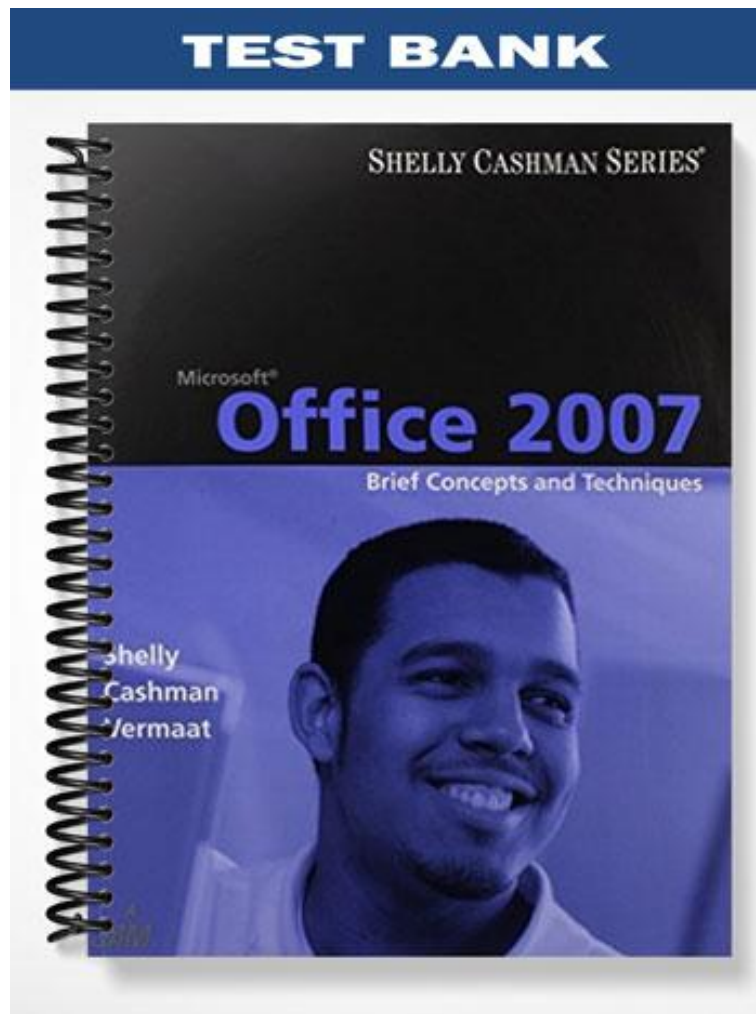


TEST BANK



Access Chapter 1 – Creating and Using a Database

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

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

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

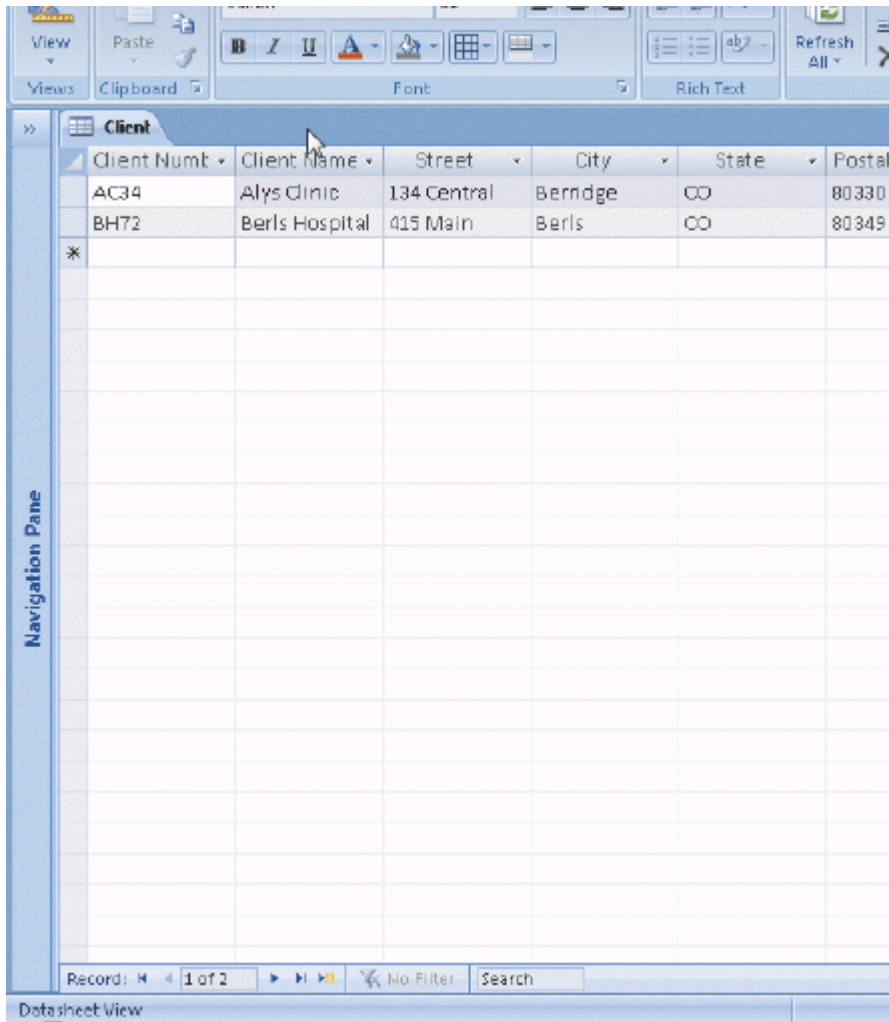


Figure 1-1

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 shown in the accompanying figure, you can use the Last record button to move to the last record in the table.
- ANS: T PTS: 1 REF: AC 38
18. As shown in the accompanying figure, you can move to the first record in a table by clicking the First record Navigation button.
- ANS: T PTS: 1 REF: AC 38
19. To print a wide database table, a table whose contents do not fit on the screen, you will need portrait orientation.
- ANS: F PTS: 1 REF: AC 41
20. Landscape orientation means the printout is across the length (height) of the page.
- ANS: T PTS: 1 REF: AC 41
21. Grouping means creating separate collections of records sharing some common characteristic.
- ANS: T PTS: 1 REF: AC 52
22. Form view displays a single record at a time.
- ANS: T PTS: 1 REF: AC 57
23. A DataForm combines both a datasheet and a form.
- ANS: F PTS: 1 REF: AC 57
24. Standard properties are associated with all Microsoft Office documents and include author, title, and subject.
- ANS: T PTS: 1 REF: AC 60
25. The Tools submenu on the Office menu provides commands to compact and repair a database.
- ANS: F PTS: 1 REF: AC 60

MODIFIED TRUE/FALSE

1. The term database management system describes a collection of data organized in a manner that allows access, retrieval, and use of that data. _____
- ANS: F, database
- PTS: 1 REF: AC 2
2. To create a new database, use either the Blank Database option or a template. _____
- ANS: T PTS: 1 REF: AC 13

3. To delete a field, right-click the column heading for the field, and then click Delete Column on the shortcut menu. _____

ANS: T

PTS: 1

REF: AC 26

4. To insert a field between existing fields, right-click the column heading for the field that will follow the new field, and then click Insert Field on the shortcut menu. _____

ANS: F, Column

PTS: 1

REF: AC 26

5. To use a template to create a table, click Create on the Ribbon and then click the Table Wizards button on the Create tab. _____

ANS: F, Templates

PTS: 1

REF: AC 26

MULTIPLE CHOICE

1. Access is a ____.
- a. word processing software tool
 - b. file management system
 - c. workbook management system
 - d. database management system

ANS: D

PTS: 1

REF: AC 2

2. In Access, a(n) ____ consists of a collection of tables, each of which contains information on a specific subject.
- a. object
 - b. relation
 - c. database
 - d. tuple

ANS: C

PTS: 1

REF: AC 3

3. A(n) ____ contains information about a given person, product, or event.
- a. attribute
 - b. record
 - c. field
 - d. column

ANS: B

PTS: 1

REF: AC 4

4. ____ words are words that have a special meaning to Access and cannot be used for the names of fields or tables.
- a. Special
 - b. Reserved
 - c. Significant
 - d. Restricted

ANS: B

PTS: 1

REF: AC 8

5. In Access, table and field names can be up to ____ characters in length.
- a. 32
 - b. 64
 - c. 128
 - d. 255

ANS: B

PTS: 1

REF: AC 8

6. A field whose data type is ____ can contain any characters.
- a. Alpha
 - c. Normal

b. Text d. Lookup

ANS: B PTS: 1 REF: AC 9

7. A(n) ____ data type can store a variable amount of text or combination of text and numbers where the total number of characters may exceed 255.

- a. Unlimited c. Memo
b. Variable d. Character

ANS: C PTS: 1 REF: AC 10

8. A field with the ____ data type can store a unique sequential number that Access assigns to a record. Access will increment the number by 1 as each new record is added.

- a. Sequential c. Incremental
b. AutoNumber d. AutoSequence

ANS: B PTS: 1 REF: AC 10

9. A field with the ____ data type can contain an attached file, such as an image, document, chart, or spreadsheet.

- a. Attachment c. Document
b. File d. Extend

ANS: A PTS: 1 REF: AC 10

10. A field whose data type is ____ can store an OLE object, which is an object linked to or embedded in the table.

- a. Picture c. OLE Object
b. Image d. Bitmap

ANS: C PTS: 1 REF: AC 10

11. When you maximize a window, the Maximize button changes to a(n) ____ button.

- a. Minimize c. Original
b. Return d. Restore Down

ANS: D PTS: 1 REF: AC 13

12. A saved database is referred to as a ____.

- a. file c. DBMS
b. databook d. template

ANS: A PTS: 1 REF: AC 13

13. To change the save location for a database, click ____ in the Favorite Links section.

- a. Save in c. Desktop
b. Searches d. Computer

ANS: D PTS: 1 REF: AC 16

14. When you create a new database, the name of the database appears on the ____ bar.

- a. title c. menu
b. Windows d. scroll

ANS: A PTS: 1 REF: AC 17

4. The Access window consists of a variety of components. These include the ____.
- a. Navigation Pane
 - b. Content pane
 - c. Ribbon
 - d. Quick Access Toolbar

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 usually are assigned a data type of _____.

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

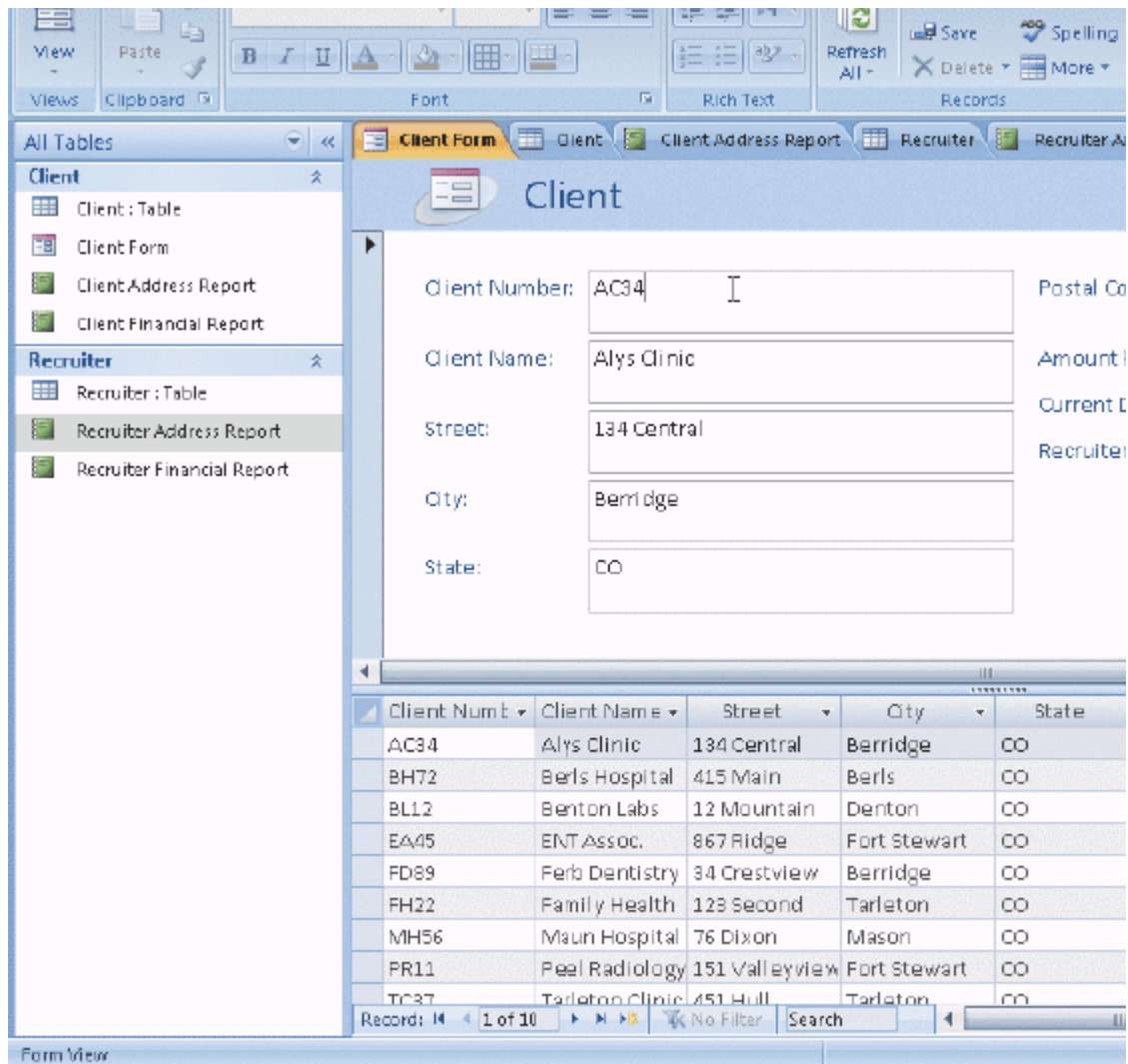


Figure 1-3

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 figure, _____ for the open objects appear at the top of the work area.

ANS: Object tabs

PTS: 1 REF: AC 18

9. In the accompanying figure, the _____ is a blinking vertical bar that indicates where text, graphics, and other items will be inserted.

ANS: insertion point

PTS: 1 REF: AC 18

10. In the accompanying figure, the buttons at the bottom-right edge of the screen are _____ buttons, which you use to change the view that is currently displayed.

ANS: View

PTS: 1 REF: AC 19

11. On the Ribbon, the _____ tab, called the primary tab, contains the more frequently used commands.

ANS: Home

PTS: 1 REF: AC 19

12. _____ is a feature that allows you to point to a gallery choice and see its effect in the database object — without actually selecting the choice.

ANS: Live preview

PTS: 1 REF: AC 20

13. Initially, the Quick Access Toolbar contains the _____, Undo, and Redo commands.

ANS: Save

PTS: 1 REF: AC 22

14. To remove Key Tip badges from the screen, press the ALT key or the _____ key until all Key Tip badges disappear.

ANS:
ESC
Escape

PTS: 1 REF: AC 23

15. In _____, the table is represented as a collection of rows and columns called a datasheet.

ANS: Datasheet view

PTS: 1 REF: AC 30

16. The _____ feature of Access corrects common mistakes when you complete a text entry in a cell.

ANS: AutoCorrect

PTS: 1 REF: AC 34

17. A(n) _____ is a software tool that can be used to create a database; add, change, and delete data in the database; sort and retrieve data; and create forms and reports using the data in the database.

ANS:
database management system
dbms

PTS: 1 REF: AC 2

18. The rows in the tables are called _____.

ANS: records

PTS: 1 REF: AC 4

19. A(n) _____ contains a specific piece of information within a record.

ANS: field

PTS: 1 REF: AC 4

20. Table names can be from 1 to _____ characters in length and can contain letters, digits, and spaces.

ANS: 64

PTS: 1 REF: AC 8

MATCHING

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

- | | |
|-----------------------|-------------------------|
| a. Mini toolbar | f. gallery |
| b. menu | g. key Tip Badge |
| c. shortcut menu | h. Quick Access Toolbar |
| d. Office Button | i. Ribbon |
| e. Enhanced ScreenTip | j. 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: B | 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	...	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. Which field in the Employee table should be the primary key and why?

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

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