

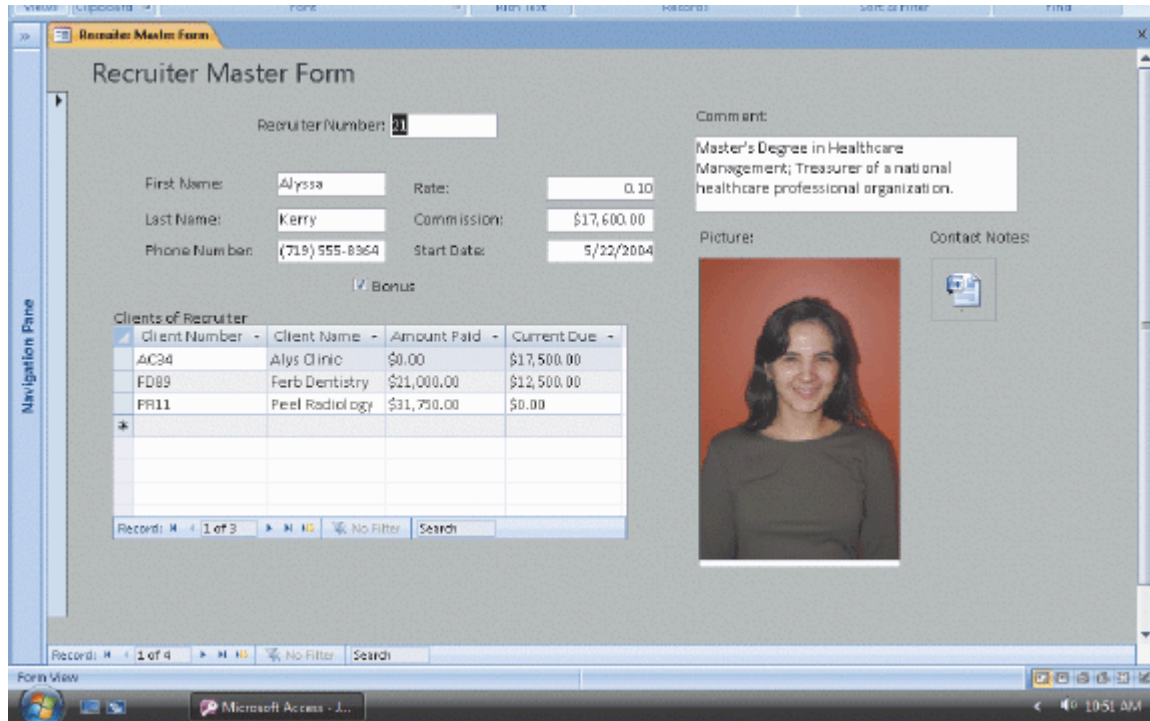
## Access Chapter 5 — Multi-Table Forms

---

### TRUE/FALSE

1. A hyperlink field can contain only links to Web pages.
2. You can use the OLE Object data type or the Attachment data type to store a picture.
3. In Datasheet view, an Attachment field appears as a paper clip rather than the field name.
4. When entering data in a field that has an input mask, Access will insert the appropriate special characters in the proper positions.
5. When you enter data in a memo field, Access automatically expands the row and column to display all the data in the field.
6. Rows in a datasheet may be different sizes.
7. When you insert data in an OLE field, you either can create a new object or insert an already created object in the field.
8. Only pictures that have been created in Microsoft Drawing can be inserted into OLE fields in Access.
9. Any row and column spacing changes made to a datasheet are saved automatically when you close the table.
10. When data, such as a picture, is inserted into an OLE field, Access does not immediately display the picture.
11. To select more than one control at a time on a form, press and hold down the ALT key as you select additional controls.
12. You can use the ruler to select multiple controls.
13. If the field list covers a portion of the form, you can move it but you cannot resize it.
14. When you add a title to a form using the Title button, Access places the title in the Detail section.

15. When a form includes a subform, the subform is a separate object in the database.



**Figure 5-1**

16. In the accompanying figure, the portion of the picture that appears as well as the way it appears is determined by the size mode. The Stretch size mode is the best option for photographs.
17. In the accompanying figure, the portion of the picture that appears as well as the way it appears is determined by the size mode. The three possible size modes are: Clip, Stretch, and Zoom.
18. In the accompanying figure, the portion of the picture that appears as well as the way it appears is determined by the size mode. The Cut size mode displays only the portion of the picture that will fit in the space allocated to it.
19. In the accompanying figure, the portion of the picture that appears as well as the way it appears is determined by the size mode. With the Zoom size mode, the entire picture will appear and be proportioned correctly.
20. In the accompanying figure, the portion of the picture that appears as well as the way it appears is determined by the size mode. To change the size mode, use the property sheet.
21. Access only allows you to change the font and font size for a label on a form.
22. You cannot change the size of the property sheet.

23. Once the tab order for fields is determined, it cannot be changed.
24. A form that contains a subform includes navigation buttons for both the form and subform.
25. To move from the last field in the main form to the first field in the subform, press the CTRL+SHIFT+TAB keys.

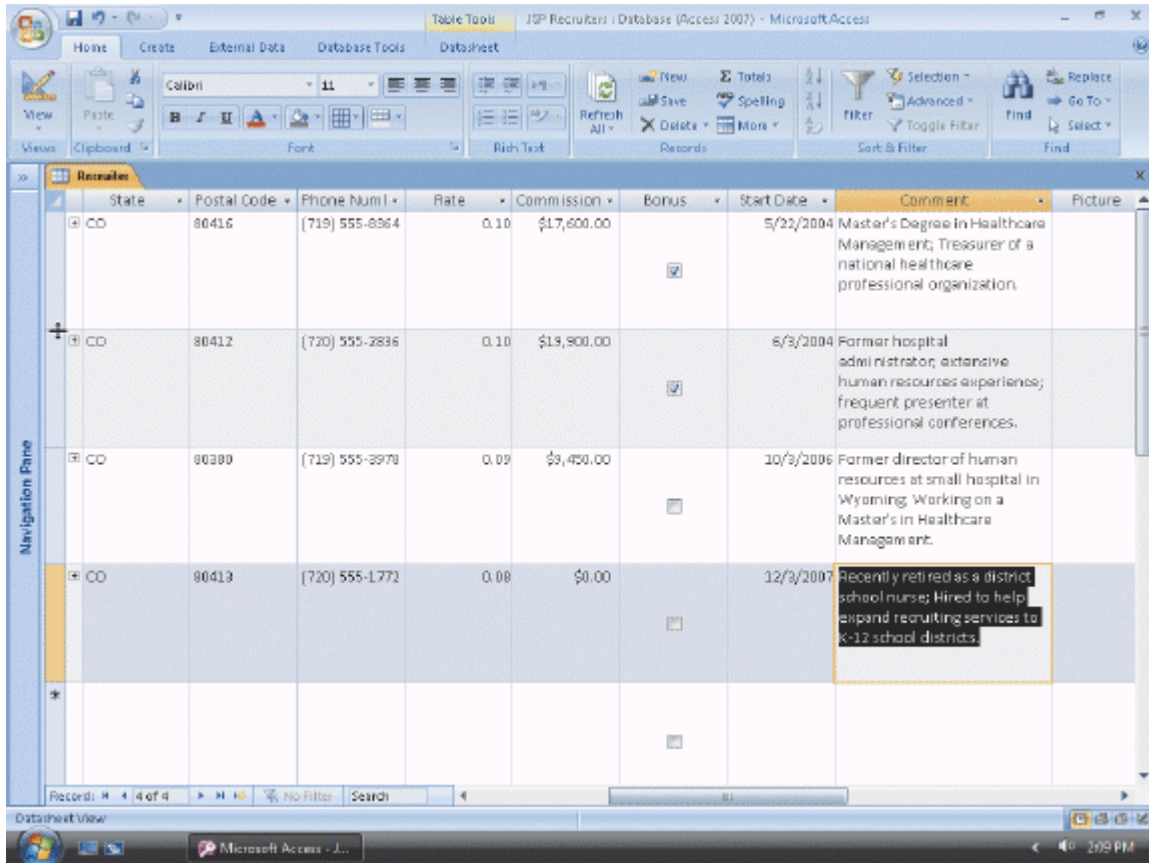
### MODIFIED TRUE/FALSE

1. An input mask specifies how data is to be entered and how it will appear. \_\_\_\_\_
2. To change the size of a row, you use a record's record selector, which is the small box at the beginning of each record. \_\_\_\_\_
3. To align controls, use the appropriate alignment buttons on the Design tab. \_\_\_\_\_
4. Changing the value of the Tab Order property for a control to No will bypass the control when the TAB key is pressed. \_\_\_\_\_
5. If you create a form with the Form button for a table that is the “one” table in a one-to-many relationship, Access automatically includes the “many” table in a subform. \_\_\_\_\_

### MULTIPLE CHOICE

1. The \_\_\_\_ data type is used for a field that contains text that is variable in length and that can potentially be very lengthy.
  - a. Variable
  - b. Attachment
  - c. VarChar
  - d. Memo
2. 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
3. To modify the design of a table, right-click the table in the Navigation Pane, and click \_\_\_\_ on the shortcut menu.
  - a. Modify Table
  - b. Change Table
  - c. Design View
  - d. Modify View
4. To use the Input Mask Wizard, select the Input Mask property and then select the \_\_\_\_ button.
  - a. Wizard
  - b. Input Mask

- b. Build
  - d. Expression
5. To convert a picture from a Bitmap Image to Picture (Device Independent Bitmap), right-click the field, click \_\_\_\_\_, click Convert, and then double-click Picture.
- a. Object
  - c. Convert Object
  - b. Picture Object
  - d. Bitmap Image Object



**Figure 5-2**

6. In the accompanying figure, the Comment field has been resized. To resize a field so that a larger portion of the text will appear, drag the right edge of the \_\_\_\_\_ to the desired size.
- a. field selector
  - c. vertical scroll bar
  - b. horizontal scroll bar
  - d. datasheet
7. In the accompanying figure, the rows have been resized. To resize a row so that more data can appear, drag the lower edge of the \_\_\_\_\_ to the desired size.
- a. horizontal scroll bar
  - c. datasheet
  - b. vertical scroll bar
  - d. record selector
8. In the accompanying figure, the Comment field has been resized. To resize a field so that a larger portion of the text will appear, right-click the field selector, and click \_\_\_\_\_ to change column size.
- a. Column Width
  - c. Width
  - b. Column Size
  - d. Size

9. In the accompanying figure, the rows have been resized. To resize a row so that more data can appear, right-click the record selector, and click \_\_\_\_\_ to change row spacing.
  - a. Height
  - b. Row Spacing
  - c. Row Height
  - d. Size
  
10. In the accompanying figure, to enter a picture stored on a USB drive into an OLE field, right-click the OLE field, click Insert Object and then click the \_\_\_\_\_ option button.
  - a. Insert Object
  - b. Create from File
  - c. Create my Picture
  - d. Insert Picture
  
11. To insert data into an Attachment field, use the \_\_\_\_\_ on the Attachment's field's shortcut menu.
  - a. Insert Attachments
  - b. Insert Objects
  - c. Manage Objects
  - d. Manage Attachments
  
12. If the entries in an OLE field display Pbrush rather than Bitmap images, right-click the OLE field, and click \_\_\_\_\_.
  - a. Convert Object
  - b. Insert Object
  - c. Edit Object
  - d. Modify
  
13. To enter data into a Hyperlink field, right-click the Hyperlink field, click Hyperlink on the shortcut menu, and then click \_\_\_\_\_ on the Hyperlink submenu.
  - a. Insert Hyperlink
  - b. Inset Object
  - c. Edit Hyperlink
  - d. Attach Hyperlink
  
14. To undo changes to the row height, right-click the row selector, click Row Height on the shortcut menu, and then click the \_\_\_\_\_ check box in the Row Height dialog box.
  - a. Default
  - b. Undo
  - c. Standard Height
  - d. Reverse
  
15. To undo changes to the column width, right-click the field selector, click Column Width on the shortcut menu, and then click the \_\_\_\_\_ check box in the Column Width dialog box.
  - a. Default
  - b. Standard Width
  - c. Reverse
  - d. Undo
  
16. To view data, such as a picture, in an OLE field, right-click the field, click Bitmap Image Object on the shortcut menu, and then click \_\_\_\_\_.
  - a. View
  - b. Picture
  - c. Display
  - d. Open
  
17. To view attachments in a field, right-click the field, and then click \_\_\_\_\_ on the shortcut menu.
  - a. View Attachments
  - b. Open
  - c. Manage Attachments
  - d. View
  
18. A form that is contained with another form is called a(n) \_\_\_\_\_.
  - a. subform
  - b. inner form
  - c. dependent form
  - d. hyperform

19. To create a form in Design view, select the table for the form, click Create on the Ribbon, and then click \_\_\_\_\_ on the Create tab.
- a. Design View
  - b. Form Design
  - c. Blank Form
  - d. New Form
20. To display a field list, click the \_\_\_\_\_ button on the Design tab.
- a. Show Table
  - b. Display Fields
  - c. Field List
  - d. Add Existing Fields
21. To save a form and assign it a name, click the Save button on the \_\_\_\_\_.
- a. Design tab
  - b. Quick Access Toolbar
  - c. Home tab
  - d. Create tab
22. To ensure that a collection of controls is aligned properly with each other, select all of the affected controls, and then use the appropriate alignment button on the \_\_\_\_\_ tab.
- a. Create
  - b. Design
  - c. Home
  - d. Arrange
23. To change the background color of a form, you can use the \_\_\_\_\_ button on the Design tab.
- a. Background
  - b. Back Color
  - c. Fill/Back Color
  - d. Format
24. To use the shortcut menu to change the background color of a form, right-click the form and select the \_\_\_\_\_ command on the shortcut menu.
- a. Background
  - b. Format
  - c. Back Color
  - d. Fill/Back Color
25. To add a title to a form, click the \_\_\_\_\_ button on the Design tab.
- a. Form Title
  - b. Name
  - c. Title
  - d. Text Box
26. To add a Form Header section to a form, click the Form Header/Footer button on the \_\_\_\_\_ tab.
- a. Design
  - b. Create
  - c. Home
  - d. Arrange
27. To place a subform on a form, use the Subform/Subreport tool on the \_\_\_\_\_ tab.
- a. Design
  - b. Create
  - c. Home
  - d. Arrange
28. To resize columns in a subform, right-click the subform in the Navigation Pane, and click \_\_\_\_\_ on the shortcut menu.
- a. Open
  - b. Modify
  - c. Change Columns
  - d. Resize
29. To switch from Design view to Form view to display the form, click the \_\_\_\_\_ button.
- a. Display
  - b. Open
  - c. Window
  - d. View

30. To change the size mode for a picture, click the control, click the Property Sheet button on the Design tab, and then click the \_\_\_\_\_ property box.
- a. Picture
  - b. Size Mode
  - c. Cropping
  - d. Alignment
31. To change the font color of a label, select the label, and click the \_\_\_\_\_ arrow on the Design tab to display a color palette.
- a. Color
  - b. Label Color
  - c. Font Color
  - d. Text Color
32. To change the special effect of a label, select the label, click the \_\_\_\_\_ button on the Design tab, and then click the Special Effect property box arrow.
- a. Property Sheet
  - b. Special Effect
  - c. Properties
  - d. Labels
33. To change the Tab Stop property for a control, select the control, click the \_\_\_\_\_ button on the Design tab, and change the value of the Tab Stop property from Yes to No.
- a. Tab
  - b. Order
  - c. Arrangement
  - d. Property Sheet
34. To change the tab order in which fields are encountered on a form, click the Tab Order button on the \_\_\_\_\_ tab.
- a. Home
  - b. Arrange
  - c. Create
  - d. Design
35. To use a form to view data, right-click the form in the Navigation Pane, and then click \_\_\_\_\_ on the shortcut menu.
- a. View
  - b. Form
  - c. Mode
  - d. Open
36. To display an attachment, right-click the Attachments field, and click the \_\_\_\_\_ command on the shortcut menu.
- a. Open Attachments
  - b. Manage Attachments
  - c. Display Attachments
  - d. Edit Attachments
37. To view object dependencies, click the object of interest in the Navigation Pane, click the \_\_\_\_\_ tab on the Ribbon, and then click the Object Dependencies button.
- a. Home
  - b. Create
  - c. Database Tools
  - d. Design
38. To create a simple form with a datasheet, select the table that is the “one” part of a one-to-many relationship in the Navigation Pane, click Create on the Ribbon, and then click the \_\_\_\_\_ button on the Create tab.
- a. Simple Form
  - b. Datasheet Form
  - c. Form Design
  - d. Form

39. To create a form with a datasheet in Layout view, click the \_\_\_\_\_ button on the Create tab to create a form in Layout view.
- a. Layout Form
  - b. Layout View
  - c. Blank Form
  - d. Datasheet Form
40. The condition, \_\_\_\_\_, entered in the Criteria row of a memo field on a query window would retrieve all records where the memo field had any mention of Healthcare Management.
- a. \*Healthcare Management
  - b. ?Healthcare Management
  - c. \*Healthcare Management\*
  - d. ?Healthcare Management?

## MULTIPLE RESPONSE

### Modified Multiple Choice

1. A Yes/No data type is appropriate if the only possible values are \_\_\_\_\_.
- a. Yes or No
  - b. True or False
  - c. Right or Left
  - d. On or Off
2. A field with the Attachment data type can contain \_\_\_\_\_.
- a. Word documents
  - b. Excel spreadsheets
  - c. Pictures
  - d. Boolean operators
3. You can use the \_\_\_\_\_ data type for a Picture field.
- a. OLE
  - b. Text
  - c. Memo
  - d. Attachment
4. The portion of a picture that appears as well as the way it appears is determined by the size mode. The possible size modes are \_\_\_\_\_.
- a. Default
  - b. Clip
  - c. Stretch
  - d. Zoom
5. To create a multi-table form based on the “many” table, you can use \_\_\_\_\_.
- a. Form Wizard
  - b. Design view
  - c. Layout view
  - d. Datasheet view

## COMPLETION

Phone Num1	Rate	Commission	Bonus	Start Date	Comment	Picture	
(719) 555-8364	0.10	\$17,600.00	<input checked="" type="checkbox"/>	5/22/2004	Master's Degree in Healthcare Management; Treasurer of a national healthcare professional organization.	Bitmap Image	[icon (2)]
(720) 555-2886	0.10	\$19,900.00	<input checked="" type="checkbox"/>	6/3/2004	Former hospital administrator; extensive human resources experience; frequent presenter at professional conferences.	Bitmap Image	[icon (0)]
(719) 555-3978	0.09	\$9,450.00	<input type="checkbox"/>	10/3/2006	Former director of human resources at small hospital in Wyoming. Working on a Master's in Healthcare Management.	Bitmap Image	[icon (0)]
(720) 555-1772	0.08	\$0.00	<input type="checkbox"/>	12/3/2007	Recently retired as a district school nurse; Hired to help expand recruiting services to K-12 school districts.	Bitmap Image	[icon (1)]
*			<input type="checkbox"/>				[icon (0)]

**Figure 5-3**

1. In the accompanying figure, the Picture field has an OLE Object data type. OLE is an abbreviation for \_\_\_\_\_.
2. In the accompanying figure, the data type of \_\_\_\_\_ is used for the Comment field because the field can contain text that is variable in length.
3. In the accompanying figure, the Phone Number field uses a(n) \_\_\_\_\_ which specifies how data is to be entered and how it will appear.
4. In the accompanying figure, the paper clip indicates that the field is a(n) \_\_\_\_\_ field.
5. In the accompanying figure, the Comment field has been resized. You can change the size of a column by using the \_\_\_\_\_ which is the bar containing the field name.
6. To change the size of a row, you use a record's \_\_\_\_\_, which is the small box at the beginning of each record.

7. To insert data into an OLE field, you use the \_\_\_\_\_ command on the OLE field's shortcut menu.
8. To insert data into an Attachment field, use the \_\_\_\_\_ command on the Attachment field's shortcut menu.
9. To insert data into a Hyperlink field, use the \_\_\_\_\_ command on the Hyperlink field's shortcut menu.
10. If one recruiter services many clients, the relationship between clients and recruiters is called a(n) \_\_\_\_\_ relationship.
11. To view data, such as a picture, in an OLE field, right-click the field, click \_\_\_\_\_ on the shortcut menu, and then click Open.
12. A(n) \_\_\_\_\_ is a form that is contained within another form.
13. The form in which the subform is contained is called the \_\_\_\_\_.
14. When a form includes a subform, the \_\_\_\_\_ contains data from the many table in a one-to-many relationship.
15. To select more than one control at a time, press and hold down the \_\_\_\_\_ key(s) as you select additional controls.
16. To add a title to a form, click the \_\_\_\_\_ button on the Design tab.
17. To add a Form Header section to a form, click the Form Header/Footer button on the \_\_\_\_\_ tab.
18. The best size mode to use for photographs is \_\_\_\_\_ size mode.
19. To give a label an etched appearance, change the \_\_\_\_\_ property for the label.
20. To have the TAB key bypass a control, change the \_\_\_\_\_ property.

## MATCHING

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

- |                        |                        |
|------------------------|------------------------|
| a. Form                | f. Object Dependencies |
| b. CTRL+TAB            | g. TAB                 |
| c. Add Existing Fields | h. Property Sheet      |
| d. SHIFT               | i. CTRL+SHIFT+TAB      |
| e. INSERT              | j. Form Design         |

1. Key or key combination that will insert a blank row in a table.
2. Button on the Create tab that creates a simple form with a datasheet.
3. Key or key combination that will select multiple controls.
4. Button on the Database Tools tab that will display dependencies between database objects.
5. Key or key combination that will move from the last field in the main form to the first field in the subform.
6. Button on the Design tab that displays a field list.
7. Button on the Design tab that allows you to change the special effect for a label.
8. Key or key combination that will move from the subform back to the last field in the main form.
9. Button on the Create tab that creates a new form in Design view.
10. Key or key combination that will move from the last field in the subform to the first field in the next record's main form.