

Access Chapter 3 – Maintaining a Database

TRUE/FALSE

1. Maintaining the database means modifying the data to keep it up-to-date, such as adding new records, changing the data for existing records, and deleting records.
2. Validation rules ensure validity of the data in the database, while entity integrity ensures the validity of the relationships.
3. Backing up the database as well as compacting and repairing a database are database maintenance tasks.
4. To add a new record using Form view, click the Add Record button on the Navigation bar.
5. Looking for the client whose number is MH56 is an example of searching.
6. The command on the shortcut menu that displays data in Form view is Form View.
7. You can search for a record in Form view but not in Datasheet view.
8. If the TAB key is used to move from field to field in a record, press F2 to produce an insertion point in a field.
9. The Find button is available only in Form view.
10. Four types of filters are available in Access: Filter By Selection, Common Filters, Filter By Form, and Advanced Filter/Sort.
11. You can use a filter in either Datasheet view or Form view.
12. The simplest type of filter is called Filter By Form.
13. You cannot apply a filter to the results of a query.
14. A change in outside regulations could cause changes to the structure of a table.

15. To add a field to a table structure, click the row selector for the field that will follow the new field, and then press the INSERT key to insert a blank row.
16. A List field allows the user to select from a list of values.
17. If you plan to move your data to SQL Server at a later date, do not use multivalued fields.
18. Access includes only three types of action queries: delete, update, and append.
19. When you use an update query, you must enter a criterion.
20. You cannot preview the data to be deleted in a delete query before actually performing the deletion.
21. Validation rules are rules that a user must follow when entering the data.
22. When you use a make-table query to add records to a new table, Access creates the table as part of the process.
23. In the JSP Recruiters database, a one-to-many relationship exists between the Recruiter table and the Client table.
24. Normally, Access prohibits the deletion of a record in which the primary key matches a foreign key in another table.
25. One reason to include a foreign key for a table is to eliminate duplicate records.

MODIFIED TRUE/FALSE

1. A multilookup field is a field that contains more than one value. _____
2. A default value is a value that Access will display on the screen in a particular field before the user begins adding a record. _____
3. Changing a column width changes the format, or design, of a table. _____
4. A secondary key is a field in one table whose values are required to match the primary key of another table. _____

5. When the Recruiter table is related to the Client table, it is possible to view the clients of a given recruiter when you are viewing the datasheet for the Recruiter table. The clients for the recruiter will appear below the recruiter in a subdatasheet. _____

MULTIPLE CHOICE

1. If a Security Warning appears when you open a database, click the ____ button to display the Microsoft Office Security Options dialog box.
 - a. Customize
 - b. Options
 - c. Security
 - d. Warning

2. To create a simple form, select the table in the Navigation Pane, click Create on the Ribbon and then click the ____ button on the Create tab.
 - a. Form
 - b. Simple Form
 - c. Tabular Form
 - d. Form View

3. To move from Layout view to Form view, click the ____ button.
 - a. Open Form
 - b. Form View
 - c. Data View
 - d. Edit View

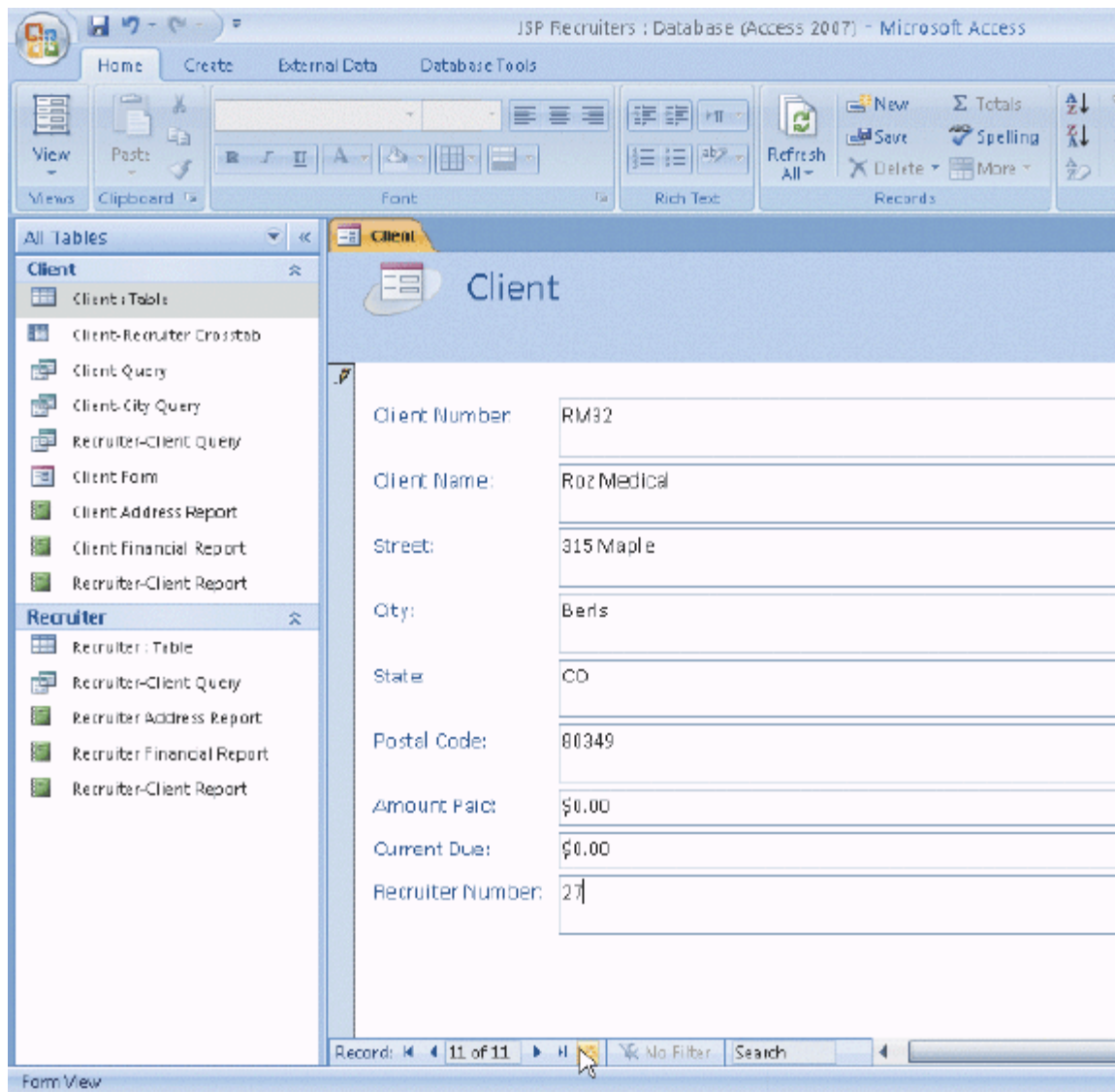


Figure 3-1

4. To move to the first record using the form shown in the accompanying figure, click the ____ button on the Navigation bar.
 - a. Beginning record
 - b. Start record
 - c. First record
 - d. Goto record

5. To add a record using the form shown in the accompanying figure, click the ____ button on the Navigation bar.
 - a. Last record
 - b. New (blank) record
 - c. Insert record
 - d. Blank record

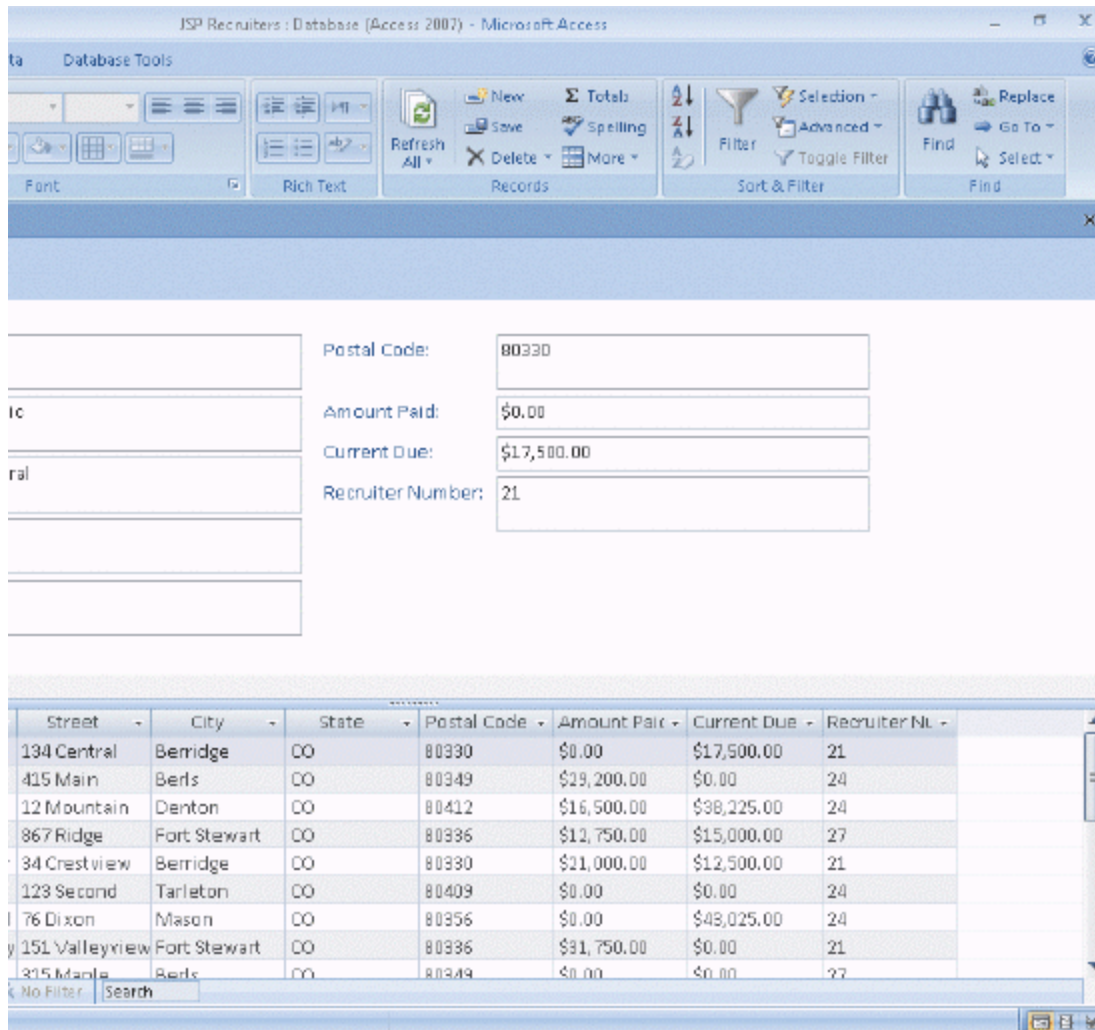


Figure 3-2

6. To search for a specific record click the Find button on the Home tab shown in the accompanying figure to display the ____ dialog box.
 - a. Search
 - b. Filter
 - c. Search and Edit
 - d. Find and Replace

7. As an alternate to using the Find button shown in the accompanying figure, you can press ____ to search for a specific record.
 - a. CTRL+S
 - b. CTRL+F
 - c. CTRL+R
 - d. CTRL+L

8. To delete record EA45 shown in the accompanying figure, click the record selector in the datasheet for the record on which the client number is EA45 and then press _____.
 - a. CTRL+D
 - b. DELETE
 - c. CTRL+DELETE
 - d. CTRL+Y

9. To use Filter By Selection to find all clients located in Berridge, click the City field for any record where the city is Berridge and then click the ____ button on the Home tab shown in the accompanying figure.
 - a. Selection
 - c. Find

20. To preview data to be deleted in a delete query, click the ____ button after you create the query, but before you run it.
- a. Data
 - b. View
 - c. Preview
 - d. Delete View
21. To update records using an update query, enter the field to be updated in the design grid, enter any necessary criterion, and then click the ____ button to update the records.
- a. Run
 - b. View
 - c. Execute
 - d. Update
22. A(n) ____ query adds a group of records from one table to the end of another table.
- a. insert
 - b. append
 - c. add
 - d. supplement
23. A(n) ____ query adds records from an existing table to a new table, that is, a table that has not yet been created.
- a. insert-table
 - b. new-table
 - c. add-table
 - d. make-table
24. To specify that entries in the Amount Paid field must be between \$0.00 and \$100,000.00, enter ____ in the Validation Rule property box.
- a. >=0, <=100,000
 - b. >=\$0, <=\$100,000
 - c. >=0 and <=100000
 - d. >=\$0 and <=\$100,000
25. To indicate that the only allowable values for the Client Type field are MED, DNT, and LAB, enter ____ in the Validation Rule property box.
- a. =MED or =DNT or =LAB
 - b. MED, DNT, LAB
 - c. must be MED, DNT, or LAB
 - d. =MED, =DNT, =LAB
26. If the Client Number field in a record always should display the two characters in the client number in uppercase, then the correct format for this field is ____.
- a. <
 - b. &
 - c. %
 - d. >
27. To save validation rules, default values, and formats, click the Save button on the ____ to save the changes.
- a. Home tab
 - b. status bar
 - c. Quick Access Toolbar
 - d. Design tab
28. To resize a column in a datasheet, you can double-click the right boundary selector of the field to be resized or you can right-click the field name and then click ____.
- a. Resize
 - b. Change Width
 - c. Resize Column
 - d. Column Width
29. To include totals and other statistics at the bottom of a datasheet, click the ____ button on the Home tab to include the Total row in the datasheet.
- a. Statistics
 - c. Insert Total

40. To quit Access, click the ____ button on the right side of the Access title bar.
- a. Quit
 - b. Exit
 - c. Close
 - d. Done

MULTIPLE RESPONSE

Modified Multiple Choice

1. Maintaining a database can include ____.
 - a. filtering records
 - b. changing the appearance of a datasheet
 - c. backing up the database
 - d. compacting and repairing a database

2. You can add a record to a table by ____.
 - a. clicking the New (blank) record button on the Navigation bar
 - b. pressing CTRL+PLUS SIGN (+)
 - c. clicking the New button on the Ribbon
 - d. pressing the INSERT key

3. The wildcard symbols for use with filters are ____.
 - a. asterisk (*)
 - b. dollar sign (\$)
 - c. question mark (?)
 - d. caret symbol (^)

4. Validation rules can indicate a ____.
 - a. required field
 - b. default value
 - c. range of values
 - d. Lookup field

5. Computations available for the Total row in a column that contains currency include ____.
 - a. Sum
 - b. Square Root
 - c. Average
 - d. Count

COMPLETION

1. Maintenance of a database can involve the need to _____ periodically; that is, to change the database structure.

2. When you have created a filter using either Filter By Form or Advanced Filter/Sort, you can save the filter settings as a query by using the _____ command on the Advanced menu.

3. You can restore filter settings that you previously saved in a query by using the _____ command on the Advanced menu.

4. If you add a field to a table and later realize the field is in the wrong location, you can move the field. To move the field, click the _____ for the field and then drag the field to the new location.

5. To delete a field in a table, the table must be opened in _____ view.
6. To create a Lookup field, select _____ from the menu of available data types.
7. If you plan to move your data to SQL Server at a later date, do not use _____ fields.
8. To create a multivalued field, create a _____ field being sure to check the Allow Multiple Values check box.
9. A(n) _____ query adds, deletes, or changes data in a table.
10. When an update query is created, a(n) _____ row displays in the design grid.
11. To add gridlines to a datasheet, open the table in Datasheet view, select the entire datasheet, and click the _____ button on the Home tab.
12. The property that the value in a foreign key must match another table's primary key is called _____.
13. A(n) _____ is a field in one table whose values are required to match a primary key in another table.
14. When specifying referential integrity, one way to handle deletions is to _____; that is, have Access allow the deletion but then automatically delete any related records in other tables.
15. When specifying referential integrity, one way to handle the update of a primary key is to _____; that is, have Access allow the update but then automatically make the corresponding change in any related records in other tables.

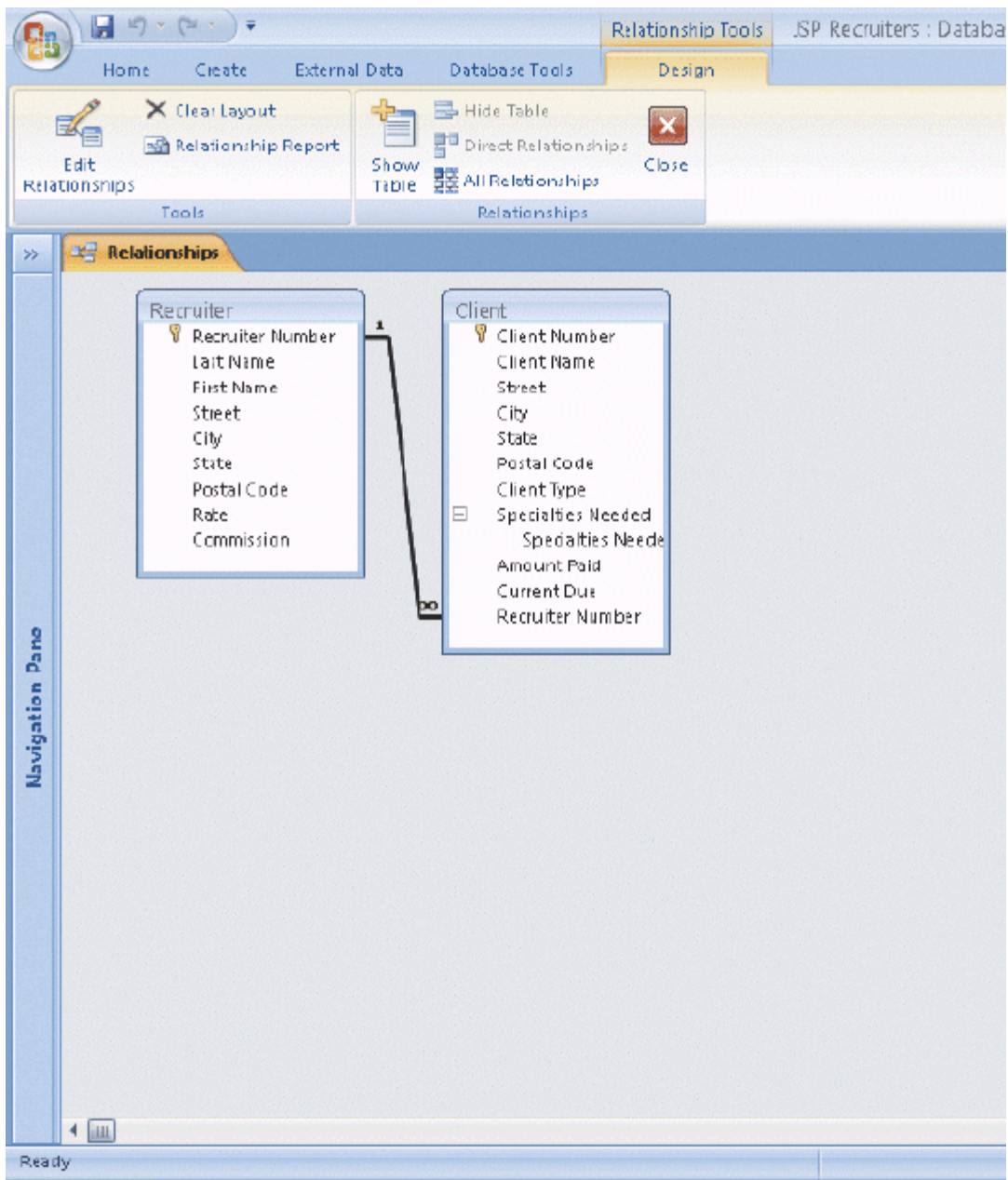


Figure 3-3

16. To open the Relationships window in the accompanying figure, click the _____ button on the Database Tools tab.
17. To add the Client and Recruiter tables to the Relationships window shown in the accompanying figure, click the Add button in the _____ dialog box.
18. In the type of relationship between the Recruiter and Client tables illustrated in the accompanying figure, the infinity symbol indicates that one recruiter is related to _____ clients.

19. The relationship in the accompanying figure was created by clicking the _____ check box in the Edit Relationships dialog box.
20. To print a copy of a relationship, click the _____ button shown on the accompanying figure.

MATCHING

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

- | | |
|---------------------|--------------------|
| a. append query | f. validation text |
| b. delete query | g. required field |
| c. make-table query | h. default value |
| d. update query | i. ? |
| e. validation rules | j. < |
1. Represents an individual character.
 2. The message that will appear if a user violates the validation rule.
 3. Allows you to add the results of a query to an existing table.
 4. A format symbol.
 5. Allows you to delete all the records satisfying some criterion.
 6. Rules that a user must follow when entering data.
 7. A field in which the user actually must enter data.
 8. Allows you to add the results to a new table.
 9. A value that Access will display on the screen in a particular field before the user begins adding a record.
 10. Allows you to make the same change to all records.

PTS: 1

REF: AC 157

TOP: Critical Thinking