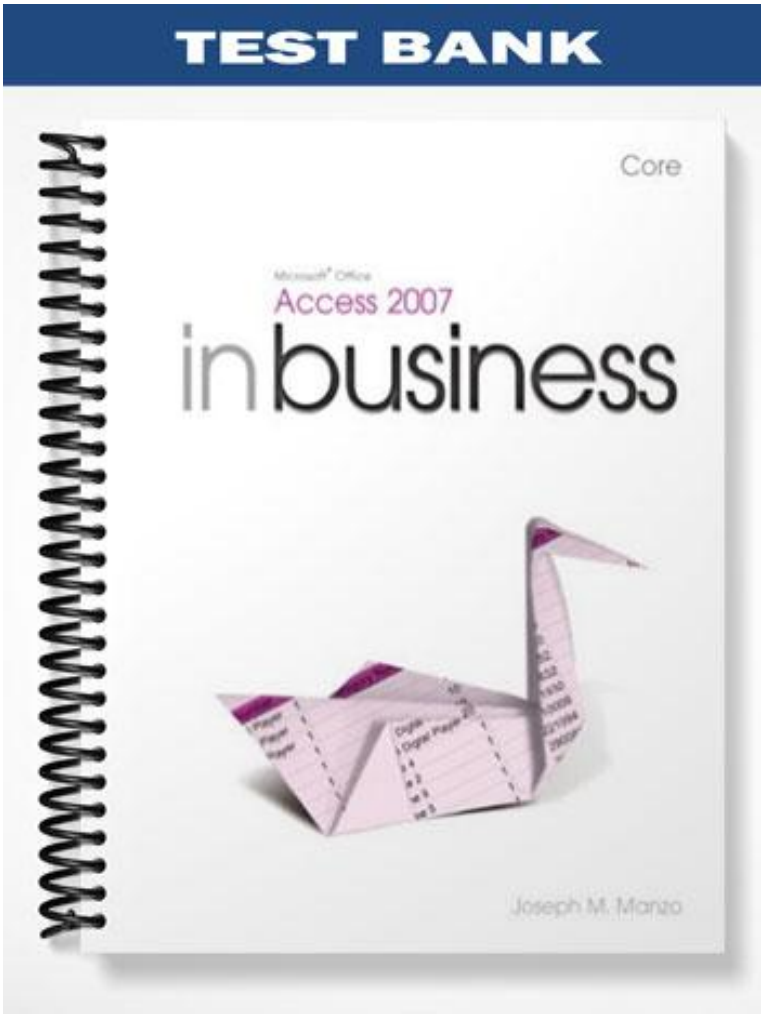
TEST BANK


Core
Microsoft® Office
Access 2007
in business
Joseph M. Manzo

ACCESS CHAPTER 2: THE DATABASE TABLE

Multiple Choice:

1. Opening a table in Datasheet View enables:

A. adding and editing fields.

B. choosing the data type of each field.

C. entering data into a field.

D. entering a description of a field.

Answer: C **Difficulty:** Difficult **Objective:** Creating a New Table

Reference: Creating a New Table

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

2. In order to open a blank table in Design View:

A. click on File, and then click on New.

B. click the Table Design Icon.

C. click on the Table Icon.

D. press Ctrl-N on the Keyboard.

Answer: B **Difficulty:** Moderate **Objective:** Creating a New Table

Reference: Creating a New table

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

3. The first row of each column has the name of the:

A. Database.

B. Table.

C. Data type.

D. Field.

Answer: D **Difficulty:** Easy **Objective:** Creating a New Table

Reference: Creating a New Table

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

4. Each _____ should have a unique _____.

A. ID, Record

B. Record, ID

C. ID, Field

D. Field, ID

Answer: B **Difficulty:** Difficult **Objective:** Creating a New Table

Reference: Creating a New Table

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

5. All of the following are examples of data types EXCEPT:

A. Number.

B. Currency.

C. Date/Time.

D. Noun.

Answer: D **Difficulty:** Easy **Objective:** Field Names, Data Types, and Field Properties

Reference: Field Names, Data Types, and Field Properties

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

6. All of the following are examples of field sizes for Number data types EXCEPT:

A. Short.

B. Long.

C. Double.

D. Single.

Answer: A **Difficulty:** Moderate **Objective:** Field Names, Data Types, and Field Properties

Reference: Field Names, Data Types, and Field Properties

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

7. After defining the _____, you will need to define the _____.

A. Data types, field names

B. Field names, index

C. Records, descriptions

D. Page size, fields

Answer: B **Difficulty:** Moderate **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

8. In order to define the number of decimal places, the field size option can be located in the _____.

A. field properties box

B. datasheet view

C. descriptions

D. customer data field

Answer: A **Difficulty:** Moderate **Objective:** Field Names, Data Types, and Field Properties

Reference: Field Names, Data Types, and Field Properties

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

9. A _____ can be set on the fields that make each record _____.

A. Primary Key, the same

B. Tertiary Key, the same

C. Primary Key, unique

D. Tertiary Key, unique

Answer: C **Difficulty:** Moderate **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

10. The purpose of a primary key is to ensure:

A. Organization Management.

B. Entity Integrity.

C. Field Designation.

D. Record Repetition.

Answer: B **Difficulty:** Moderate **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

11. After data is entered into a cell, you can press all of the following to advance to another cell, EXCEPT:

A. Ctrl.

B. Enter.

C. Tab.

D. Arrow key.

Answer: A **Difficulty:** Easy **Objective:** Entering and Formatting Data

Reference: Entering and Formatting Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

12. If a cell is activated and then the bold button on the formatting toolbar is pressed, which of the following results will happen?

A. Only the data in the cell will be bolded.

B. Only the data in the row will be bolded.

C. Only the data in the column will be bolded.

D. All data in the table will be bolded.

Answer: D **Difficulty:** Moderate **Objective:** Entering and Formatting Data

Reference: Entering and Formatting Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

13. To hide a column:

A. adjust the size of the column to less than .08.

B. activate a cell and press delete.

C. change the background and text to white.

D. use the More icon in the Home tab.

Answer: D **Difficulty:** Moderate **Objective:** Adjusting and Hiding Columns and Rows

Reference: Adjusting and Hiding Columns and Rows

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

14. Of sorting and filtering, which provides more analytical power and why?

A. Sorting, because it allows seeing things in alphabetical or numerical order

B. Filtering, because it allows for calculations to be taken

C. Filtering, because it only displays data that meets conditions set by the user

D. Sorting, because more than one column can be sorted

Answer: C **Difficulty:** Difficult **Objective:** Sorting and Filtering

Reference: Sorting and Filtering

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

15. In order to find the highest value of one field, the _____ technique is the easiest; in order to see multiple records with a field above a certain level, the _____ technique is best.

A. Sorting, Sorting

B. Filtering, Filtering

C. Filtering, Sorting

D. Sorting, Filtering

Answer: D **Difficulty:** Difficult **Objective:** Sorting and Filtering

Reference: Sorting and Filtering

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

16. It is most common to change the _____ data type to _____.

A. Double, Integer

B. Date, Double

C. Text, Memo

D. Memo, Long Text

Answer: C **Difficulty:** Moderate **Objective:** Changing Data Types and Field Properties

Reference: Changing Data Types and Field Properties

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

17. Changing the sequence of fields may be done by:

A. clicking in the box next to the field name in the datasheet view and dragging.

B. clicking the field name in the Design View and dragging.

C. sorting the field names.

D. clicking in the box next to the field name in the Design View and dragging.

Answer: D **Difficulty:** Moderate **Objective:** Changing the Sequence of Field

Reference: Changing the Sequence of Field

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

18. If you want to separate the field "Beginning to Ending Inventory," which is currently a range of two numbers, to two different fields, your first step should be to:

A. change the primary key.

B. insert a field.

C. delete the field.

D. click the "Separate field" button.

Answer: B **Difficulty:** Difficult **Objective:** Changing the Sequence of Field

Reference: Changing the Sequence of Field

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

19. Deleted records or fields:

A. can be undone by the "undo" box.

B. can be undone by the "re-add" box

C. can be undone by the "reverse warning" box

D. cannot be undone.

Answer: D **Difficulty:** Moderate **Objective:** Deleting Fields and Records

Reference: Deleting Fields and Records

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

20. A table can be created from all of the following EXCEPT:

A. Text files.

B. Other Access databases.

C. Excel spreadsheets.

D. PowerPoint Files.

Answer: D **Difficulty:** Easy **Objective:** Importing Data

Reference: Importing Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

21. If the first row contains column headings, then:

A. data will only be taken from the second row onward.

B. data will only be taken from the third row onward.

C. all data will be taken and the first row will be converted to field names.

D. access column headings will be directly linked to the imported data.

Answer: C **Difficulty:** Moderate **Objective:** Importing Data

Reference: Importing Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

22. Using the import spreadsheet wizard enables you to define:

A. no primary keys.

B. one primary key.

C. two primary keys.

D. as many primary keys as desired.

Answer: B **Difficulty:** Moderate **Objective:** Importing Data

Reference: Importing Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

23. All of the following are caveats of linking tables EXCEPT:

A. the linked table will overwrite the database.

B. transfer of data is only one way.

C. it is impossible to change the imported file.

D. linking tables only update once every five minutes.

Answer: D **Difficulty:** Difficult **Objective:** Linking Data

Reference: Linking Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

24. The symbol that precedes the table name in the Navigation Pane indicates:

A. the type of file that the database is linked to.

B. the type of file that the database is imported from.

C. the valid files that can be exported.

D. the valid types of files that the database can be saved as.

Answer: A **Difficulty:** Moderate **Objective:** Linking Data

Reference: Linking Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

25. A useful way for separate divisions of a company to communicate quickly and automatically is through:

A. shared databases.

B. linking tables.

C. emailing updates of access files.

D. attaching videos into the access file.

Answer: B **Difficulty:** Difficult **Objective:** Linking Data

Reference: Linking Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

26. The Navigation Pane will show all of the following EXCEPT:

A. the symbol of a linked table.

B. table names.

C. the term "All Access Objects."

D. the formatting toolbar.

Answer: D **Difficulty:** Difficult **Objective:** Creating Tables

Reference: Creating Tables

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

27. When importing data, it is easier to define fields and make adjustments to the data by using:

A. Datasheet View.

B. Design View.

C. Import Spreadsheet Wizard.

D. Navigation Pane.

Answer: B **Difficulty:** Moderate **Objective:** Importing and Linking Data

Reference: Importing and Linking Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

28. You cut a dictionary in half. In Access terms, you are _____ the data.

A. Sorting

B. Filtering

C. Cutting and Pasting

D. Organizing

Answer: B **Difficulty:** Difficult **Objective:** Sorting and Filtering

Reference: Sorting and Filtering

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e


```
<img src="images/DesignViewAB.gif"><br><br>
```

29. In the above image, A is _____ and B is _____.

A. Description, Field Properties

B. Field Name, Field Properties

C. Field Name, Description

D. Description, Field Name

Answer: C **Difficulty:** Moderate **Objective:** Creating a Table

Reference: Creating a Table

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

30. The above image demonstrates Field Sizes for which type of Data Type?

A. Date/Time

B. Number

C. Currency

D. Text

Answer: B **Difficulty:** Easy **Objective:** Creating a Table

Reference: Creating a Table

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

31. The above image matches with which of the following terms?

A. Indexes

B. Property Sheet

C. Builder

D. Copy and Paste

Answer: A **Difficulty:** Easy **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

32. Which of the following fields follows the rules of being a primary key in the image?

A. Sales Date

B. Category Number

C. Category Description

D. Daily Sales Dollars

Answer: D **Difficulty:** Difficult **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

33. Which of the following fields would be the most feasible as a primary key in the image?

A. Sales Date

B. Category Number

C. Daily Unit Sales

D. Daily Sales Dollars

Answer: A **Difficulty:** Easy **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

34. The number of records in the table is listed:

A. in "All Access Objects."

B. in the "Records Number" dialog box.

C. in the status bar of the access file.

D. in the bar at the bottom of the table in datasheet view.

Answer: D **Difficulty:** Moderate **Objective:** Creating Tables

Reference: Creating Tables

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

<img src="images/Home.gif">

35. These icons (above) can be found in:

A. the Home tab.

B. the Create tab.

C. the External Data tab.

D. the Database Tools tab.

Answer: A **Difficulty:** Easy **Objective:** Creating Tables

Reference: Creating Tables

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

36. By observing the above image, it is possible to deduce that:

A. one record is activated.

B. no records are activated.

C. the entire table is activated.

D. one field is activated.

Answer: D **Difficulty:** Difficult **Objective:** Creating Tables

Reference: Creating Tables

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

37. Where is NOT the place to observe if a filter has been placed on the datasheet?

A. In Design View

B. In the Filter area on the Home tab

C. On the right side of the filtered field in the Datasheet View

D. At the bottom of the table in Datasheet View

Answer: A **Difficulty:** Difficult **Objective:** Sorting and Filtering

Reference: Sorting and Filtering

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

<img src="images/MoveField.gif">

38. By observing the above image, it is possible to deduce that:

A. the user is trying to add a field.

B. the user is trying to move a field.

C. the user is trying to change a field.

D. the user is trying to delete a field.

Answer: B **Difficulty:** Moderate **Objective:** Changing the Sequence of Field

Reference: Changing the Sequence of Field

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

<img src="images/ExternalData.gif">

39. These icons (above) can be found in:

A. the Home tab.

B. the Create tab.

C. the External Data tab.

D. the Database Tools tab.

Answer: C **Difficulty:** Easy **Objective:** Importing Data

Reference: Importing Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

<img src="images/Text.gif">

40. It is evident from the above image that data is being imported from a(n):

A. Access file.

B. Text file.

C. Excel file.

D. Macro.

Answer: B **Difficulty:** Difficult **Objective:** Importing Data

Reference: Importing Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

<img src="images/Text.gif">

41. It is evident from the above image that imported data will have:

A. four fields.

B. five fields.

C. four records.

D. five records.

Answer: B **Difficulty:** Difficult **Objective:** Importing Data

Reference: Importing Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

True/False:

42. When a new table is opened using the table icon, automatically a blank Access table in Design View appears. T F

Answer: F **Difficulty:** Easy **Objective:** Creating a New Table

Reference: Creating a New Table

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

43. In order to change the field names, data types, and to type descriptions of fields, you must be in Design View. T F

Answer: T **Difficulty:** Easy **Objective:** Field Names, Data Types, and Field Properties

Reference: Field Names, Data Types, and Field Properties

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

44. Text data types may contain a decimal number. T F

Answer: T **Difficulty:** Moderate **Objective:** Field Names, Data Types, and Field Properties

Reference: Field Names, Data Types, and Field Properties

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

45. Text data types may contain a decimal number that can be used in calculations. T F

Answer: F **Difficulty:** Difficult **Objective:** Field Names, Data Types, and Field Properties

Reference: Field Names, Data Types and Field Properties

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

46. For all data types, the field size property is listed in the first row of the field properties box. T F

Answer: F **Difficulty:** Moderate **Objective:** Field Names, Data Types, and Field Properties

Reference: Field Names, Data Types, and Field Properties

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

47. Indexing a table should only be used for very small databases. T F

Answer: F **Difficulty:** Easy **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

48. The index is used to determine how data is organized or sequenced in a table. T F

Answer: T **Difficulty:** Easy **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

49. The storage capacity and format for each data type can be adjusted in the Field Property box. T F

Answer: T **Difficulty:** Easy **Objective:** Field Names, Data Type, Field Properties

Reference: Field Names, Data Type, Field Properties

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

50. The best field to be used as an index is the first field. T F

Answer: F **Difficulty:** Moderate **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

51. An index can only be created in the Design View. T F

Answer: T **Difficulty:** Moderate **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

52. A primary key could be placed on the Last Name field of a database that marks an extended family tree. T F

Answer: F **Difficulty:** Difficult **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

53. A primary key can be left empty in a record when the database is saved. T F

Answer: F **Difficulty:** Difficult **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

54. Data can be copied from Excel and pasted into an Access table. T F

Answer: T **Difficulty:** Difficult **Objective:** Copying and Pasting Data

Reference: Copying and Pasting Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

55. For a bank, the account number field would be a good primary key because primary keys must be made up of numbers, not text. T F

Answer: F **Difficulty:** Difficult **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

56. It is possible to change the format of one cell individually. T F

Answer: F **Difficulty:** Moderate **Objective:** Entering and Formatting Data

Reference: Entering and Formatting Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

57. In order to format the data type in a cell, you must use the formatting toolbar. T F

Answer: F **Difficulty:** Moderate **Objective:** Entering and Formatting Data

Reference: Entering and Formatting Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

58. In order to define the height and width of rows and columns, the design view should be used. T F

Answer: F **Difficulty:** Moderate **Objective:** Adjusting and Hiding Columns and Rows

Reference: Adjusting and Hiding Columns and Rows

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

59. For a zip code field, the data type may be changed from Number to Text with no problems. T F

Answer: T **Difficulty:** Moderate **Objective:** Changing Data Types and Field Properties

Reference: Changing Data Types and Field Properties

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

60. If data must be changed from 3.5 to 3.75 and the field size is single with one decimal place, then the field size must be changed to a double in order to provide two decimal places. T F

Answer: F **Difficulty:** Difficult **Objective:** Changing Data Types and Field Properties

Reference: Changing Data Types and Field Properties

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

61. Changing the sequence of a field may be done in only the design view. T F

Answer: F **Difficulty:** Difficult **Objective:** Changing the Sequence of Field

Reference: Changing the Sequence of Field

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

62. It is never easier to edit values manually when tables may be linked to another source. T F

Answer: F **Difficulty:** Moderate **Objective:** Editing Data and Field Names

Reference: Editing Data and Field Names

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

63. You may edit a field name in only the datasheet view. T F

Answer: F **Difficulty:** Moderate **Objective:** Editing Data and Field Names

Reference: Editing Data and Field Names

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

64. You would like to delete a field. You can do this by going to the Datasheet view, activating a column, and pressing the delete key. T F

Answer: T **Difficulty:** Moderate **Objective:** Deleting Fields and Records

Reference: Deleting Fields and Records

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

65. If data is imported from another Access database, it is not external data. T F

Answer: F **Difficulty:** Moderate **Objective:** Importing Data

Reference: Importing Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

66. Imported data always goes to a new table. T F

Answer: F **Difficulty:** Moderate **Objective:** Importing Data

Reference: Importing Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

67. If an imported table contains a currency field with N/A marked when the field is 0, then access will still keep this field as a currency field. T F

Answer: F **Difficulty:** Moderate **Objective:** Importing Data

Reference: Importing Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

68. The delimited option in importing files means that there is a limit to the number of fields, which is marked as the first value in the file. T F

Answer: F **Difficulty:** Moderate **Objective:** Importing Data

Reference: Importing Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

69. It is possible to import data with no primary key. T F

Answer: T **Difficulty:** Easy **Objective:** Importing Data

Reference: Importing Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

70. A changing field, such as amount of money in the safe at a bank, should be imported from another source on a constant basis. T F

Answer: F **Difficulty:** Moderate **Objective:** Linking Data

Reference: Linking Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

71. A great advantage of linking tables is that Access can update itself even if the linked table changes in number of columns or rows. T F

Answer: F **Difficulty:** Moderate **Objective:** Linking Data

Reference: Linking Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

72. The best option for a stock broker is to import tables, not link tables. T F

Answer: F **Difficulty:** Difficult **Objective:** Linking Data

Reference: Linking Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

73. With many table anomalies (such as N/A), it would be more useful to import the table often than linking the table, even if the values change at a rapid pace, because these inconsistencies cause errors when linking excel spreadsheets. T F

Answer: T **Difficulty:** Difficult **Objective:** Linking Data

Reference: Linking Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

74. Math calculations can be applied to individual cells in a table. T F

Answer: F **Difficulty:** Easy **Objective:** Creating Tables

Reference: Creating Tables

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

75. The importance of choosing a data type lies partly in the ability to ensure data consistency, because mathematical computations are applied to an entire field of data, not just individual cells. T F

Answer: T **Difficulty:** Moderate **Objective:** Creating Tables

Reference: Creating Tables

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

76. A table contains a field named category color number, which is given to each record based on one of seven categories (1=red, 2=orange, etc.). The category color number would be a good choice for the primary key of the table. T F

Answer: F **Difficulty:** Difficult **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

77. By indexing, you do not sort data. T F

Answer: T **Difficulty:** Moderate **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

78. A primary key may not necessarily be an index, but an index is always a primary key. T F

Answer: F **Difficulty:** Difficult **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

<img src="images/View.gif">

79. Clicking your mouse on the above image will bring up design view. T F

Answer: T **Difficulty:** Difficult **Objective:** Creating Tables

Reference: Creating Tables

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

80. In design view, the field is activated when the box at the left of the field is bright blue. T F

Answer: F **Difficulty:** Easy **Objective:** Creating Tables

Reference: Creating Tables

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

<img src="images/Impossible.gif">

81. The above image is impossible because there are two primary keys. T F

Answer: F **Difficulty:** Moderate **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

82. The above image is an example of the Indexing Dialog Box. T F

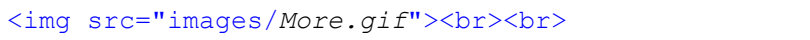
Answer: F **Difficulty:** Easy **Objective:** Enter and Formatting Data

Reference: Enter and Formatting Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e



83. The above image has the "More" button clicked, allowing you to find the command to hide and unhide columns. T F

Answer: T **Difficulty:** Easy **Objective:** Enter and Formatting Data

Reference: Enter and Formatting Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

84. In the above image, the pencil on the left indicates that field is being activated. T F

Answer: F **Difficulty:** Moderate **Objective:** Editing Data and Field Names

Reference: Editing Data and Field Names

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

85. After imported, the table name will appear in the All Access Objects area. T F

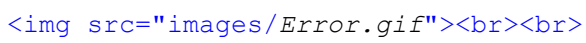
Answer: T **Difficulty:** Moderate **Objective:** Importing Data

Reference: Importing Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e



86. In the above image, the "#NUM!" in the record means the user probably forgot to type anything into the record. T F

Answer: F **Difficulty:** Moderate **Objective:** Importing Data

Reference: Importing Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

Fill in the Blank:

<img src="images/Error.gif">

87. In addition to linking to tables in a data warehouse, a manager may link to another similar type of external database system , called a _____ _____.

Answer: Data Mart **Difficulty:** Easy **Objective:** Getting Started

Reference: Getting Started

Chapter: 3

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

88. The first _____ in a new table is named ID.

Answer: Field **Difficulty:** Easy **Objective:** Creating a New Table

Reference: Creating a New Table

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

89. Each row is a(n) _____ in an Access table.

Answer: Record **Difficulty:** Easy **Objective:** Creating a New Table

Reference: Creating a New Table

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

90. Design View enables changing the _____ _____, such as Date/Time or Text, which is chosen from a list provided by Access.

Answer: Data Type **Difficulty:** Moderate **Objective:** Field Names, Data Types, and Field Properties

Reference: Field Names, Data Types, and Field Properties

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core, 1/e

91. By defining the _____ _____, data consistency is ensured.

Answer: Data Type **Difficulty:** Moderate **Objective:** Field Names, Data Types, and Field Properties

Reference: Field Names, Data Types, and Field Properties

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

92. For the Number data type, the _____ _____ property defines the type of number that can be typed into the field.

Answer: Field Size **Difficulty:** Easy **Objective:** Field Names, Data Types, and Field Properties

Reference: Field Names, Data Types, and Field Properties

Chapter: 2

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93. When any cell in the field is activated, the _____ of the field will appear in the status bar.

Answer: Description **Difficulty:** Easy **Objective:** Changing Data Types and Field Properties

Reference: Changing Data Types and Field Properties

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

94. In order for a university to keep student names private, they can use the Access feature called _____ _____, effectively not showing all information when printing databases for teachers.

Answer: Hide Columns **Difficulty:** Difficult **Objective:** Adjusting and Hiding Column and Rows

Reference: Adjusting and Hiding Column and Rows

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

95. In most corporate environments, database tables are created and maintained by the _____ department.

Answer: IT (or MIS) **Difficulty:** Easy **Objective:** Importing and Linking Data

Reference: Importing and Linking Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

96. The _____ _____ _____ dialog box is useful when data is imported on a routine basis.

Answer: Save Import Steps **Difficulty:** Easy **Objective:** Importing and Linking Data

Reference: Importing and Linking Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

97. The _____ _____ _____ dialog box allows both linking and importing data sources.

Answer: Get External Data **Difficulty:** Moderate **Objective:** Linking Data

Reference: Linking Data

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

98. Making adjustments to margin size or page orientation should be done in the _____ _____ group of the Print Preview tab.

Answer: Page Layout **Difficulty:** Easy **Objective:** Printing Tables

Reference: Printing Tables

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

99. A(n) _____ is considered one complete set of data rather than a list of values in a column.

Answer: Field **Difficulty:** Easy **Objective:** Creating Tables

Reference: Creating Tables

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

100. A phone book is _____ by last name, then by first name.

Answer: Indexed **Difficulty:** Easy **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

101. The above image gives examples of _____.

Answer: Indexed **Difficulty:** Easy **Objective:** Indexing and Primary Keys

Reference: Indexing and Primary Keys

Chapter: 2

Application: Access

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102. The above image gives examples of _____.

Answer: Data Types **Difficulty:** Easy **Objective:** Indexing and Primary keys

Reference: Indexing and Primary keys

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

Matching:

103. Match the following four terms to their appropriate description:

I. Single	A. 2 bytes of storage
II. Long Integer	B. 8 bytes of storage
III. Integer	C. 4 bytes of storage, may NOT use decimals
IV. Double	D. 4 bytes of storage

Answer: D, C, A, B **Difficulty:** Moderate **Objective:** Creating Tables

Reference: Creating Tables

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

104. Match the following five terms to their maximum storage capacities:

I. Currency	A. 255 characters
II. Number	B. Until 9999
III. Date/Time	C. Variable
IV. Memo	D. 999 Trillion
V. Text	E. 65,535 characters

Answer: D C, B E, A **Difficulty:** Easy **Objective: Creating Tables**

Reference: Creating Tables

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

105. Match the following four terms to their examples:

I. Database Name	A. Currency
II. Data Type	B. Total revenue made from sales of books
III. Field Name	C. Book Sales
IV. Description	D. University Sales and Inventory

Answer: D, A, C, B **Difficulty:** Moderate **Objective:** Field Names, Data Types, and Field Properties

Reference: Field Names, Data Types, and Field Properties

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e

```
<img src="images/MatchingView.gif"><br><br>
```

106. Match the following four terms to their images above:

I. Datasheet

II. Design

III. PivotTable

IV. PivotChart

Answer: A, D, B, C **Difficulty:** Easy **Objective:** Creating Tables

Reference: Creating Tables

Chapter: 2

Application: Access

Textbook: Microsoft Office Access 2007 In Business, Core , 1/e