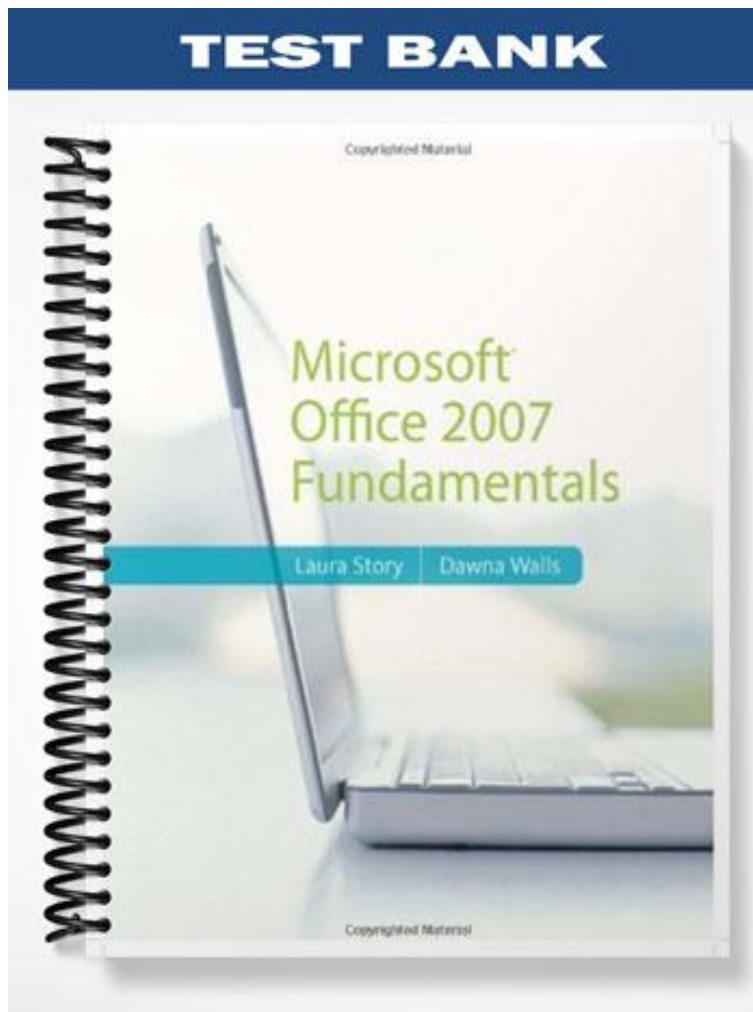


# TEST BANK



## Access Lesson 1: Understanding Access Fundamentals

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### TRUE/FALSE

1. Access does not organize commands on Ribbon tabs like other Office programs.

ANS: F                      PTS: 1                      REF: AC 4

2. Each field in a datasheet is displayed as a row and is identified by its field value at the top.

ANS: F                      PTS: 1                      REF: AC 4

3. Every table in a database will have a primary key.

ANS: T                      PTS: 1                      REF: AC 5

4. When you start Access, the Getting Started with Microsoft Office Access window is displayed.

ANS: T                      PTS: 1                      REF: AC 7

5. Access will automatically assign a data type based on the values that you enter in a field.

ANS: T                      PTS: 1                      REF: AC 10

6. You can change the structure of an Access table by inserting blank rows or columns.

ANS: F                      PTS: 1                      REF: AC 11

7. Access automatically saves data as you enter it in a table.

ANS: T                      PTS: 1                      REF: AC 11

8. Before closing a database, all database objects must be saved and closed.

ANS: T                      PTS: 1                      REF: AC 13

9. The Search box at the top of the Open dialog box show the folder path.

ANS: F                      PTS: 1                      REF: AC 14

10. Multiple database objects can be open at one time.

ANS: T                      PTS: 1                      REF: AC 16

### MODIFIED TRUE/FALSE

1. Fields are the place in a database where all the data is stored. \_\_\_\_\_

ANS: F, Tables

PTS: 1                      REF: AC 4





15. To rename a table, you can \_\_\_\_ the table in the Navigation Pane and then click Rename on the shortcut menu.

- a. select
- b. click
- c. double-click
- d. right-click

ANS: D                      PTS: 1                      REF: AC 17

16. When you \_\_\_\_ a record, a message will be displayed asking you to confirm the action.

- a. edit
- b. delete
- c. save
- d. enter

ANS: B                      PTS: 1                      REF: AC 19

17. You can set the \_\_\_\_ field property when you want to make sure that every record in the field contains a value.

- a. Required
- b. Unique
- c. Data Type
- d. Format

ANS: A                      PTS: 1                      REF: AC 20

18. How can you rearrange the order of fields in Datasheet view?

- a. Right-click the field and then click Rearrange.
- b. Click the Order button on the Datasheet tab.
- c. Select a field and drag it to a new position.
- d. You cannot rearrange the order of fields.

ANS: C                      PTS: 1                      REF: AC 20

FIGURE AC 1-1

Student ID	Last Name	First Name	Grade	Add New Field
2618				
*				

19. The pencil icon in Figure AC 1-1 above indicates \_\_\_\_.

- a. a new blank record
- b. the record has been saved
- c. the record is being edited
- d. the record contains a primary key

ANS: C                      PTS: 1                      REF: AC 12

20. The asterisk in Figure AC 1-1 indicates above \_\_\_\_.

- a. a new blank record
- b. the record has been saved
- c. the record is being edited
- d. the record contains a primary key

ANS: A                      PTS: 1                      REF: AC 12

### Case AC 1-1

On the company intranet, Carlos has access to a database containing product specifications and frequently uses it when preparing information packets for clients.

21. To summarize and present information in a readable format that can be printed, Carlos would use the \_\_\_\_ database object.
- a. table
  - b. form
  - c. report
  - d. query

ANS: C                      PTS: 1                      REF: AC 6                      TOP: Critical Thinking

22. To ask a question about data stored in the database, Carlos would use the \_\_\_\_ database object.
- a. table
  - b. form
  - c. report
  - d. query

ANS: D                      PTS: 1                      REF: AC 6                      TOP: Critical Thinking

### Case AC 1-2

Sheila's company has just made revisions to the benefits package. Sheila needs to make some changes to the database containing employee information.

23. When renaming a table in the database, Sheila must be sure \_\_\_\_.
- a. to use a one-word name
  - b. to close the table first
  - c. that the table is displayed in the Access program window
  - d. that the table is displayed in Design view

ANS: B                      PTS: 1                      REF: AC 17                      TOP: Critical Thinking

24. To select a single record, Sheila would click the record selector box \_\_\_\_.
- a. at the top of the column
  - b. to the left of the row
  - c. in the upper-left corner of the datasheet
  - d. in the Navigation Pane

ANS: B                      PTS: 1                      REF: AC 18                      TOP: Critical Thinking

### COMPLETION

1. By default, tables in a database are displayed in a format called a(n) \_\_\_\_\_.

ANS: datasheet

PTS: 1                      REF: AC 4

2. When a primary key is included in another table, it is called a(n) \_\_\_\_\_ in the second table.

ANS: foreign key

PTS: 1                      REF: AC 5

3. You can display the Getting Started with Microsoft Office Access window at any time by clicking the \_\_\_\_\_ command on the Office Button menu.

ANS: New

PTS: 1                      REF: AC 8

4. Each field in a table has a(n) \_\_\_\_\_ that determines the types of field values you can enter in that field.

ANS: data type

PTS: 1 REF: AC 10

5. \_\_\_\_\_ control the appearance and behavior of a field.

ANS: Field properties

PTS: 1 REF: AC 20

## MATCHING

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

- a. Text
  - b. Number
  - c. Currency
  - d. AutoNumber
  - e. Hyperlink
1. Most common data type; stores up to 255 characters.
  2. Data type that can store Web addresses.
  3. Data type that stores monetary data.
  4. Data type that stores data that can be used in calculations.
  5. Unique value that Access assigns when you create a new record.

- |           |        |            |
|-----------|--------|------------|
| 1. ANS: A | PTS: 1 | REF: AC 10 |
| 2. ANS: E | PTS: 1 | REF: AC 10 |
| 3. ANS: C | PTS: 1 | REF: AC 10 |
| 4. ANS: B | PTS: 1 | REF: AC 10 |
| 5. ANS: D | PTS: 1 | REF: AC 10 |

## ESSAY

1. How is storing information in a database similar to using a filing cabinet? Be specific in your comparison. What would be the advantage of using an electronic database management system instead of a manual system like a filing cabinet?

ANS:

A database and a filing cabinet are both used to collect and organize information. Within the filing cabinet are folders, and each contains a different group of related information. These folders are similar to tables in a database where all the data is stored. A database can contain many tables, just as a filing cabinet can contain many folders, and each table in a database stores data related to a different category. Within a filing cabinet folder are individual pieces of paper, which could correspond to the records in a database table, which are all of the related information about a particular item in the table. A field in a database is a category that stores a single characteristic of information in a table and would be like an individual piece of information on a piece of paper in a filing cabinet.

There are many advantages to using an electronic database management system. You can collect more information than can be easily managed on paper. There is more space to store records and you can store, organize, and manage large amounts of data more effectively. A computerized system allows you to keep accurate records and retrieve records more quickly. It also offers more flexibility in the ways you can work with the information. A database contains database objects that allow you to interact with the data.

PTS: 1

REF: AC 4 | AC 5 TOP: Critical Thinking