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