

Access Chapter 6 – Using Macros, Switchboards, PivotTables, and PivotCharts

TRUE/FALSE

1. A PivotTable differs from a crosstab because a PivotTable is dynamic.
2. The effects are different when a macro is run from a switchboard versus when a macro is run from the Navigation Pane.
3. The first column in the Macro window is the Comment column.
4. If you have problems with a macro, you can single-step the macro, that is, proceed through the macro a step at a time in Design view.
5. If Access encounters an error in a macro, an error message displays and the Macro window automatically opens.
6. It is not possible to group multiple macros into a single macro group.
7. By default, Access disables macros when it opens a database and displays a Security Warning.
8. A switchboard is a special type of macro object.
9. To create a switchboard, click the Create Switchboard button on the Database Tools tab.
10. Access creates the Main Switchboard page automatically.
11. It is not possible to have the switchboard display automatically when the database is opened.
12. You modify a switchboard system using different techniques from the techniques used to create the switchboard.
13. When you create a table in Datasheet view, Access automatically creates an ID field with the AutoNumber data type as the primary key field.
14. You can create new tables in either Datasheet view or Design view.

15. In a PivotTable, you can show different levels of detail easily as well as change the organization or layout of the table by dragging items.
16. You must create a query to view fields in PivotTable view.
17. To create a PivotTable, you place fields in predefined areas of the table called drop zones.
18. To hide or show data in a PivotTable, click appropriate plus (+) or minus (-) signs.
19. To use a PivotTable based on a query, you first must open the query.
20. You cannot create a PivotChart from scratch.
21. Fields can be removed from drop zones by clicking the field name and then pressing the DELETE key.
22. There is only one chart type available for PivotCharts.
23. Titles cannot be assigned to an axis in a PivotChart.
24. To give a chart a cleaner look, remove the drop zones from the PivotChart.
25. To use a PivotChart based on a query, you first must open the query.

MODIFIED TRUE/FALSE

1. Macros are collections of actions designed to carry out specific tasks. _____
2. Many macro actions require additional information, called the parameters of the action.

3. Individual switchboards within a switchboard system are called switchboard tabs.

4. When Access creates a switchboard, it also creates a table called Switchboard Items.

5. PivotTables and PivotCharts can be used to analyze past data and predict future patterns and trends, a technique known as data detection. _____

MULTIPLE CHOICE

- PivotTables and PivotCharts are normally associated with _____.
 - Microsoft Word
 - Microsoft PowerPoint
 - Microsoft InfoPath
 - Microsoft Excel
- To begin creating a macro, click the _____ button arrow on the Create tab.
 - Object
 - Macro
 - New
 - Design
- To find detailed information on the purpose of a macro action, select the action and press the _____ key(s).
 - CTRL+I
 - F1
 - F5
 - CTRL+F
- To proceed through a macro one step at a time, open the macro in Design view, and then click the _____ button on the Design tab.
 - Debug
 - One Step
 - Single Step
 - Step By Step
- If you want to terminate the process of executing a macro one step at a time, click the _____ button in the Macro Single Step dialog box.
 - Cancel
 - Abort
 - End
 - Stop All Macros
- If you want to execute the next step in a macro, click the _____ button in the Macro Single Step dialog box.
 - Next
 - Single
 - Step
 - Run
- To run a macro, right-click the macro in the Navigation Pane and then click _____ on the shortcut menu.
 - Execute
 - Perform
 - Activate
 - Run
- To insert a new action in a macro, click the row selector for the row beneath where you want to insert the action and press the _____ key(s).
 - CTRL+I
 - INSERT
 - F1
 - CTRL+N
- To modify a macro, right-click the macro in the Navigation Pane and then click _____ on the shortcut menu.
 - Design View
 - Modify Macro
 - Macro View
 - Change View

10. To run a macro in Design view, click the _____ button on the Design tab.
 - a. Execute
 - b. Perform
 - c. Run
 - d. Do

11. To make adjustments to Access security settings, click the Access Options button on the Office Button menu and then click _____.
 - a. Security Options
 - b. Customize
 - c. Warnings
 - d. Trust Center

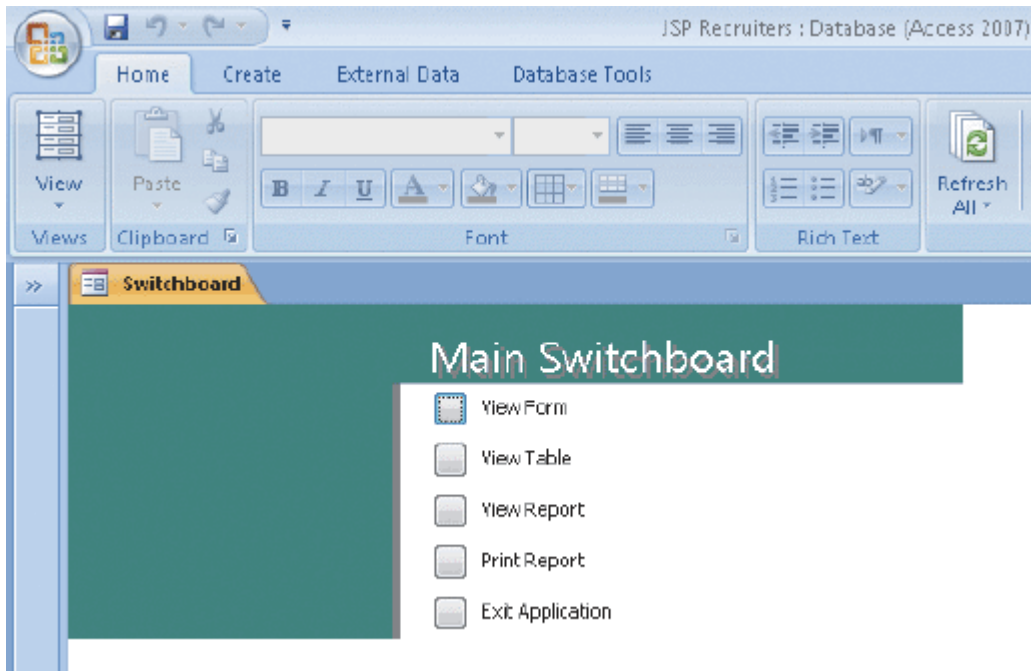


Figure 6-1

12. The accompanying figure shows the switchboard for JSP Recruiters. To create a switchboard, click the Switchboard Manager button on the _____ tab.
 - a. Home
 - b. Database Tools
 - c. Design
 - d. Create

13. The accompanying figure shows the switchboard for JSP Recruiters. The _____ command assigned to a button on a switchboard will display another switchboard page when clicked.
 - a. Next Page
 - b. Go to Switchboard
 - c. Display Switchboard
 - d. Open Page

14. The accompanying figure shows the switchboard for JSP Recruiters. To assign a macro to a button on a switchboard page, use the _____ command.
 - a. Run Macro
 - b. Assign Macro
 - c. Execute Macro
 - d. Do Macro

15. The accompanying figure shows the switchboard for JSP Recruiters. When Access creates a switchboard, it also creates a table called _____ to keep track of various switchboard pages and items.
 - a. Macro Items
 - b. Page Items
 - c. Switchboard Items
 - d. Application Items

16. To modify the switchboard system after it has been created, click the _____ button on the Database Tools tab.
- a. Switchboard View
 - b. Design View
 - c. Modify Switchboard
 - d. Switchboard Manager
17. To copy the structure of an existing table, select the table in the Navigation Pane, click Copy on the _____ tab, and then click Paste.
- a. Home
 - b. Create
 - c. Design
 - d. External Data
18. 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
19. To create a table in Design view, click the _____ button on the Create tab.
- a. Create Table
 - b. Design View
 - c. Table View
 - d. Table Design
20. To import a text file, click the _____ button on the External Data tab.
- a. ASCII File
 - b. Text Only
 - c. Text File
 - d. Other
21. If the primary key of the Seminar Offerings table contains the primary key for both the Client table and Seminar table, there is a _____ relationship between clients and seminars.
- a. one-to-one
 - b. one-to-many
 - c. many-to-one
 - d. many-to-many
22. To relate tables, click the _____ button on the Database Tools tab.
- a. Relate Tables
 - b. Relationships
 - c. Referential Integrity
 - d. Show Tables
23. To create a PivotTable form, select the table or query for the form in the Navigation Pane, and click _____ on the Create tab.
- a. PivotTable
 - b. Crosstab Form
 - c. Dynamic Forms
 - d. More Forms
24. Data from fields in the _____ PivotTable drop zone will not appear in the table but can be used to restrict the data that appears.
- a. Row
 - b. Column
 - c. Filter
 - d. Data
25. To create a PivotTable from a query, open the query, click the _____ button arrow and then click PivotTable View.
- a. Field List
 - b. View
 - c. Table
 - d. Open

26. To change the heading for a column in a PivotTable, right-click the column heading, click the Property Sheet button on the Design tab, and then click the _____ tab on the property sheet.
- a. Captions
 - b. Names
 - c. Headings
 - d. Format
27. If the PivotTable Field List does not appear, click the _____ button on the PivotTable tab to display the field list.
- a. Add Fields
 - b. Field List
 - c. View Fields
 - d. List
28. To open a query, right-click the query in the Navigation Pane and click _____ on the shortcut menu.
- a. Datasheet view
 - b. Open
 - c. Run
 - d. Query View
29. To add a field to the filter area of a PivotTable, click the field in the PivotTable Field List, click Filter Area from the list of available areas, and then click the _____ button.
- a. Show
 - b. Insert
 - c. Add
 - d. Place
30. Data from fields in the _____ PivotChart drop zone will not appear in the chart but can be used to restrict the data that appears.
- a. Series
 - b. Category
 - c. data
 - d. Filter
31. Data from fields in the _____ PivotChart drop zone will appear as related groups of data.
- a. Row
 - b. Category
 - c. Column
 - d. Filter
32. Data from fields in the _____ PivotChart drop zone will be summarized within the chart.
- a. Series
 - b. Category
 - c. Filter
 - d. Data
33. To remove fields from drop zones, click the field name and then press the _____ key(s).
- a. CTRL+D
 - b. DELETE
 - c. ALT+N
 - d. CTRL+N
34. To create a PivotChart based on a query, open the query, click the _____ button arrow, and then click PivotChart View.
- a. View
 - b. Open
 - c. Table
 - d. Field List

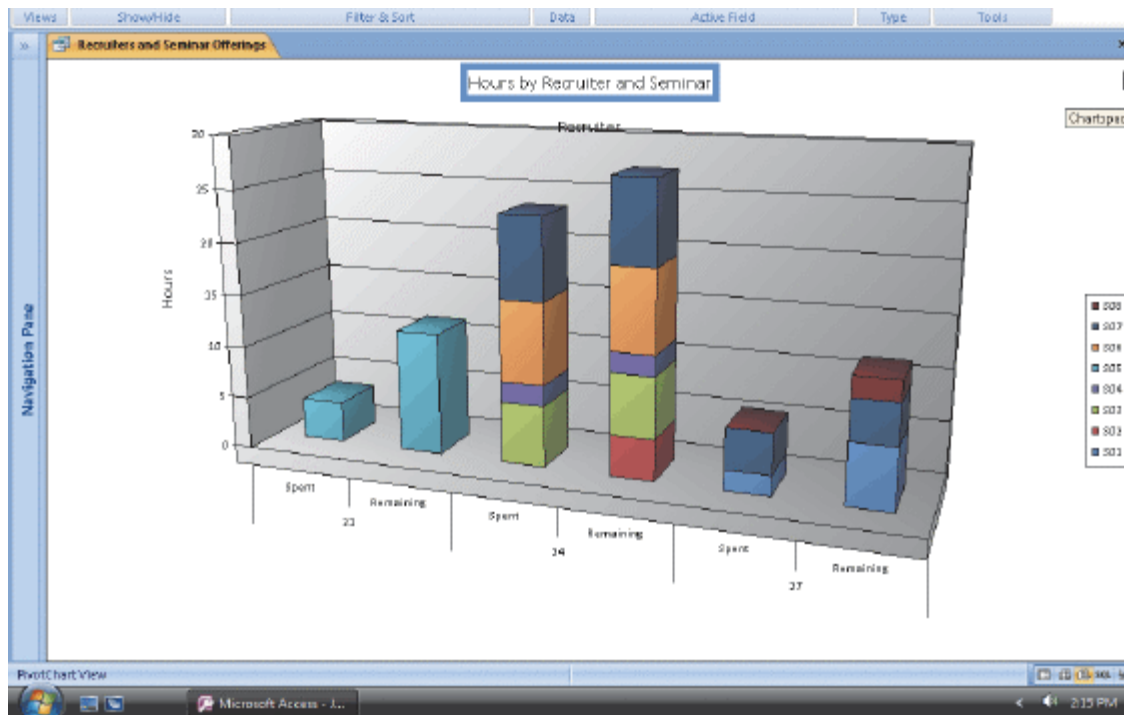


Figure 6-2

35. The accompanying figure displays a PivotChart. To add a legend to a PivotChart, click the _____ button on the Design tab.
- Add Legend
 - Legend
 - Chart Legend
 - View Legend
36. The accompanying figure displays a PivotChart. To change the chart type, use the _____ button, and then select the desired chart type.
- Chart Type
 - Chart View
 - Change Chart
 - Format
37. The accompanying figure displays a PivotChart. To change the chart orientation that is, the fields that appear on the horizontal and vertical axis, click the _____ button.
- Page Orientation
 - Chart Orientation
 - Switch Row/Column
 - Switch Horizontal/Vertical
38. The accompanying figure displays a PivotChart. To assign a title to an axis, click the Axis Title box for the axis you want to change, click the Property Sheet button on the Design tab, and then change the _____ property
- Title
 - Axis
 - Heading
 - Caption
39. The accompanying figure displays a PivotChart. To remove the drop zones from the PivotChart, use the _____ button on the Design tab.
- Remove
 - Clear
 - Drop Zones
 - Edit PivotChart
40. To add a title to a PivotChart, click the _____ button in the property sheet for the chart.

- a. Chart Header
- b. Add Title
- c. Chart Title
- d. Header

MULTIPLE RESPONSE

Modified Multiple Choice

1. The Macro Builder window includes the _____ columns.
 - a. Action
 - b. Arguments
 - c. Comment
 - d. Run

2. The Exit Application command _____.
 - a. closes the switchboard
 - b. saves all changes
 - c. closes the database
 - d. returns you to the Getting Started with Microsoft Access screen

3. You can create tables in _____.
 - a. Design view
 - b. PivotTable view
 - c. Create view
 - d. Datasheet view

4. You can view data in _____.
 - a. Datasheet view
 - b. Form view
 - c. PivotChart view
 - d. PivotTable view

5. The drop zones available in PivotChart view are _____.
 - a. Series
 - b. Category
 - c. Filter
 - d. Data

COMPLETION

1. A(n) _____ is a form that includes buttons to perform a variety of actions.

2. _____ are collections of actions designed to carry out specific tasks.

3. The various steps in a macro are called _____.

4. Many macro actions require additional information, called the _____ of the action.

5. In _____ mode, users can view data but cannot change it.

6. To organize the Navigation Pane by table, click Tables and _____ on the Navigation Pane menu.

7. To make a correction to a macro that contains an error, click the _____ button in the Action Failed dialog box and then modify the design of the macro.
8. If you have several macros, you can create a separate file for each one or you can create a single file, called a(n) _____, and place the macros in it.
9. Individual switchboards within a switchboard system are called switchboard _____.

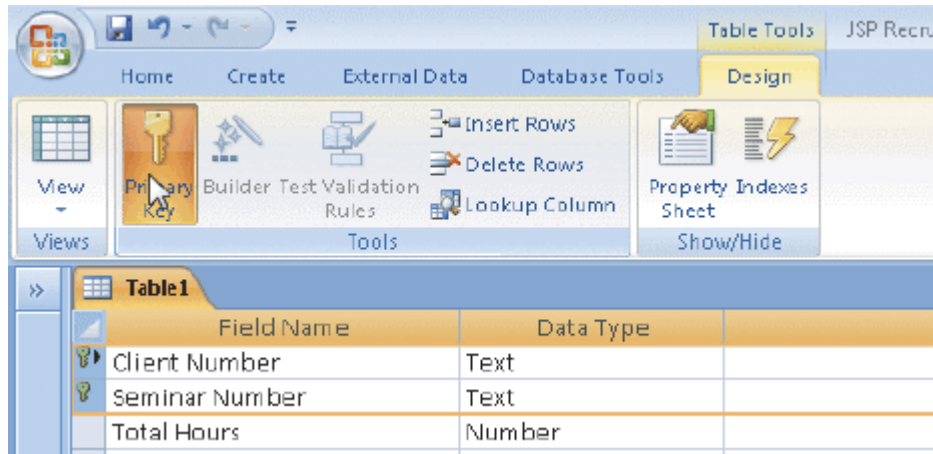


Figure 6-3

10. In the accompanying figure, both Client Number and Seminar Number are the primary key. To select both fields that make up the primary key, click the row selector for the first field, and then hold down the _____ key(s) while clicking the row selector for the second field.
11. In the accompanying figure, both Client Number and Seminar Number are the primary key. The two fields are adjacent to each other. To select both fields that make up the primary key when they are not adjacent to each other, click the row selector for the first field, and then hold down the _____ key(s) while clicking the row selector for the second field.
12. To relate tables, click the _____ button on the Database Tools tab.
13. To relate tables to each other in the Relationships window, first add the appropriate tables to the window. To add a table to the Relationships window, click the _____ button on the Design tab.
14. A(n) _____ is an interactive table that summarizes or analyzes data.
15. Data can be viewed in _____ view, Form view, PivotTable view, and PivotChart view.

16. To display a dialog box with enough space to enter an expression for a field in the Query window, right-click the Field row in the first open column of the design grid, and then click _____ on the shortcut menu.
17. To create a PivotTable view of a query, click the _____ button arrow and click PivotTable View.
18. To save the changes to a PivotTable, click the _____ button on the Quick Access toolbar.
19. The white space in a chart is called the _____.
20. To remove drop zones from a PivotChart to give the chart a cleaner look, click the _____ button on the Design tab.

MATCHING

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

- | | |
|-----------|-------------|
| a. Filter | f. Category |
| b. Detail | g. Series |
| c. SHIFT | h. Data |
| d. F1 | i. Row |
| e. CTRL | j. Column |
1. Key or key combinations that will provide more detailed information on an action in a macro.
 2. Data from fields in this area will appear as related groups of data.
 3. Data from fields in this area will be summarized within the chart.
 4. Key or key combinations that selects adjacent fields before assigning both fields as the primary key.
 5. Data from fields in this area will not appear in the PivotTable but can be used to restrict the data that appears.
 6. Data from fields in this area will appear in the body of the PivotTable.
 7. Data from fields in this area will appear as data series.
 8. Data from fields in this area will appear as columns in the PivotTable.
 9. Data from fields in this area will appear as rows in the PivotTable.
 10. Key or key combinations that selects non-adjacent fields before assigning both fields as the primary key.