

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Access Module 01: Creating a Database

1. A database or a relational database is a collection of related tables. \_\_\_\_\_
- a. True
  - b. False

ANSWER: True

POINTS: 1

REFERENCES: Introduction to Database Concepts

2. Each record in a table is uniquely identified by a foreign key. \_\_\_\_\_
- a. True
  - b. False

ANSWER: False

POINTS: 1

REFERENCES: Introduction to Database Concepts

3. A software program that lets the user create databases and then manipulate the data in the databases is called a database management system (DBMS). \_\_\_\_\_
- a. True
  - b. False

ANSWER: True

POINTS: 1

REFERENCES: Managing a Database

4. A table is a predesigned database that includes professionally designed database objects. \_\_\_\_\_
- a. True
  - b. False

ANSWER: False

POINTS: 1

REFERENCES: Starting Access and Creating a Database

5. The only option available for creating tables in Access is to use the datasheet view. \_\_\_\_\_
- a. True
  - b. False

ANSWER: False

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

6. The number of the currently selected record in a table and the total number of records in the table are displayed in the Current Record box which appears between the two sets of navigation buttons on a data sheet. \_\_\_\_\_
- a. True
  - b. False

ANSWER: True

POINTS: 1

## Access Module 01: Creating a Database

*REFERENCES:* Creating a Table in Datasheet View

7. A question asked about the data stored in a database is called a primary key. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Creating a Table in Datasheet View

8. A query is used to enter, edit, and view records in a database. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Session 1.2 Visual Overview

9. When creating a form in Access, the Layout view allows the user to make design changes to the form while it is displaying data.

- \_\_\_\_\_
- a. True
  - b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Creating a Simple Form

10. Compacting a database rearranges the data and objects in a database to decrease its file size. \_\_\_\_\_

- a. True
- b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Managing a Database

11. A single characteristic or attribute of a person, place, object, event, or idea is a table. \_\_\_\_\_

*ANSWER:* False - field

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

12. A relationship between two tables in a database is formed using a Backstage field. \_\_\_\_\_

*ANSWER:* False - common

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

13. Each Access database may be as large as two gigabytes in size and may have up to 255 people using the database at the same time.

## Access Module 01: Creating a Database

ANSWER: True

POINTS: 1

REFERENCES: Introduction to Database Concepts

14. The default primary key for an Access database is the ID field. \_\_\_\_\_

ANSWER: True

POINTS: 1

REFERENCES: Introduction to Database Concepts

15. Field values that may be entered into a field are determined by the data type of the field. \_\_\_\_\_

ANSWER: True

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

16. The query results are stored in the database in which the query has been created. \_\_\_\_\_

ANSWER: False - are not, aren't

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

17. A formatted printout (or screen display) of the contents of one or more tables or queries is a form. \_\_\_\_\_

ANSWER: False - report

POINTS: 1

REFERENCES: The CREATE Tab Options

18. It is possible to view all Access objects in the Navigation Pane. \_\_\_\_\_

ANSWER: True

POINTS: 1

REFERENCES: Viewing Objects in the Navigation Pane

19. The default sort order for records in an Access table is based on the values in the primary key field. \_\_\_\_\_

ANSWER: True

POINTS: 1

REFERENCES: Introduction to Database Concepts

20. Access report printing options may be changed using the Navigation dialog box. \_\_\_\_\_

ANSWER: False - Print

POINTS: 1

REFERENCES: Creating a Simple Report

21. Which Access 2016 view shows the contents of a table as a datasheet?

- a. Design view
- b. Datasheet view

## Access Module 01: Creating a Database

- c. Form view      d. Table view

**ANSWER:**      b

**POINTS:**      1

**REFERENCES:** Creating a Table in Datasheet View

22. Which button is used to open and close the Navigation Pane?

- a. Navigation Bar      b. Record  
c. Shutter Bar Open/Close      d. Table View

**ANSWER:**      c

**POINTS:**      1

**REFERENCES:** Session 1.1 Visual Overview

23. To save a table in Access with a name that relates to the database (a name other than the Access default name), it is necessary to complete which process?

- a. save the table object      b. save the database  
c. save the record      d. save the field

**ANSWER:**      a

**POINTS:**      1

**REFERENCES:** Creating a Table in Datasheet View

24. Which Ribbon group allows you to add fields to an Access table with defined data types?

- a. Properties      b. Formatting  
c. Field Validation      d. Add & Delete

**ANSWER:**      d

**POINTS:**      1

**REFERENCES:** Creating a Table in Datasheet View

25. Each row in an Access table datasheet displays which of the following?

- a. a query      b. a record  
c. a field      d. a data type

**ANSWER:**      b

**POINTS:**      1

**REFERENCES:** Creating a Table in Datasheet View

26. Each column in an Access table datasheet represents a \_\_\_\_\_.

- a. query      b. record  
c. field      d. primary key

**ANSWER:**      c

**POINTS:**      1

**REFERENCES:** Creating a Table in Datasheet View

27. The specific content of a field is referred to as the \_\_\_\_\_.

- a. field content      b. field value  
c. table value      d. column value

## Access Module 01: Creating a Database

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

28. Which term identifies a field that appears in two separate tables and may be used to connect records in the separate tables?

- a. primary key field
- b. field value
- c. foreign key field
- d. common field

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

29. What is the purpose of the primary key?

- a. to uniquely identify each record in a table
- b. to uniquely identify each table in a database
- c. to create a relationship between two tables in a database
- d. to create a relationship for queries in a database

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

30. Data organized as a collection of tables creates this type of data system.

- a. database
- b. database management system (DBMS)
- c. primary key system
- d. relational database management system

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

31. Which Access 2016 view contains commands used to manage Access files and options?

- a. Datasheet view
- b. Design view
- c. Backstage view
- d. Form view

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Starting Access and Creating a Database

32. How many characters may a field name in Access contain including numbers, letters, spaces, and special characters?

- a. 255
- b. 36
- c. 64
- d. 146

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Creating a Table in Datasheet View

33. Another term used for the column selector feature is \_\_\_\_\_.

- a. row selector
- b. record selector

## Access Module 01: Creating a Database

- c. name selector      d. field selector

**ANSWER:**      d

**POINTS:**      1

**REFERENCES:** Creating a Table in Datasheet View

34. Which of the following terms describes the Access feature that allows a user to size a column in datasheet view so that the column is just wide enough to display the longest visible value in the column?

- a. wide fit                      b. best fit  
c. column adjustment fit      d. trim fit

**ANSWER:**      b

**POINTS:**      1

**REFERENCES:** Creating a Table in Datasheet View

35. Clicking on the Close option from the Backstage view in Access 2016 performs which of the following tasks?

- a. closes the current database  
b. closes the current database and exits Access 2016  
c. closes only the current database object  
d. copies the current database and exits Access 2016

**ANSWER:**      a

**POINTS:**      1

**REFERENCES:** Managing a Database

36. Which Access database object(s) might be used to enter, edit, and view records in a database?

- a. tables      b. forms  
c. reports      d. both a. and b.

**ANSWER:**      b

**POINTS:**      1

**REFERENCES:** Creating a Simple Form

37. Which Access database object asks a question about the data stored in a database and displays specific fields and records that answer the question?

- a. form      b. table  
c. query      d. report

**ANSWER:**      c

**POINTS:**      1

**REFERENCES:** Session 1.2 Visual Overview

38. Which Access feature provides information about Access commands and features and instructions about how to use them?

- a. Query Wizard      b. Access Help  
c. Form Wizard      d. Report Wizard

**ANSWER:**      b

**POINTS:**      1

**REFERENCES:** The CREATE Tab Options

## Access Module 01: Creating a Database

39. Which view is used to make design changes to a form while the form is displaying data?

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

ANSWER:      c

POINTS:      1

REFERENCES: Creating a Simple Form

40. What function does compacting an Access database perform other than reducing the file size?

- a. sorting the database      b. querying the database
- c. saving the database      d. repairing the database

ANSWER:      d

POINTS:      1

REFERENCES: Managing a Database

41. In a relational DBMS, a user may create a database structure that contains which of the following?

- a. data, fields, and table relationships      b. numbers, tables, and fields
- c. symbols, numbers, and tables      d. fields, tables, and table relationships

ANSWER:      d

POINTS:      1

REFERENCES: Introduction to Database Concepts

42. Which of the following is the file extension used for Access 2016 database files?

- a. .mdb      b. .acdb
- c. .accdb      d. .dbacc

ANSWER:      c

POINTS:      1

REFERENCES: Starting Access and Creating a Database

43. Files created with Access 2016 may be used with which previous version of Access?

- a. Access 2010      b. Access 2000
- c. Access 2005      d. Access 2003

ANSWER:      a

POINTS:      1

REFERENCES: Starting Access and Creating a Database

44. When working with Access in \_\_\_\_ Mode, the user may tap the buttons on the Ribbon and also tap to use other features of Access 2016.

- a. Write      b. Touch
- c. Tap      d. Tablet

ANSWER:      b

POINTS:      1

REFERENCES: Starting Access and Creating a Database

## Access Module 01: Creating a Database

45. When using a mouse while in an Access 2016 work session, access a shortcut menu for an object by performing this task.

- a. scroll the vertical scroll bar
- b. scroll the horizontal scroll bar
- c. click on the Navigation Pane
- d. right click

ANSWER: d

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

46. Experienced database developers avoid using spaces in field names and object names because names with spaces might cause errors if the objects are involved in \_\_\_\_.

- a. creating reports using Access
- b. related databases
- c. programming tasks
- d. queries

ANSWER: c

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

47. Which data type allows field values to contain letters, digits, and other characters?

- a. Short Text
- b. AutoNumber
- c. Currency
- d. Date/Time

ANSWER: a

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

48. Which two keys on the keyboard allow an Access user to move the insertion point to the next field to the right in datasheet view when entering data?

- a. Tab, Insert
- b. Enter, PgDn
- c. Insert, PgUp
- d. Tab, Enter

ANSWER: d

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

49. Which of the following attributes of a table are saved only when the table object is saved?

- a. records
- b. field values
- c. characteristics of the fields
- d. data records

ANSWER: c

POINTS: 1

REFERENCES: Creating a Table in Datasheet View

50. When copying and pasting records from one table to another, the records must first be copied to the \_\_\_\_.

- a. database
- b. query
- c. storage device
- d. clipboard

ANSWER: d

POINTS: 1

REFERENCES: Copying Records from Another Access Database



## Access Module 01: Creating a Database

51. Records in separate tables may be connected through a(n) \_\_\_\_\_ that appears in both tables.

*ANSWER:* common field

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

52. A field in a second table that is the primary key in the first table is used to form a relationship between the two tables; the field in the second table is called a(n) \_\_\_\_\_.

*ANSWER:* foreign key

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

53. All of the data in a relational database are contained in \_\_\_\_\_.

*ANSWER:* tables

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

54. The default \_\_\_\_\_ provided by Access is the ID field.

*ANSWER:* primary key

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

55. A table's contents are shown in rows and columns when using the \_\_\_\_\_ view.

*ANSWER:* Datasheet

*POINTS:* 1


*REFERENCES:* Creating a Table in Datasheet View

56. There are two ways to move vertically from one record to another in a table; use the vertical scroll bar or the \_\_\_\_\_.

*ANSWER:* navigation buttons

*POINTS:* 1

*REFERENCES:* Navigating a Datasheet

57. Clicking or tapping this navigation button  moves the insertion point to the \_\_\_\_\_ in a table.

*ANSWER:* last record

*POINTS:* 1

*REFERENCES:* Navigating a Datasheet

58. Data can be presented in customized and useful ways different from tables and queries by using a Simple \_\_\_\_\_.

*ANSWER:* form

*POINTS:* 1

*REFERENCES:* Creating a Simple Form

59. Access reports are based on a selected \_\_\_\_\_ or \_\_\_\_\_.

## Access Module 01: Creating a Database

*ANSWER:* table, query

*POINTS:* 1

*REFERENCES:* Creating a Simple Report

60. Use the \_\_\_\_\_ feature on the Ribbon to see how many pages are in a report based on the current layout.

*ANSWER:* Print Preview

*POINTS:* 1

*REFERENCES:* Creating a Simple Report

61. An important reference tool available in Access 2016, which may be used to assist a user with problems that might occur, is the \_\_\_\_\_ system.

*ANSWER:* Access Help

*POINTS:* 1

*REFERENCES:* Using Microsoft Access Help

62. The process of decreasing the file size of a database and enhancing the performance of the database is called \_\_\_\_\_ the database.

*ANSWER:* compacting

*POINTS:* 1

*REFERENCES:* Managing a Database

63. The \_\_\_\_\_ option is available to compact and repair a database file automatically every time the database is closed.

*ANSWER:* Compact on Close

*POINTS:* 1

*REFERENCES:* Managing a Database

64. What are the five primary functions of a Database Management System (DBMS)?

*ANSWER:*

1. A DBMS allows the creation of database structures containing fields, tables, and table relationships.
2. A DBMS lets users easily add new records, change field values in existing records, and delete records.
3. A DBMS contains a built-in query language, which lets you obtain immediate answers to the questions (or queries) you ask about your data.
4. A DBMS contains a built-in report generator, which produces professional-looking, formatted reports from the data.
5. A DBMS protects databases through security, control, and recovery facilities.

*POINTS:* 1

*REFERENCES:* Introduction to Database Concepts

*TOPICS:* Critical Thinking

65. Explain the difference between a primary key and a foreign key.

*ANSWER:* The primary key may consist of one or more fields whose values are used to uniquely identify each record in a table.

If the same field used as the primary key in one table is also used as a field in another table, and that field is used to create a relationship between the two tables, that field is called a foreign key in the

## Access Module 01: Creating a Database

second table. The foreign key is not used to uniquely identify records in the second table.

**POINTS:** 1

**REFERENCES:** Introduction to Database Concepts

**TOPICS:** Critical Thinking

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

- a. field value
- b. primary key
- c. Backstage view
- d. data type
- e. Current Record Box
- f. Create tab
- g. query
- h. Simple Query Wizard
- i. Print Preview
- j. File tab

**REFERENCES:** Introduction to Database Concepts  
Starting Access and Creating a Database  
Creating a Table in Datasheet View  
Creating a Simple Query

66. The specific content of a field.

**ANSWER:** a

**POINTS:** 1

67. A field, or collection of fields, whose values are used to uniquely identify each record in a table.

**ANSWER:** b

**POINTS:** 1

68. The Access 2016 view that allows the user to manage files and options.

**ANSWER:** c

**POINTS:** 1

69. AutoNumber and Short Text are two examples of this Access feature which determines the values that may be entered in a field.

**ANSWER:** d

**POINTS:** 1

70. A status box that displays the number of the current record and the total number of records in a table.

**ANSWER:** e

**POINTS:** 1

71. The Access Ribbon tab that allows the user to create database objects such as tables, forms, and reports.

**ANSWER:** f

**POINTS:** 1

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Access Module 01: Creating a Database

72. A question that is asked about the data stored in a database.

*ANSWER:* g

*POINTS:* 1

73. An Access 2016 tool that allows the user to quickly add fields and records to display in query results.

*ANSWER:* h

*POINTS:* 1

74. The Access 2016 view that shows the number of pages that will be printed.

*ANSWER:* i

*POINTS:* 1

75. The Access Ribbon tab that offers the option for the user to compact and repair a database.

*ANSWER:* j

*POINTS:* 1