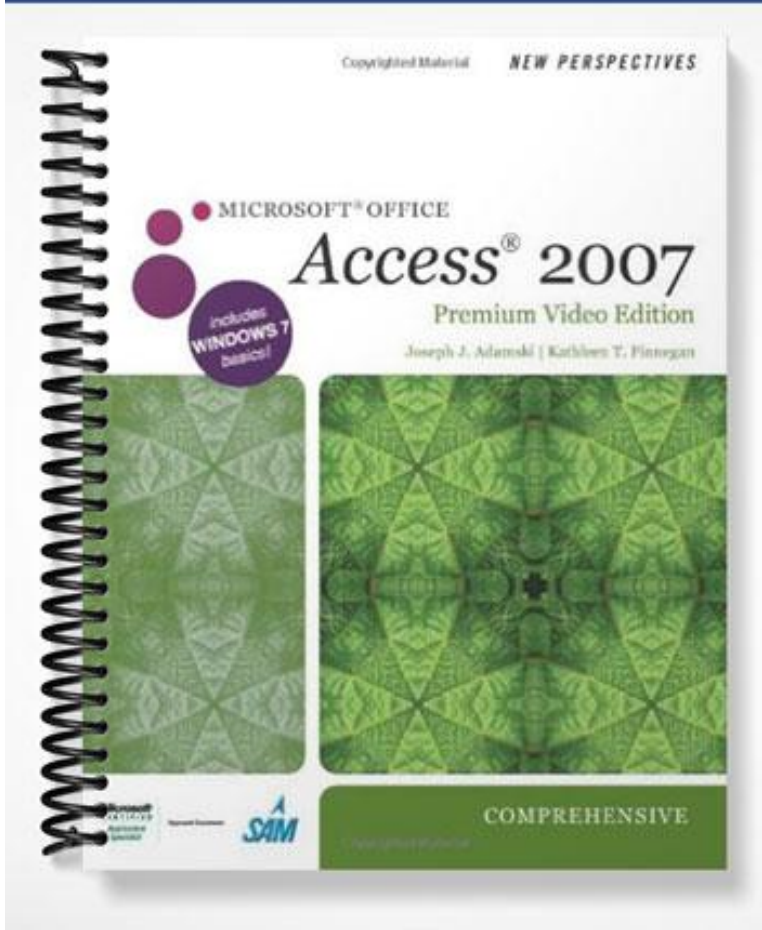


**TEST BANK**



## Access Tutorial 2: Building a Database and Defining Table Relationships

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### TRUE/FALSE

1. When designing a database, the first thing you should do is to identify the fields that will be required.  
ANS: T                    PTS: 1                    REF: AC 46
2. Primary keys uniquely identify records in a table.  
ANS: T                    PTS: 1                    REF: AC 47
3. Every table defined in Access must have a primary key.  
ANS: F                    PTS: 1                    REF: AC 47
4. A group of related fields is known as data redundancy.  
ANS: F                    PTS: 1                    REF: AC 47
5. A primary key that consists of more than one field is called a composite key.  
ANS: T                    PTS: 1                    REF: AC 47
6. Redundant fields waste storage space and can result in inconsistent data within the database.  
ANS: T                    PTS: 1                    REF: AC 47
7. A common field is a field that is defined as a primary key in one table and is defined as a foreign key in a second table.  
ANS: T                    PTS: 1                    REF: AC 47
8. A field in one table that establishes a relationship to another table is called a redundant field.  
ANS: F                    PTS: 1                    REF: AC 47
9. A field name must be unique within a database.  
ANS: F                    PTS: 1                    REF: AC 48
10. It's best to choose a field or object name that describes the purpose or contents of the field or object so that later you can easily remember what the name represents.  
ANS: T                    PTS: 1                    REF: AC 48
11. A field defined as an AutoNumber data type cannot serve as a table's primary key.  
ANS: F                    PTS: 1                    REF: AC 49
12. Access processes smaller data sizes faster than larger ones, using less memory, so you can optimize your database's performance and its storage space by selecting the correct field size for each field.

ANS: T                    PTS: 1                    REF: AC 50

13. You may specify a duplicate value for a primary key if the field is also defined as a foreign key in another table.

ANS: F                    PTS: 1                    REF: AC 61

14. Records in a table are stored on disk in the order they are entered but are displayed in primary key sequence.

ANS: T                    PTS: 1                    REF: AC 61

15. A primary key is allowed to have a null value.

ANS: F                    PTS: 1                    REF: AC 61

16. Primary keys are defined by selecting the field or fields that comprise the key and clicking the Primary Key button on the Datasheet tab.

ANS: F                    PTS: 1                    REF: AC 61

17. The Lookup Wizard data type allows field values that are created in other programs as objects, such as photographs or video images.

ANS: F                    PTS: 1                    REF: AC 49

18. Certain Access data types have a predefined field size that cannot be changed.

ANS: T                    PTS: 1                    REF: AC 50

19. Access can determine what data type to assign to each field based on the values you enter for the field. If the values entered do not provide enough information for Access to “guess” the data type, the default type assigned is the Text data type.

ANS: T                    PTS: 1                    REF: AC 50

20. The spacebar works as a toggle for check boxes in Yes/No fields; you press the spacebar to insert a check mark in an empty check box and to remove an existing check mark.

ANS: T                    PTS: 1                    REF: AC 67

### **MODIFIED TRUE/FALSE**

1. A primary key that is made up of more than one field is called a(n) aggregate key.

\_\_\_\_\_

ANS: F, composite

PTS: 1                    REF: AC 47

2. You use a(n) composite field to connect one table logically with another table.

\_\_\_\_\_

ANS: F, common

PTS: 1 REF: AC 81

3. Access allows you to modify a table's structure in Datasheet view. \_\_\_\_\_

ANS: F, Design

PTS: 1 REF: AC 62

4. Integer is the default Field Size property setting. \_\_\_\_\_

ANS: F, Long Integer

PTS: 1 REF: AC 50

5. The m custom date format displays the full name of the month (January to December).  
\_\_\_\_\_

ANS: F, mmmm

PTS: 1 REF: AC 60

6. You can import a table from another Access database into your current database using the Import button on the Ribbon. \_\_\_\_\_

ANS: F, External Data

PTS: 1 REF: AC 68

7. When you import a table from one Access database to another, you place a(n) copy of the table in the database into which you import it. \_\_\_\_\_

ANS: T

PTS: 1

REF: AC 68

8. The F5 key is a toggle that you use to switch between the Table Design grid and the Field Properties pane. \_\_\_\_\_

ANS: F, F6

PTS: 1 REF: AC 57

9. The maximum field size for a text field is 245. \_\_\_\_\_

ANS: F, 255

PTS: 1 REF: AC 49

10. The data type determines what field values you can enter for the field and what other properties the field will have. \_\_\_\_\_

ANS: T

PTS: 1

REF: AC 49

11. Like calculations with Number data type decimal values, calculations performed with the Currency data type are not subject to round-off error. \_\_\_\_\_

ANS: F, Unlike

PTS: 1 REF: AC 49

12. Access allows you to change a field's size in Datasheet view. \_\_\_\_\_

ANS: F, Design

PTS: 1 REF: AC 54

13. Although you can reorder fields in Datasheet view by dragging a field's column heading to a new location, doing so rearranges only the display of the table's fields; the table structure is not changed. \_\_\_\_\_

ANS: T PTS: 1 REF: AC 78

14. A separated text file is one in which fields of data are separated by a character such as a comma or a tab. \_\_\_\_\_

ANS: F, delimited

PTS: 1 REF: AC 80

15. When you resize a column to its best fit, only the visible field values are affected.  
\_\_\_\_\_

ANS: T PTS: 1 REF: AC 81

## MULTIPLE CHOICE

1. The \_\_\_\_ determines what field values are allowed and what other properties the field will have.
- a. record type
  - b. attribute
  - c. identity
  - d. data type

ANS: D PTS: 1 REF: AC 49

2. A \_\_\_\_ name must be unique within a database.
- a. table
  - b. field
  - c. record
  - d. character

ANS: A PTS: 1 REF: AC 48

3. When you use the number data type to define a field, you should set the field's \_\_\_\_ property based on the largest value you expect to store in that field.
- a. Width
  - b. Length
  - c. Field Size
  - d. Dimension

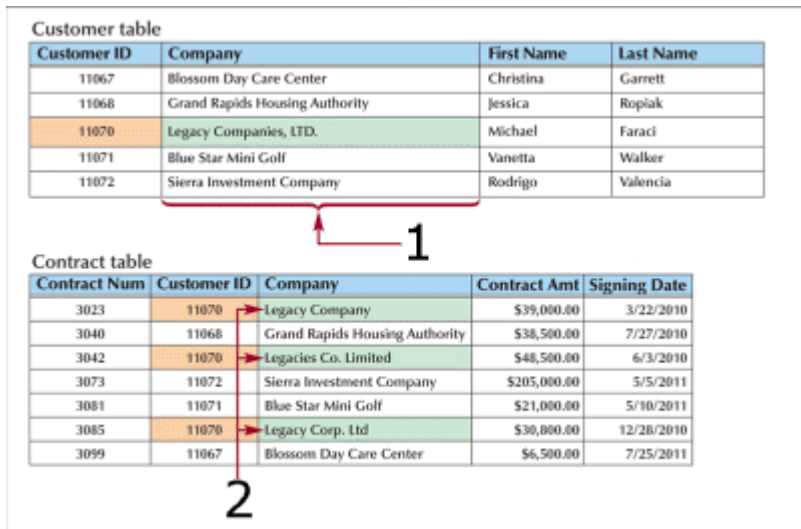
ANS: C PTS: 1 REF: AC 50

4. The maximum size of a Text data type is \_\_\_\_ characters.
- a. 25
  - c. 255



- a. common field
- b. foreign key
- c. primary key
- d. hyperlink

ANS: A                      PTS: 1                      REF: AC 47



14. Given a relationship between the two tables in the figure above, in the Contract table shown, the \_\_\_\_ field is a redundant field.

- a. Contract Num
- b. Customer ID
- c. Company
- d. Signing Date

ANS: C                      PTS: 1                      REF: AC 48

15. Given a relationship between the two tables shown in the figure above, the field values labeled 2 show \_\_\_\_ data.

- a. redundant
- b. inconsistent
- c. variation
- d. irrelevant

ANS: B                      PTS: 1                      REF: AC 47

16. In the figure above, the primary key is in the \_\_\_\_ table and the foreign key is in the \_\_\_\_ table.

- a. Customer, Customer
- b. Contract, Customer
- c. Customer, Contract
- d. Contract, Contract

ANS: C                      PTS: 1                      REF: AC 47

17. Storing the same data field in multiple tables is called data \_\_\_\_.

- a. reliance
- b. interdependence
- c. networking
- d. redundancy

ANS: D                      PTS: 1                      REF: AC 47

18. If a primary key from one table is also defined in a second table to form a relationship, the field is called a \_\_\_\_ in the second table.

- a. hyperlink
- b. composite key
- c. foreign key
- d. redundant field

ANS: C                      PTS: 1                      REF: AC 47

19. A primary key that consists of more than one field is called a \_\_\_\_ key.

- a. foreign
- b. composite
- c. group
- d. none of the above

ANS: B                      PTS: 1                      REF: AC 47

20. When designing a new database, it is a good idea to \_\_\_\_.
- a. include redundant fields to provide data security
  - b. avoid data redundancy
  - c. include a common field in all tables
  - d. use composite keys

ANS: B                      PTS: 1                      REF: AC 47

21. A field name \_\_\_\_.
- a. must be unique within a table
  - b. can be up to 128 characters long
  - c. must start with a space
  - d. all of the above

ANS: A                      PTS: 1                      REF: AC 48

22. When defining a database, the name given to a table or other object should reflect its \_\_\_\_.
- a. contents
  - b. key sequence
  - c. common fields
  - d. characteristics

ANS: A                      PTS: 1                      REF: AC 48

23. The \_\_\_\_ determines what type of values can be entered for a field.
- a. data element
  - b. data type
  - c. data integrity
  - d. primary key

ANS: B                      PTS: 1                      REF: AC 49

24. The characteristics of a field, such as name, size, and type, are called the field \_\_\_\_.
- a. properties
  - b. traits
  - c. values
  - d. qualities

ANS: A                      PTS: 1                      REF: AC 48

25. When defining a field, the field \_\_\_\_ determines how much physical storage space the field requires.
- a. density
  - b. size
  - c. placement
  - d. wizard

ANS: B                      PTS: 1                      REF: AC 50

26. The data type that allows you to search for a value in another table or list of values is \_\_\_\_.
- a. Hyperlink
  - b. AutoNumber
  - c. Yes/No
  - d. Lookup Wizard

ANS: D                      PTS: 1                      REF: AC 49

27. A field that consists of integer values that are controlled by Access is a(n) \_\_\_\_ type field.
- a. AutoNumber
  - b. Memo
  - c. Date/Time
  - d. Yes/No

ANS: A                      PTS: 1                      REF: AC 49

28. The field size of a Date/Time type of field is \_\_\_\_.
- a. user-defined
  - c. 16 bytes





37. You can select multiple fields to make up a primary key by holding down the \_\_\_\_ key and clicking the row selectors for the desired fields.
- a. Shift
  - b. Tab
  - c. Ctrl
  - d. Esc
- ANS: C                      PTS: 1                      REF: AC 61
38. A table's primary key is \_\_\_\_.
- a. always a composite key
  - b. represented by the darkened triangle
  - c. indicated by a key symbol in the row selector area
  - d. also a foreign key
- ANS: C                      PTS: 1                      REF: AC 61
39. After you have finished defining a table, you must \_\_\_\_ it in order to begin to enter data into it.
- a. copy
  - b. catalog
  - c. duplicate
  - d. save
- ANS: D                      PTS: 1                      REF: AC 62
40. The last step in creating a table is to \_\_\_\_.
- a. click the Finish button
  - b. name the table and save it to disk
  - c. click the Close button in the Design window
  - d. compact the table
- ANS: B                      PTS: 1                      REF: AC 62
41. If you make a mistake when entering data in a field, you can erase the characters to the left of the insertion point by pressing the \_\_\_\_ key.
- a. left arrow
  - b. Tab
  - c. Delete
  - d. Backspace
- ANS: D                      PTS: 1                      REF: AC 56
42. You can modify an existing table's structure in \_\_\_\_.
- a. the Database window
  - b. Form view
  - c. Design view
  - d. the Properties area
- ANS: C                      PTS: 1                      REF: AC 55
43. In Design view, you can change the order of defined fields in a table by using the \_\_\_\_ to drag the field to a new location.
- a. Shift key
  - b. Tab key
  - c. mouse
  - d. Shift+Ctrl keys
- ANS: C                      PTS: 1                      REF: AC 63
44. To change the way your data is displayed in a field, you can change the field's \_\_\_\_.
- a. description
  - b. Format property
  - c. current record indicator
  - d. Edit value
- ANS: B                      PTS: 1                      REF: AC 59
45. A field defined as a Yes/No field type will be displayed as a \_\_\_\_.

- a. radio button
- b. Y or N
- c. check box
- d. null value

ANS: C                      PTS: 1                      REF: AC 67

46. Records can be copied and pasted into one table from another table if the tables have \_\_\_\_.
- a. a common field
  - b. a primary key
  - c. two or more similar fields
  - d. the same table structure

ANS: D                      PTS: 1                      REF: AC 68

47. Calculations performed using the \_\_\_\_ data type are not subject to round-off error.
- a. Memo
  - b. Number
  - c. Currency
  - d. Decimal

ANS: C                      PTS: 1                      REF: AC 49

48. The \_\_\_\_ data type allows field values containing letters, digits, spaces, and special characters; it is used for long comments and explanations.
- a. Memo
  - b. OLE Object
  - c. AutoNumber
  - d. Text

ANS: A                      PTS: 1                      REF: AC 49

49. The \_\_\_\_ property setting for number fields stores whole numbers from 0 to 255 in one byte.
- a. Integer
  - b. Short Integer
  - c. Byte
  - d. Decimal

ANS: C                      PTS: 1                      REF: AC 50

50. The \_\_\_\_ property setting for number fields stores whole numbers from -32,768 to 32,767 in two bytes.
- a. Decimal
  - b. Byte
  - c. Long Integer
  - d. Integer

ANS: D                      PTS: 1                      REF: AC 50

51. The \_\_\_\_ property setting for number fields establishes a unique identifier for the replication of tables, records, and other objects; it uses 16 bytes.
- a. Replication ID
  - b. Byte
  - c. Double
  - d. Decimal

ANS: A                      PTS: 1                      REF: AC 50

52. The default table name assigned to a new table is \_\_\_\_.
- a. TableNew
  - b. 1Table
  - c. NewTable
  - d. Table1

ANS: D                      PTS: 1                      REF: AC 54

53. You move from text box to text box when designing a table in Design view by pressing the \_\_\_\_ key.
- a. F1
  - b. Esc
  - c. Tab
  - d. Alt

ANS: C                      PTS: 1                      REF: AC 55

54. To create a new table, you should \_\_\_\_.

- a. name the fields and define their properties
- b. define the primary key
- c. save the table structure
- d. all of the above

ANS: D                    PTS: 1                    REF: AC 54

55. If no entry is the same as another, you are in a \_\_\_\_.
- a. common field
  - b. data type
  - c. number field
  - d. primary key field

ANS: D                    PTS: 1                    REF: AC 61

56. You need to connect one table to another in related fields. Use a \_\_\_\_.
- a. common data type
  - b. common field
  - c. composite key
  - d. foreign key

ANS: B                    PTS: 1                    REF: AC 47

57. What data type has a field size of 1 to 65,535 characters (although the exact size is determined by the entry), and allows field values containing letters, digits, spaces, and special characters? It is also used for long comments and explanations.
- a. Memo
  - b. Number
  - c. OLE Object
  - d. Hyperlink

ANS: A                    PTS: 1                    REF: AC 49

58. For the data type of \_\_\_\_, Access automatically assigns either a sequential or random numbering field.
- a. AutoNumber
  - b. Currency
  - c. Number
  - d. both a and c

ANS: A                    PTS: 1                    REF: AC 49

59. The Field Size property that defines the maximum storage for the data type of \_\_\_\_ can be individually entered in the design of the database.
- a. AutoNumber
  - b. Number
  - c. Text
  - d. all of the above

ANS: D                    PTS: 1                    REF: AC 50

60. Using the Number data type for the field of Country Population in a database, with characteristics of the lowest data value starting at over 1 million and the highest at 2 billion, set the Field Size Property to \_\_\_\_.
- a. Byte
  - b. Integer
  - c. Long Integer
  - d. Single

ANS: C                    PTS: 1                    REF: AC 50

61. While defining your fields, you need more information about the current property you are working with. What should you do?
- a. Press the F1 key
  - b. Double-click the Microsoft Access icon
  - c. Press the F2 key
  - d. none of the above

ANS: A                    PTS: 1                    REF: AC 55



- a. key symbol indicating the table's primary key
- b. Field Properties pane
- c. Table Design grid
- d. none of the above

ANS: A                      PTS: 1                      REF: AC 55

69. In the figure above, the arrow labeled 3 is pointing to the \_\_\_\_.
- a. Design view button
  - b. Datasheet view button
  - c. Layout view button
  - d. Print Preview button

ANS: B                      PTS: 1                      REF: AC 55

70. In the figure above, the arrow labeled 4 is pointing to the button used to \_\_\_\_.
- a. remove a field as primary key
  - b. specify the primary key
  - c. specify the composite key
  - d. all of the above

ANS: D                      PTS: 1                      REF: AC 55

### Case-Based Critical Thinking Questions

#### Case 1

*Pine Hill Music School* Yuka Koyama uses the Pinehill database to maintain information about the students, teachers, and contracts for her music school. Yuka asks you to help her build the database by updating one table and creating two new tables.

71. When you change a field's property in Design view, you can use this button to update the corresponding property on forms and reports that include the field you've modified.
- a. Update
  - b. Replicate
  - c. Propagate
  - d. a and c above

ANS: D                      PTS: 1                      REF: AC 77                      TOP: Critical Thinking

72. If you choose the \_\_\_\_, Access permits the change in value to the primary key and changes the appropriate foreign key values in the related table, thereby eliminating the possibility of inconsistent data.
- a. cascade delete option
  - b. cascade updates option
  - c. propagate option
  - d. referential integrity option

ANS: B                      PTS: 1                      REF: AC 83                      TOP: Critical Thinking

### Case-Based Critical Thinking Questions

#### Case 2

*Parkhurst Health & Fitness Center* Martha Parkhurst uses the Fitness database to track information about members who join the center and the program in which each member is enrolled. She asks you to help her maintain this database.

73. Martha wants to change the format of the Date Joined field for use in a mail merge letter. To see a date that looks like "February 1, 2010", she should type the format \_\_\_\_.
- a. mm/dd/yy
  - b. mmm/dd/yy
  - c. mmmm dd, yyyy
  - d. mmmm/dd/yyyy

ANS: C                      PTS: 1                      REF: AC 60                      TOP: Critical Thinking

74. If Martha imports data from a spreadsheet into a new table but forgets to indicate that the first row contains column headings, she will see \_\_\_\_.
- that Access automatically asks for the column headings anyway
  - the first row of data will be the field names
  - that the import failed
  - either a or b

ANS: D                      PTS: 1                      REF: AC 69 | AC 70

TOP: Critical Thinking

### Case-Based Critical Thinking Questions

#### Case 3

**Rossi Recycling Group** Tom Rossi uses the Rossi database to maintain information about the donors, agencies, and donations to his not-for-profit agency. Tom asks you to help him maintain the database by updating one table and creating two new ones.

75. Tom wants to have a preset value of “Active” automatically appear in the Membership Status field. This is called a \_\_\_\_.
- validation rule
  - validation text
  - preset value
  - default value

ANS: D                      PTS: 1                      REF: AC 93                      TOP: Critical Thinking

76. Tom is debating with himself about the format for the Donation Value field. What is the best reason to change the default currency data type format?
- These dollar amounts will never contain cents, because the donations are in whole dollar amounts only.
  - The dollar signs clutter the datasheet and are also unnecessary.
  - Whole numbers can be stored in less space on the hard disk.
  - all of the above

ANS: D                      PTS: 1                      REF: AC 52                      TOP: Critical Thinking

77. Tom notices that he often needs to type the same data that he just typed in the previous record. He can speed up the data entry process by using \_\_\_\_.
- Ctrl+Home
  - Ctrl+End
  - Shift
  - Ctrl+'

ANS: D                      PTS: 1                      REF: AC 67                      TOP: Critical Thinking

### Case-Based Critical Thinking Questions

#### Case 4

**GEM Ultimate Vacations** Griffin and Emma MacElroy use the GEM database to track the data about the services they provide to the clients who book luxury vacations through their agency. They ask you to help them maintain this database.

78. If Griffin wants to change the width of several fields he imported, he should work in \_\_\_\_ view.
- Datasheet
  - Layout
  - Design
  - Print Preview

ANS: C                    PTS: 1                    REF: AC 54                    TOP: Critical Thinking

79. Emma is setting up referential integrity in the database. Why would she not include the cascade delete option?
- She can delete related records in Datasheet view.
  - She will not need it to maintain the database.
  - She might inadvertently delete records she did not intend to delete.
  - all of the above

ANS: D                    PTS: 1                    REF: AC 83                    TOP: Critical Thinking

80. Griffin notices that he is entering the same data for guests again and again in the Reservation table. He could fix this by \_\_\_\_.
- only including the Guest ID field in the Reservation table
  - only including the Guest ID field in the Guest table
  - making sure he types the Guest data accurately every time to avoid inconsistency
  - none of the above

ANS: A                    PTS: 1                    REF: AC 47                    TOP: Critical Thinking

## COMPLETION

1. You create a database by first identifying the \_\_\_\_\_ that will be required for processing.

ANS: fields

PTS: 1                    REF: AC 46

2. A field or collection of fields that uniquely identifies a record within a table is the \_\_\_\_\_.

ANS: primary key

PTS: 1                    REF: AC 47

3. Database \_\_\_\_\_ is the process of determining the fields, tables, and relationships that will be required to organize the data.

ANS: design

PTS: 1                    REF: AC 46

4. A foreign key is a field in one table that is also defined as a(n) \_\_\_\_\_ in a different table.

ANS: primary key

PTS: 1                    REF: AC 47

5. The characteristics of a field that determine how it is stored and displayed are called the field \_\_\_\_\_.

ANS: properties



PTS: 1 REF: AC 48

6. The name that you use to save a table must be \_\_\_\_\_ within the database.

ANS: unique

PTS: 1 REF: AC 48

7. When you select or enter a value for a property, you \_\_\_\_\_ the property.

ANS: set

PTS: 1 REF: AC 48

8. When defining a field, you can obtain more information about the field's current property by pressing the \_\_\_\_\_ key.

ANS: F1

PTS: 1 REF: AC 55

9. A(n) \_\_\_\_\_ is not required for a field, but it is a useful way to indicate what the field represents.

ANS: description

PTS: 1 REF: AC 55

10. When you change a field's property in Design view, you can \_\_\_\_\_, or update, the corresponding property on forms and reports that include the field you have modified.

ANS: propagate

PTS: 1 REF: AC 77

11. If no one field can be used to make each record unique, you can use a(n) \_\_\_\_\_ as the primary key.

ANS: composite key

PTS: 1 REF: AC 47

12. A(n) \_\_\_\_\_ data type allows field values with one or more attached files, such as images, videos, documents, charts, and other supported files, similar to e-mail attachments and uses storage efficiently.

ANS: Attachment

PTS: 1 REF: AC 49

13. The \_\_\_\_\_ data type is best used for fields that will be used in mathematical calculations (except those involving money), or for numeric values that require a high degree of accuracy.

ANS: Number

PTS: 1 REF: AC 51

14. The \_\_\_\_\_ format is used for currency fields with no dollar signs.

ANS: Standard

PTS: 1 REF: AC 53

15. If you have a Customer ID field with values like 1234AC, you should use the \_\_\_\_\_ data type.

ANS: Text

PTS: 1 REF: AC 49

16. If you want to change the width of fields, you need to work in \_\_\_\_\_ view.

ANS:  
Design

PTS: 1 REF: AC 54

17. When a primary key has been specified, Access forces you to enter a value for the primary key field in every record in the table. This is known as \_\_\_\_\_.

ANS: entity integrity

PTS: 1 REF: AC 61

18. You can quickly insert the value from the same field in the previous record using the \_\_\_\_\_ keyboard shortcut.

ANS:  
Ctrl + '  
Ctrl + apostrophe

PTS: 1 REF: AC 67

19. You use the \_\_\_\_\_ tab if you want to import data from an Excel worksheet.

ANS:  
external data  
External Data

PTS: 1 REF: AC 68

20. The process of relating tables is often called performing a(n) \_\_\_\_\_ .

ANS: join

PTS: 1 REF: AC 81

## MATCHING

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

- |                     |                  |
|---------------------|------------------|
| a. composite key    | g. join          |
| b. data redundancy  | h. delimited     |
| c. set              | i. AutoNumber    |
| d. data type        | j. Lookup Wizard |
| e. entity integrity | k. Yes/No Object |
| f. null value       | l. OLE Object    |

1. When you store the same data in more than one place
2. Determines what field values you can enter for a field
3. Access forces you to enter a value for the primary key in every record
4. The process of relating tables
5. Two or more fields functioning as a primary key
6. Text file is one in which fields of data are separated by a character such as a comma or a tab
7. You cannot give this to the primary key field
8. What you do to a property when you select a value for it
9. Data type that limits field values to on and off, for example
10. Data type that consists of integers with values controlled by Access
11. Data type that allows field values created in other programs as objects
12. Data type that creates a field that lets you find a value in another table

- |            |        |            |
|------------|--------|------------|
| 1. ANS: B  | PTS: 1 | REF: AC 47 |
| 2. ANS: D  | PTS: 1 | REF: AC 49 |
| 3. ANS: E  | PTS: 1 | REF: AC 61 |
| 4. ANS: G  | PTS: 1 | REF: AC 81 |
| 5. ANS: A  | PTS: 1 | REF: AC 47 |
| 6. ANS: H  | PTS: 1 | REF: AC 80 |
| 7. ANS: F  | PTS: 1 | REF: AC 61 |
| 8. ANS: C  | PTS: 1 | REF: AC 48 |
| 9. ANS: K  | PTS: 1 | REF: AC 49 |
| 10. ANS: I | PTS: 1 | REF: AC 49 |
| 11. ANS: L | PTS: 1 | REF: AC 49 |
| 12. ANS: J | PTS: 1 | REF: AC 49 |

## ESSAY

1. What are the advantages of including a primary key in a table?

ANS:

Although Access does not require a table to have a primary key, including a primary key offers several advantages:

- A primary key uniquely identifies each record in a table.
- Access does not allow duplicate values in the primary key field. For example, if a record already exists in the Contract table with a Contract Num value of 3020, Access prevents you from adding another record with this same value in the Contract Num field. Preventing duplicate values ensures the uniqueness of the primary key field.
- When a primary key has been specified, Access forces you to enter a value for the primary

key field in every record in the table. This is known as entity integrity. If you do not enter a value for a field, you have actually given the field a null value. You cannot give a null value to the primary key field because entity integrity prevents Access from accepting and processing that record.

- Access stores records on disk as you enter them. You can enter records in any order, but Access displays them by default in order by the field values of the primary key. If you enter records in no specific order, you are ensured that you will later be able to work with them in a more meaningful, primary key sequence.
- Access responds faster to your requests for specific records based on the primary key.

PTS: 1                      REF: AC 61                      TOP: Critical Thinking

2. What are the basic steps you should use when creating a new database?

ANS:

Identify all the fields needed to produce the required information.

Organize each piece of data into its smallest useful part.

Group related fields into tables.

Determine each table's primary key.

Include a common field in related tables.

Avoid data redundancy.

Determine the properties of each field.

PTS: 1                      REF: AC 46 | AC 47                      TOP: Critical Thinking

3. How do you define a field in Design view?

ANS:

In the Field Name box, type the name for the field, and then press the Tab key.

Accept the default Text data type, or click the arrow and select a different data type for the field.

Press the Tab key.

Enter an optional description for the field, if necessary.

Use the Field Properties pane to type or select other field properties, as appropriate.

PTS: 1                      REF: AC 55                      TOP: Critical Thinking