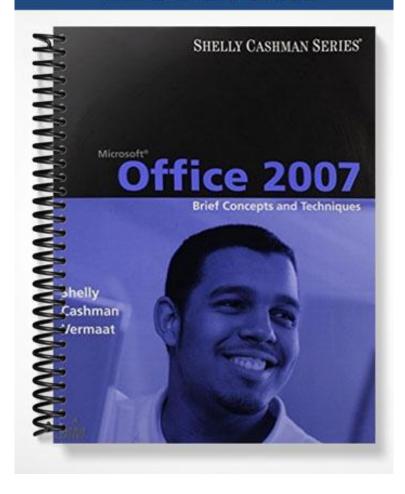
# **TEST BANK**



# Access Chapter 1 – Creating and Using a Database

12. A folder is a specific location on a storage medium.

TRUE/FALSE

# 1. In Access, the columns in a table are called records. ANS: F PTS: 1 REF: AC 4 2. A unique identifier also is called a primary key. ANS: T PTS: 1 REF: AC 4 3. Replication is the storing of a piece of data in more than one place. ANS: F PTS: 1 REF: AC 5 4. Database Design Language (DBDL) is a programming language. ANS: F PTS: 1 REF: AC 8 5. In Access, table names can be up to 128 characters in length. ANS: F PTS: 1 REF: AC 8 6. In a one-to-many relationship, each row in the first table may be associated with many rows in the second table. ANS: T PTS: 1 REF: AC 9 7. The maximum number of characters allowed in a field whose data type is Text is 1024. ANS: F PTS: 1 REF: AC 9 8. Fields that contain numbers but will not be used for arithmetic operations usually are assigned a data type of Text. ANS: T PTS: 1 REF: AC 9 9. The Monetary data type is used for fields that contain only monetary data. ANS: F PTS: 1 REF: AC 9 10. The URL Address data type can store text that can be used as a hyperlink address. ANS: F PTS: 1 REF: AC 10 11. File names can be a maximum of 260 characters including the file extension. ANS: T PTS: 1 REF: AC 13

ANS: T PTS: 1 REF: AC 15

13. To delete the ID field that Access creates automatically for a new table, the table must appear in Layout view rather than Datasheet view.

ANS: F PTS: 1 REF: AC 28

14. In Datasheet view, a table is represented as a collection of rows and columns called a datasheet.

ANS: T PTS: 1 REF: AC 30

15. One way to undo changes to a field is to click the Undo button on the Table Tools tab.

ANS: F PTS: 1 REF: AC 34

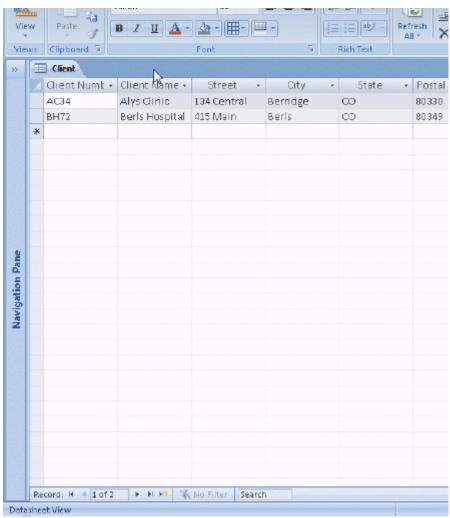


Figure 1-1

16. As shown in the accompanying figure, you can move to the end of a table to a position for entering a new record by clicking the Insert Record Navigation button.

ANS: F PTS: 1 REF: AC 38

17.	As sho		ompany	ing figure, you	can use	e the Last recor	rd button to move to the last record in
	ANS:	T	PTS:	1	REF:	AC 38	
18.		own in the acco		ing figure, you	can mo	ove to the first 1	record in a table by clicking the First
	ANS:	T	PTS:	1	REF:	AC 38	
19.	19. To print a wide database table, a table whose contents do not fit on the screen, you will need portrai orientation.						
	ANS:	F	PTS:	1	REF:	AC 41	
20.	Lands	cape orientatio	n mean	s the printout is	across	the length (he	ight) of the page.
	ANS:	T	PTS:	1	REF:	AC 41	
21.	Group	ing means crea	iting sep	parate collection	ns of re	cords sharing	some common characteristic.
	ANS:	T	PTS:	1	REF:	AC 52	
22.	Form	view displays a	a single	record at a time	e.		
	ANS:	T	PTS:	1	REF:	AC 57	
23.	A Data	aForm combin	es both	a datasheet and	l a form	1.	
	ANS:	F	PTS:	1	REF:	AC 57	
24.	Standa subjec		re asso	ciated with all I	Microso	oft Office docu	ments and include author, title, and
	ANS:	T	PTS:	1	REF:	AC 60	
25.	The To	ools submenu o	on the C	Office menu pro	ovides c	commands to co	ompact and repair a database.
	ANS:	F	PTS:	1	REF:	AC 60	
MOD	IFIED	TRUE/FALS	E				
1.				ent system desouse of that data			data organized in a manner that
	ANS:	F, database					
	PTS:	1	REF:	AC 2			
2.	To cre	ate a new datal	base, us	e either the <u>Bla</u>	ı <u>nk</u> Dat	abase option of	r a template
	ANS:	T			PTS:	1	REF: AC 13

3.	To delete a field, rig				or the field, an	nd then click <u>Delete</u> Column on the
	ANS: T			PTS:	1	REF: AC 26
4.			_	•		heading for the field that will follow
	ANS: F, Column					
	PTS: 1	REF:	AC 26			
5.	To use a template to on the Create tab.				the Ribbon a	and then click the Table Wizards button
	ANS: F, Templates	S				
	PTS: 1	REF:	AC 26			
MUL	TIPLE CHOICE					
1.	Access is a					
	<ul><li>a. word processing</li><li>b. file management</li></ul>	-				nanagement system anagement system
	ANS: D	PTS:	1	REF:	AC 2	
2.	In Access, a(n)subject.	_ consist	s of a collec	ction of tab	les, each of v	which contains information on a specific
	a. object			c.	database	
	b. relation			d.	tuple	
	ANS: C	PTS:	1	REF:	AC 3	
3.	A(n) contains	informat	ion about a	given pers	on, product,	or event.
	a. attribute					
	b. record				column	
	ANS: B	PTS:	1	REF:	AC 4	
4.		ds that h	ave a specia	al meaning	to Access an	d cannot be used for the names of
	fields or tables.  a. Special			c	Significant	
	b. Reserved				Restricted	
	ANS: B	PTS:	1	REF:	AC 8	
5.	In Access, table and	l field na	mes can be	up to	characters in	length.
	a. 32			c.	128	8
	b. 64			d.	255	
	ANS: B	PTS:	1	REF:	AC 8	
6.	A field whose data	type is	can con	tain any ch	aracters.	
	a. Alpha			-	Normal	

	b. Text			d.	Lookup
	ANS: B	PTS:	1	REF:	AC 9
7.	A(n) data type of total number of chara a. Unlimited b. Variable			c.	f text or combination of text and numbers where the  Memo Character
	ANS: C	PTS:	1	REF:	AC 10
8.	A field with the Access will incremer a. Sequential b. AutoNumber			ach nev c.	sequential number that Access assigns to a record. w record is added. Incremental AutoSequence
	ANS: B	PTS:	1	REF:	AC 10
9.	A field with thespreadsheet. a. Attachment b. File	_ data ty	pe can contain	c.	ched file, such as an image, document, chart, or  Document Extend
	ANS: A	PTS:	1	REF:	AC 10
10.	A field whose data ty the table. a. Picture b. Image	pe is _	can store a	c.	object, which is an object linked to or embedded in  OLE Object  Bitmap
	ANS: C	PTS:	1	REF:	AC 10
11.	When you maximize a. Minimize b. Return ANS: D	a wind		c. d.	on changes to a(n) button. Original Restore Down AC 13
12.	A saved database is ra. file b. databook				DBMS template
13.	ANS: A  To change the save lea. Save in b. Searches	PTS:		click _ c.	AC 13 in the Favorite Links section. Desktop Computer
	ANS: D	PTS:	1		AC 16
14.	When you create a nota. title b. Windows	ew data	base, the name	c.	database appears on the bar. menu scroll
	ANS: A	PTS:	1	REF:	AC 17

15.	In addition to the top perform certain tasks a. subtype b. tiered			n objects s c.	ther tabs called tabs that display when you such as datasheets.  contextual sublevel
	ANS: C	PTS:	1	REF:	AC 20
16.	One way to create a a. New b. Create	table, is	to click	c.	ibbon and then click the Table button. Add Insert Table
	ANS: B	PTS:	1	REF:	AC 23
17.	field in the table. a. Field1	able in I	Datasheet vie	c.	automatically adds a field called as the first  AutoCode
	b. ID			d.	TableCode
	ANS: B	PTS:	1	REF:	AC 24
18.	You only can delete a. Datasheet b. Layout	a prima	ry key in	c.	Print Preview Design
	ANS: D	PTS:	1	REF:	AC 24
19.	To undo the most recolbar.	cent cha	nge to a tabl	e structure	e, click the button on the Quick Access
	<ul><li>a. Cancel</li><li>b. Escape</li></ul>				Back Undo
	ANS: D	PTS:	1	REF:	AC 26
20.	To delete a field in a shortcut menu.	table, r	ight-click the	e column l	neading for the field, and then click on the
	<ul><li>a. Delete Field</li><li>b. Remove Field</li></ul>				Delete Column Remove Column
	ANS: C	PTS:	1	REF:	AC 26
21.	To change the name menu, and then type		-		nn heading for the field, click on the shortcut
	<ul><li>a. Rename Field</li><li>b. Rename Column</li></ul>			c.	Change Field Change Column
	ANS: B	PTS:	1	REF:	AC 26
22.	on the shortcut menu data type is already s	ı, type tl	ne desired fie	eld name,	ck the Add New Field column heading, click click the down arrow, and then ensure the correct
	<ul><li>a. Add Column</li><li>b. Add Field</li></ul>			c. d.	Rename Column Rename New Field
	ANS: C	PTS:	1	REF:	AC 26

23. To insert a field between existing fields, right-click the column heading for the field that will follow the new field, and then click \_\_\_\_ on the shortcut menu. a. Insert Field c. Add Field b. Insert Column d. Add column ANS: B PTS: 1 REF: AC 26 24. In the accompanying figure, the small box or bar to left of each field is called the \_\_\_\_\_. a. row selector c. field bar b. field selector d. current field bar ANS: A PTS: 1 REF: AC 28 12 - C1 - = JSP Recruiters : Database (Access 2007) -Table Tools Create External Data Database Tools Design Home - Insert Rows 👺 Delete Rows rimary Builder Test Validation View Property Indexes 🌉 Lookup Column Key Views Taols Show/Hide All Tables ₩ << Client Field Name Data Type Client Client : Table Text Техt Client Name Text Street Text City Text State. Postal Code Text Amount Paid Currency Current Due Currency Recruiter Number Text Field Properties General Lookup Field Size 255 Format Figure 1-2 25. In the accompanying figure, the key symbol that appears in the row selector for the Client Number field indicates that Client Number is the \_\_\_\_\_ for the table.

a. principal key
b. foreign key
c. primary key
d. main key

ANS: C PTS: 1 REF: AC 29

26. In the accompanying figure, you would save the changes to the structure of the table by clicking the Save button on the \_\_\_\_.

a. title bar c. Quick Access Toolbar

b. status bar d. Home tab

ANS: C PTS: 1 REF: AC 29

a. Table Design b. Design View d. Layout View ANS: B PTS: 1 REF: AC 31  28. To specify AutoCorrect rules and exceptions to the rules, click on the Office Button menu and then click Proofing in the dialog box that displays. a. Customize b. Manage c. Access Options c. Access Options c. Access Options d. Grammar ANS: C PTS: 1 REF: AC 34  29. You can place an insertion point by clicking in the field or by pressing a. F2 b. F3 d. F5 ANS: A PTS: 1 REF: AC 34  30. To delete a record, click the Record selector for the record, and then press the key(s). a. CTRL+DELETE b. CTRL+Y d. CTRL+K ANS: C PTS: 1 REF: AC 34  31. To add a record to a table, click the record button. a. Add New b. New (blank) d. Insert ANS: B PTS: 1 REF: AC 34  32. To quit Access, click the button on the right side of the Access title bar. a. Quit b. End c. Quit d. Close ANS: D PTS: 1 REF: AC 36  33. To hide the Navigation Pane b. Shutter Bar Open/Close d. Navigation Bar Show/Hide ANS: B PTS: 1 REF: AC 39  34. To preview and then print a table, select the table, click the Office Button, point to the Print command arrow to display the Print submenu, and then click on the Print submenu. a. Preview/Print b. REF: AC 42  35. To change the print orientation from portrait to landscape, click the button on the Print Preview tab. a. Portrait/Landscape b. Orientation C. Landscape d. Switch Orientation ANS: C PTS: 1 REF: AC 43	27.	To open a table in I shortcut menu	Design vi	ew, right-cl	lick the tabl	e in the Navigation Pane and then click on the
28. To specify AutoCorrect rules and exceptions to the rules, click on the Office Button menu and then click Proofing in the dialog box that displays.  a. Customize  b. Manage  ANS: C  PTS: 1  REF: AC 34  29. You can place an insertion point by clicking in the field or by pressing  a. F2  b. F3  ANS: A  PTS: 1  REF: AC 34  30. To delete a record, click the Record selector for the record, and then press the key(s).  a. CTRL+DELETE  b. CTRL+Y  C. DELETE  c. DELETE  b. CTRL+Y  ANS: C  PTS: 1  REF: AC 34  31. To add a record to a table, click the record button.  a. Add New  b. New (blank)  ANS: B  PTS: 1  REF: AC 34  32. To quit Access, click the button on the right side of the Access title bar.  a. Quit  b. End  Close  ANS: D  PTS: 1  REF: AC 36  33. To hide the Navigation Pane  b. Shutter Bar Open/Close  ANS: B  PTS: 1  REF: AC 39  34. To preview and then print a table, select the table, click the Office Button, point to the Print command arrow to display the Print submenu, and then click on the Print submenu.  a. Preview/Print  b. Report View  ANS: D  PTS: 1  REF: AC 42  35. To change the print orientation from portrait to landscape, click the button on the Print Preview tab.  a. Portrait/Landscape  c. Landscape  b. Orientation  d. Switch Orientation		•				
then click Proofing in the dialog box that displays. a. Customize b. Manage d. Grammar  ANS: C PTS: 1 REF: AC 34  29. You can place an insertion point by clicking in the field or by pressing a. F2 b. F3 d. F5  ANS: A PTS: 1 REF: AC 34  30. To delete a record, click the Record selector for the record, and then press the key(s). a. CTRL+DELETE c. DELETE b. CTRL+Y d. CTRL+K  ANS: C PTS: 1 REF: AC 34  31. To add a record to a table, click the record button. a. Add New b. New (blank) d. Insert  ANS: B PTS: 1 REF: AC 34  32. To quit Access, click the button on the right side of the Access title bar. a. Quit c. Quit Access d. Close  ANS: D PTS: 1 REF: AC 36  33. To hide the Navigation Pane, click the Button. a. Hide Navigation Pane b. Shutter Bar Open/Close d. Navigation Bar Show/Hide  ANS: B PTS: 1 REF: AC 39  34. To preview and then print a table, select the table, click the Office Button, point to the Print command arrow to display the Print submenu, and then click on the Print submenu. a. Preview/Print b. Report View ANS: D PTS: 1 REF: AC 42  35. To change the print orientation from portrait to landscape, click the button on the Print Preview tab. a. Portrait/Landscape b. Orientation c. Landscape d. Switch Orientation		ANS: B	PTS:	1	REF:	AC 31
b. Manage  ANS: C  PTS: 1  REF: AC 34  29. You can place an insertion point by clicking in the field or by pressing	28.	then click Proofing		_	at displays.	
29. You can place an insertion point by clicking in the field or by pressing a. F2 b. F3 d. F5  ANS: A PTS: 1 REF: AC 34  30. To delete a record, click the Record selector for the record, and then press the key(s). a. CTRL+DELETE						•
a. F2 b. F3 d. F5  ANS: A PTS: 1 REF: AC 34  30. To delete a record, click the Record selector for the record, and then press the key(s). a. CTRL+DELETE b. CTRL+Y d. CTRL+K  ANS: C PTS: 1 REF: AC 34  31. To add a record to a table, click the record button. a. Add New b. New (blank) d. Insert  ANS: B PTS: 1 REF: AC 34  32. To quit Access, click the button on the right side of the Access title bar. a. Quit b. End d. Close  ANS: D PTS: 1 REF: AC 36  33. To hide the Navigation Pane b. Shutter Bar Open/Close ANS: B PTS: 1 REF: AC 39  34. To preview and then print a table, select the table, click the Office Button, point to the Print command arrow to display the Print submenu, and then click on the Print submenu. a. Preview/Print b. Report View ANS: D PTS: 1 REF: AC 42  35. To change the print orientation from portrait to landscape, click the button on the Print Preview tab. a. Portrait/Landscape b. Orientation  c. Landscape c. Landscape d. Switch Orientation		ANS: C	PTS:	1	REF:	AC 34
b. F3  ANS: A  PTS: 1  REF: AC 34  30. To delete a record, click the Record selector for the record, and then press the key(s).  a. CTRL+DELETE  b. CTRL+Y  C. DELETE  b. CTRL+K  ANS: C  PTS: 1  REF: AC 34  31. To add a record to a table, click the record button.  a. Add New  c. Last  b. New (blank)  d. Insert  ANS: B  PTS: 1  REF: AC 34  32. To quit Access, click the button on the right side of the Access title bar.  a. Quit  c. Quit Access  d. Close  ANS: D  PTS: 1  REF: AC 36  33. To hide the Navigation Pane  b. Shutter Bar Open/Close  ANS: B  PTS: 1  REF: AC 39  34. To preview and then print a table, select the table, click the Office Button, point to the Print command arrow to display the Print submenu, and then click  a. Preview/Print  b. Report View  ANS: D  PTS: 1  REF: AC 42  35. To change the print orientation from portrait to landscape, click the button on the Print Preview tab.  a. Portrait/Landscape  c. Landscape  d. Switch Orientation	29.	-	sertion p	oint by clic	-	7 A 7
ANS: A PTS: 1 REF: AC 34  30. To delete a record, click the Record selector for the record, and then press the key(s). a. CTRL+DELETE						
30. To delete a record, click the Record selector for the record, and then press the key(s).  a. CTRL+DELETE			PTS:	1		
a. CTRL+DELETE b. CTRL+Y d. CTRL+K  ANS: C PTS: 1 REF: AC 34  31. To add a record to a table, click the record button. a. Add New b. New (blank) d. Insert  ANS: B PTS: 1 REF: AC 34  32. To quit Access, click the button on the right side of the Access title bar. a. Quit b. End d. Close  ANS: D PTS: 1 REF: AC 36  33. To hide the Navigation Pane, click the Button. a. Hide Navigation Pane b. Shutter Bar Open/Close ANS: B PTS: 1 REF: AC 39  34. To preview and then print a table, select the table, click the Office Button, point to the Print command arrow to display the Print submenu, and then click on the Print submenu. a. Preview/Print b. Report View d. Print Preview  ANS: D PTS: 1 REF: AC 42  35. To change the print orientation from portrait to landscape, click the button on the Print Preview tab. a. Portrait/Landscape b. Orientation  d. Switch Orientation	20					
b. CTRL+Y  ANS: C  PTS: 1  REF: AC 34  31. To add a record to a table, click the record button. a. Add New b. New (blank)  C. Last b. New (blank)  C. Last c. Last d. Insert  ANS: B  PTS: 1  REF: AC 34  32. To quit Access, click the button on the right side of the Access title bar. a. Quit C. Quit Access d. Close  ANS: D  PTS: 1  REF: AC 36  33. To hide the Navigation Pane, click the Button. a. Hide Navigation Pane b. Shutter Bar Open/Close d. Navigation Bar Show/Hide  ANS: B  PTS: 1  REF: AC 39  34. To preview and then print a table, select the table, click the Office Button, point to the Print command arrow to display the Print submenu, and then click on the Print submenu. a. Preview/Print b. Report View d. Print Preview  ANS: D  PTS: 1  REF: AC 42  35. To change the print orientation from portrait to landscape, click the button on the Print Preview tab. a. Portrait/Landscape b. Orientation  C. Landscape d. Switch Orientation	30.			Record sele		- · · · · · · · · · · · · · · · · · · ·
31. To add a record to a table, click the record button. a. Add New b. New (blank) d. Insert  ANS: B PTS: 1 REF: AC 34  32. To quit Access, click the button on the right side of the Access title bar. a. Quit c. Quit Access b. End d. Close  ANS: D PTS: 1 REF: AC 36  33. To hide the Navigation Pane, click the Button. a. Hide Navigation Pane b. Shutter Bar Open/Close d. Navigation Bar Show/Hide  ANS: B PTS: 1 REF: AC 39  34. To preview and then print a table, select the table, click the Office Button, point to the Print command arrow to display the Print submenu, and then click on the Print submenu. a. Preview/Print b. Report View d. Print Preview  ANS: D PTS: 1 REF: AC 42  35. To change the print orientation from portrait to landscape, click the button on the Print Preview tab. a. Portrait/Landscape b. Orientation c. Landscape b. Orientation			L			
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b. New (blank)  ANS: B  PTS: 1  REF: AC 34  32. To quit Access, click the button on the right side of the Access title bar.  a. Quit  b. End  Close  ANS: D  PTS: 1  REF: AC 36  33. To hide the Navigation Pane, click the Button.  a. Hide Navigation Pane  b. Shutter Bar Open/Close  ANS: B  PTS: 1  REF: AC 39  34. To preview and then print a table, select the table, click the Office Button, point to the Print command arrow to display the Print submenu, and then click on the Print submenu.  a. Preview/Print  b. Report View  ANS: D  PTS: 1  REF: AC 42  35. To change the print orientation from portrait to landscape, click the button on the Print Preview tab.  a. Portrait/Landscape  b. Orientation  c. Landscape  c. Landscape  d. Switch Orientation	31.	To add a record to a	table, c	lick the	_ record bu	tton.
ANS: B PTS: 1 REF: AC 34  32. To quit Access, click the button on the right side of the Access title bar. a. Quit						
32. To quit Access, click the button on the right side of the Access title bar.  a. Quit		b. New (blank)			d.	Insert
a. Quit b. End c. Quit Access d. Close  ANS: D PTS: 1 REF: AC 36  33. To hide the Navigation Pane, click the Button. a. Hide Navigation Pane b. Shutter Bar Open/Close d. Navigation Bar Show/Hide  ANS: B PTS: 1 REF: AC 39  34. To preview and then print a table, select the table, click the Office Button, point to the Print command arrow to display the Print submenu, and then click on the Print submenu. a. Preview/Print b. Report View d. Print Preview  ANS: D PTS: 1 REF: AC 42  35. To change the print orientation from portrait to landscape, click the button on the Print Preview tab. a. Portrait/Landscape b. Orientation d. Switch Orientation		ANS: B	PTS:	1	REF:	AC 34
b. End  d. Close  ANS: D  PTS: 1  REF: AC 36  33. To hide the Navigation Pane, click the Button. a. Hide Navigation Pane b. Shutter Bar Open/Close d. Navigation Bar Show/Hide  ANS: B  PTS: 1  REF: AC 39  34. To preview and then print a table, select the table, click the Office Button, point to the Print command arrow to display the Print submenu, and then click on the Print submenu. a. Preview/Print b. Report View d. Print Preview  ANS: D  PTS: 1  REF: AC 42  35. To change the print orientation from portrait to landscape, click the button on the Print Preview tab. a. Portrait/Landscape b. Orientation  d. Switch Orientation	32.	To quit Access, clic	k the	button or	n the right s	ide of the Access title bar.
ANS: D PTS: 1 REF: AC 36  33. To hide the Navigation Pane, click the Button. a. Hide Navigation Pane						7
33. To hide the Navigation Pane, click the Button. a. Hide Navigation Pane		b. End			d.	Close
a. Hide Navigation Pane b. Shutter Bar Open/Close d. Navigation Bar Show/Hide  ANS: B PTS: 1 REF: AC 39  34. To preview and then print a table, select the table, click the Office Button, point to the Print command arrow to display the Print submenu, and then click on the Print submenu.  a. Preview/Print b. Report View d. Print Preview  ANS: D PTS: 1 REF: AC 42  35. To change the print orientation from portrait to landscape, click the button on the Print Preview tab.  a. Portrait/Landscape b. Orientation d. Switch Orientation		ANS: D	PTS:	1	REF:	AC 36
b. Shutter Bar Open/Close  ANS: B  PTS: 1  REF: AC 39  34. To preview and then print a table, select the table, click the Office Button, point to the Print command arrow to display the Print submenu, and then click on the Print submenu.  a. Preview/Print  b. Report View  ANS: D  PTS: 1  REF: AC 42  35. To change the print orientation from portrait to landscape, click the button on the Print Preview tab.  a. Portrait/Landscape  b. Orientation  c. Landscape  d. Switch Orientation	33.			e, click the		
ANS: B PTS: 1 REF: AC 39  34. To preview and then print a table, select the table, click the Office Button, point to the Print command arrow to display the Print submenu, and then click on the Print submenu.  a. Preview/Print						
<ul> <li>34. To preview and then print a table, select the table, click the Office Button, point to the Print command arrow to display the Print submenu, and then click on the Print submenu. <ul> <li>a. Preview/Print</li> <li>b. Report View</li> <li>c. Preview View</li> <li>d. Print Preview</li> </ul> </li> <li>35. To change the print orientation from portrait to landscape, click the button on the Print Preview tab. <ul> <li>a. Portrait/Landscape</li> <li>b. Orientation</li> <li>c. Landscape</li> <li>d. Switch Orientation</li> </ul> </li> </ul>		_				
arrow to display the Print submenu, and then click on the Print submenu.  a. Preview/Print		ANS: B	P15:	1	KEF:	AC 39
b. Report View  ANS: D  PTS: 1  REF: AC 42  35. To change the print orientation from portrait to landscape, click the button on the Print Preview tab.  a. Portrait/Landscape b. Orientation  c. Landscape b. Switch Orientation	34.	arrow to display the			then click	on the Print submenu.
ANS: D PTS: 1 REF: AC 42  35. To change the print orientation from portrait to landscape, click the button on the Print Preview tab.  a. Portrait/Landscape b. Orientation  c. Landscape d. Switch Orientation						
<ul> <li>35. To change the print orientation from portrait to landscape, click the button on the Print Preview tab.</li> <li>a. Portrait/Landscape</li> <li>b. Orientation</li> <li>c. Landscape</li> <li>d. Switch Orientation</li> </ul>		-	DEC	1		
tab. a. Portrait/Landscape b. Orientation  c. Landscape d. Switch Orientation		ANS: D	PTS:	1	REF:	AC 42
b. Orientation d. Switch Orientation	35.		orientati	ion from po	rtrait to land	dscape, click the button on the Print Preview
			ape			*
		ANS: C	PTS:	1	REF:	AC 43

36.	decimal places.	ber data	type, y	_	the property to Fixed to set a fixed number of
	<ul><li>a. Field Size</li><li>b. Format</li></ul>				Decimal Caption
	ANS: B	PTS:	1	REF:	AC 46
37.	If the Field Size for value in the range o			ata type is Num	aber is set to, the field size will be an integer
	<ul><li>a. Byte</li><li>b. Smallint</li></ul>				Least Integer
	ANS: A	PTS:	1	REF:	AC 46
38.	To create a report us button.	sing the	Report	Wizard, click _	on the Ribbon and then click the Report Wizard
	<ul><li>a. Insert</li><li>b. New Object</li></ul>				Create Report
	ANS: C	PTS:	1	REF:	AC 51
39.	· / ——	both a da	atashee	t and a form.	
	<ul><li>a. DataForm</li><li>b. simple form</li></ul>				AutoForm split form
	ANS: D	PTS:	1	REF:	AC 57
40.	_	se, use t	he	command on	the Office Button menu.
	<ul><li>a. Manage</li><li>b. Data Tools</li></ul>				Backup Options
	ANS: A	PTS:	1		AC 60
MUL	TIPLE RESPONSE				
	<b>Modified Multiple</b>	Choice			
1.	Table names cannot	contain			
	<ul><li>a. periods (.)</li><li>b. square brackets</li></ul>				spaces underscores (_)
	ANS: A, B	PTS:	1	REF:	AC 8
2.	A field with a Yes/N	No data t	ype can	store only one	of two values. The choices are
	<ul><li>a. True/False</li><li>b. One/Zero</li></ul>		. 1	c.	Yes/No On/Off
	ANS: A, C, D	PTS:	1	REF:	AC 10
3.			a variet		edia including a
	<ul><li>a. USB flash drive</li><li>b. CD</li></ul>	<del>)</del>			hard disk Web site
	ANS: A, B, C	PTS:	1	REF:	AC 13

ANS: A, C, D PTS: 1 REF: AC 17  5. File names cannot contain	
a. backslashes (\) b. question marks (?) c. hyphens (-) d. asterisks (*)	
ANS: A, B, D PTS: 1 REF: AC 15	
COMPLETION	
1. A unique identifier also is called a(n)	
ANS: primary key	
PTS: 1 REF: AC 4	
2. To show the symbol for the Euro instead of the dollar sign, change the property for the field whose data type is Currency.	
ANS: Format	
PTS: 1 REF: AC 9	
3. Fields that contain numbers but will not be used for arithmetic operations usua type of	ally are assigned a data
ANS: Text	
PTS: 1 REF: AC 9	
4 means storing the same fact in more than one place.	
ANS: Redundancy	
PTS: 1 REF: AC 10	

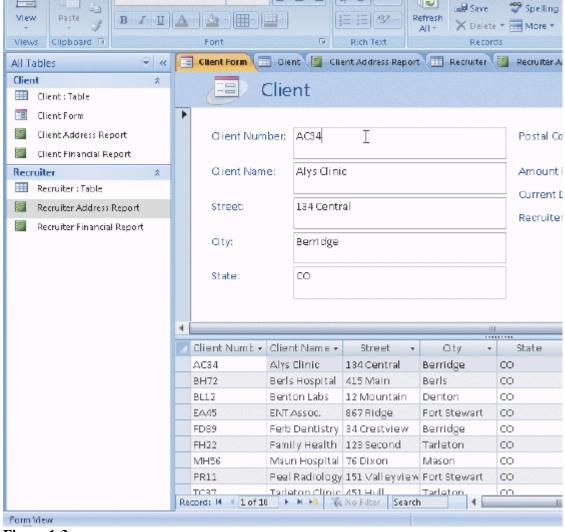


Figure 1-3

5.	In the accompanying figure, the	Pane contains a list of all the objects in the
	database.	

ANS: Navigation

PTS: 1 REF: AC 18

6. In the accompanying figure, the words Form View at the lower left of the screen appear on the \_\_\_\_\_\_.

ANS: status bar

PTS: 1 REF: AC 18

7. In the accompanying figure, the entire area that displays on the screen is called the \_\_\_\_\_ work area.

ANS: Access

PTS: 1 REF: AC 18

8.	In the accompanying work area.	g figure, _	for the open	objects appear at the top of the
	ANS: Object tabs			
	PTS: 1	REF:	AC 18	
9.	In the accompanying text, graphics, and ot			king vertical bar that indicates where
	ANS: insertion poin	nt		
	PTS: 1	REF:	AC 18	
10.			he buttons at the bottom-right edge o ons, which you use to change the vie	
	ANS: View			
	PTS: 1	REF:	AC 19	
11.	On the Ribbon, the _used commands.		tab, called the primar	y tab, contains the more frequently
	ANS: Home			
	PTS: 1	REF:	AC 19	
12.			feature that allows you to point to a g t actually selecting the choice.	gallery choice and see its effect in
	ANS: Live preview			
	PTS: 1	REF:	AC 20	
13.	Initially, the Quick A	Access To	oolbar contains the	, Undo, and Redo commands.
	ANS: Save			
	PTS: 1	REF:	AC 22	
14.	To remove Key Tip luntil all Key Tip bad		om the screen, press the ALT key or opear.	thekey
	ANS: ESC Escape			
	PTS: 1	REF:	AC 23	
15.	Indatasheet.	, t	he table is represented as a collection	of rows and columns called a

	ANS: Datasheet view	
	PTS: 1 REF: AC 30	
16.	16. The feature of Access conentry in a cell.	rects common mistakes when you complete a text
	ANS: AutoCorrect	
	PTS: 1 REF: AC 34	
17.	17. A(n) is a software tool that delete data in the database; sort and retrieve data; a database.	
	ANS: database management system dbms	
	PTS: 1 REF: AC 2	
18.	18. The rows in the tables are called	
	ANS: records	
	PTS: 1 REF: AC 4	
19.	19. A(n) contains a specific p	piece of information within a record.
	ANS: field	
	PTS: 1 REF: AC 4	
20.	20. Table names can be from 1 todigits, and spaces.	characters in length and can contain letters,
	ANS: 64	
	PTS: 1 REF: AC 8	
MAT	ATCHING	
	Identify the letter of the choice that best matches that a. Mini toolbar f. b. menu g. c. shortcut menu h. d. Office Button i. e. Enhanced ScreenTip i.	te phrase or definition. gallery key Tip Badge Quick Access Toolbar Ribbon status bar

1. On-screen note that provides the name of command, the available keyboard shortcut(s), and the description of the command.

- 2. Presents information about the database object, the progress of current tasks, and the status of certain commands and keys.
- 3. Provides easy, central access to the tasks you perform while creating a database.
- 4. Set of choices, often graphical, arranged in a grid or in a list.
- 5. Appears automatically based on tasks you perform such as changing the appearance of text in a database object.
- 6. Appears when you right-click an object.
- 7. Provides easy access to frequently used commands; located by default above the Ribbon.
- 8. Contains a list of commands.
- 9. Central location for managing and sharing database objects.
- 10. Press the ALT key to display this keyboard code icon for certain commands.

1.	ANS:	E	PTS:	1	REF:	AC 20
2.	ANS:	J	PTS:	1	REF:	AC 19
3.	ANS:	I	PTS:	1	REF:	AC 19
4.	ANS:	F	PTS:	1	REF:	AC 20
5.	ANS:	A	PTS:	1	REF:	AC 21
6.	ANS:	C	PTS:	1	REF:	AC 21
7.	ANS:	H	PTS:	1	REF:	AC 22
8.	ANS:	В	PTS:	1	REF:	AC 22
9.	ANS:	D	PTS:	1	REF:	AC 22
10.	ANS:	G	PTS:	1	REF:	AC 23

### **ESSAY**

1. When you create a database, you should follow some general guidelines for database design. What are these seven guidelines?

#### ANS:

The seven guidelines are:

- 1. Identify the tables.
- 2. Determine the primary keys.
- 3. Determine the additional fields.
- 4. Determine relationships among the tables.
- 5. Determine data types for the fields.
- 6. Identify and remove any unwanted redundancy.
- 7. Determine a location for the database.

PTS: 1 TOP: Critical Thinking

Client Number	Client Name	Street		Recruiter Number	Last Name	First Name	
AC34	Alys Clinic	134 Central		21	Kerry	Alyssa	
BH72	Berls Hospital	415 Main		24	Reeves	Camden	
BL12	Benton Labs	12 Mountain	m	24	Reeves	Camden	
			-				

Figure 1-4

2. In the accompanying figure, recruiter names appear more than once in the table. Storing this data on multiple records is an example of redundancy which can cause several problems.

What are these problems? What is the solution to the problem?

### ANS:

Redundancy causes the following problems:

- 1. Wasted storage space. The same name is stored more than once. It should be stored only once.
- 2. More difficult database updates. If the same name is stored more than once and the individual's name changes, then the name would need to be changed in several different places.
- 3. A possibility of inconsistent data. There is nothing to prohibit a name being changed on one record and not on another.

The solution to the problem is to place the redundant data in a separate table.

PTS: 1 TOP: Critical Thinking

3. Discuss the difference between the way Access saves a record and the way Excel saves a row in a worksheet.

#### ANS:

In Access, as soon as you move to another record, the record is saved. No separate save step exists. In Excel, data entered into rows is not saved until the entire worksheet is saved.

PTS: 1 TOP: Critical Thinking

## **CASE**

# **Critical Thinking Questions**

#### Case 1

Mary has been asked to create a database for her company. The database is to track employees and the departments for which the employees work. A department can have between 5 and 15 employees. She has determined that she needs the following tables:

Employee (Social Security Number, Employee Name, Street Address, City, State, Postal Code, Date Hired, Salary, Department Code)

Department (Department Code, Department Name)

1.

# ANS:

Social Security Number should be the primary key because the values in the field will be unique for each record.

PTS: 1 REF: AC 8 TOP: Critical Thinking

Which field in the Employee table should be the primary key and why?

2. Which field in the Department table should be the primary key and why?

### ANS:

Department Code should be the primary key because you can assign unique values to the field.

PTS: 1 REF: AC 5 TOP: Critical Thinking

# **Critical Thinking Questions**

## Case 2

Now that Mary has created the tables and determined the primary and foreign keys, she needs to determine the data types for the fields in each table.

3. What data type should Mary use for the Salary field? Why?

ANS:

Mary should use the Currency data type because monetary values will be stored in the field.

PTS: 1 REF: AC 9 TOP: Critical Thinking

4. What data type should Mary use for the Social Security Number field? Why?

ANS:

Mary should use the Text data type. Even though the field contains numbers, the field will not be used for arithmetic operations.

PTS: 1 REF: AC 9 TOP: Critical Thinking