

ACCESS

1. In a _____ 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) dynamic
- b) relational
- c) static
- d) linked

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

- a) important
- b) first
- c) secure
- d) primary

3. The _____ contains a list of all the objects in the database and is used to open an object.

- a) Start menu
- b) status bar
- c) Navigation Pane
- d) Access Pane

4. You work on objects such as tables, forms, and reports in the Access _____ area.

- a) report
- b) datasheet
- c) table
- d) work

5. For each field in your database, you must determine the field's data _____, which indicates what can be stored in the field.

- a) type
- b) property
- c) tag
- d) flag

6. 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) AutoField
- b) AutoNumber
- c) AutoRecord
- d) AutoProperty

7. For fields whose type is Short Text, you can change the field _____, that is, the maximum number of characters that can be entered in the field.

- a) size
- b) width
- c) depth
- d) length

8. Database _____, also known as metadata, can include such information as the project author, title, or subject.

- a) tags
- b) flags
- c) fields
- d) properties

9. The simplest approach to recovery involves periodically making a copy of the database (called a(n) _____ copy or save copy).

- a) vault
- b) restore
- c) backup
- d) archive

10. The first step in the database design process is to _____.

- a) determine the primary keys
- b) identify the tables
- c) determine additional fields
- d) determine relationships between the tables

11. When you use _____, usually you are looking for those records that satisfy some criterion.

- a) statistics
- b) forms
- c) datasheets
- d) queries

12. _____ are symbols that represent any character or combination of characters.

- a) Icons
- b) Wildcards
- c) Thumbnails
- d) Emoticons

13. Unless you specify otherwise, Access assumes that the criteria you enter involve _____ (exact matches).

- a) simplicity
- b) complexity
- c) parity
- d) equality

14. Often your search data must satisfy more than one criterion, which is called a _____ criterion.

- a) compound
- b) common
- c) complex
- d) combination

15. A(n) _____ criterion is true if either individual criterion is true.

- a) AND
- b) OR
- c) BETWEEN
- d) IN

16. To order the records in a query result in a particular way, you _____ the records.

- a) **sort**
- b) report
- c) prioritize
- d) process

17. Access will draw a line, called a _____, between matching fields in the two tables, indicating that the tables are related.

- a) connection
- b) match field
- c) **join line**
- d) relationship

18. Common delimiters include all of the following EXCEPT _____.

- a) **hyphens**
- b) semicolons
- c) commas
- d) spaces

19. In _____ files, the width of any field is the same on every record.

- a) justified
- b) standard-width
- c) **fixed-width**
- d) set-width

20. Using the _____, you can reduce the number of objects that appear in the Navigation Pane and just show the ones in which you are interested.

- a) title bar
- b) **Search bar**
- c) status bar
- d) Quick Access Toolbar

21. In the database environment, _____ means looking for records that satisfy some criteria.

- a) querying
- b) sorting
- c) totaling
- d) **searching**

22. If your criterion involves more than one field, use Filter By _____.

- a) Selection
- b) **Form**
- c) Example
- d) Value

23. When you create a database, you define its _____; that is, you assign names and types to all the fields.

- a) design
- b) theme
- c) format
- d) **structure**

24. A _____ field allows the user to select from a list of values when updating the contents of the field.

- a) **lookup**
- b) query
- c) filter
- d) multivalued

25. A field that can be computed from other fields is called a _____ field or a computed field.

- a) complex
- b) multivalued
- c) **calculated**
- d) valued

26. A _____ query allows you to delete all the records satisfying some criterion.

- a) remove
- b) **delete**
- c) clean up
- d) clear

27. You can add the results of a query to an existing table by using an _____ query.

- a) associative
- b) action
- c) add
- d) **append**

28. A(n) _____ value is a value that Access will display on the screen in a particular field before the user begins adding a record.

- a) sample
- b) **default**
- c) property
- d) operator

29. You can use the _____ operator to specify a range of values.

- a) **BETWEEN**
- b) WITHIN
- c) RANGE
- d) VALIDATION

30. You can modify the appearance of the datasheet by changing the _____ color, a color that appears on every other row in the datasheet.

- a) Gradient Fill
- b) Shadow Fill
- c) **Alternate Fill**
- d) Banded Fill