: D

Diff: 2

Objective: 3: Sort Records in a Table

- 8) If you want the records in a table to be sorted by last name and then by first name within each 8) _____
last name, you would need to
- A) sort Lastname as the innermost field in ascending order.
 - B) sort Lastname as the outermost field in ascending order.
 - C) sort Lastname as the outermost field in descending order.
 - D) sort Firstname as the innermost field in descending order.

Answer: B

Diff: 3

Objective: 3: Sort Records in a Table

- 9) Which of the following is NOT a true statement regarding a select query? 9) _____
- A) A select query displays the results in Datasheet view.
 - B) A select query retrieves specific data from one or more tables.
 - C) A select query displays a subset of records that meet the specified criteria.
 - D) A complex select query should be created using the Query Wizard.

Answer: D

Diff: 2

Objective: 4: Create a Query in Design View

- 10) Which is the primary advantage of creating a new query based on an existing query? 10) _____
- A) An additional subset of records is added to the database, increasing flexibility.
 - B) Because the new query is based on an existing query, both can share the same primary key.
 - C) It saves time if your new query uses the same fields as the existing query.
 - D) It takes up less disk space to save an existing query with a new name.

Answer: C

Diff: 2

Objective: 5: Create a New Query from an Existing Query

- 11) In a query, to sort Z to A by Department (outermost), then A to Z by Lastname (innermost), 11) _____
- A) the order of the fields in the design grid does not matter.
 - B) Lastname would be to the left of Department in the query design grid.
 - C) the Totals Row would need to be active.
 - D) Department would be to the left of Lastname in the query design grid.

Answer: D

Diff: 2

Objective: 6: Sort Query Results

- 12) Regarding the sorting of query results, which of the following is FALSE? 12) _____
- A) If the results are to be used in a report, the sort should be specified in Query Design view.
 - B) The sort can be applied in either Design or Datasheet view.
 - C) Ascending order would order records from A to Z.
 - D) Only the sort order specified in Datasheet view is saved with the query design.

Answer: D

Diff: 2

Objective: 6: Sort Query Results

- 13) To locate records in which a field is left blank, what should be used as the criteria for that field? 13) _____
- A) Is NOT Null
 - B) =Null
 - C) <>Null
 - D) Is Null

Answer: D

Diff: 2

Objective: 7: Specify Criteria in a Query

- 14) To find a contribution amount of \$300 or greater, the entry in the Amount field's criteria should be 14) _____
- A) >=\$300.
 - B) >300.
 - C) 300.
 - D) >=300.

Answer: D

Diff: 2

Objective: 8: Specify Numeric Criteria in a Query

- 15) When looking for a date during the week beginning 8/2/2015 and ending 8/8/2015, which of the following would be the correct criteria? 15) _____
- A) >8/2/2015<8/8/2015
 - B) Between 8/1/2015 and 8/9/2015
 - C) >8/2/2015 AND <8/8/2015
 - D) Between 8/2/2015 and 8/8/2015

Answer: D

Diff: 2

Objective: 8: Specify Numeric Criteria in a Query

- 16) When Baseball is placed on the Criteria row of the Sport field and Football is placed on the OR row for the same field, the only way to specify scholarship amounts greater than \$400 for both sports is to 16) _____
- A) enter >400 on the Criteria row in the field for the scholarship amount.
 - B) enter >400 on the OR row in the field for the scholarship amount.
 - C) enter Between \$400 And ? on the OR row in the field for the scholarship amount.
 - D) enter >400 on both the Criteria and OR rows in the field for the scholarship amount.

Answer: D

Diff: 2

Objective: 9: Use Compound Criteria

- 17) When searching for "Red" or "Rad" or "Rid" or "Rod", but NOT "Rodney" or "Reed" or "Ron", which of the following criteria should be used? 17) _____
- A) R*d
 - B) R?d
 - C) R??
 - D) R*

Answer: B

Diff: 2

Objective: 11: Use Wildcards in a Query

- 18) Which of the following would NOT be displayed for a criteria of R*d? 18) _____
 A) Read B) Ramrod C) Red D) Ready
 Answer: D
 Diff: 2
 Objective: 11: Use Wildcards in a Query
- 19) When you are searching for a numbered street address on Maple, but aren't sure whether it's Maple Avenue, Maple Street, or Maple Way, which of the following criteria would you use? 19) _____
 A) ???Maple* B) *Maple* C) Maple D) Maple*
 Answer: B
 Diff: 3
 Objective: 11: Use Wildcards in a Query
- 20) The address 123 Main Street would NOT display using the criteria 20) _____
 A) ?? Main St?? B) ??? Main Street C) *Main S* D) *M*
 Answer: A
 Diff: 3
 Objective: 11: Use Wildcards in a Query
- 21) Which is the correct expression for calculating 20 percent of the existing field Cost? 21) _____
 A) [Cost]*0.20 B) [Cost * 20%] C) 20%(Cost) D) Cost * 20
 Answer: A
 Diff: 2
 Objective: 12: Use Calculated Fields in a Query
- 22) Which of the following expressions would correctly add a calculated field named Discount that is 20 percent of the Price field? 22) _____
 A) Discount: [Price]*0.20 B) Discount=Price*20%
 C) Let Discount=[Price]*0.20 D) [Discount]:[Price *20%]
 Answer: A
 Diff: 2
 Objective: 12: Use Calculated Fields in a Query
- 23) Which of the following is NOT a function that can be used with the Totals button? 23) _____
 A) SUM B) LOWEST C) AVG D) MAX
 Answer: B
 Diff: 1
 Objective: 13: Calculate Statistics and Group Data in a Query
- 24) To create a crosstab query based on two tables, you must 24) _____
 A) select the fields from the Show Table dialog box.
 B) create a select query on which to base the crosstab query.
 C) do nothing; crosstab queries cannot be based on two tables.
 D) create a crosstab relationship in the Relationships window.
 Answer: B
 Diff: 2
 Objective: 14: Create a Crosstab Query

TRUE/FALSE. Write 'T' if the statement is true and 'F' if the statement is false.

- 25) When printing tables, Access automatically includes the table name in the footer of the printout. 25) _____
 Answer: True False
 Diff: 2
 Objective: 1: Open an Existing Database

- 26) To create a copy of a database, Access 2010 requires you to use a closed database file rather than Save As. 26) _____
Answer: True False
Diff: 1
Objective: 1: Open an Existing Database
- 27) Relationships are established based on key fields. 27) _____
Answer: True False
Diff: 2
Objective: 2: Create Table Relationships
- 28) A join line appears in the Relationships window whenever two tables are related based on a common field. 28) _____
Answer: True False
Diff: 2
Objective: 2: Create Table Relationships
- 29) If the field list is too small in the Relationships window, double-click the title bar to automatically resize the list. 29) _____
Answer: True False
Diff: 2
Objective: 2: Create Table Relationships
- 30) The field on the one side of a one-to-many relationship is typically the primary key in that table. 30) _____
Answer: True False
Diff: 2
Objective: 2: Create Table Relationships
- 31) When referential integrity is enforced, small symbols indicate which is the one table and which is the many table within the relationship. 31) _____
Answer: True False
Diff: 2
Objective: 2: Create Table Relationships
- 32) In addition to a one-to-many relationship, tables can also have a one-to-one relationship. 32) _____
Answer: True False
Diff: 2
Objective: 2: Create Table Relationships
- 33) Sorting a table in Ascending order on the State field would result in Alaska displaying before California. 33) _____
Answer: True False
Diff: 2
Objective: 3: Sort Records in a Table
- 34) When sorting a table in Datasheet view, Access allows only one sort field per table. 34) _____
Answer: True False
Diff: 2
Objective: 3: Sort Records in a Table
- 35) In a manual sort, the outermost sort field must be listed to the right of the innermost sort field. 35) _____
Answer: True False
Diff: 3
Objective: 3: Sort Records in a Table

- 36) The table or tables from which a query selects its data are referred to as the data source. 36) _____
Answer: True False
Diff: 1
Objective: 4: Create a Query in Design View
- 37) In Query Design view, the Show Table command is used to add tables to the design grid. 37) _____
Answer: True False
Diff: 1
Objective: 4: Create a Query in Design View
- 38) Queries are most often created as a basis for a report, but query results can be printed like any other table of data. 38) _____
Answer: True False
Diff: 2
Objective: 4: Create a Query in Design View
- 39) Field order in a query can be changed by dragging the field to a new position on the design grid. 39) _____
Answer: True False
Diff: 2
Objective: 5: Create a New Query from an Existing Query
- 40) Because fields are only added to the right of the design grid, to add a field between existing fields requires you to clear the grid and start over. 40) _____
Answer: True False
Diff: 2
Objective: 5: Create a New Query from an Existing Query
- 41) You can sort query results only in Design view. 41) _____
Answer: True False
Diff: 2
Objective: 6: Sort Query Results
- 42) Sort order in Datasheet view overrides the sort order in Design view. 42) _____
Answer: True False
Diff: 2
Objective: 6: Sort Query Results
- 43) Sort order for a query is saved with the query design, whether the sort was specified in the design grid or in Datasheet view. 43) _____
Answer: True False
Diff: 2
Objective: 6: Sort Query Results
- 44) Text criteria in a query are not case sensitive. 44) _____
Answer: True False
Diff: 2
Objective: 7: Specify Criteria in a Query
- 45) Every field included in the query design grid must appear in the query result. 45) _____
Answer: True False
Diff: 2
Objective: 7: Specify Criteria in a Query

- 46) In a query, you should not enter dollar signs in the query criteria. 46) _____
Answer: True False
Diff: 2
Objective: 8: Specify Numeric Criteria in a Query
- 47) Access will automatically add quotes around a dollar amount used as a criteria. 47) _____
Answer: True False
Diff: 2
Objective: 8: Specify Numeric Criteria in a Query
- 48) Placing criteria for two different fields on the Criteria row creates an AND condition. 48) _____
Answer: True False
Diff: 2
Objective: 9: Use Compound Criteria
- 49) When creating an OR condition for the values in a single field, you must enter the word OR in the criteria row. 49) _____
Answer: True False
Diff: 2
Objective: 9: Use Compound Criteria
- 50) A query can select records from any two database tables, whether or not they are related. 50) _____
Answer: True False
Diff: 2
Objective: 10: Create a Query Based on More Than One Table
- 51) In query criteria, when searching for a single unknown character, use the ? character. 51) _____
Answer: True False
Diff: 2
Objective: 11: Use Wildcards in a Query
- 52) The advantage of using calculated fields in a query is the need for fewer fields in the database and increased flexibility. 52) _____
Answer: True False
Diff: 3
Objective: 12: Use Calculated Fields in a Query
- 53) The Zoom dialog box allows more working space into which to type a calculation. 53) _____
Answer: True False
Diff: 2
Objective: 12: Use Calculated Fields in a Query
- 54) A new calculated field uses the formatting of the field(s) used in the expression. 54) _____
Answer: True False
Diff: 2
Objective: 12: Use Calculated Fields in a Query
- 55) Clicking the Totals button adds a new row to the design grid. 55) _____
Answer: True False
Diff: 2
Objective: 13: Calculate Statistics and Group Data in a Query

- 56) After clicking the Totals button, the words Sum By appear on the Total row in all fields. 56) _____
Answer: True False
Diff: 2
Objective: 13: Calculate Statistics and Group Data in a Query
- 57) In a query design, the Totals button can also be used to group (summarize) nonnumeric data. 57) _____
Answer: True False
Diff: 2
Objective: 13: Calculate Statistics and Group Data in a Query
- 58) A crosstab query requires only a field for a row heading and a field for a column heading. 58) _____
Answer: True False
Diff: 2
Objective: 14: Create a Crosstab Query
- 59) A crosstab query summarizes a large amount of data into a small, easy-to-read space. 59) _____
Answer: True False
Diff: 2
Objective: 14: Create a Crosstab Query

SHORT ANSWER. Write the word or phrase that best completes each statement or answers the question.

- 60) Queries in Access can be designed to display only records that match certain conditions, 60) _____
called _____.
Answer: criteria.
Diff: 1
Objective: 1: Open an Existing Database
- 61) The _____ is the area below the Ribbon that displays information such as security 61) _____
alerts.
Answer: Message Bar
Diff: 1
Objective: 1: Open an Existing Database
- 62) The _____ is an area of Access where you can view the security and privacy 62) _____
settings for your Access installation.
Answer: Trust Center
Diff: 1
Objective: 1: Open an Existing Database
- 63) An association established between two tables based on common fields is called a(n) 63) _____
_____.
Answer: relationship
Diff: 2
Objective: 2: Create Table Relationships
- 64) The most common relationship type in Access is the _____ relationship. 64) _____
Answer: one-to-many
Diff: 2
Objective: 2: Create Table Relationships

- 65) The _____ is the field in the related table used to connect to the primary key in another table. 65) _____
Answer: foreign key
Diff: 1
Objective: 2: Create Table Relationships
- 66) When opening the Relationships window for the first time, the _____ dialog box appears. 66) _____
Answer: Show Table
Diff: 2
Objective: 2: Create Table Relationships
- 67) A field in one table used to connect to the primary key in another table is called a(n) _____ key. 67) _____
Answer: foreign
Diff: 2
Objective: 2: Create Table Relationships
- 68) When a relationship exists between tables, the relationship is represented in the Relationships window by a(n) _____. 68) _____
Answer: join line
Diff: 2
Objective: 2: Create Table Relationships
- 69) A Relationship Report is found in the Navigation Pane under _____. 69) _____
Answer: Unrelated Objects
Diff: 2
Objective: 2: Create Table Relationships
- 70) By default, tables are sorted in order by the _____. 70) _____
Answer: primary key
Diff: 2
Objective: 3: Sort Records in a Table
- 71) A select query, based on criteria, shows a portion of the total records available, also known as a(n) _____. 71) _____
Answer: subset
Diff: 1
Objective: 4: Create a Query in Design View
- 72) The lower part of the the Query Design window is known as the _____. 72) _____
Answer: design grid
Diff: 2
Objective: 4: Create a Query in Design View
- 73) A(n) _____ query retrieves specific data from one or more tables and displays the results in Datasheet view. 73) _____
Answer: select
Diff: 1
Objective: 4: Create a Query in Design View

- 74) When all the fields, criteria, and sort orders have been set in the design grid, for the results to be shown, you must _____ the query. 74) _____
Answer: run
Diff: 1
Objective: 4: Create a Query in Design View
- 75) When a query is saved, the records reside in the related table; only the _____ of the query is saved. 75) _____
Answer: design
Diff: 2
Objective: 5: Create a New Query from an Existing Query
- 76) If you intend to use sorted query results in a report, the sort order should be specified in _____ view. 76) _____
Answer: Query Design
Diff: 2
Objective: 6: Sort Query Results
- 77) In a query, conditions that identify the specific records you are looking for are called _____. 77) _____
Answer: criteria
Diff: 2
Objective: 7: Specify Criteria in a Query
- 78) When you enter a text string as a query criteria, Access will add _____ around the entry. 78) _____
Answer: quotes, quotation marks
Diff: 2
Objective: 7: Specify Criteria in a Query
- 79) To select records in which the Reply Date field is not empty, use _____ as the criteria for the Reply Date. 79) _____
Answer: Is Not Null
Diff: 3
Objective: 7: Specify Criteria in a Query
- 80) Access automatically will add number signs (#) before and after _____ criteria in a query. 80) _____
Answer: date
Diff: 2
Objective: 8: Specify Numeric Criteria in a Query
- 81) In a query, compound criteria can be created using _____ operators such as AND and OR. 81) _____
Answer: logical
Diff: 2
Objective: 9: Use Compound Criteria
- 82) To create a query based on two tables, the two tables must share a common, or key, _____. 82) _____
Answer: field
Diff: 2
Objective: 10: Create a Query Based on More Than One Table

- 83) Because several tables might have a similarly named field (e.g., Address), Access includes a(n) _____ row on the query design grid to avoid confusion. 83) _____
Answer: table
Diff: 2
Objective: 10: Create a Query Based on More Than One Table
- 84) A placeholder for unknown characters in the criteria of a query is called a(n) _____. 84) _____
Answer: wildcard
Diff: 1
Objective: 11: Use Wildcards in a Query
- 85) In a calculated field, existing field names are enclosed in square _____. 85) _____
Answer: brackets
Diff: 1
Objective: 12: Use Calculated Fields in a Query
- 86) A formula that will perform a calculation is called a(n) _____. 86) _____
Answer: expression
Diff: 2
Objective: 12: Use Calculated Fields in a Query
- 87) A(n) _____ field stores the result of a mathematical operation. 87) _____
Answer: calculated
Diff: 2
Objective: 12: Use Calculated Fields in a Query
- 88) To allow more space in which to write an expression, you can open the _____ dialog box. 88) _____
Answer: Zoom
Diff: 2
Objective: 12: Use Calculated Fields in a Query
- 89) A(n) _____ separates a new field name from the expression for the new calculated field. 89) _____
Answer: colon, :
Diff: 2
Objective: 12: Use Calculated Fields in a Query
- 90) To change the formatting of a new calculated field, you must use the _____. 90) _____
Answer: Property Sheet
Diff: 3
Objective: 12: Use Calculated Fields in a Query
- 91) Calculations that are performed on a group of records are called _____ functions. 91) _____
Answer: aggregate
Diff: 3
Objective: 13: Calculate Statistics and Group Data in a Query
- 92) SUM, AVG, MIN, and MAX are examples of _____ functions. 92) _____
Answer: aggregate
Diff: 2
Objective: 13: Calculate Statistics and Group Data in a Query

93) Match the following terms with their meaning:

93) _____

- | | |
|--------------------|---|
| I. Asterisk | A. serve as a placeholder for one or more unknown characters in your criteria |
| II. Criteria row | B. a placeholder to match any number of characters |
| III. Question mark | C. where a wildcard character would be used |
| IV. Criteria | D. searches for unknown single characters |
| V. Wildcards | E. conditions that identify specific records you are looking for with a query |

Answer: B, C, D, E, A

Diff: 3

Objective: Multiple objectives

94) Match the following terms to their meaning:

94) _____

- | | |
|-----------------|---|
| I. Table area | A. a database object that retrieves specific data from one or more tables |
| II. Design grid | B. displays the design of the query |
| III. Run | C. table or tables from which a query selects its data |
| IV. Data source | D. displays the subset of records with the selected criteria |
| V. Select query | E. displays the field lists for tables that are used in a query |

Answer: E, B, D, C, A

Diff: 3

Objective: 4: Create a Query in Design View

95) Match the following aggregate function to what it does:

95) _____

- | | |
|------------|--|
| I. SUM | A. provides the number of records in a field |
| II. LAST | B. averages the values in a field |
| III. COUNT | C. totals the values in a field |
| IV. MIN | D. displays the final value in a field |
| V. AVG | E. locates the smallest value in a field |

Answer: C, D, A, E, B

Diff: 2

Objective: 13: Calculate Statistics and Group Data in a Query

96) Match the following terms to their meaning:

96) _____

- | | |
|--------------------------|---|
| I. Referential integrity | A. looks for values within a range |
| II. Text string | B. SUM, AVG, MIN, and MAX are examples |
| III. Property Sheet | C. sequence of characters used as criteria in a query |
| IV. Between . . . And | D. ensures that data in a related table is valid |
| V. Aggregate function | E. used to customize fields in a query |

Answer: D, C, E, A, B

Diff: 2

Objective: Multiple objectives

97) Match the following terms to their meaning:

97) _____

- | | |
|--------------------------|--|
| I. Logical operators | A. displays records in query results that meet all parts of the specified criteria |
| II. AND condition | B. displays records in query results that meet any of the specified criteria |
| III. OR condition | C. =, >, and < |
| IV. Comparison operators | D. AND and OR |
| V. Compound criteria | E. Uses logical operators |

Answer: D, A, B, C, E

Diff: 2

Objective: Multiple objectives

