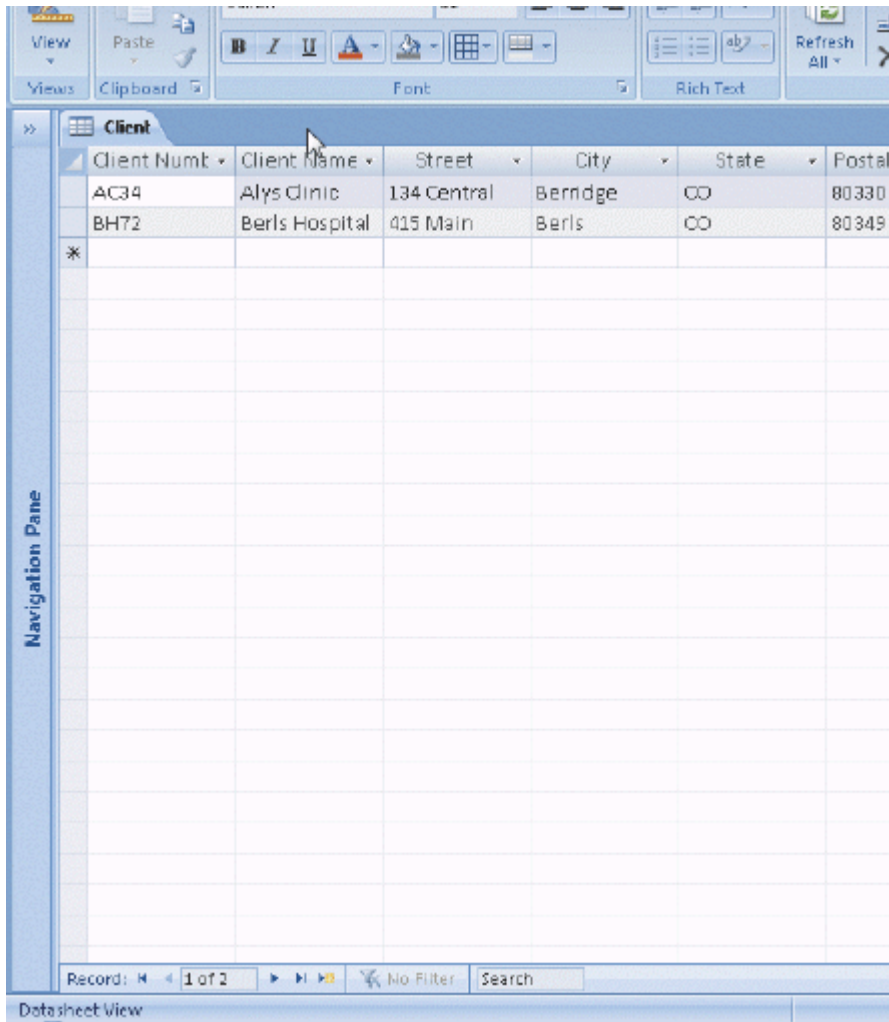


## Access Chapter 1 – Creating and Using a Database

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### TRUE/FALSE

1. In Access, the columns in a table are called records.
2. A unique identifier also is called a primary key.
3. Replication is the storing of a piece of data in more than one place.
4. Database Design Language (DBDL) is a programming language.
5. In Access, table names can be up to 128 characters in length.
6. In a one-to-many relationship, each row in the first table may be associated with many rows in the second table.
7. The maximum number of characters allowed in a field whose data type is Text is 1024.
8. Fields that contain numbers but will not be used for arithmetic operations usually are assigned a data type of Text.
9. The Monetary data type is used for fields that contain only monetary data.
10. The URL Address data type can store text that can be used as a hyperlink address.
11. File names can be a maximum of 260 characters including the file extension.
12. A folder is a specific location on a storage medium.
13. To delete the ID field that Access creates automatically for a new table, the table must appear in Layout view rather than Datasheet view.
14. In Datasheet view, a table is represented as a collection of rows and columns called a datasheet.
15. One way to undo changes to a field is to click the Undo button on the Table Tools tab.



**Figure 1-1**

16. As shown in the accompanying figure, you can move to the end of a table to a position for entering a new record by clicking the Insert Record Navigation button.
17. As shown in the accompanying figure, you can use the Last record button to move to the last record in the table.
18. As shown in the accompanying figure, you can move to the first record in a table by clicking the First record Navigation button.
19. To print a wide database table, a table whose contents do not fit on the screen, you will need portrait orientation.
20. Landscape orientation means the printout is across the length (height) of the page.
21. Grouping means creating separate collections of records sharing some common characteristic.

22. Form view displays a single record at a time.
23. A DataForm combines both a datasheet and a form.
24. Standard properties are associated with all Microsoft Office documents and include author, title, and subject.
25. The Tools submenu on the Office menu provides commands to compact and repair a database.

### MODIFIED TRUE/FALSE

1. The term database management system describes a collection of data organized in a manner that allows access, retrieval, and use of that data. \_\_\_\_\_
2. To create a new database, use either the Blank Database option or a template. \_\_\_\_\_
3. To delete a field, right-click the column heading for the field, and then click Delete Column on the shortcut menu. \_\_\_\_\_
4. To insert a field between existing fields, right-click the column heading for the field that will follow the new field, and then click Insert Field on the shortcut menu. \_\_\_\_\_
5. To use a template to create a table, click Create on the Ribbon and then click the Table Wizards button on the Create tab. \_\_\_\_\_

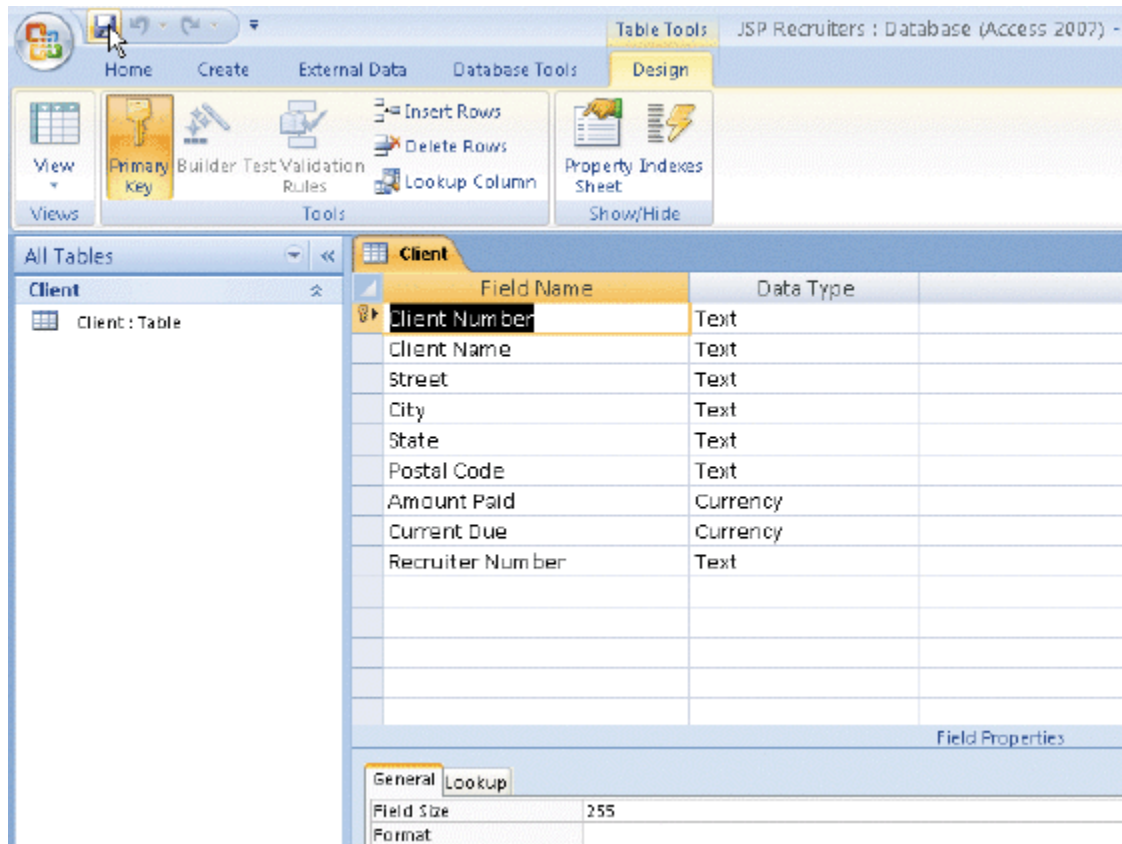
### MULTIPLE CHOICE

1. Access is a \_\_\_\_\_.
  - a. word processing software tool
  - b. file management system
  - c. workbook management system
  - d. database management system
2. In Access, a(n) \_\_\_\_ consists of a collection of tables, each of which contains information on a specific subject.
  - a. object
  - b. relation
  - c. database
  - d. tuple
3. A(n) \_\_\_\_ contains information about a given person, product, or event.
  - a. attribute
  - b. record
  - c. field
  - d. column

4. \_\_\_\_ words are words that have a special meaning to Access and cannot be used for the names of fields or tables.
  - a. Special
  - b. Reserved
  - c. Significant
  - d. Restricted
  
5. In Access, table and field names can be up to \_\_\_\_ characters in length.
  - a. 32
  - b. 64
  - c. 128
  - d. 255
  
6. A field whose data type is \_\_\_\_ can contain any characters.
  - a. Alpha
  - b. Text
  - c. Normal
  - d. Lookup
  
7. A(n) \_\_\_\_ data type can store a variable amount of text or combination of text and numbers where the total number of characters may exceed 255.
  - a. Unlimited
  - b. Variable
  - c. Memo
  - d. Character
  
8. A field with the \_\_\_\_ data type can store a unique sequential number that Access assigns to a record. Access will increment the number by 1 as each new record is added.
  - a. Sequential
  - b. AutoNumber
  - c. Incremental
  - d. AutoSequence
  
9. A field with the \_\_\_\_ data type can contain an attached file, such as an image, document, chart, or spreadsheet.
  - a. Attachment
  - b. File
  - c. Document
  - d. Extend
  
10. A field whose data type is \_\_\_\_ can store an OLE object, which is an object linked to or embedded in the table.
  - a. Picture
  - b. Image
  - c. OLE Object
  - d. Bitmap
  
11. When you maximize a window, the Maximize button changes to a(n) \_\_\_\_ button.
  - a. Minimize
  - b. Return
  - c. Original
  - d. Restore Down
  
12. A saved database is referred to as a \_\_\_\_\_.
  - a. file
  - b. databook
  - c. DBMS
  - d. template
  
13. To change the save location for a database, click \_\_\_\_ in the Favorite Links section.
  - a. Save in
  - b. Searches
  - c. Desktop
  - d. Computer

14. When you create a new database, the name of the database appears on the \_\_\_\_ bar.
- a. title
  - b. Windows
  - c. menu
  - d. scroll
15. In addition to the top-level tabs, Access displays other tabs called \_\_\_\_ tabs that display when you perform certain tasks or work with certain objects such as datasheets.
- a. subtype
  - b. tiered
  - c. contextual
  - d. sublevel
16. One way to create a table, is to click \_\_\_\_ on the Ribbon and then click the Table button.
- a. New
  - b. Create
  - c. Add
  - d. Insert Table
17. When you create a table in Datasheet view, Access automatically adds a field called \_\_\_\_ as the first field in the table.
- a. Field1
  - b. ID
  - c. AutoCode
  - d. TableCode
18. You only can delete a primary key in \_\_\_\_ view.
- a. Datasheet
  - b. Layout
  - c. Print Preview
  - d. Design
19. To undo the most recent change to a table structure, click the \_\_\_\_ button on the Quick Access Toolbar.
- a. Cancel
  - b. Escape
  - c. Back
  - d. Undo
20. To delete a field in a table, right-click the column heading for the field, and then click \_\_\_\_ on the shortcut menu.
- a. Delete Field
  - b. Remove Field
  - c. Delete Column
  - d. Remove Column
21. To change the name of a field, right-click the column heading for the field, click \_\_\_\_ on the shortcut menu, and then type the desired field name.
- a. Rename Field
  - b. Rename Column
  - c. Change Field
  - d. Change Column
22. To insert a field as the last field in a table, right-click the Add New Field column heading, click \_\_\_\_ on the shortcut menu, type the desired field name, click the down arrow, and then ensure the correct data type is already selected.
- a. Add Column
  - b. Add Field
  - c. Rename Column
  - d. Rename New Field
23. To insert a field between existing fields, right-click the column heading for the field that will follow the new field, and then click \_\_\_\_ on the shortcut menu.
- a. Insert Field
  - b. Insert Column
  - c. Add Field
  - d. Add column

24. In the accompanying figure, the small box or bar to left of each field is called the \_\_\_\_.
- a. row selector
  - b. field selector
  - c. field bar
  - d. current field bar



**Figure 1-2**

25. In the accompanying figure, the key symbol that appears in the row selector for the Client Number field indicates that Client Number is the \_\_\_\_ for the table.
- a. principal key
  - b. foreign key
  - c. primary key
  - d. main key
26. In the accompanying figure, you would save the changes to the structure of the table by clicking the Save button on the \_\_\_\_.
- a. title bar
  - b. status bar
  - c. Quick Access Toolbar
  - d. Home tab
27. To open a table in Design view, right-click the table in the Navigation Pane and then click \_\_\_\_ on the shortcut menu
- a. Table Design
  - b. Design View
  - c. Structure View
  - d. Layout View

28. To specify AutoCorrect rules and exceptions to the rules, click \_\_\_\_ on the Office Button menu and then click Proofing in the dialog box that displays.
- a. Customize
  - b. Manage
  - c. Access Options
  - d. Grammar
29. You can place an insertion point by clicking in the field or by pressing \_\_\_\_.
- a. F2
  - b. F3
  - c. F4
  - d. F5
30. To delete a record, click the Record selector for the record, and then press the \_\_\_\_ key(s).
- a. CTRL+DELETE
  - b. CTRL+Y
  - c. DELETE
  - d. CTRL+K
31. To add a record to a table, click the \_\_\_\_ record button.
- a. Add New
  - b. New (blank)
  - c. Last
  - d. Insert
32. To quit Access, click the \_\_\_\_ button on the right side of the Access title bar.
- a. Quit
  - b. End
  - c. Quit Access
  - d. Close
33. To hide the Navigation Pane, click the \_\_\_\_ Button.
- a. Hide Navigation Pane
  - b. Shutter Bar Open/Close
  - c. Close Pane
  - d. Navigation Bar Show/Hide
34. To preview and then print a table, select the table, click the Office Button, point to the Print command arrow to display the Print submenu, and then click \_\_\_\_ on the Print submenu.
- a. Preview/Print
  - b. Report View
  - c. Preview View
  - d. Print Preview
35. To change the print orientation from portrait to landscape, click the \_\_\_\_ button on the Print Preview tab.
- a. Portrait/Landscape
  - b. Orientation
  - c. Landscape
  - d. Switch Orientation
36. If a field has a Number data type, you can change the \_\_\_\_ property to Fixed to set a fixed number of decimal places.
- a. Field Size
  - b. Format
  - c. Decimal
  - d. Caption
37. If the Field Size for a field whose data type is Number is set to \_\_\_\_, the field size will be an integer value in the range of 0 to 255.
- a. Byte
  - b. Smallint
  - c. Least
  - d. Integer

38. To create a report using the Report Wizard, click \_\_\_\_ on the Ribbon and then click the Report Wizard button.
- a. Insert
  - b. New Object
  - c. Create
  - d. Report
39. A(n) \_\_\_\_ combines both a datasheet and a form.
- a. DataForm
  - b. simple form
  - c. AutoForm
  - d. split form
40. To back up a database, use the \_\_\_\_ command on the Office Button menu.
- a. Manage
  - b. Data Tools
  - c. Backup
  - d. Options

## MULTIPLE RESPONSE

### Modified Multiple Choice

1. Table names cannot contain \_\_\_\_.

  - a. periods (.)
  - b. square brackets [ ]
  - c. spaces
  - d. underscores (\_)

2. A field with a Yes/No data type can store only one of two values. The choices are \_\_\_\_.

  - a. True/False
  - b. One/Zero
  - c. Yes/No
  - d. On/Off

3. You can save a database on a variety of storage media including a \_\_\_\_.

  - a. USB flash drive
  - b. CD
  - c. hard disk
  - d. Web site

4. The Access window consists of a variety of components. These include the \_\_\_\_.

  - a. Navigation Pane
  - b. Content pane
  - c. Ribbon
  - d. Quick Access Toolbar

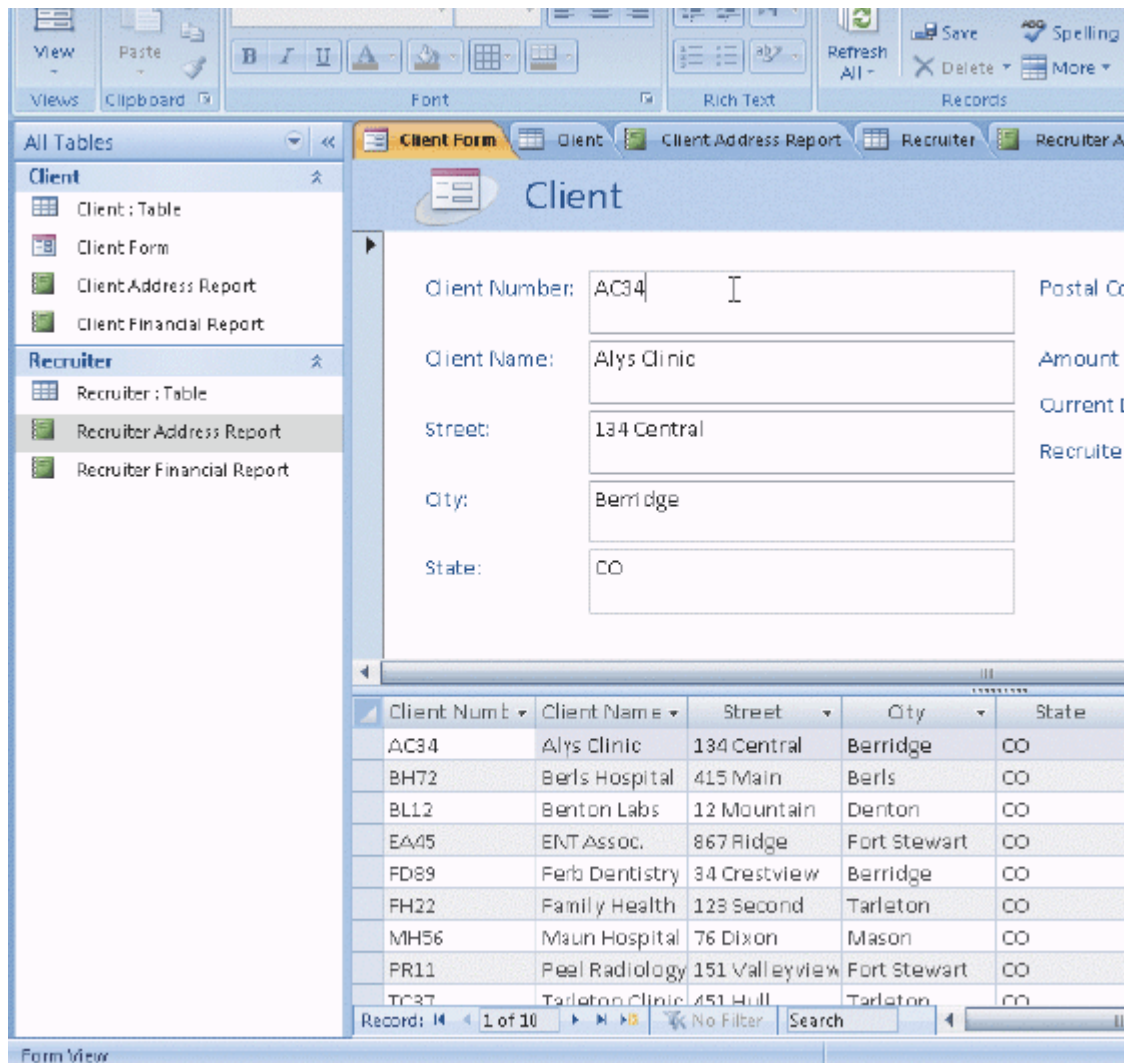
5. File names cannot contain \_\_\_\_.

  - a. backslashes (\)
  - b. question marks (?)
  - c. hyphens (-)
  - d. asterisks (\*)

## COMPLETION

1. A unique identifier also is called a(n) \_\_\_\_\_.
2. To show the symbol for the Euro instead of the dollar sign, change the \_\_\_\_\_ property for the field whose data type is Currency.

3. Fields that contain numbers but will not be used for arithmetic operations usually are assigned a data type of \_\_\_\_\_.
  
4. \_\_\_\_\_ means storing the same fact in more than one place.



**Figure 1-3**

5. In the accompanying figure, the \_\_\_\_\_ Pane contains a list of all the objects in the database.
  
6. In the accompanying figure, the words Form View at the lower left of the screen appear on the \_\_\_\_\_.
  
7. In the accompanying figure, the entire area that displays on the screen is called the \_\_\_\_\_ work area.

8. In the accompanying figure, \_\_\_\_\_ for the open objects appear at the top of the work area.
9. In the accompanying figure, the \_\_\_\_\_ is a blinking vertical bar that indicates where text, graphics, and other items will be inserted.
10. In the accompanying figure, the buttons at the bottom-right edge of the screen are \_\_\_\_\_ buttons, which you use to change the view that is currently displayed.
11. On the Ribbon, the \_\_\_\_\_ tab, called the primary tab, contains the more frequently used commands.
12. \_\_\_\_\_ is a feature that allows you to point to a gallery choice and see its effect in the database object — without actually selecting the choice.
13. Initially, the Quick Access Toolbar contains the \_\_\_\_\_, Undo, and Redo commands.
14. To remove Key Tip badges from the screen, press the ALT key or the \_\_\_\_\_ key until all Key Tip badges disappear.
15. In \_\_\_\_\_, the table is represented as a collection of rows and columns called a datasheet.
16. The \_\_\_\_\_ feature of Access corrects common mistakes when you complete a text entry in a cell.
17. A(n) \_\_\_\_\_ is a software tool that can be used to create a database; add, change, and delete data in the database; sort and retrieve data; and create forms and reports using the data in the database.
18. The rows in the tables are called \_\_\_\_\_.
19. A(n) \_\_\_\_\_ contains a specific piece of information within a record.
20. Table names can be from 1 to \_\_\_\_\_ characters in length and can contain letters, digits, and spaces.

## MATCHING

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

- |                       |                         |
|-----------------------|-------------------------|
| a. Mini toolbar       | f. gallery              |
| b. menu               | g. key Tip Badge        |
| c. shortcut menu      | h. Quick Access Toolbar |
| d. Office Button      | i. Ribbon               |
| e. Enhanced ScreenTip | j. status bar           |
1. On-screen note that provides the name of command, the available keyboard shortcut(s), and the description of the command.
  2. Presents information about the database object, the progress of current tasks, and the status of certain commands and keys.
  3. Provides easy, central access to the tasks you perform while creating a database.
  4. Set of choices, often graphical, arranged in a grid or in a list.
  5. Appears automatically based on tasks you perform such as changing the appearance of text in a database object.
  6. Appears when you right-click an object.
  7. Provides easy access to frequently used commands; located by default above the Ribbon.
  8. Contains a list of commands.
  9. Central location for managing and sharing database objects.
  10. Press the ALT key to display this keyboard code icon for certain commands.