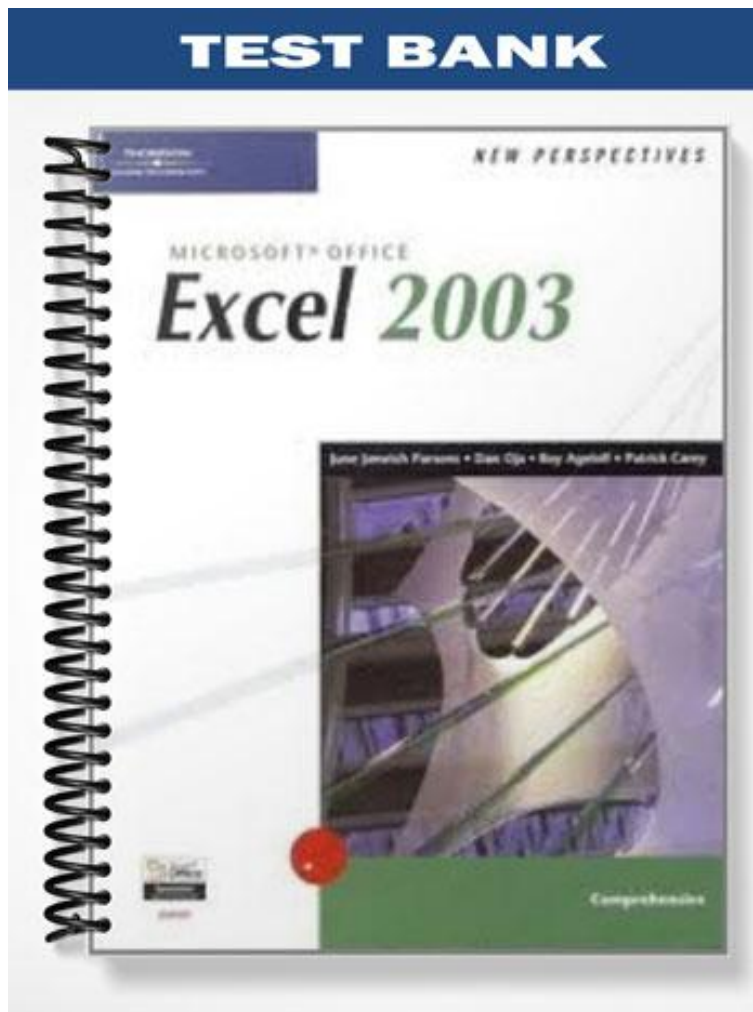


TEST BANK



ACCESS TUTORIAL 1—INTRODUCTION TO MICROSOFT ACCESS 2003

TRUE/FALSE

1. A collection of fields describing a specific entity is a table.

ANS: T REF: AC 4

2. A single set of field values within a table is a record.

ANS: T REF: AC 4

3. A database is a collection of related tables.

ANS: T REF: AC 5

4. One or more tables connected via a common field is a relational database.

ANS: T REF: AC 5

5. When two tables are related by a common field, users can tie together facts from the two tables.

ANS: T REF: AC 5

6. A primary key in one table cannot be used as a foreign key in a different table.

ANS: F REF: AC 6

7. A DBMS controls the storage of databases on disk by carrying out data creation and manipulation requests.

ANS: T REF: AC 6

8. Although a field has unique values in the table in which it is the primary key, it does not have to have unique values in the table in which it is the foreign key.

ANS: T REF: AC 6

9. Like spreadsheets, a DBMS can handle massive amounts of data and can easily form relationships among multiple tables.

ANS: F REF: AC 7

10. More than one user can enter data into a database.

ANS: T REF: AC 7

11. To launch Access, click the Start button, point to All Programs, point to Microsoft Office, and then click Microsoft Office Access 2003.

ANS: T REF: AC 7

12. Only one user can retrieve and analyze data that was entered into a database by others.
ANS: F REF: AC 7
13. A database defined in Access can be as large as you want it to be.
ANS: F REF: AC 7
14. The Access window is the first window that appears when you launch Access.
ANS: T REF: AC 9
15. The navigation buttons allow you to step through a table record by record, or to quickly go to the first or last record in the table.
ANS: T REF: AC 12
16. Query results automatically are stored in the database.
ANS: F REF: AC 18
17. The fastest way to display all fields from an open table on a form is to use the Form Wizard.
ANS: F REF: AC 18
18. Records in a database can be displayed in a custom format by creating a form.
ANS: T REF: AC 18
19. A form allows you to view and maintain your data in a customized format.
ANS: T REF: AC 18
20. By defining a report, you can create a formatted printout or display of the data contained in one or more tables.
ANS: T REF: AC 20

MODIFIED TRUE/FALSE

1. Defining a(n) primary key in a table creates a relationship between the table where it is defined and the table containing the primary key. _____
ANS: F, foreign
REF: AC 6
2. A relational database management system allows you to create a collection of records that can be viewed and updated. _____
ANS: F, tables
REF: AC 6

3. A(n) relational database management system provides protection for your data through the use of security, control, and recovery features. _____

ANS: T

REF: AC 6

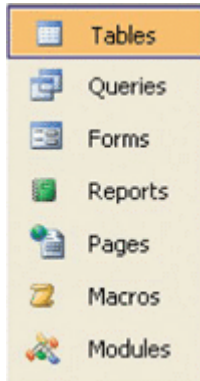


Figure 1-5

4. The item shown in Figure 1-5 is the Groups bar. _____

ANS: F, Objects

REF: AC 9

5. Databases you create in Access 2003 use the Access 2003 database file format.

ANS: F, Access 2000

REF: AC 9

6. Most of the Database window screen components are the same as the components in other Windows programs. _____

ANS: T

REF: AC 9

7. Access saves changes to the active database to your disk automatically, when a record is changed or added and when you close the database. _____

ANS: T

REF: AC 13

8. Queries that you create and save appear in the Queries list of the Database window.

ANS: T

REF: AC 14

9. The Form window contains display buttons, similar to those available in Datasheet view, which you can use to display different records in the form. _____

ANS: F, navigation

REF: AC 20

10. The Save Backup As dialog box is similar to the Open dialog box found in Windows programs.
-

ANS: F, Save As

REF: AC 25

11. To restore a backup database file, choose the same method you used to make the backup copy.
-

ANS: T

REF: AC 25

12. To open the Options dialog box, click View on the menu bar, and then click Options.
-

ANS: F, Tools

REF: AC 26

13. To convert a database, make sure that Access is running (the database you want to convert should be closed). _____

ANS: F, can be open or closed

REF: AC 28

14. You might want to convert an Access 2000 database to the Access 2002 file format if the database becomes very large in size. _____

ANS: T

REF: AC 28

15. When you convert an Access database to a(n) previous file format, you might lose some of the advanced features of the newer version and you might need to make some adjustments to the converted database. _____

ANS: T

REF: AC 28

MULTIPLE CHOICE

1. If you close a database while the query results are displayed, what happens to the results?
- They are saved with the database.
 - They are saved in a temporary file associated with the database.
 - A dialog box opens and asks if you want to save changes to the query design.
 - This is a setting determined by the user.

ANS: C

REF: AC 18

2. The width of boxes in a form differ ____.
- based on the type of form used.
 - according to the sizes of the displayed field values.
 - based on the format of the form used.

d. All of the above

ANS: B REF: AC 20

3. A ____ is a question you ask about data stored in a database.
- report
 - form
 - query
 - macro

ANS: C REF: AC 13

4. You can click the ____ button on the Query Datasheet toolbar to sort records in ascending alphabetical order by the values in a selected field.
- Sort Ascending
 - Alpha Sort
 - Ascending Order
 - Select Sort

ANS: A REF: AC 17

5. You can open any Access object by using the ____ button in the Database window.
- New
 - Object
 - Find
 - Open

ANS: D REF: AC 10

6. In Datasheet view, clicking a row selector selects an entire ____.
- field
 - record
 - array
 - attribute

ANS: B REF: AC 11

7. In Datasheet view, the darkened triangle that appears in the record selector area always identifies the ____ in the database.
- first field
 - last field
 - first record
 - last record

ANS: C REF: AC 11

8. When you first open a(n) ____, Access selects the first field value in the first record.
- object
 - datasheet
 - query
 - macro

ANS: B REF: AC 11

9. Most of the screen components in the ____ window are the same as those in other Windows programs.
- Query

- b. Selection
- c. Form
- d. Database

ANS: D REF: AC 9

10. The first step in organizing data into a database is to define the ____.
- a. records
 - b. formats
 - c. fields
 - d. reports

ANS: C REF: AC 4

11. A database is a convenient way to ____ related data.
- a. enter
 - b. retrieve
 - c. maintain
 - d. All of the above

ANS: D REF: AC 3

12. The three basic steps to creating a database, in order, are: ____.
- a. group fields in a table, identify individual fields, enter field values for each record
 - b. identify the individual fields, group fields in a table, enter field values for each record
 - c. enter field values for each record, group fields in a table, identify individual fields
 - d. group fields in a table, identify the individual fields, enter field values for each record

ANS: B REF: AC 4

13. The content of any given field is the ____.
- a. database
 - b. table
 - c. field value
 - d. entity

ANS: C REF: AC 4

14. All fields for a specific entity can be grouped together as a(n) ____.
- a. table
 - b. database
 - c. element
 - d. object

ANS: A REF: AC 4

15. Which of the following could be defined as a field in a database?
- a. Customer Name
 - b. Order Number
 - c. Phone Number
 - d. All of the above

ANS: D REF: AC 4

16. A field can be described as a(n) ____.
- a. object

- b. record
- c. attribute
- d. table

ANS: C REF: AC 4

17. A field, or a combination of fields, that has a unique value is a ____.
- a. foreign key
 - b. primary key
 - c. table
 - d. relation

ANS: B REF: AC 5

18. Data from two or more tables can be connected by specifying a ____.
- a. common field
 - b. hyperlink
 - c. field value
 - d. primary key

ANS: A REF: AC 5

19. A relational database is a collection of ____.
- a. field values
 - b. records
 - c. related tables
 - d. common fields

ANS: C REF: AC 5

20. A primary key ____.
- a. consists of only one field
 - b. has the same value for all records
 - c. must contain a unique value for each record within the table
 - d. is defined automatically

ANS: C REF: AC 5

21. A relational DBMS allows you to create database structures containing ____.
- a. fields
 - b. tables
 - c. table relationships
 - d. All of the above

ANS: D REF: AC 6

22. Every foreign key must ____.
- a. be unique
 - b. be numeric
 - c. match the field value of a primary key in a related table
 - d. be defined in all tables within the database

ANS: C REF: AC 6

23. A field that is defined in a table and that is also defined as a primary key in a different table is a(n) ____.

- a. invalid definition
- b. primary key
- c. relational database
- d. foreign key

ANS: D REF: AC 6

24. A relational database management system's data is organized as a collection of ____.
- a. tables
 - b. elements
 - c. records
 - d. common fields

ANS: A REF: AC 6

25. An example of a relational DBMS is ____.
- a. Word
 - b. Excel
 - c. PowerPoint
 - d. Access

ANS: D REF: AC 6

26. A relational database management system allows you to ____.
- a. define your data's structure by creating fields and values
 - b. enter, update, and delete data from defined tables
 - c. retrieve data through use of macros and records
 - d. All of the above

ANS: B REF: AC 6

27. Most current database management systems are called ____ database management systems.
- a. elemental
 - b. hierarchical
 - c. relational
 - d. linked

ANS: C REF: AC 6

28. Access allows you to ask questions and obtain information about your data through use of a built-in ____.
- a. inquisitor
 - b. query language
 - c. table generator
 - d. report generator

ANS: B REF: AC 6

29. Mike would like to access the Customer table that was created in Access. How would he start the program?
- a. Click the customer icon on the desktop.
 - b. Right-click on the Start button.
 - c. Click the Start button, point to All Programs, point to Microsoft Office, and then click Microsoft Office Access 2003.
 - d. Click the Start button, point to Databases, and click on Microsoft Access.

ANS: C REF: AC 7

30. An Access database can contain up to ____ objects.
- 23,768
 - 32,768
 - 10,000
 - 1,000,000

ANS: B REF: AC 7

31. The maximum size of an Access database is ____.
- two gigabytes
 - two megabytes
 - one hundred kilobytes
 - unlimited

ANS: A REF: AC 7

32. When you first start Access, the program window that appears is the ____ window.
- Database
 - Access
 - Wizard
 - Relational

ANS: B REF: AC 9

33. After a database has been opened, the ____ window becomes the main control center for that database.
- Access
 - Wizard
 - Control
 - Database

ANS: D REF: AC 9

34. Which of the following is NOT an example of an Access object?
- report
 - query
 - form
 - toolbar

ANS: D REF: AC 10

35. You must first open a table in order to ____ data in that table.
- view
 - update
 - add
 - All of the above

ANS: D REF: AC 10

36. With the Tables object selected on the Objects bar in the Database window, you can view the existing records for a table by selecting it and clicking the ____ button.
- New
 - Design
 - Open
 - Help

ANS: C REF: AC 10

37. The navigation buttons allow you to ____.
- a. delete records
 - b. relocate records
 - c. move to the next record in the table
 - d. All of the above

ANS: C REF: AC 12

38. The total number of records in an opened table is displayed ____.
- a. in the menu bar
 - b. in the row selector
 - c. in the Specific Record box
 - d. to the right of the navigation buttons

ANS: D REF: AC 11

39. A table's contents are displayed as rows and columns (similar to a spreadsheet) in ____.
- a. the Query window
 - b. a database form
 - c. Datasheet view
 - d. the export window

ANS: C REF: AC 11

40. Clicking a field selector ____.
- a. allows you to change the field name
 - b. selects an entire column
 - c. advances the database to the next record
 - d. selects an entire row

ANS: B REF: AC 11

41. A darkened triangle symbol in the record selector area denotes the ____.
- a. first record in the table
 - b. last record in the table
 - c. currently selected record
 - d. last record inserted in the table

ANS: C REF: AC 11

42. Clicking a record selector ____.
- a. selects an entire column
 - b. allows you to change the field name
 - c. advances the database to the next record
 - d. selects an entire row

ANS: D REF: AC 11

43. The Print command displays on what menu?
- a. Query
 - b. Format
 - c. File
 - d. Output

ANS: C REF: AC 12

44. Diane is working in the customer table and needs to know if any customers are located in Texas. To find this information, she would ____.
- a. define a new table
 - b. create a query
 - c. define a new form
 - d. access the Database Wizard

ANS: B REF: AC 13

45. Selecting data by means of a query ____.
- a. deletes all nonqualifying data from the table
 - b. locks all other users out of the database
 - c. displays only the data that matches the query selection criteria
 - d. None of the above

ANS: C REF: AC 13

46. Access can guide you through the steps to create a query by using the Query ____.
- a. Generator
 - b. Wizard
 - c. Creator
 - d. Manager

ANS: B REF: AC 15

47. You can move to each subsequent step in any Wizard dialog box by clicking the ____ button.
- a. Advance
 - b. Next
 - c. Finish
 - d. New

ANS: B REF: AC 16

48. After all selection and field information has been entered in the Simple Query Wizard, you complete the query definition by clicking the ____ button.
- a. Save
 - b. Next
 - c. Design
 - d. Finish

ANS: D REF: AC 16

49. When you run a saved query, you may be unable to see all of the fields on your display; to see more of the available data, click the ____.
- a. Maximize button on the Query window title bar
 - b. Close button on the Access window
 - c. Maximize button on the Database window
 - d. navigation buttons

ANS: A REF: AC 16

50. A form is used to ____.
- a. select records that meet specific criteria
 - b. display records you want to maintain or view

- c. automate the retrieval and update process
- d. None of the above

ANS: B REF: AC 18

51. The fastest way to create a form is to use the ____.
- a. AutoForm Wizard
 - b. Form Wizard
 - c. toolbar
 - d. Query Wizard

ANS: A REF: AC 18

52. After saving a query, you can recreate its results when you ____.
- a. reenter the query
 - b. start the Query Wizard
 - c. click the Print button
 - d. rerun the query

ANS: D REF: AC 18

53. Data can be formatted prior to printing by creating a ____.
- a. table
 - b. spreadsheet
 - c. new database
 - d. report

ANS: D REF: AC 20

54. ____ a database rearranges data and objects in a database to make its size smaller.
- a. Compressing
 - b. Compacting
 - c. Realigning
 - d. Customizing

ANS: B REF: AC 25

EmployerID	EmployerName	EmployerAddress	PhoneNumber
10122	BeanTown Tours	105 State Street, Boston, MA 02109	617-451-1970
10125	Boston Harbor Excursions	75 Atlantic Avenue, Boston, MA 02110	617-235-1800
10126	BaySide Inn & Country Club	354 Oceanside Drive, Brewster, MA 02631	508-283-5775
10190	The Briar Rose Inn	105 Queen Street, Charlottetown PE C1A 8R4	902-626-1595
10191	Windsor Alpine Tours	14 Longmeadow Road, Laconia, NH 03246	603-266-9233
10198	Trudel Spa & Resort	40 Rue Rivard, North Hatley QC J0B 2C0	819-842-7783

Figure 1-1

55. In Figure 1-1, each column represents a ____.
- a. record
 - b. field
 - c. table
 - d. primary key

ANS: B REF: AC 4

56. In Figure 1-1, the Briar Rose Inn is a ____.
- a. field
 - b. field value
 - c. record
 - d. key

ANS: B REF: AC 4

57. In Figure 1-1, the last row of data shown (10198, Trudel Spa & Resort, etc.) is a ____.
- a. table
 - b. field
 - c. record
 - d. key

ANS: C REF: AC 4

58. In Figure 1-1, there are ____ fields shown.
- a. 2
 - b. 3
 - c. 4
 - d. 5

ANS: C REF: AC 4

59. In Figure 1-1, EmployerID is a ____.
- a. field value
 - b. record
 - c. table header
 - d. field

ANS: D REF: AC 4

60. The ____ option in the Getting Started task pane provides options for you to create a new database on your own, or to use one of the available online templates and let Access guide you through the steps for creating one of the standard databases provided by Microsoft.
- a. New project
 - b. Database templates
 - c. Create a new file
 - d. General Templates

ANS: C REF: AC 8

61. A(n) ____ places all the fields from a selected table (or query) on a report.
- a. AutoReport Wizard
 - b. Report Template
 - c. Blank Report
 - d. New Report Project

ANS: A REF: AC 21

62. Which extension identifies a file as a Microsoft Access database?
- a. .acc
 - b. .mdb

- c. .adb
- d. .acx

ANS: B

REF: AC 9

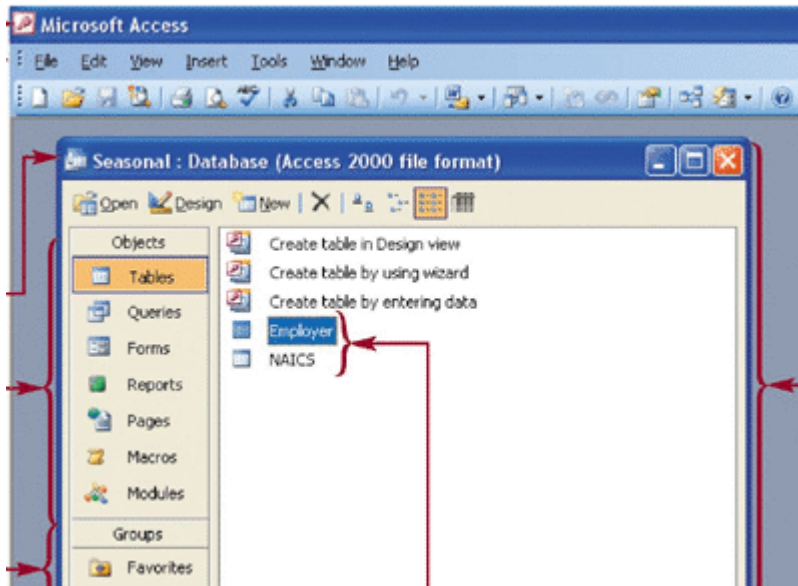


Figure 1-5b

63. All screen elements except for the Access window title bar in Figure 1-5 are associated with the ____ window.
- a. Database
 - b. Access
 - c. Microsoft
 - d. Objects

ANS: A

REF: AC 10

64. What does the Save button do?
- a. It saves the active database to your disk.
 - b. It saves the design of an Access object.
 - c. It saves datasheet format changes.
 - d. Both B and C

ANS: D

REF: AC 12

65. Which of the following backup methods was NOT available in earlier versions of Access?
- a. Windows Explorer
 - b. My Computer
 - c. Microsoft Backup
 - d. Access's Back Up Database option

ANS: D

REF: AC 24

66. The Save Backup As dialog box opens when you choose the ____ option from the File menu.
- a. Windows Explorer
 - b. My Computer
 - c. Microsoft Backup
 - d. Back Up Database

ANS: D REF: AC 24

67. You can make a(n) ____ copy of a database file to protect your database against loss or damage.
- master
 - backup
 - restoration
 - secure

ANS: B REF: AC 24

68. When you delete records, the space that had been occupied on the disk by the deleted records does not become available until you ____ the database.
- initialize
 - format
 - compact
 - integrate

ANS: C REF: AC 25

69. Access ____ is enhanced so that large databases run faster, making it more efficient for you to work with the information contained in them.
- 97
 - 2000
 - 2002
 - All of the above

ANS: C REF: AC 28

70. If you convert a very complex database as follows, you could lose data and other information: ____.
- from Access 97 to Access 2000
 - from Access 97 to Access 2002
 - from Access 2002 to Access 97
 - Any of the above

ANS: C REF: AC 28

**Critical Thinking questions
(Multiple Choice)**

71. Name, address, position, start date, and telephone number are ____ in a data table.
- data types
 - characters
 - fields
 - records

ANS: C REF: AC 4 (Session 1.1: Introduction to Database Concepts)
TOP: Critical Thinking

72. A field that is a primary key in one table and appears in another related table is a ____ in the second table.
- common data type
 - foreign key
 - primary key

d. all of the above

ANS: B REF: AC 6 (Session 1.1: Introduction to Database Concepts)
TOP: Critical Thinking

73. You've just started Microsoft Access 2003. What do you see?

- a. The Access window
- b. The Database window
- c. The Objects window
- d. The Tables window

ANS: A REF: AC 9 (Session 1.1: Opening an Existing Database)
TOP: Critical Thinking

74. On your screen, you see information in rows and columns that looks similar to a table. What view are you in?

- a. Datasheet view
- b. Design view
- c. PivotChart view
- d. PivotTable view

ANS: A REF: AC 11 (Session 1.1: Opening an Access Table)
TOP: Critical Thinking

75. To select an entire column of an Access table, click the _____.

- a. column
- b. field
- c. record
- d. both a and b

ANS: A REF: AC 11 (Session 1.1: Opening an Access Table)
TOP: Critical Thinking

76. You need to save an active database; what will you do in Access?

- a. Click on the Save button.
- b. Use the Save As option on the File menu.
- c. Access does not have a button or option to save an active database.
- d. There is no such thing as an active database in Access.

ANS: C REF: AC 13 (Session 1.1: Saving a Database)
TOP: Critical Thinking

77. You make sure the database you want to work with is open. Next, you click Tools on the menu bar, and then click Options. You click the General tab in the Options dialog box, click the Compact on Close check box, and click the OK button. What have you just done?

- a. Compacted a database automatically.
- b. Compiled a database automatically.
- c. Activated a compiled database.
- d. Opened a compacted table.

ANS: A REF: AC 26 (Session 1.2: Managing a Database)

TOP: Critical Thinking

78. To sort query results to show the most expensive item in your query listed first, use the _____ button on the Query Datasheet toolbar.
- Sort
 - Sort Ascending
 - Sort Descending
 - Sort Numbers

ANS: C REF: AC 17 (Session 1.2: Working with Queries)
TOP: Critical Thinking

79. To return to the beginning of a query, click the _____ navigation button.
- First Record
 - Last Record
 - Previous record
 - both a and c

ANS: A REF: AC 18 (Session 1.2: Working with Queries)
TOP: Critical Thinking

80. A formatted printout or screen display of the data in a table is a _____.
- form
 - query
 - report
 - all of the above

ANS: D REF: AC 20 (Session 1.2: Creating- Previewing- and Navigating a Report)
TOP: Critical Thinking

81. To print only the first two pages of a six page report, click File, and then click Print, and select _____ in the Print Range.
- All
 - Pages From 1 To: 2
 - Selected Records
 - both b and c

ANS: B REF: AC 23 (Session 1.2: Creating- Previewing- and Navigating a Report)
TOP: Critical Thinking

Case 1

Mitchell works at a Happy Harold's used car dealership. He has created a database that includes tables for cars and locations. The data for the cars includes the place where each car is located, and the separate table of locations has the address and service features for the different locations.

82. For Mitchell to link two of the tables in his database, he should use a(n) _____.
- AutoNumber
 - common field
 - Number
 - all of the above

ANS: B REF: AC 5 (Session 1.1: Introduction to Database Concepts)
TOP: Critical Thinking (case-based)

83. The entries in the database tables are complete up to the end of last month. He would like to run a query to list all the cars in all locations that are more than \$25,000.00.

How can Mitchell start a new query from his open Access database after working on a table?

- a. He can click Design.
- b. He can click New.
- c. He can select Queries on the Objects bar, and then click New.
- d. all of the above

ANS: C REF: AC 10 (Session 1.1: Opening an Existing Database)
TOP: Critical Thinking (case-based)

Case 2

Julia works for a well-sized corporation and is working on the Employee database. The database is large and includes the names, addresses, and pictures of more than 300 workers.

84. To make sure that the her database is protected against loss, damage, or file corruption, what should she do?
- a. Compact and repair the database on the hard drive.
 - b. Convert the database to Access 2002.
 - c. Make a back-up copy on the hard drive.
 - d. Set a database password.

ANS: C REF: AC 24 (Session 1.2: Managing a Database)
TOP: Critical Thinking (case-based)

85. There are many updates to the records, and with all of her duties at work, and the year end deadline approaching, she finds she needs to also enter data at home. To work on the database with Microsoft Access 2003 and on another computer in Microsoft Access 2002, Julie should use _____.
- a. Tools, point Database Utilities, then select Convert Database, and choose Access 2002 to 2003 File Format
 - b. Tools, point Database Utilities, then select Convert Database, and choose Access 2002 File Format
 - c. neither a nor b, because it is not necessary to convert the database
 - d. both a and b

ANS: C REF: AC 24 (Session 1.2: Managing a Database)
TOP: Critical Thinking (case-based)

Case 3

Malcolm is in charge of the Supermarket Prices database. This database is much larger than the Employees database. Both databases are stored on the same server. He would like to have both databases take up less space without having to compact them each time he uses them.

86. To compact a database automatically each time the database is closed, Malcolm should lick _____.
- a. Tools, and then click Options, select the General tab in the Options dialog box, and check Compact on Close, and click the OK button

- b. Tools, and then point to Database Utilities, and then click Compact and Repair Database
- c. both a and b
- d. neither a nor b; this cannot be done.

ANS: A REF: AC 26 (Session 1.2: Managing a Database)
TOP: Critical Thinking (case-based)

87. Because he is planning for an upcoming vacation, Malcolm needs to train one of his co-workers on his duties involving the supermarket database. His co-worker is having difficulty understanding compacting. What is the best way Malcolm can describe what compacting a database is?
- a. Compacting a database codes it.
 - b. Compacting a database rearranges the data and objects in it.
 - c. Compacting a database replaces repeated characters with abbreviations.
 - d. all of the above

ANS: B REF: AC 25 (Session 1.2: Managing a Database)
TOP: Critical Thinking (case-based)

COMPLETION

1. A set of field values for a specific entry is a(n) _____.

ANS: record

REF: AC 4

2. The content of a field is the _____.

ANS: field value

REF: AC 4

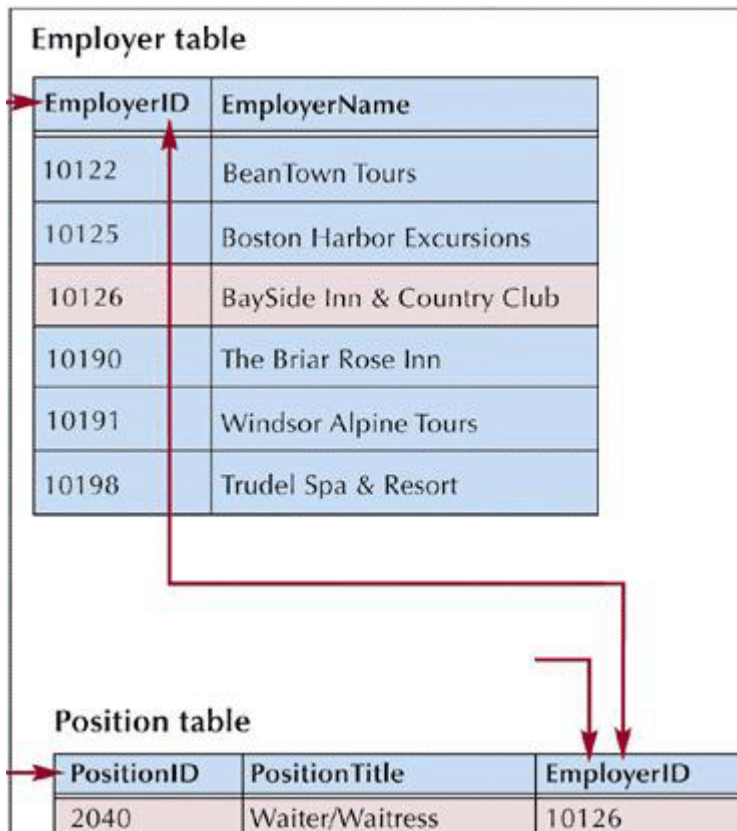


Figure 1-2

3. In Figure 1-2, the field EmployerID is a(n) _____ field.

ANS: common

REF: AC 5

4. In Figure 1-2, PositionID uniquely identifies each record in the Position table; it is a(n) _____ key.

ANS: primary

REF: AC 5

5. In a given table, a field is defined as a(n) _____ when its values uniquely identify each record in the table.

ANS: primary key

REF: AC 5

6. A group of related tables is called a(n) _____ database.

ANS: relational

REF: AC 5

7. Data in one or more tables can be related to each other by means of a(n) _____ field.

ANS: common

REF: AC 5

8. A relational DBMS provides protection of _____ through security, control, and recovery facilities.

ANS: databases

REF: AC 6

9. Access has a built-in _____ language that allows you to ask questions and obtain answers about your data.

ANS: query

REF: AC 6

10. The maximum size of an Access database is two _____.

ANS:
gigabytes
GB

REF: AC 7

11. Tables, queries, reports, and forms are all examples of _____ groups.

ANS: object

REF: AC 10

12. The _____ window is the first window that appears when you launch Access.

ANS: Access

REF: AC 9

13. The _____ window provides buttons for quickly creating, opening, and managing objects, as well as shortcut options for some of these tasks.

ANS: Database

REF: AC 9

14. The Groups bar provides _____ to objects so that you can work with them more easily.

ANS: shortcuts

REF: AC 10

15. The _____ bar allows you to organize different types of database objects into groups.

ANS: Groups

REF: AC 10

16. Each item in the _____ bar controls one of the major object groups.

ANS: Objects

REF: AC 10

17. To view data fields that are not visible on your display you can use the vertical or horizontal _____.

ANS: scroll bars

REF: AC 12

18. The _____ contains the number of the currently selected record.

ANS: record number box

REF: AC 11

19. The columns in Datasheet view contain the _____ for each field in the table.

ANS: field values

REF: AC 11

20. A list of defined queries for an open database can be seen by clicking Queries in the _____ of the Database window.

ANS: Objects bar

REF: AC 14

MATCHING

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

- | | |
|------------------------|----------------|
| a. field | g. foreign key |
| b. table | h. DBMS |
| c. field value | i. report |
| d. relational database | j. convert |
| e. common field | k. compact |
| f. primary key | l. query |

1. Organizes data as a collection of tables
2. A collection of related tables

3. The specific content of a field
4. Connects the records in separate tables
5. A single characteristic or attribute of a person, place, object, event, or idea
6. A primary key from one table that is used to form a relationship with a second table
7. A collection of fields that describe a person, place, object, event, or idea
8. A field or collection of fields whose values uniquely identify each record in a table
9. A question you ask about data stored in a database
10. A formatted printout (or screen display) of the contents of one or more tables
11. To rearrange the data and objects in a database file, to decrease its file size
12. To enable a database created in Access 2003 to work with Access 2000, for example

- | | |
|------------|------------|
| 1. ANS: H | REF: AC 6 |
| 2. ANS: D | REF: AC 5 |
| 3. ANS: C | REF: AC 4 |
| 4. ANS: E | REF: AC 5 |
| 5. ANS: A | REF: AC 4 |
| 6. ANS: G | REF: AC 6 |
| 7. ANS: B | REF: AC 4 |
| 8. ANS: F | REF: AC 5 |
| 9. ANS: L | REF: AC 13 |
| 10. ANS: I | REF: AC 20 |
| 11. ANS: K | REF: AC 25 |
| 12. ANS: J | REF: AC 27 |

SHORT ANSWER

1. What is a primary key?

ANS:

A primary key is a field or combination of fields that uniquely identifies a record within a table.

REF: AC 5

2. What is a foreign key?

ANS:

A foreign key is a field in one table that is defined as a primary key in a different table.

REF: AC 6

3. What is a database management system?

ANS:

A database management system is a software program that allows you to create databases and then manipulate data in them.

REF: AC 6

4. Where is the button located that saves the active database?

ANS:

Access does not have a button (or option) that you can use to save the active database.

REF: AC 13

5. If your database is stored on a disk in drive A and you remove the disk while the database file is open, what happens?

ANS:

Access will encounter problems when it tries to save the database, which might damage the database.

REF: AC 13

6. Why would you make a backup copy of a database file?

ANS:

You make a backup copy of a database file to protect your database against loss or damage.

REF: AC 24

7. How do you choose what method to use for restoring a backup database file?

ANS:

To restore a backup database file, choose the same method you used to make the backup copy.

REF: AC 25

8. What does compacting a database do?

ANS:

Compacting a database rearranges the data and objects in a database to decrease its file size and to make space freed up by deleted records/objects available.

REF: AC 25

9. What are the recommendations about when to set the Compact on Close option? Why?

ANS:

Because Access copies the database file and then compacts it on the same disk, you might run out of storage space if you compact a database stored on a floppy disk. Therefore, it is strongly recommended that you set the Compact on Close option only if your database is stored somewhere other than a floppy disk.

REF: AC 26

10. How do you set the option for compacting a database?

ANS:

With the selected database's Database window open, click Tools on the menu bar, click Options, click the General tab in the Options dialog box, click the Compact on Close check box, and click the OK button. When you close the database file, Access will compact it automatically.

REF: AC 26

ESSAY

1. Sandy wants to launch Access and open an existing database. Describe the steps that she must follow.

ANS:

You launch, or start, Access by first clicking the Start button on the Windows taskbar. You then point to All Programs, point to Microsoft Office, and then click Microsoft Office Access 2003 when the program list is displayed. When Access initializes, it displays the Getting Started task pane that allows you to open an existing database or to create a new database.

REF: AC 7-8

2. Brenda wants to create a query using the Simple Query Wizard. Describe the steps she must follow, assuming that she is already in Access, the Database window is the active window, and the first Simple Query Wizard dialog box is open.

ANS:

Select the desired table by clicking the list arrow in the Tables/Queries list box and select the desired table. Once the field names appear in the Available Fields box, select the individual fields by clicking on them to select them and then click the right-pointing arrow button to move the field to the Selected Fields box. (To select all available fields, click the button that shows two right-pointing arrows.) After all desired fields have been selected, click the Next button, enter a name for the query, and then click the Finish button to see the query results. If you want the query to be a permanent query, you must also save the query by clicking the Save button on the toolbar.

REF: AC 16

3. What are the steps to convert a database?

ANS:

Make sure that Access is running (the database you want to convert can be open or closed). Click Tools on the menu bar, point to Database Utilities, point to Convert Database, and then choose the format you want to convert to. In the Database to Convert From dialog box (which appears only if the database you want to convert is closed), select the name of the database you want to convert, and then click the Convert button. In the Convert Database Into dialog box, enter a new name for the converted database in the File name text box, and then click the Save button. If a message box opens with a caution about not being able to share files with a specific version of Access, click the OK button.

REF: AC 28