

Excel Chapter 1 — Creating a Worksheet and a Chart

MULTIPLE CHOICE

1. An Excel ____ allows data to be summarized and charted easily.
- a. worksheet
 - b. workflow
 - c. document
 - d. presentation

ANS: A PTS: 1 REF: EX 2

2. The person or persons requesting the worksheet should supply their requirements in a ____ document.
- a. blank
 - b. test issues
 - c. requirements
 - d. certified

ANS: C PTS: 1 REF: EX 3

3. The first step in creating an effective worksheet is to make sure you ____.
- a. apply font formatting
 - b. understand what is required
 - c. insert a chart
 - d. enter the data

ANS: B PTS: 1 REF: EX 3

4. To enter data in a cell, you must first select the ____.
- a. row
 - b. worksheet
 - c. column
 - d. cell

ANS: D PTS: 1 REF: EX 6

5. ____ is/are used to place worksheet, column, and row titles on a worksheet.
- a. Color
 - b. Text
 - c. Links
 - d. Tabs

ANS: B PTS: 1 REF: EX 6

6. Clicking the ____ box completes an entry.
- a. Cancel
 - b. Formula
 - c. Enter
 - d. Tab

ANS: C PTS: 1 REF: EX 8

7. The ____ is a blinking vertical line that indicates where the next typed character will appear.
- a. scroll box
 - b. sheet tab
 - c. insertion point
 - d. split bar

ANS: C PTS: 1 REF: EX 9

8. The ____ feature works behind the scenes, fixing common typing or spelling mistakes when you complete a text entry.
- a. AutoComplete
 - b. AutoCorrect
 - c. AutoFormat
 - d. AutoTyping

ANS: B PTS: 1 REF: EX 9

15. The range of cells receiving the content of copied cells is called the ____.
- a. receiver cell
 - b. final cell
 - c. receiving range
 - d. destination area
- ANS: D PTS: 1 REF: EX 15
16. A ____ reference is an adjusted cell reference in a copied and pasted formula.
- a. revised
 - b. relative
 - c. recycled
 - d. retained
- ANS: B PTS: 1 REF: EX 16
17. The ____ is the small black square located in the lower-right corner of the heavy border around the active cell.
- a. selection handle
 - b. sizing handle
 - c. fill handle
 - d. copy handle
- ANS: C PTS: 1 REF: EX 16
18. The ____ button allows you to choose whether you want to copy the values from the source area to the destination area with formatting.
- a. Copy Options
 - b. Replace Options
 - c. Formatting Options
 - d. Auto Fill Options
- ANS: D PTS: 1 REF: EX 17
19. The ____ preceding a formula alerts Excel that you are entering a formula or function and not text.
- a. quotation mark (“)
 - b. colon (:)
 - c. plus (+)
 - d. equal sign (=)
- ANS: D PTS: 1 REF: EX 20
20. You ____ a worksheet to emphasize certain entries and make the worksheet easier to read and understand.
- a. save
 - b. print
 - c. format
 - d. clear
- ANS: C PTS: 1 REF: EX 22
21. You can apply the Bold font style by pressing the ____ keyboard shortcut keys.
- a. ALT+B
 - b. CTRL+B
 - c. SHIFT+B
 - d. TAB+B
- ANS: B PTS: 1 REF: EX 26
22. Combining two or more selected cells into one cell is called ____ cells.
- a. merging
 - b. mixing
 - c. combining
 - d. spanning
- ANS: A PTS: 1 REF: EX 29
23. Which of the following is the Ribbon path to the Cell Styles button?
- a. (HOME tab | Styles group)
 - b. (STYLES tab | Home group)
 - c. (HOME tab | Format group)
 - d. (FORMAT tab | Styles group)

ANS: A PTS: 1 REF: EX 30

24. What effect does the Accounting Number Format have on the selected cells?
- a. Converts alphabetic characters to numbers
 - b. Displays cell contents with two decimal places that align vertically
 - c. Performs tax calculations
 - d. Copies the numbers of one cell to another

ANS: B PTS: 1 REF: EX 32

25. What effect does the Comma Style format have on the selected cells?
- a. Converts decimals to commas within a cell
 - b. Converts decimals to commas within merged cells
 - c. Displays cell contents with two decimal places and commas as thousands separators
 - d. Allows for substitution of selected characters

ANS: C PTS: 1 REF: EX 33

26. Pressing the ____ keyboard shortcut key(s) selects cell A1.
- a. CTRL+HOME
 - b. CTRL+END
 - c. HOME
 - d. END

ANS: A PTS: 1 REF: EX 36

27. How many chart types does Excel offer?
- a. 5
 - b. 10
 - c. 29
 - d. 50

ANS: B PTS: 1 REF: EX 37

28. A pie chart with one or more slices offset is referred to as a(n) ____ pie chart.
- a. exploded
 - b. outer
 - c. offset
 - d. rasterized

ANS: A PTS: 1 REF: EX 41

29. The date you change a file is an example of a(n) ____ property.
- a. automatically updated
 - b. baseline
 - c. standard
 - d. indexed

ANS: A PTS: 1 REF: EX 44

30. ____ properties are associated with all Microsoft Office files and include author, title, and subject.
- a. Automatic
 - b. Hidden
 - c. Replacement
 - d. Standard

ANS: D PTS: 1 REF: EX 44

31. You use ____ to view an XPS file.
- a. Adobe Reader
 - b. Backstage View
 - c. Microsoft PowerView
 - d. XPS Viewer

ANS: D PTS: 1 REF: EX 45

32. The ____ area on the status bar includes six commands as well as the result of the associated calculation on the right side of the menu.
- a. AutoFormat
 - b. AutoComplete
 - c. AutoFunction
 - d. AutoCalculate

ANS: D PTS: 1 REF: EX 49

33. Which of the following keys toggles between Insert mode and Overtyping mode?
- a. INSERT
 - b. ENTER
 - c. TAB
 - d. ALT

ANS: A PTS: 1 REF: EX 50

34. To erase an entire entry in a cell and then reenter the data from the beginning, press the ____ key.
- a. ALT
 - b. ESC
 - c. CTRL
 - d. TAB

ANS: B PTS: 1 REF: EX 50

35. Which of the following keys moves the insertion point to the beginning of data in a cell?
- a. HOME
 - b. ENTER
 - c. INSERT
 - d. TAB

ANS: A PTS: 1 REF: EX 51

36. Which of the following keys moves the insertion point to the end of data in a cell?
- a. HOME
 - b. DELETE
 - c. END
 - d. BACKSPACE

ANS: C PTS: 1 REF: EX 51

37. The ____ button allows you to erase recent cell entries.
- a. Undo
 - b. Cell Style
 - c. Bold
 - d. Increase Decimal

ANS: A PTS: 1 REF: EX 51

38. Excel remembers the last ____ actions you have completed.
- a. 25
 - b. 50
 - c. 75
 - d. 100

ANS: D PTS: 1 REF: EX 51

39. Press ____ to select the entire worksheet.
- a. F1
 - b. CTRL+A
 - c. ALT+A
 - d. F4

ANS: B PTS: 1 REF: EX 53

40. If you wish to sign out of your Microsoft account, tap or click ____ on the ribbon to open the Backstage view and then tap or click the Account tab to display the Account gallery, and tap or click the Sign out link.
- a. ACCESS
 - b. TOOLS
 - c. EXIT
 - d. FILE

12. A character with a point size of 10 is about $\frac{10}{72}$ of one inch in height.
- ANS: T PTS: 1 REF: EX 23
13. Modifying the column widths usually is done last because other formatting changes may affect the size of data in the cells in the column.
- ANS: T PTS: 1 REF: EX 23
14. Live preview is available on a touch screen.
- ANS: F PTS: 1 REF: EX 24
15. You can turn off the Bold formatting for selected text by clicking the Roman button (Home tab | Font group).
- ANS: F PTS: 1 REF: EX 26
16. A given range contains the data that determines the size of slices in a corresponding pie chart; these entries are called the category names.
- ANS: F PTS: 1 REF: EX 38
17. To add a pie chart, first select the data to be charted and then tap or click the Insert Pie or Doughnut Chart button (INSERT tab | Charts group).
- ANS: T PTS: 1 REF: EX 38
18. To use the AutoCalculate area, select the range of cells containing the numbers for a calculation you want to verify and then press and hold or double-click the AutoCalculate area to display the Customize Status Bar shortcut menu.
- ANS: F PTS: 1 REF: EX 48
19. If a major error is made when typing data into a cell, tap or click the Cancel box in the formula bar or press the ESC key to erase the entire entry, and then reenter the data from the beginning.
- ANS: T PTS: 1 REF: EX 50
20. With Excel in Edit mode, you can edit cell contents directly in the cell.
- ANS: T PTS: 1 REF: EX 50
21. You can press the RIGHT ARROW or LEFT ARROW keys to position the insertion point during in-cell editing.
- ANS: T PTS: 1 REF: EX 51
22. The Microsoft Office Specialist (MOS) program provides an opportunity for you to obtain proof that you have the Excel 2013 skills required by employers.

ANS: T PTS: 1 REF: EX 52

23. To clear the entire worksheet, tap or click the Clear All button on the worksheet.

ANS: F PTS: 1 REF: EX 52

24. You can clear cell contents and formatting by tapping or clicking Clear Contents on the Clear button menu.

ANS: T PTS: 1 REF: EX 52

25. You should press the SPACEBAR to clear a cell.

ANS: F PTS: 1 REF: EX 52

COMPLETION

1. A(n) _____ conveys a visual representation of data.

ANS: chart

PTS: 1 REF: EX 2

2. Careful _____ can reduce your effort significantly and result in a worksheet that is accurate, easy to read, flexible, and useful.

ANS: planning

PTS: 1 REF: EX 4

3. The easiest way to select a cell is to move the block _____ pointer to the cell and then click.

ANS: plus sign

PTS: 1 REF: EX 6

4. Worksheet _____ typically contain descriptive information about items in rows or contain information that helps to group the data in the worksheet.

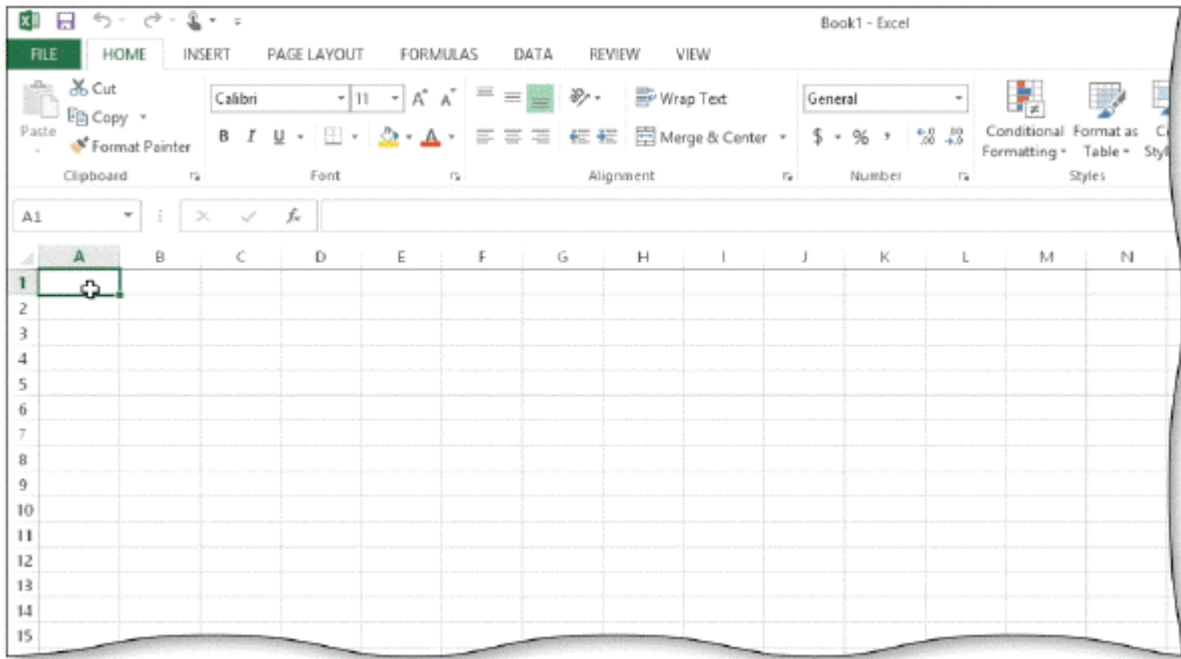
ANS: columns

PTS: 1 REF: EX 6

5. The active cell reference appears in the _____ on the left side of the formula bar.

ANS: Name box

PTS: 1 REF: EX 6



6. A cell is selected, or _____, when a heavy border surrounds the cell, as shown in the accompanying figure.

ANS: active

PTS: 1 REF: EX 6

7. As you type, Excel displays the entry (and the Cancel box and Enter box) in the _____.

ANS: formula bar

PTS: 1 REF: EX 7

8. _____ corrects two initial capital letters by changing the second letter to lowercase.

ANS: AutoCorrect

PTS: 1 REF: EX 9

9. If the next entry you want to make is in an adjacent cell, use the _____ keys to complete the entry in the current cell and make the adjacent cell the active cell.

ANS: ARROW

PTS: 1 REF: EX 12

10. Excel's _____ function, which adds all of the numbers in a range of cells, provides a convenient means to calculate a total.

ANS: SUM

PTS: 1 REF: EX 14

11. You can click the _____ button arrow (HOME tab | Editing group) to view a list of often-used functions.

ANS: Sum

PTS: 1 REF: EX 15

12. The automatically adjusted cell reference in a pasted formula is called a(n) _____.

ANS: relative reference

PTS: 1 REF: EX 16

13. The _____ button allows you to choose whether you want to copy the values from the source area to the destination area with or without formatting.

ANS: Auto Fill Options

PTS: 1 REF: EX 17

14. _____ indicates how characters are emphasized.

ANS: Font style

PTS: 1 REF: EX 23

15. The default font for a new workbook is _____ 11-point regular black.

ANS: Calibri

PTS: 1 REF: EX 23

16. _____ cells involves creating a single cell by combining two or more selected cells.

ANS: Merging

PTS: 1 REF: EX 29

17. Like an area chart, a(n) _____ chart often is used to illustrate changes in data over time.

ANS: line

PTS: 1 REF: EX 37

18. You can double-tap or double-click the _____ tab of the worksheet whose name you want to change.

ANS: sheet

PTS: 1 REF: EX 42

19. _____ involves reducing the electricity consumed and environmental waste generated when using computers, mobile devices, and related technologies.

ANS: Green computing

PTS: 1 REF: EX 45

20. While typing in a cell, you can press the _____ key to erase all the characters back to and including the incorrect character you just typed.

ANS: BACKSPACE

PTS: 1 REF: EX 50

MODIFIED TRUE/FALSE

1. In a worksheet, columns typically contain information that is similar to a list.

ANS: F, rows

PTS: 1 REF: EX 6 TOP: Critical Thinking

2. The group of adjacent cells beginning with B4 and ending with B8, written as B4:B8, is called a(n) range.

ANS: T PTS: 1 REF: EX 14

TOP: Critical Thinking

3. The opposite of merging cells is splitting a merged cell.

ANS: T PTS: 1 REF: EX 30

TOP: Critical Thinking

4. The Top status bar command is used to display the highest value in the selected range in the AutoCalculate area.

ANS: F, Maximize

PTS: 1 REF: EX 48 TOP: Critical Thinking

5. If you accidentally undo an action, you can use the Redo button to redo it.

ANS: T PTS: 1 REF: EX 51

TOP: Critical Thinking

MULTIPLE RESPONSE

Modified Multiple Choice

1. You can insert a function in a cell by _____.
 - a. tapping or clicking the Sum button arrow (HOME tab | Editing group)
 - b. tapping or clicking the Insert Function button in the formula bar
 - c. typing + and one or more letters and then selecting the function name from a list
 - d. typing = and one or more letters and then selecting the function name from a list

ANS: A, B, D PTS: 1 REF: EX 15

2. The characters that Excel displays on the screen are a specific _____.
 - a. font
 - b. style
 - c. size
 - d. color

ANS: A, B, C, D PTS: 1 REF: EX 23

3. _____ is an electronic image format, sometimes called a fixed format.
 - a. XPS
 - b. TIF
 - c. BMP
 - d. PDF

ANS: A, D PTS: 1 REF: EX 45

4. A _____ is information that exists on a physical medium such as paper.
 - a. hard copy
 - b. column
 - c. validation
 - d. printout

ANS: A, D PTS: 1 REF: EX 45

5. If you have multiple Excel workbooks open, to close all open workbooks and exit Excel, _____.
 - a. press F4
 - b. press ALT+F4
 - c. press and hold the Excel app button on the taskbar and then tap 'Close all windows' on the shortcut menu
 - d. right-click the Excel app button on the taskbar and then click 'Close all windows' on the shortcut menu

ANS: B, C, D PTS: 1 REF: EX 53

MATCHING

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

- | | |
|------------------|----------------------|
| a. ALT+PAGE DOWN | f. END |
| b. ARROW | g. INSERT |
| c. CTRL+HOME | h. SHIFT+RIGHT ARROW |
| d. HOME | i. BACKSPACE |
| e. CTRL+F | j. SPACEBAR |

1. Selects the cell at the beginning of the row that contains the active cell.
2. Displays the Find dialog box.

3. Selects the cell one worksheet window to the right.
4. Selects the adjacent cell in the direction of the arrow on the key.
5. Highlights one or more adjacent characters to the right.
6. Should not be used to clear a cell.
7. Deletes characters to the left of the insertion point.
8. Selects cell A1.
9. Toggles between Insert and Overtyping mode.
10. Moves the insertion point to the end of data in a cell.

- | | | |
|------------|--------|------------|
| 1. ANS: D | PTS: 1 | REF: EX 36 |
| 2. ANS: E | PTS: 1 | REF: EX 36 |
| 3. ANS: A | PTS: 1 | REF: EX 36 |
| 4. ANS: B | PTS: 1 | REF: EX 36 |
| 5. ANS: H | PTS: 1 | REF: EX 51 |
| 6. ANS: J | PTS: 1 | REF: EX 52 |
| 7. ANS: I | PTS: 1 | REF: EX 51 |
| 8. ANS: C | PTS: 1 | REF: EX 36 |
| 9. ANS: G | PTS: 1 | REF: EX 50 |
| 10. ANS: F | PTS: 1 | REF: EX 51 |

ESSAY

1. List and briefly describe six chart types from which you can choose in Excel. Mention how you select the appropriate type of chart.

ANS:

Excel includes 10 chart types from which you can choose, including column, line, pie, bar, area, X Y (scatter), stock, surface, bubble, and radar. The type of chart you choose depends on the type of data that you have, how much data you have, and the message you want to convey.

A line chart often is used to illustrate changes in data over time. Pie charts show the contribution of each piece of data to the whole, or total, of the data. Area charts, like line charts, illustrate changes over time, but often are used to compare more than one set of data, and the area below the lines is filled in with a different color for each set of data. An X Y (scatter) chart is used much like a line chart, but each piece of data is represented by a dot and is not connected with a line. A stock chart provides a number of methods commonly used in the financial industry to show stock market data. A surface chart compares data from three columns and/or rows in a three-dimensional manner. A bubble chart is much like an X Y (scatter) chart, but a third set of data results indicates how large each individual dot, or bubble, is on the chart. A radar chart can compare several sets of data in a manner that resembles a radar screen, with each set of data represented by a different color. A column or cylinder chart is a good way to compare values side by side. A pie chart can go even further in comparing values across categories by showing each pie piece in comparison with the others.

PTS: 1 REF: EX 37 TOP: Critical Thinking

2. Discuss document properties. Include definitions of these terms: *standard properties* and *automatically updated properties*. Be sure to give at least two reasons why document properties are valuable.

ANS:

Excel helps you organize and identify your files by using document properties, which are the details about a file such as the project author, title, and subject. For example, a class name or document topic can describe the file's purpose or content

Document properties are valuable for a variety of reasons:

- (1) Users can save time locating a particular file because they can view a file's document properties without opening the workbook.
- (2) By creating consistent properties for files having similar content, users can better organize their workbooks.
- (3) Some organizations require Excel users to add document properties so that other employees can view details about these files.

The more common document properties are standard and automatically updated properties. Standard properties are associated with all Microsoft Office files and include author, title, and subject. Automatically updated properties include file system properties, such as the date you create or change a file, and statistics, such as the file size.

PTS: 1 REF: EX 44 TOP: Critical Thinking

3. Discuss how to correct errors after entering data into a cell using in-cell editing.

ANS:

If the entry in the cell is long and the errors are minor, using Edit mode may be a better choice than retyping the cell entry. Double-tap or double-click the cell containing the error to switch Excel to Edit mode. In Edit mode, Excel displays the active cell entry in the formula bar and a flashing insertion point in the active cell.

With Excel in Edit mode, you can edit the contents directly in the cell — a procedure called in-cell editing. Make changes using in-cell editing, as indicated below.

- (1) To insert new characters between two characters, place the insertion point between the two characters and begin typing. Excel inserts the new characters at the location of the insertion point.
- (2) To delete a character in the cell, move the insertion point to the left of the character you want to delete and then press the DELETE key or place the insertion point to the right of the character you want to delete and then press the BACKSPACE key. You also can drag to select the character or adjacent characters you want to delete and then press the DELETE key or CTRL+X, or tap or click the Cut button (HOME tab | Clipboard group).
- (3) When you are finished editing an entry, tap or click the Enter box or press the ENTER key.

PTS: 1 REF: EX 50 TOP: Critical Thinking

CASE

Critical Thinking Questions

Case 1-1

Perry has recently expanded his business and hired two employees. As a result of this expansion, he is considering carefully how to establish policies and procedures for creating workbooks.

1. Perry decides that before either of his employees creates a new workbook he must give them a ____.

- a. requirements document
- b. USB flash drive
- c. file name
- d. table of keyboard shortcuts

ANS:

A

PTS: 1 REF: EX 3 TOP: Critical Thinking

2. Perry also decides that he should approve ____ of any proposed worksheet.

- a. the font and font size
- b. a chart
- c. a sketch
- d. the title and subtitle text

ANS:

C

PTS: 1 REF: EX 4 TOP: Critical Thinking

Critical Thinking Questions

Case 1-2

Anita is new to Microsoft Excel 2013. As she uses the application, she is beginning to see that Excel offers many features to help her save time and be more productive.

3. Which of the following features helps Anita be more productive by automatically reducing the number of misspelled or mistyped words?

- a. AutoComplete
- b. AutoCalculate
- c. AutoCorrect
- d. Auto Fill

ANS:

C

PTS: 1 REF: EX 9 TOP: Critical Thinking

4. Which of the following Excel features helps Anita be more productive by helping her more easily organize and identify her workbook files?

- a. Shortcut menus
- b. Document properties
- c. Contextual tabs
- d. Enhanced ScreenTips

ANS:

B

PTS: 1 REF: EX 44 TOP: Critical Thinking

Access Chapter 1 — Databases and Database Objects: An Introduction

MULTIPLE CHOICE

1. Access is a _____.
 - a. word processing software tool
 - b. file management system
 - c. workbook management system
 - d. database management system

ANS: D PTS: 1 REF: AC 2
2. In a(n) ____ database such as those maintained by Access, a database consists of a collection of tables, each of which contains information on a specific subject.
 - a. tabular
 - b. record
 - c. attribute
 - d. relational

ANS: D PTS: 1 REF: AC 2
3. A(n) ____ contains information about a given person, product, or event.
 - a. attribute
 - b. record
 - c. field
 - d. column

ANS: B PTS: 1 REF: AC 3
4. ____ words are words that have a special meaning to Access and cannot be used for the names of fields.
 - a. Reserved
 - b. Restricted
 - c. Significant
 - d. Tagged

ANS: A PTS: 1 REF: AC 4
5. In Access, table and field names can be up to ____ characters in length.
 - a. 256
 - b. 128
 - c. 64
 - d. 32

ANS: C PTS: 1 REF: AC 8
6. A field whose data type is ____ can contain any characters.
 - a. Alpha
 - b. Character
 - c. Normal
 - d. Short Text

ANS: D PTS: 1 REF: AC 9
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. Memo
 - b. Long Text
 - c. Variable
 - d. Character

ANS: B PTS: 1 REF: AC 9
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. ValueIncrement
 - c. Incremental
 - d. AutoNumber

ANS: D PTS: 1 REF: AC 9

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

ANS: A PTS: 1 REF: AC 9

10. A field whose data type is ____ can store an OLE object, which is an object linked to or embedded in the table.
- a. Illustration
 - b. Image
 - c. Bitmap
 - d. OLE object

ANS: D PTS: 1 REF: AC 9

11. A field whose data type is ____ can store text that can be used as a hyperlink address.
- a. URL
 - b. Web
 - c. Placeholder
 - d. Hyperlink

ANS: D PTS: 1 REF: AC 9

12. When you assign a(n) ____ to a field, Access will display the value you assign, rather than the field name, in datasheets and in forms.
- a. alternate
 - b. caption
 - c. abbreviation
 - d. tag

ANS: B PTS: 1 REF: AC 10

13. When you create a table in Datasheet view, Access automatically adds a field called ____ as the first field in the table.
- a. AutoNumber
 - b. AutoFill
 - c. ID
 - d. PrimaryID

ANS: C PTS: 1 REF: AC 11

14. To define an additional field in Datasheet view, tap or click the ____ column heading.
- a. New Field
 - b. Add Field
 - c. Click to Add
 - d. Insert Field

ANS: C PTS: 1 REF: AC 14

15. To undo the most recent change to a table structure, tap or click the ____ button on the Quick Access Toolbar.
- a. Cancel
 - b. Reverse
 - c. Back
 - d. Undo

ANS: D PTS: 1 REF: AC 15

16. To delete a field in a table, press and hold or right-click the column heading for the field, and then tap or click ____ on the shortcut menu.
- a. Remove Field
 - b. Delete Field
 - c. Delete Column
 - d. Remove Column

ANS: B PTS: 1 REF: AC 15

17. To change the name of a field, press and hold or right-click the column heading for the field, tap or click ____ on the shortcut menu, and then type the desired field name.
- a. Change Column
 - b. Rename Column
 - c. Change Field
 - d. Rename Field

ANS: D PTS: 1 REF: AC 15

18. To show the symbol for the Euro instead of the dollar sign, change the ____ property for the field whose data type is Currency.
- a. Field Size
 - b. Format
 - c. Caption
 - d. Description

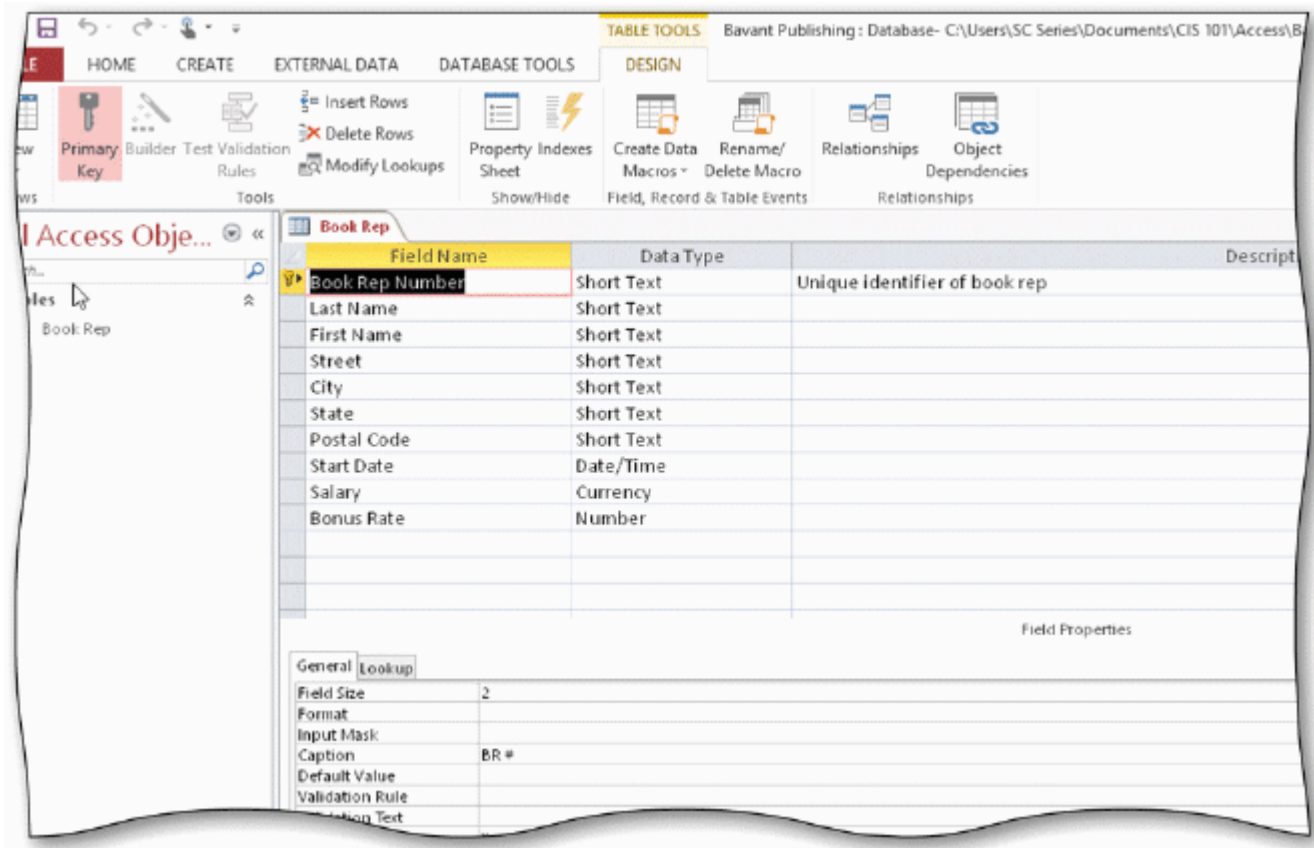
ANS: B PTS: 1 REF: AC 15

19. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click ____ on the shortcut menu.
- a. Insert Column
 - b. Insert Field
 - c. Add Column
 - d. Add Field

ANS: B PTS: 1 REF: AC 15-AC 16

20. To open a table in Design view, press and hold or right-click the table in the Navigation Pane and then tap or click ____ on the shortcut menu
- a. Table Design
 - b. Layout View
 - c. Structure View
 - d. Design View

ANS: D PTS: 1 REF: AC 17



21. In the accompanying figure, the key symbol that appears in the row selector for the Book Rep Number field indicates that Book Rep Number is the ____ for the table.

- a. principal key
- b. foreign key
- c. main key
- d. primary key

ANS: D PTS: 1 REF: AC 17

22. In the accompanying figure, the Book Rep table displays in ____.

- a. Structure view
- b. Design view
- c. Layout view
- d. Table view

ANS: B PTS: 1 REF: AC 17

23. In the accompanying figure, the small box or bar to the left of each field is called the ____.

- a. row selector
- b. field selector
- c. field bar
- d. current field bar

ANS: A PTS: 1 REF: AC 18

24. To add a record to a table, tap or click the ____ record button.

- a. Add New
- b. New (blank)
- c. Last
- d. Insert (New)

ANS: B PTS: 1 REF: AC 23

25. You can place an insertion point by tapping or clicking in the field or by pressing ____.

- a. F2
- b. F3
- c. F4
- d. F5

ANS: A PTS: 1 REF: AC 23

26. To delete a record, tap or click the record selector for the record, and then press the ____ key(s).
- a. CTRL+DELETE
 - b. CTRL+Y
 - c. DELETE
 - d. CTRL+K

ANS: C PTS: 1 REF: AC 23

27. To specify AutoCorrect rules and exceptions to the rules, tap or click FILE to open the Backstage view, tap or click ____, and then tap or click Proofing in the dialog box that displays.
- a. Customize
 - b. Manage
 - c. Options
 - d. Grammar

ANS: C PTS: 1 REF: AC 23

28. To save the changes to the layout of a table, tap or click the Save button on the ____.
- a. status bar
 - b. TABLE TOOLS tab
 - c. Navigation Pane
 - d. Quick Access Toolbar

ANS: D PTS: 1 REF: AC 28

29. To change the print orientation from portrait to landscape, tap or click the ____ button on the PRINT PREVIEW tab.
- a. Portrait/Landscape
 - b. Orientation
 - c. Switch Orientation
 - d. Landscape

ANS: D PTS: 1 REF: AC 31

30. To import data to a table, tap or click the ____ tab on the ribbon.
- a. DATABASE TOOLS
 - b. FILE
 - c. EXTERNAL DATA
 - d. IMPORT

ANS: C PTS: 1 REF: AC 33

31. To open the Navigation Pane, tap or click the ____ Button.
- a. Open Navigation Pane
 - b. Open Pane
 - c. Shutter Bar Open/Close
 - d. Navigation Bar Show/Hide

ANS: C PTS: 1 REF: AC 40

32. To create a query using the Query Wizard, tap or click ____ on the ribbon and then click the Query Wizard button.
- a. CREATE
 - b. INSERT
 - c. NEW OBJECT
 - d. REPORT

ANS: A PTS: 1 REF: AC 40

33. To view the results of a saved query, press and hold or right-click the query in the Navigation Pane and tap or click ____ on the shortcut menu.
- a. Datasheet View
 - b. Open
 - c. Results View
 - d. Run

ANS: B PTS: 1 REF: AC 42-AC 43

34. To change the design of a query, press and hold or right-click the query in the Navigation Pane and then tap or click ____ on the shortcut menu.
- a. Open
 - b. SQL
 - c. Query Window
 - d. Design View

ANS: D PTS: 1 REF: AC 42

35. To create an initial report that can be modified in Layout view, tap or click ____ on the CREATE tab.
- a. Layout
 - b. Report Layout
 - c. Report
 - d. Simple Report

ANS: C PTS: 1 REF: AC 49

36. To exit Access, tap or click the ____ button on the right side of the title bar.
- a. Quit
 - b. Stop
 - c. End
 - d. Close

ANS: D PTS: 1 REF: AC 56

37. To back up the database that is currently open, use the ____ command on the Save As tab in the Backstage view.
- a. Close and Back Up
 - b. Back Up Current
 - c. Save As Back Up
 - d. Back Up Database

ANS: D PTS: 1 REF: AC 56

38. To compact and repair a database, tap or click the ____ button in the Info gallery in the Backstage view.
- a. Restore
 - b. Fix
 - c. Compaction
 - d. Compact & Repair

ANS: D PTS: 1 REF: AC 57

39. To delete a database object, press and hold or right-click the object in the Navigation Pane and then tap or click ____ on the shortcut menu.
- a. Erase
 - b. Trash
 - c. Delete
 - d. Remove

ANS: C PTS: 1 REF: AC 58

40. To rename a database object, press and hold or right-click the object in the Navigation Pane and then tap or click ____ on the shortcut menu.
- a. New Name
 - b. Redefine
 - c. Rename
 - d. Save Name

ANS: C PTS: 1 REF: AC 58

MULTIPLE RESPONSE

Modified Multiple Choice

1. File names cannot contain a(n) ____.

- a. question mark (?)
- b. colon (:)
- c. space
- d. underscore (_)

ANS: A, B PTS: 1 REF: AC 7

2. Field names cannot contain ____.
- a. square brackets ([])
 - b. periods (.)
 - c. hyphens (-)
 - d. accent graves (`)

ANS: A, B, D PTS: 1 REF: AC 8

3. The Access window consists of a variety of components. These include the ____.
- a. Navigation Pane
 - b. Content pane
 - c. Object tabs
 - d. Quick Access Toolbar

ANS: A, C, D PTS: 1 REF: AC 8

4. 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

ANS: A, C, D PTS: 1 REF: AC 9

5. You can create a table in ____.
- a. Design view
 - b. Blank view
 - c. Layout view
 - d. Datasheet view

ANS: A, D PTS: 1 REF: AC 10

TRUE/FALSE

1. In Access, the columns in a table are called records.

ANS: F PTS: 1 REF: AC 3

2. A unique identifier also is called a primary key.

ANS: T PTS: 1 REF: AC 3

3. In Access, field names cannot contain digits.

ANS: F PTS: 1 REF: AC 8

4. The Navigation Pane contains a list of all the objects in the database.

ANS: T PTS: 1 REF: AC 8

5. In Datasheet view, a table is represented as a collection of rows and columns called a list.

ANS: F PTS: 1 REF: AC 8

6. The maximum number of characters allowed in a field whose data type is Short Text is 255 characters.

ANS: T PTS: 1 REF: AC 9

7. Fields that contain numbers but will not be used for arithmetic operations usually are assigned a data type of Memo.

ANS: F PTS: 1 REF: AC 9

8. The Currency data type is used for fields that contain only monetary data.

ANS: T PTS: 1 REF: AC 9

9. The Character data type is used for a field that can store a variable amount of text or combinations of text and numbers where the total number of characters may exceed 255.

ANS: F PTS: 1 REF: AC 9

10. When Access first creates a database, it automatically creates a table.

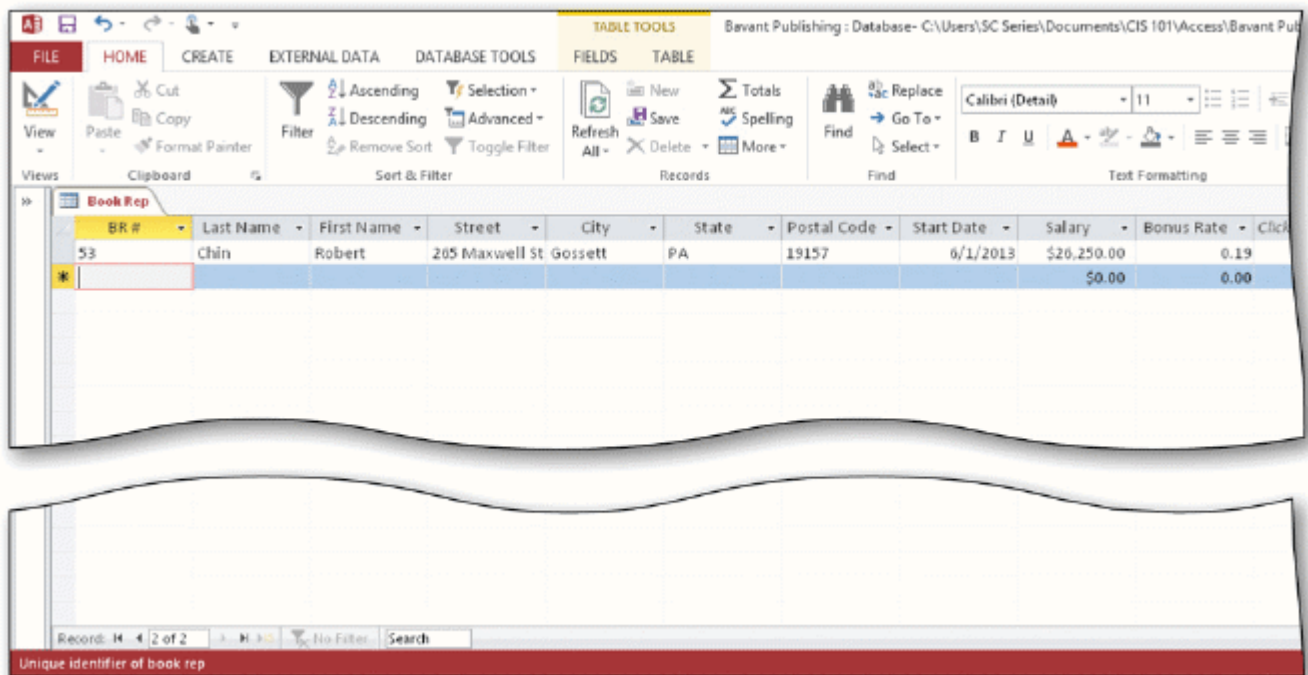
ANS: T PTS: 1 REF: AC 11

11. One way to undo changes to a field is to click the Undo button on the status bar.

ANS: F PTS: 1 REF: AC 15

12. The AutoError Correction feature of Access corrects common data entry errors.

ANS: F PTS: 1 REF: AC 23



13. 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.

ANS: F PTS: 1 REF: AC 26

14. As shown in the accompanying figure, you can use the Last record button to move to the last record in the table.

ANS: T PTS: 1 REF: AC 26

15. As shown in the accompanying figure, you can move to the first record in a table by clicking the Start record Navigation button.

ANS: F PTS: 1 REF: AC 26

16. Changing the column width in a datasheet changes the structure of a table.

ANS: F PTS: 1 REF: AC 28

17. Landscape orientation means the printout is across the length (height) of the page.

ANS: T PTS: 1 REF: AC 29

18. To print a wide database table, a table whose contents do not fit on the screen, you will need portrait orientation.

ANS: F PTS: 1 REF: AC 29

19. To preview and then print the contents of a table, use Table Preview.

ANS: F PTS: 1 REF: AC 30

20. Form view displays a single record at a time.

ANS: T PTS: 1 REF: AC 45

21. Layout view shows a report on the screen and allows the user to make changes to the report.

ANS: T PTS: 1 REF: AC 50

22. Standard properties are associated with all Microsoft Office documents and include author, title, and subject.

ANS: T PTS: 1 REF: AC 54

23. The DATABASE TOOLS tab provides commands to save a database with another name.

ANS: F PTS: 1 REF: AC 57

24. Each customer has one book rep, but each book rep can have many customers. This is an example of a one-to-many relationship.

ANS: T PTS: 1 REF: AC 62

25. Redundancy means storing the same fact in more than one place.

ANS: T PTS: 1 REF: AC 62

MODIFIED TRUE/FALSE

1. The term list database describes a database that consists of a collection of tables, each of which contains information on a specific subject. _____

ANS: F, relational

PTS: 1 REF: AC 2

2. A field that has the Calculated data type can store a unique sequential number that Access assigns to a record. _____

ANS: F, AutoNumber

PTS: 1 REF: AC 9

3. To change the name of a field, press and hold or right-click the column heading for the field, and then tap or click Rename Field on the shortcut menu. _____

ANS: T PTS: 1 REF: AC 15

4. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click Insert Column on the shortcut menu.

ANS: F, Field

PTS: 1 REF: AC 15-AC 16

5. To delete a field, press and hold or right-click the column heading for the field, and then tap or click Remove Field on the shortcut menu. _____

ANS: F, Delete

PTS: 1 REF: AC 15

COMPLETION

1. A(n) _____ is software that can be used to create a database; add, change, and delete data in the database; ask and answer questions concerning the data in the database; and create forms and reports using the data.

ANS: database management system

PTS: 1 REF: AC 2

2. The rows in the tables are called _____.

ANS: records

PTS: 1 REF: AC 3

3. A(n) _____ contains a specific piece of information within a record.

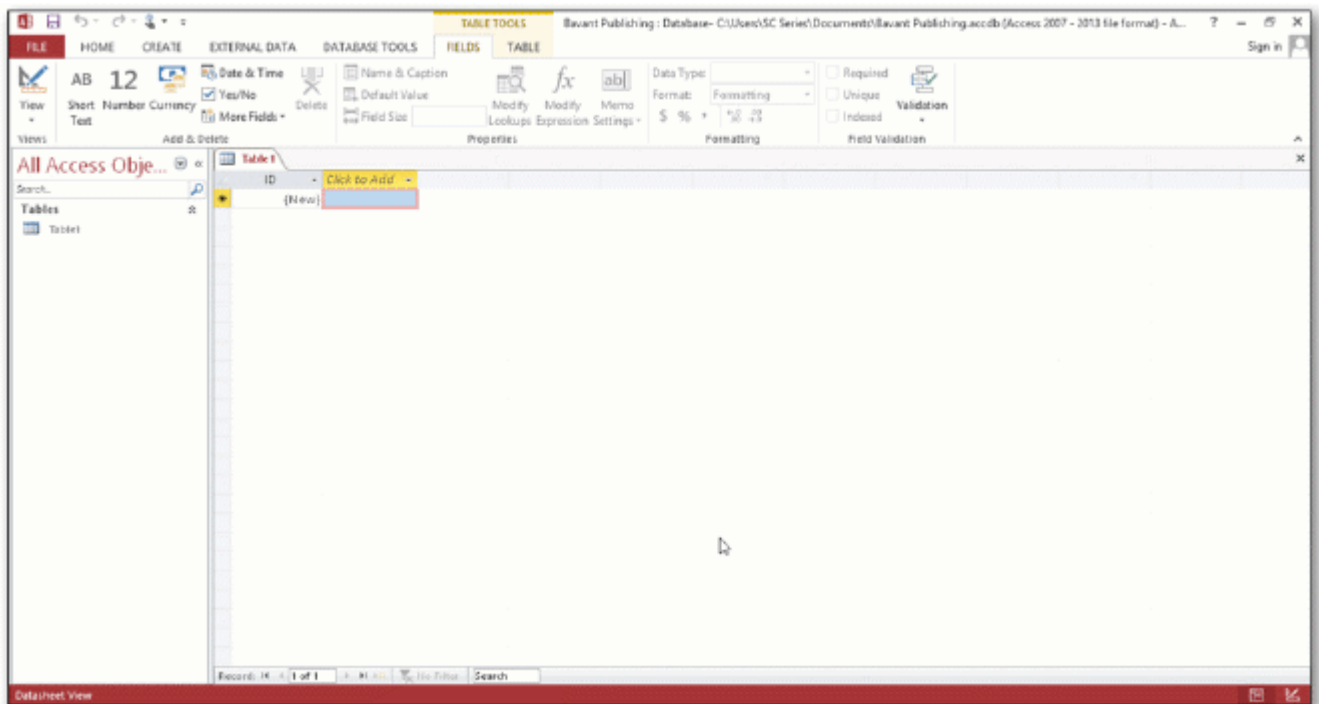
ANS: field

PTS: 1 REF: AC 3

4. A unique identifier also is called a(n) _____.

ANS: primary key

PTS: 1 REF: AC 3



5. In the accompanying figure, the _____ Pane contains a list of all the objects in the database.

ANS: Navigation

PTS: 1 REF: AC 7

6. In the accompanying figure, the words Datasheet View at the lower left of the screen appear on the _____.

ANS: status bar

PTS: 1 REF: AC 7

7. In the accompanying figure, the entire area that displays on the screen is called the _____ work area.

ANS: Access

PTS: 1 REF: AC 7

8. In the accompanying figure, _____ for the open objects appear at the top of the work area.

ANS: object tabs

PTS: 1 REF: AC 7

9. In the accompanying figure, the database name, Bavant Publishing appears on the _____.

ANS: title bar

PTS: 1 REF: AC 7

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.

ANS: View

PTS: 1 REF: AC 7

11. The _____ data type in Access is referred to as Money in SQL Server.

ANS: Currency

PTS: 1 REF: AC 9

12. The Short Text data type replaces the _____ data type in previous editions of Access.

ANS: Text

PTS: 1 REF: AC 9

13. _____ view has more functionality for creating a table than Datasheet view.

ANS: Design

PTS: 1 REF: AC 10

14. To define an additional field in Datasheet view, tap or click the _____ column heading, select the data type, and then type the field name.

ANS: Click to Add

PTS: 1 REF: AC 14

15. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click _____ on the shortcut menu.

ANS: Insert Field

PTS: 1 REF: AC 15-AC 16

16. Society encourages users to contribute to _____ computing, which involves reducing the electricity consumed and environmental waste generated when using computers, mobile devices, and related technologies.

ANS: green

PTS: 1 REF: AC 29

17. A hard copy or _____ is information that exists on a physical medium such as paper.

ANS: printout

PTS: 1 REF: AC 29

18. _____ refers to the process of determining the tables and fields that make up the database.

ANS: Database design

PTS: 1 REF: AC 58

19. The determination of database requirements is part of a process known as _____.

ANS: systems analysis

PTS: 1 REF: AC 58

20. Designing to omit _____ will help to produce good and valid database designs.

ANS: redundancy

PTS: 1 REF: AC 63

MATCHING

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

- | | |
|----------------|-------------|
| a. AutoNumber | f. Currency |
| b. Layout view | g. Metadata |

- | | |
|----------------|------------------|
| c. DBDL | h. Print Preview |
| d. Report view | i. Short Text |
| e. Long Text | j. status bar |

1. Field can store a variable amount of text or combinations of text and numbers where the total number of characters may exceed 255.
2. Presents information about the database object, the progress of current tasks, and the status of certain commands and keys.
3. Field can contain any characters and the total numbers of characters cannot exceed 255.
4. Field can contain only monetary data.
5. Field can store a unique sequential number that Access assigns to the record.
6. A commonly accepted shorthand representation for showing the structure of a relational database.
7. View that shows a report as it will appear when printed.
8. View that shows a report on the screen and allows changes to the report.
9. View that shows a report on the screen and does not allow changes to the report.
10. Can include such information as the file's author, title, or subject.

- | | | |
|------------|--------|------------|
| 1. ANS: E | PTS: 1 | REF: AC 9 |
| 2. ANS: J | PTS: 1 | REF: AC 8 |
| 3. ANS: I | PTS: 1 | REF: AC 9 |
| 4. ANS: F | PTS: 1 | REF: AC 9 |
| 5. ANS: A | PTS: 1 | REF: AC 9 |
| 6. ANS: C | PTS: 1 | REF: AC 58 |
| 7. ANS: H | PTS: 1 | REF: AC 50 |
| 8. ANS: B | PTS: 1 | REF: AC 50 |
| 9. ANS: D | PTS: 1 | REF: AC 50 |
| 10. ANS: G | PTS: 1 | REF: AC 54 |

ESSAY

1. Discuss the difference between the way Access saves a record and the way Excel saves a row in a worksheet.

ANS:

In Access, as soon as you move to another record, the record is saved. No separate save step exists. In Excel, data entered into rows is not saved until the entire worksheet is saved.

PTS: 1 REF: AC 22 TOP: Critical Thinking

Customer Number	Customer Name	Street	...	Book Rep Number	Last Name	First Name
ASU37	Applewood State University	300 University Ave.	...	42	Perez	Melina
BCJ21	Brodkin Junior College	4806 Park Dr.	...	42	Perez	Melina
CSD25	Cowpens ISD	829 Wooster Ave.	...	53	Chin	Robert
CSU10	Camellia State University	725 Camellia St.	...	53	Chin	Robert
DCC34	Dartt Community College	3827 Burgess Dr.	...	65	Rogers	Tracy
...

2. In the accompanying figure, book rep names appear more than once in the table. Storing this data on multiple records is an example of redundancy which can cause several problems.

What are these problems? What is the solution to the problem?

ANS:

Redundancy causes the following problems:

1. *Wasted storage space. The same name is stored more than once. It should be stored only once.*
2. *More complex database updates. If the same name is stored more than once and the individual's name changes, then the name would need to be changed in several different places.*
3. *A possibility of inconsistent data. There is nothing to prohibit a name being changed on one record and not on another.*

The solution to the problem is to place the redundant data in a separate table.

PTS: 1

REF: AC 63

TOP: Critical Thinking

3. When you create a database, you should follow some general guidelines for database design. What are these nine guidelines?

ANS:

The nine guidelines are:

1. *Identify the tables that will be included in the database.*
2. *Determine the primary keys for each of the tables.*
3. *Determine the additional fields that should be included in each of the tables.*
4. *Determine relationships between the tables.*
5. *Determine data types for the fields in the tables.*
6. *Determine additional properties for fields.*
7. *Identify and remove any unwanted redundancy.*
8. *Determine a storage location for the database.*
9. *Determine the best method for distributing the database objects.*

PTS: 1

REF: AC 64

TOP: Critical Thinking

CASE**Critical Thinking Questions****Case 1-1**

Joe has been asked to create a Special Projects database for his company. The database is to track employees and the special projects to which the employees may be assigned. A special project can have between 2 and 5 employees assigned to it. He has determined that he needs the following tables:

Employee (Social Security Number, Last Name, First Name, Street Address, City, State,
Postal Code, Hourly Pay Rate, Project Code)

Project (Project Code, Project Name, Total Hours, Completion Date)

1. Which field in the Employee table should be the primary key and why?

ANS:

Social Security Number should be the primary key because the values in the field will be unique for each record.

PTS: 1 REF: AC 60 TOP: Critical Thinking

2. Which field in the Project table should be the primary key and why?

ANS:

Project Code should be the primary key because you can assign unique values to the field.

PTS: 1 REF: AC 60 TOP: Critical Thinking

Critical Thinking Questions**Case 1-2**

Now that Joe has created the tables and determined the primary and foreign keys, he needs to determine the data types for the fields in each table.

3. What data type should Joe use for the Completion Date field?

ANS:

Joe should use the Date & Time data type because dates will be stored in the field.

PTS: 1 REF: AC 9 TOP: Critical Thinking

4. What data type should Joe use for the Social Security Number field? Why?

ANS:

Joe should use the Short Text data type. Even though the field contains numbers, the field will not be used for arithmetic operations.

PTS: 1 REF: AC 9 TOP: Critical Thinking