Package Title: MOAC2013\_Access\_ch01-Testbank\_20131207

Course Title: Access

Chapter Number: 1

Question Type: Fill-in-the-blank

1) A/an \_\_\_\_\_\_\_\_\_\_\_ is a tool for collecting and organizing information

Answer: database

Title: Testbank Question 1.1

Section Reference 1: Getting Started

Difficulty: Easy

Lesson Objective: Get Started with Access 2013.

Question Type: Multiple Choice

2) What does DBMS stand for?

a) database by Microsoft

b) data blocks management software

c) data manipulation and storage

d) database management system

Answer: d

Title: Testbank Question 1.2

Section Reference 1: Getting Started

Difficulty: Easy

Lesson Objective: Get Started with Access 2013..

Question Type: Multiple Select

3) What database actions can be performed using the Navigation Pane?

a) open a table

b) create a table

c) copy a table

d) delete a table

Answer: a,c,d

Title: Testbank Question 1.3

Section Reference 1: Working in the Access Window

Difficulty: Easy

Lesson Objective: Set Navigation options (Exam Objective 1.3.4).

Question Type: Multiple Select

4) What database objects does the Navigation Pane list?

a) tables

b) queries

c) file names

d) forms

e) reports

Answer: a,b,d,e

Title: Testbank Question 1.4

Section Reference 1: Working in the Access Window

Difficulty: Easy

Lesson Objective: Set Navigation options (Exam Objective 1.3.4)

Question Type: Fill-in-the-blank

5) The most basic database object that stores data in categories is called a/an \_\_\_\_\_\_\_\_\_\_\_.

Answer: table

Title: Testbank Question 1.5

Section Reference 1: Working in the Access Window

Difficulty: Easy

Lesson Objective: Set Navigation options (Exam Objective 1.3.4).

Question Type: Multiple Choice

6) How can you set the objects in the Navigation Pane to show with additional details?

a) Right-click in the white area of the Navigation Pane to display the shortcut menu, and then click Navigation Options and uncheck the Show Search Bar checkbox.

b) Click the down arrow next to All Access Objects at the top of the Navigation Pane to display the menu, and then select Tables and Related Views.

c) Right-click in the white area of the Navigation Pane to display the shortcut menu, click View By, and then choose Details.

d) Click the down arrow next to All Access Objects at the top of the Navigation Pane to display the menu, and then select Tables.

Answer: c

Title: Testbank Question 1.6

Section Reference 1: Working in the Access Window

Difficulty: Easy

Lesson Objective: Set Navigation options (Exam Objective 1.3.4)

Question Type: Multiple Choice

7) How can you display the search bar at the top of the Navigation Pane if it is not showing?

a) Click the down arrow next to the header at the top of the Navigation Pane to display the menu, and then click Custom.

b) Right-click the header at the top of the Navigation Pane to display the shortcut menu, and then click Search Bar.

c) Right-click the header at the top of the Navigation Pane to display the shortcut menu, click View By, and then choose Details.

b) Right-click the header at the top of the Navigation Pane to display the shortcut menu, and then click Show all groups.

Answer: b

Title: Testbank Question 1.7

Section Reference 1: Working in the Access Window

Difficulty: Easy

Lesson Objective: Set Navigation options (Exam Objective 1.3.4).

Question Type: Multiple Select

8) What actions are available on the shortcut menu that shows when you right-click a tab?

a) Save

b) Close

c) Copy

d) Switch Views

Answer: a,b,d

Title: Testbank Question 1.8

Section Reference 1: Working in the Access Window

Difficulty: Easy

Lesson Objective: Set Navigation options (Exam Objective 1.3.4).

Question Type: Multiple Select

9) What are the main views for a table?

a) Form View

b) SQL View

c) Datasheet View

d) Design View

Answer: c,d

Title: Testbank Question 1.9

Section Reference 1: Working in the Access Window

Difficulty: Medium

Lesson Objective: Set Navigation options (Exam Objective 1.3.4).

Question Type: Fill-in-the-blank

10) A/an \_\_\_\_\_\_\_\_\_\_\_ is the visual representation of the data contained in a table or of the results returned by a query.

Answer: datasheet

Title: Testbank Question 1.10

Section Reference 1: Working in the Access Window

Difficulty: Medium

Lesson Objective: Change views. (Exam Objective 1.3.5)

Question Type: Multiple Choice

11) When displaying a table in Design View, what is the contextual tab that shows on the Ribbon under the Table Tools?

a) Fields

b) Table

c) Design

d) Tools

Answer: c

Title: Testbank Question 1.11

Section Reference 1: Working in the Access Window

Difficulty: Medium

Lesson Objective: Change views. (Exam Objective 1.3.5)

Question Type: Multiple Choice

12) What is your first step when designing a database?

a) Consider the purpose of your database.

b) Categorize the information into subjects.

c) Decide what information to store in each column.

d) Choose a primary key for each table.

Answer: a

Title: Testbank Question 1.12

Section Reference 1: Defining Data Needs and Types

Difficulty: Difficult

Lesson Objective: Define data needs and types..

Question Type: Fill-in-the-blank

13) After you decide how the information will be used in your database and categorize it into subjects, these subjects become the \_\_\_\_\_\_\_\_\_\_\_ in your database.

Answer: tables

Title: Testbank Question 1.13

Section Reference 1: Defining Data Needs and Types

Difficulty: Medium

Lesson Objective: Define data needs and types.

Question Type: Fill-in-the-blank

14) Each row in a table is called a/an \_\_\_\_\_\_\_\_\_\_\_.

Answer: record

Title: Testbank Question 1.14

Section Reference 1: Defining Data Needs and Types

Difficulty: Easy

Lesson Objective: Define data needs and types.

Question Type: Multiple Choice

15) What is a primary key?

a) a unique name for the database

b) the most important table

c) the first row of a table

d) a column that uniquely identifies each row

Answer: d

Title: Testbank Question 1.15

Section Reference 1: Defining Data Needs and Types

Difficulty: Easy

Lesson Objective: Define data needs and types.

Question Type: Multiple Choice

16) If Access doesn’t have enough information from what you enter to detect the data type, it will automatically set the data type to which of the following?

a) Number

b) Currency

c) Short Text

d) Long Text

Answer: c

Title: Testbank Question 1.16

Section Reference 1: Defining Data Needs and Types

Difficulty: Easy

Lesson Objective: Define data needs and types.

Question Type: Multiple Select

17) What new data types are introduced in Access 2013?

a) Short Text

b) Long Text

c) Memo

d) Formatted Text

Answer: a,b

Title: Testbank Question 1.17

Section Reference 1: Defining Data Needs and Types

Difficulty: Easy

Lesson Objective: Define data needs and types.

Question Type: Multiple Choice

18) How many characters can a Short Text data type store?

a) 16

b) 200

c) 255

d) 1,000

Answer: c

Title: Testbank Question 1.18

Section Reference 1: Defining Data Needs and Types

Difficulty: Easy

Lesson Objective: Define data needs and types.

Question Type: Multiple Choice

19) How many characters can a Long Text data type store?

a) 10,000

b) 32,000

c) about 1 gigabyte

d) unlimited

Answer: c

Title: Testbank Question 1.19

Section Reference 1: Defining Data Needs and Types

Difficulty: Easy

Lesson Objective: Define data needs and types.

Question Type: Multiple Select

20) Short Text is a good data type for fields that store which of the following?

a) names

b) product reviews

c) cities

d) images

Answer: a,c

Title: Testbank Question 1.20

Section Reference 1: Defining Data Needs and Types

Difficulty: Medium

Lesson Objective: Define data needs and types.

Question Type: Multiple Select

21) Long Text is a good data type for fields that store which of the following?

a) telephone numbers

b) product reviews

c) customer comments

d) prices

Answer: b,c

Title: Testbank Question 1.21

Section Reference 1: Defining Data Needs and Types

Difficulty: Medium

Lesson Objective: Define data needs and types.

Question Type: Multiple Choice

22) What should you be aware of when changing the data type of an existing field?

a) Short Text data types cannot be changed to Long Text data types.

b) Numerical values cannot be changed to a textual data type.

c) The change will remove all existing data in the field.

d) The change might cut off some or all of the data in the field.

Answer: d

Title: Testbank Question 1.22

Section Reference 1: Defining Data Needs and Types

Difficulty: Difficult

Lesson Objective: Change field data types. (Exam Objective 2.4.5)

Question Type: Multiple Choice

23) In which case is it recommended to use the Number data type?

a) when the numbers will be used in mathematical calculations

b) whenever the values are not textual

c) when the numbers are integers

d) when the numbers are longer than 255 characters

Answer: a

Title: Testbank Question 1.23

Section Reference 1: Defining Data Needs and Types

Difficulty: Difficult

Lesson Objective: Change field data types. (Exam Objective 2.4.5)

Question Type: Multiple Choice

24) Can the Short Text data type store numbers?

a) always

b) no

c) only if the numbers have a decimal point

d) only if the numbers describe currency

Answer: a

Title: Testbank Question 1.24

Section Reference 1: Defining Data Needs and Types

Difficulty: Easy

Lesson Objective: Define data needs and types.

Question Type: Multiple Choice

25) Can the Long Text data type have its entire content visible on the screen?

a) Yes; the entire content will be visible.

b) No; only the first 64,000 characters will be visible.

c) It depends; the entire content will show only on big screens.

d) Yes; but only if the content is numeric.

Answer: b

Title: Testbank Question 1.25

Section Reference 1: Defining Data Needs and Types

Difficulty: Difficult

Lesson Objective: Define data needs and types.

Question Type: Multiple Select

26) Which of the following statements about the Currency data type are true?

a) It is used to store monetary or financial data.

b) It has a precision of two decimal places.

c) It can only store whole numbers.

d) It could be used when you don’t want Access to round values.

Answer: a,d

Title: Testbank Question 1.26

Section Reference 1: Defining Data Needs and Types

Difficulty: Medium

Lesson Objective: Define data needs and types.

Question Type: Fill-in-the-blank

27) Tables often contain a/an \_\_\_\_\_\_\_\_\_\_\_ field used as the primary key.

Answer: AutoNumber

Title: Testbank Question 1.27

Section Reference 1: Defining Data Needs and Types

Difficulty: Easy

Lesson Objective: Define data needs and types.

Question Type: Fill-in-the-blank

28) Duplicate information, also known as \_\_\_\_\_\_\_\_\_\_\_ , wastes space and increases the likelihood of errors.

Answer: redundant data

Title: Testbank Question 1.28

Section Reference 1: Defining Data Needs and Types

Difficulty: Easy

Lesson Objective: Define data needs and types.

Question Type: Multiple Choice

29) What is normalization?

a) the division of all numerical values in all tables by the same factor to be in the same order of magnitude

b) the removal of empty rows to reduce the overall database size

c) the process of applying rules to your database design to ensure that you have divided your information items into the appropriate tables

d) the removal and addition of columns in all tables to have the same number of columns in all

Answer: c

Title: Testbank Question 1.29

Section Reference 1: Defining Data Needs and Types

Difficulty: Difficult

Lesson Objective: Change field data types. (Exam Objective 2.4.5)

Question Type: Multiple Choice

30) What are normal forms?

a) standards and guidelines that can be used to determine if your database is structured correctly

b) forms that are used to enter information into a table

c) a standard master table that other tables should ideally look like

d) a standard approach to creating primary keys

Answer: a

Title: Testbank Question 1.30

Section Reference 1: Defining Data Needs and Types

Difficulty: Difficult

Lesson Objective: Change field data types. (Exam Objective 2.4.5)

Question Type: Multiple Choice

31) Which of the following interface components lists database objects when the database is open or in use?

a) Ribbon

b) Backstage

c) Navigation pane

d) query

Answer: c

Title: Testbank Question 1.31

Section Reference 1: Working in the Access Window

Difficulty: Easy

Lesson Objective: Set Navigation options (Exam Objective 1.3.4).

Question Type: Multiple Choice

32) In order to expand or collapse the Navigation pane, you click a button that appears where?

a) lower corner of the Navigation pane

b) upper corner of the Navigation pane

c) right corner of the status bar

d) top right corner of the Ribbon

Answer: b

Title: Testbank Question 1.32

Section Reference 1: Working in the Access Window

Difficulty: Easy

Lesson Objective: Set Navigation options (Exam Objective 1.3.4)

Question Type: Multiple Select

33) Which of the following are objects that are displayed in the Navigation pane?

a) Reports

b) Columns

c) Rows

d) Queries

e) Tables

Answer: a,d,e

Title: Testbank Question 1.33

Section Reference 1: Working in the Access Window

Difficulty: Medium

Lesson Objective: Set Navigation options (Exam Objective 1.3.4)

Question Type: Fill-in-the-blank

34) The \_\_\_\_\_\_\_\_\_\_\_ text box in the Navigation pane allows you to find or search for specific objects.

Answer: Search

Title: Testbank Question 1.34

Section Reference 1: Working in the Access Window

Difficulty: Easy

Lesson Objective: Set Navigation options (Exam Objective 1.3.4)

Question Type: Multiple Choice

35) In order to access the Backstage view, which tab do you select?

a) File

b) Create

c) External Data

d) Database Tools

Answer: a

Title: Testbank Question 1.35

Section Reference 1: Using the Backstage View

Difficulty: Easy

Lesson Objective: Use the Backstage View.

36) Which interface component includes basic options and commands for opening, saving, and printing files?

a) Navigation pane

b) Database Tools tab

c) Create tab

d) Backstage view

Answer: d

Title: Testbank Question 1.36

Section Reference 1: Using the Backstage View

Difficulty: Medium

Lesson Objective: Use the Backstage View.

Question Type: Fill-in-the-blank

37) The small arrow in the lower right corner of some Ribbon groups is called a/an \_\_\_\_\_\_\_\_\_\_\_.

Answer: dialog box launcher

Title: Testbank Question 1.37

Section Reference 1: Using the On-Screen Tools

Difficulty: Easy

Lesson Objective: Use the on-screen tools.

Question Type: Multiple Select

28) Which of the following commands are available when customizing the Quick Access Toolbar?

a) Quick Print

b) Refresh All

c) Page Up

d) Import Word document

e) Undo

Answer: a,b,e

Title: Testbank Question 1.38

Section Reference 1: Using the On-Screen Tools

Difficulty: Medium

Lesson Objective: Use the on-screen tools.

Question Type: Fill-in-the-blank

39) When you press the Alt key, small letters and numbers called \_\_\_\_\_\_\_\_\_\_\_ appear on the Ribbon in small square labels.

Answer: KeyTips

Title: Testbank Question 1.39

Section Reference 1: Using the On-Screen Tools

Difficulty: Easy

Lesson Objective: Use the on-screen tools.

Question Type: Multiple Choice

40) What does the Change Help Collection button let you do?

a) open help topics related to collections of columns

b) stop collecting and reporting your usage patterns

c) choose between online and offline help topics

d) enable direct help from your IT department

Answer: c

Title: Testbank Question 1.40

Section Reference 1: Using the Microsoft Access Help Button

Difficulty: Medium

Lesson Objective: Use Microsoft Access help.