

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 datash	neet is displayed as a 1	row and is identified by its field value at the top.					
	ANS: F	PTS: 1	REF: AC 4					
3.	Every table in a datal	base will have a prima	ury key.					
	ANS: T	PTS: 1	REF: AC 5					
4.	When you start Acce	ss, the Getting Started	l with Microsoft Office Access window is displayed.					
	ANS: T	PTS: 1	REF: AC 7					
5.	Access will automati	cally assign a data typ	be based on the values that you enter in a field.					
	ANS: T	PTS: 1	REF: AC 10					
6.	You can change the s	structure of an Access	table by inserting blank rows or columns.					
	ANS: F	PTS: 1	REF: AC 11					
7.	Access automatically	v saves data as you ent	er it in a table.					
	ANS: T	PTS: 1	REF: AC 11					
8.	Before closing a data	base, all database obj	ects must be saved and closed.					
	ANS: T	PTS: 1	REF: AC 13					
9.	The Search box at the	e top of the Open dial	og box show the folder path.					
	ANS: F	PTS: 1	REF: AC 14					
10.	Multiple database ob	jects can be open at o	ne time.					
	ANS: T	PTS: 1	REF: AC 16					
MOD	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

2.	The <u>ke</u>	ey value is the f	ield tha	t uniquely ide	ntifies e	ach record		
	ANS:	F, primary key	1					
	PTS:	1	REF:	AC 5				
3.	The <u>Te</u>	<u>ext</u> data type st	ores tex	t and/or numb	ers up to	o 65,535 chara	cters.	
	ANS:	F, Memo						
	PTS:	1	REF:	AC 10				
4.		you open an ex n			eurity wa	rning is displa	yed in t	he <u>Message Bar</u> below the
	ANS:	Т			PTS:	1	REF:	AC 15
5.		ect all records i tasheet		-	an click	the <u>datasheet s</u>	elector	box in the upper-left corner of
	ANS:	Т			PTS:	1	REF:	AC 18
MUL	TIPLE	CHOICE						
me L		CHOICE						
1.	Α	_ is all of the re	elated ir	nformation abo	out a par	ticular item in	a datab	ase table.
	a. ree	cord			с.	primary key		
	b. fie	eld			d.	field value		
	ANS:	А	PTS:	1	REF:	AC 4		
r	٨	is a cotogory	that sta	ras a singla ch	oroctori	atic of informat	tion in a	a databasa tabla
۷.	a. ree		mai sio	ies a single ch		primary key		a database table.
	b. fie					field value		
	ANS:		PTS:	1				
_								
3.	-	fault, Access cr	eates ar	n ID field in ev	-		e as the	;
		y value eld name				foreign key		
						primary key		
	ANS:	D	PTS:	1	REF:	AC 5		
4.								bjects in the database.
		etting Started w	ith Mic	crosoft Office	c.	Navigation P	ane	
		ccess window ank Database p	ane		d.	Ribbon		
	ANS:	С	PTS:	1	REF:	AC 7		
5.	The	is located in	n the Ga	etting Started	with Mi	crosoft Office	Access	window
5.	a. Ri			Stang Stanto		Blank Databa		
		avigation Pane				record naviga		
	ANS:	-	PTS:	1	REF:	AC 8		

6.	When you create a na. Designb. Datasheet	ew data	base, a new tab	c.	tomatically created and displayed in view. Layout Table
	ANS: B	PTS:	1	REF:	AC 9
7.	When Access creates a. Memo b. Number	s new re	cord, it is assig	c.	e data type. AutoNumber Text
	ANS: C	PTS:	1	REF:	AC 10
8.	The are differe a. 6 b. 8	nt data 1	ypes available	c.	ess in Datasheet view. 10 12
	ANS: C	PTS:	1	REF:	AC 10
9.	The Attachment data a. when only two v b. often as a primar c. to store links suc d. to store supporte	alues ca y key fi ch as Wo	n be chosen eld eb addresses	ages, do	ocuments, and charts
	ANS: D	PTS:	1	REF:	AC 10
10.	You can change the tab and then ty a. Home b. Create			c.	name button in the Fields & Columns group on the Database Tools Table Tools Datasheet
	ANS: D	PTS:	1		AC 10
11.	To close Access, clic a. record navigation b. status bar		lose button on	c.	 title bar object tab
	ANS: C	PTS:	1	REF:	AC 13
12.	To close a database, a. Navigation Pane b. Office Button ANS: B	•		c. d.	en click Close Database. object tab Start button AC 13
13.	The keyboard shortc a. Ctrl b. Shift	ut	+ O will displa	•	Alt
	ANS: A	PTS:	1	REF:	AC 14
14.	In Datasheet view, y	ou can 1	navigate among	the rec	cords in a table using the navigation buttons on the
	a. record navigation b. Navigation Pane			c. d.	title bar status bar

ANS:	А	PTS: 1	REF: AC 16

15. To rename a table, you can _____ the table in the Navigation Pane and then click Rename on the shortcut menu. a. select c. double-click b. click d. right-click PTS: 1 ANS: D REF: AC 17 16. When you a record, a message will be displayed asking you to confirm the action. a. edit c. save b. delete 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 c. Data Type b. Unique 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

Table1								
4	Student ID 🔹	Last Name 👻	First Name 🔹	Grade -	Add New Field			
ø	2618							
*								

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

a. a new blank recordb. the record has been savedc. the record is being editedd. the record contains a primary key

ANS: C PTS: 1 REF: AC 12

20.	The asterisk in Figur	e AC 1-1 indicates abo	ve	_:
	a. a new blank reco			the record is being edited
	b. the record has be	een saved	a.	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.

		table form				report query		
	AN	S: C	PTS:	1	REF:	AC 6	TOP:	Critical Thinking
•	a.	ask a question abo table form	out data	stored in the da	c.	Carlos would report query	use the	database object.
	AN	S: D	PTS:	1	REF:	AC 6	TOP:	Critical Thinking

Case AC 1-2

22

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 c. in the upper-left corner of the datasheet b. to the left of the row

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:	А	PTS:	1	REF:	AC 10
2.	ANS:	E	PTS:	1	REF:	AC 10
3.	ANS:	С	PTS:	1	REF:	AC 10
4.	ANS:	В	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