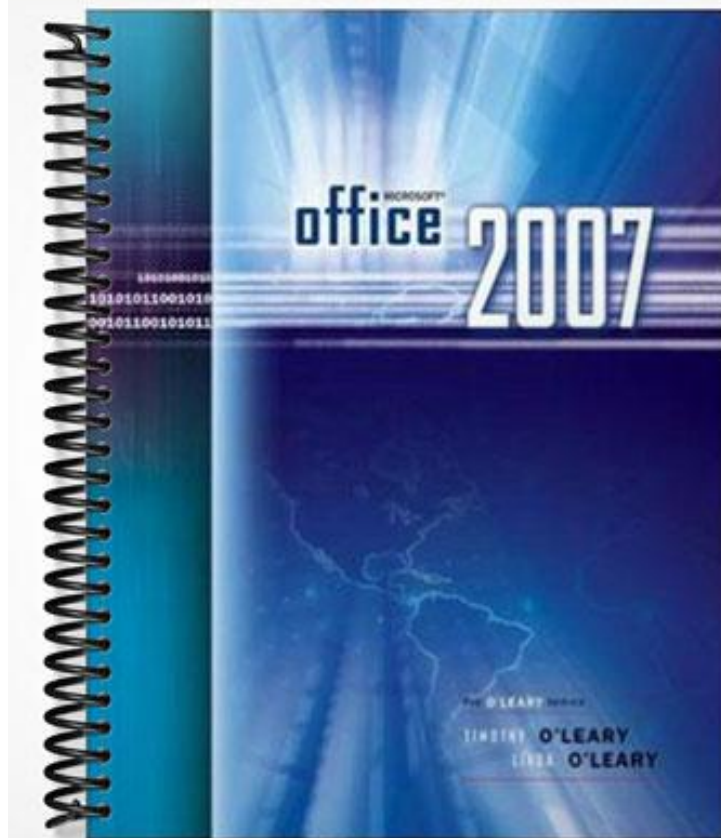


**TEST BANK**



## Access—Lab 1, Creating a Database

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### TRUE/FALSE

1. A database is a disorganized collection of random data.

ANS: F

A database is an organized collection of related information.

DIF: Level: 1 REF: Page: AC1.4

2. In Access, creating one large table makes data processing and using tables more efficient than creating several small tables of related data.

ANS: F

In Access, creating several small tables of related data makes data processing and using tables more efficient than creating one large table.

DIF: Level: 2 REF: Page: AC1.6

3. Although using a template is sometimes the fastest way to create a database, it often requires a lot of work to adapt the template to suit the needs of the existing data.

ANS: T

Although using a template is sometimes the fastest way to create a database, it often requires a lot of work to adapt the template to suit the needs of the existing data.

DIF: Level: 2 REF: Page: AC1.7

4. An Access database constitutes several types of objects, such as tables or reports.

ANS: T

An Access database constitutes several types of objects, such as tables or reports.

DIF: Level: 2 REF: Page: AC1.10

5. The same Ribbon is displayed for each view in Access.

ANS: F

Each view includes its own Ribbon tab that includes commands that are designed to work with the object in that view.

DIF: Level: 2 REF: Page: AC1.11

6. Datasheet view provides a row-and-column view of the data in tables or query results.

ANS: T

Datasheet view provides a row-and-column view of the data in tables or query results.

DIF: Level: 1 REF: Page: AC1.12

7. In Datasheet view, the intersection of the row and column creates a cell where you will enter the data for the record.

ANS: T

In Datasheet view, the intersection of the row and column creates a cell where you will enter the data for the record.

DIF: Level: 1 REF: Page: AC1.12

8. A data name is used to identify the data stored in the field

ANS: F

A field name is used to identify the data stored in the field

DIF: Level: 1 REF: Page: AC1.14

9. The data type defines the type of data the field will contain.

ANS: T

The data type defines the type of data the field will contain.

DIF: Level: 1 REF: Page: AC1.17

10. Many data types also include formatting settings that control the appearance of the data in the field.

ANS: T

Many data types also include formatting settings that control the appearance of the data in the field.

DIF: Level: 2 REF: Page: AC1.19

11. You can hold down Alt to select multiple field templates.

ANS: F

You can hold down Ctrl to select multiple field templates.

DIF: Level: 2 REF: Page: AC1.22

12. A field property is a characteristic that helps define the appearance and behavior of a field.

ANS: T

A field property is a characteristic that helps define the appearance and behavior of a field.

DIF: Level: 1 REF: Page: AC1.24

13. Press the F4 key to quickly jump between the top and bottom panes of the Table Design window.

ANS: F

Press the F6 key to quickly jump between the top and bottom panes of the Table Design window.

DIF: Level: 2 REF: Page: AC1.26

14. A primary key is a field that uniquely identifies each record.

ANS: T

A primary key is a field that uniquely identifies each record.

DIF: Level: 1 REF: Page: AC1.29

15. Deleting a field permanently removes the field column and all the data in the field from the table.

ANS: T

Deleting a field permanently removes the field column and all the data in the field from the table.

DIF: Level: 2 REF: Page: AC1.31

16. Access would interpret the date 6/10/31 as being in the year 2031.

ANS: F

Access would interpret the date 6/10/31 as being in the year 1931.

DIF: Level: 2 REF: Page: AC1.31

17. When entering data, the pencil symbol means the record is in the process of being entered or edited and has not yet been saved.

ANS: T

When entering data, the pencil symbol means the record is in the process of being entered or edited and has not yet been saved.

DIF: Level: 2 REF: Page: AC1.37

18. The AutoCorrect feature automatically corrects errors like using the wrong zip code for a city or assigning the wrong employee to an office.

ANS: F

The AutoCorrect feature automatically corrects basic typing errors.

DIF: Level: 1 REF: Page: AC1.39

19. If you have a descriptive field name, you can skip the field description for an attachment field.

ANS: F

The attachment field displays no field name. Therefore, it is especially important to use the field description.

DIF: Level: 2 REF: Page: AC1.41

20. Attachments in a database are read-only; you cannot modify them.

ANS: F

You can open, modify, and save attachments back to the database.

DIF: Level: 2 REF: Page: AC1.44

21. You can press F2 to switch between editing an entry and navigating through the datasheet.

ANS: F

You can press F2 to switch between editing an entry and navigating through the datasheet.

DIF: Level: 2 REF: Page: AC1.47

22. The default width of a column in the datasheet is the same size as the field sizes specified in Design view.

ANS: F

The default width of a column in the datasheet is not related to the field sizes specified in Design view.

DIF: Level: 2 REF: Page: AC1.50

23. With multiple columns selected, you can apply Best Fit to all of them by double-clicking on any one of column border lines.

ANS: T

With multiple columns selected, you can apply Best Fit to all of them by double-clicking on any one of column border lines.

DIF: Level: 2 REF: Page: AC1.53

24. Entering a duplicate entry in a key field will change the underlying data structure.

ANS: F

Entering a duplicate entry in a key field will produce an error.

DIF: Level: 2 REF: Page: AC1.54

25. Use the Undo command to restore accidentally deleted records.

ANS: F

You cannot undo delete commands.

DIF: Level: 2 REF: Page: AC1.57

26. A field that refers to the primary key field in another table is called a foreign key field.

ANS: T

A field that refers to the primary key field in another table is called a foreign key field.

DIF: Level: 1 REF: Page: AC1.59

27. When the lookup field uses a table for the values it displays, an association is created between the two tables.

ANS: T

When the lookup field uses a table for the values it displays, an association is created between the two tables.

DIF: Level: 2 REF: Page: AC1.62

28. A value list should be used only for values that will change often.

ANS: F

A value list should be used only for values that will not change very often.

DIF: Level: 2 REF: Page: AC1.62

29. If you change the values in a value list, past records will not be updated to reflect the change.

ANS: T

If you change the values in a value list, past records will not be updated to reflect the change.

DIF: Level: 2 REF: Page: AC1.62

30. Clicking on an entry in a Lookup field drop-down list inserts its value into the field.

ANS: T

Clicking on an entry in a Lookup field drop-down list inserts its value into the field.

DIF: Level: 1 REF: Page: AC1.65

31. To insert copied data, you paste it in a new location, called the source.

ANS: F

To insert copied data, you paste it in a new location, called the destination.

DIF: Level: 1 REF: Page: AC1.67

32. In order to copy and paste field data, the source field and destination field must both have the same data type.

ANS: T

In order to copy and paste field data, the source field and destination field must both have the same data type.

DIF: Level: 2 REF: Page: AC1.67

33. In Print Preview, the current magnification level is displayed in the title bar.

ANS: F

In Print Preview, the current magnification level is displayed in the status bar.

DIF: Level: 2 REF: Page: AC1.69

34. Orientation refers to the direction that text prints on a page.

ANS: T

Orientation refers to the direction that text prints on a page.

DIF: Level: 1 REF: Page: AC1.72

35. A subdatasheet is a data table nested in another data table that contains data related or joined to the table where it resides.

ANS: T

A subdatasheet is a data table nested in another data table that contains data related or joined to the table where it resides.

DIF: Level: 1 REF: Page: AC1.76

## MULTIPLE CHOICE

1. Information in a database is typically stored in this, which consists of vertical columns and horizontal rows.
- Field
  - Record
  - Table
  - File

ANS: C DIF: Level: 1 REF: Page: AC1.4

2. All of the information about a person, thing, or place, is contained in this in a database.
- Table
  - Record
  - File
  - Field

ANS: B          DIF:    Level: 1          REF:    Page: AC1.4

3. The smallest unit of information about a record in a database is called a:
- query
  - field
  - cell
  - record

ANS: B          DIF:    Level: 1          REF:    Page: AC1.4

4. Which of the following is NOT a step in creating a new database?
- Plan
  - Design
  - Implement
  - Test

ANS: D          DIF:    Level: 2          REF:    Page: AC1.5

5. What is the term for a ready-to-use database that includes the data structure for the selected type of database?
- datasheet
  - template
  - result set
  - autodata

ANS: B          DIF:    Level: 1          REF:    Page: AC1.7

6. Which of the following is an example of a valid file name?
- Mission:Improbable
  - Is this right?
  - Meche & Mojito's C.D. collection!
  - The "Just In Case" database

ANS: C          DIF:    Level: 2          REF:    Page: AC1.8

7. This object finds and displays selected data.
- Table
  - Form
  - Query
  - Report

ANS: C          DIF:    Level: 1          REF:    Page: AC1.10

8. This object must be created first, before any other types of objects are created, since it is the basic unit of a database.
- Table
  - Query
  - Report
  - Form



ANS: A      DIF:    Level: 1      REF:    Page: AC1.10

9. The \_\_\_\_\_ along the left edge of the work area displays all the objects in the database and is used to open and manage the objects.
- a. Navigation pane
  - b. Document map
  - c. Link List
  - d. Objects List

ANS: A      DIF:    Level: 1      REF:    Page: AC1.11

10. Which view displays the object's data while giving you the opportunity to modify the object's design?
- a. Datasheet view
  - b. Form view
  - c. Design view
  - d. Layout view

ANS: D      DIF:    Level: 1      REF:    Page: AC1.12

11. In a datasheet, field names are displayed in the \_\_\_\_\_.
- a. header row
  - b. design grid
  - c. field row
  - d. column footer

ANS: A      DIF:    Level: 1      REF:    Page: AC1.12

12. In Datasheet view, the square to the left of each row is the:
- a. Row indicator
  - b. Select All button
  - c. record indicator
  - d. Row number

ANS: B      DIF:    Level: 1      REF:    Page: AC1.12

13. A field name can be up to \_\_\_\_ characters.
- a. 16
  - b. 32
  - c. 64
  - d. 128

ANS: C      DIF:    Level: 2      REF:    Page: AC1.14

14. Text that is variable in length and usually too long to be stored in a Text field, is stored in this data type.
- a. Memo
  - b. Query
  - c. Form
  - d. Field

ANS: A      DIF:    Level: 2      REF:    Page: AC1.18

15. This data type is a unique, sequential number that is automatically incremented by one whenever a new record is added to a table.
- a. Number
  - b. Linked Number
  - c. Field Number
  - d. AutoNumber

ANS: D      DIF:    Level: 1      REF:    Page: AC1.18

16. This data type allows you to include a file of any type within the field.
- a. Hyperlink
  - b. Attachment
  - c. OLE Object
  - d. Memo

ANS: B      DIF:    Level: 1      REF:    Page: AC1.18

17. You can quickly add fields to a table using the \_\_\_\_\_, which includes a field name, a data type, and other settings that control the appearance and behavior of the field.
- a. data type
  - b. field template
  - c. input mask
  - d. autonumber

ANS: B      DIF:    Level: 1      REF:    Page: AC1.20

18. The maximum number of characters in a field is set using this property.
- a. Required
  - b. Field Size
  - c. Input Mask
  - d. Default Value

ANS: B      DIF:    Level: 1      REF:    Page: AC1.24

19. This field property automatically fills in a certain value for this field in new records as you add to a table.
- a. Format
  - b. Validation Text
  - c. Default Value
  - d. Required

ANS: C      DIF:    Level: 1      REF:    Page: AC1.24

20. This field property will specify whether or not a value must be entered in a field.
- a. Field Size
  - b. Default Value
  - c. Validation Rule
  - d. Required

ANS: D      DIF:    Level: 1      REF:    Page: AC1.24

21. The available field properties are based on the data type of the \_\_\_\_\_.  
a. primary key  
b. current field  
c. field name  
d. first field

ANS: B      DIF:    Level: 2      REF:    Page: AC1.25

22. Since each Social Security Number is unique per person, it would make a good:  
a. Primary key  
b. Action key  
c. Expression  
d. Identifier

ANS: A      DIF:    Level: 2      REF:    Page: AC1.29

23. When a primary key uses more than one field, it is called what?  
a. duplicate key  
b. dual key  
c. composite key  
d. combination key

ANS: C      DIF:    Level: 1      REF:    Page: AC1.29

24. Which of the following would be appropriate for a field to hold a state abbreviation?  
a. a two character memo field  
b. a two character text field  
c. a 50 character text field  
d. an AutoEntry field

ANS: B      DIF:    Level: 2      REF:    Page: AC1.27

25. Although optional, this item makes the table easier to understand and update.  
a. field description  
b. comment tag  
c. primary key  
d. status bar

ANS: A      DIF:    Level: 2      REF:    Page: AC1.30

26. When entering data into a table, Access indicates the field that is ready to receive data by:  
a. yellow shading.  
b. green shading.  
c. an orange outline.  
d. a red outline.

ANS: C      DIF:    Level: 2      REF:    Page: AC1.37

27. In Datasheet view, when there is no description for a selected field, Access will display this on the status bar.
- File name
  - Table name
  - Cell name
  - View name

ANS: D      DIF:    Level: 2      REF:    Page: AC1.38

28. This non-text object type can include a drawing or a photograph.
- clip art
  - drawing object
  - graphic
  - picture

ANS: C      DIF:    Level: 1      REF:    Page: AC1.40

29. To add an attachment to an attachment field,
- double-click the Attachment field cell.
  - use the Attachment wizard.
  - choose Attachments from the Records group of the Home tab.
  - right-click the Attachment field cell and choose “Add an attachment.”

ANS: A      DIF:    Level: 2      REF:    Page: AC1.41

30. Attachments are opened using what program?
- Windows Picture & Fax Viewer
  - Access
  - whatever program is associated with the attachment type
  - Word

ANS: C      DIF:    Level: 2      REF:    Page: AC1.43

31. When entering data, you can quickly move to the previously field by pressing:
- Home
  - Alt+Enter
  - Shift+Tab
  - Shift+End

ANS: C      DIF:    Level: 2      REF:    Page: AC1.45

32. In the datasheet view, one can navigate to the current field in the previous record by pressing the:
- left arrow
  - right arrow
  - down arrow
  - up arrow

ANS: D      DIF:    Level: 2      REF:    Page: AC1.45

33. To quickly open the Zoom dialog box for the current field, press:
- Alt + F4
  - Shift + F2
  - Ctrl + F3
  - Alt + F2

ANS: B      DIF:    Level: 2      REF:    Page: AC1.48

34. Changing the column width will change the:
- amount of data that the field can hold
  - field size
  - amount of data that is displayed
  - field's font

ANS: C      DIF:    Level: 2      REF:    Page: AC1.50

35. In a datasheet, it is desirable to adjust the column width so that the column is slightly:
- larger than the column heading or longest field contents, whichever is longer.
  - smaller than the column heading or shortest field contents, whichever is shorter.
  - larger than the column heading, but shorter than the longest field contents.
  - smaller than the column heading, but longer than the longest field contents.

ANS: A      DIF:    Level: 2      REF:    Page: AC1.51

36. This Access feature will automatically adjust the column widths of all selected columns, to accommodate the longest entry or column heading in each of the selected columns.
- AutoFit
  - Best Fit
  - AutoFormat
  - Style

ANS: B      DIF:    Level: 1      REF:    Page: AC1.51

37. To activate Best Fit from the Ribbon, use what tab?
- Home
  - Datasheet
  - Database Tools
  - Create

ANS: A      DIF:    Level: 2      REF:    Page: AC1.53

38. When you add new records in a datasheet, the records are displayed in what order?
- alphabetical
  - the order in which they were entered
  - by primary key
  - reverse chronological

ANS: B      DIF:    Level: 2      REF:    Page: AC1.56

39. Records stored on the disk are sorted in this order.
- by primary key field

- b. in the order entered
- c. by the first field
- d. by the first numeric field

ANS: A      DIF:    Level: 2      REF:    Page: AC1.56

40. You can remove entire records by selecting the record and pressing this key.
- a. Backspace
  - b. Delete
  - c. End
  - d. Space

ANS: B      DIF:    Level: 1      REF:    Page: AC1.57

41. Which of the following is NOT a valid method of creating a table?
- a. importing from Excel
  - b. using the Design view
  - c. importing from PowerPoint
  - d. using Datasheet view

ANS: C      DIF:    Level: 2      REF:    Page: AC1.58

42. A \_\_\_\_\_ provides a list of values from which the user can choose to make entering data into that field simpler and more accurate.
- a. combo box
  - b. lookup field
  - c. shortcut menu
  - d. radio button

ANS: B      DIF:    Level: 1      REF:    Page: AC1.62

43. A lookup field that uses a fixed list of values is called a(n) \_\_\_\_\_ list.
- a. set
  - b. virtual
  - c. actual
  - d. value

ANS: D      DIF:    Level: 1      REF:    Page: AC1.62

44. A foreign key and the primary key of the referenced table must have matching:
- a. field names
  - b. data types
  - c. field codes
  - d. input masks

ANS: B      DIF:    Level: 2      REF:    Page: AC1.62

45. Which of the following is not established in the course of using the Lookup Wizard?
- a. style
  - b. source data
  - c. sort order

d. width

ANS: A      DIF:    Level: 3      REF:    Page: AC1.63

46. The SQL for the Lookup field is displayed in what entry in the Lookup tab of the Field Properties area?
- Lookup source
  - Lookup query
  - Query source
  - Row source

ANS: D      DIF:    Level: 3      REF:    Page: AC1.64

47. When entering data, a Lookup field appears as a \_\_\_\_\_.
- radio button
  - hyperlink
  - drop-down menu
  - ScreenTip

ANS: C      DIF:    Level: 1      REF:    Page: AC1.65

48. To insert a new field in Datasheet view, use this tab.
- Table Tools Datasheet
  - Database Tools
  - Home
  - Create

ANS: A      DIF:    Level: 2      REF:    Page: AC1.67

49. Where is copied information stored?
- Hard drive
  - Clipboard
  - Registry
  - Desktop

ANS: B      DIF:    Level: 1      REF:    Page: AC1.67

50. The location where you copy data from is called what?
- link
  - destination
  - originator
  - source

ANS: D      DIF:    Level: 1      REF:    Page: AC1.67

51. The Paste button is found in the Clipboard group of the \_\_\_\_\_ tab.
- Home
  - Create
  - Data
  - Database Tools

ANS: A      DIF:    Level: 2      REF:    Page: AC1.68

52. What would you choose to view each page of a table displayed in a reduced size in order to check the layout?
- Page Layout
  - Data Entry
  - Print Preview
  - Datasheet view

ANS: C      DIF:    Level: 1      REF:    Page: AC1.68

53. The keyboard shortcut to print is:
- [Ctrl]+T
  - [Ctrl]+N
  - [Ctrl]+P
  - [Ctrl]+R

ANS: C      DIF:    Level: 2      REF:    Page: AC1.70

54. Using this orientation prints along the length of the paper.
- reverse
  - landscape
  - sideways
  - portrait

ANS: B      DIF:    Level: 1      REF:    Page: AC1.72

55. \_\_\_\_\_ is a design technique that identifies and eliminates redundancy by applying a set of rules to your tables to confirm that they are structured properly.
- Regularity
  - Massaging
  - Normalization
  - Zero Redundancy

ANS: C      DIF:    Level: 1      REF:    Page: AC1.77

## ESSAY

1. While planning an employee database for a company, what information should you obtain, and why do you need to understand the existing procedures?

ANS:

Information can be retrieved by analyzing the current record-keeping procedures of the company. It is important to understand the existing procedures so that the database tables reflect the information maintained by different departments.

DIF:    Level: 3      REF:    Page: AC1.5

2. What is the purpose of a field name and how is it useful in a table? Describe the restrictions concerning field names.



ANS:

A field name is used to identify the data stored in the field. A field name should be descriptive of the contents of the data that is to be entered in the field. It can be up to 64 characters long and can consist of letters, numbers, spaces and some special characters. The special characters that cannot be used in a field name are — a period, an exclamation point, an accent grave, and brackets. It is not acceptable to start a field name with a space. It is best to use short field names in order to make the tables easier to manage.

DIF: Level: 3 REF: Page: AC1.12

3. What is a data type, and how does Access use it? Why is it important to choose the right data type for a field before you start entering data in the table?

ANS:

The data type defines the type of data the field will contain. Access uses the data type to ensure that the right kind of data is entered in a field. It is important to choose the right data type for a field before entering data in the table. This is necessary because, if the data types are not compatible, such as a text entry in a field whose data type accepts numbers only, data may be lost.

DIF: Level: 3 REF: Page: AC1.17

4. Describe the purpose of these field properties: Input Mask, Caption, Validation Rule, and Validation Text.

ANS:

The Input Mask simplifies data entry by controlling what data is required in a field and how the data is to be displayed. The Caption specifies a field label other than the field name. The Validation Rule limits data entered in a field to values that meet certain requirements. The Validation Text specifies the message to be displayed when the associated Validation Rule is not satisfied.

DIF: Level: 3 REF: Page: AC1.24

5. What is a primary key? How is it used? What does a primary key prevent? Provide an example of a field that should not be used as the primary key, and explain why it should not be used as one.

ANS:

A primary key is a field that uniquely identifies each record. Most tables have at least one field that is selected as the primary key. A primary key prevents duplicate records from being entered in the table and is used to control the order in which records display in the table. The primary key is also used to create a link between tables in a database. One example of a field that should not be used as the primary key is a name field; because it is very likely that more than one person can have the same last or first name.

DIF: Level: 3 REF: Page: AC1.29

