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SKU: 9781305409002-TEST-BANK

Name:_____ Class:_____ Date:_____

Access Tutorial 1: 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: AC 4

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

ANSWER: False
POINTS: 1
REFERENCES: AC 5

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: AC 6

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

ANSWER: False
POINTS: 1
REFERENCES: AC 8

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: AC 11

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 datasheet.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 29

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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: AC 30

8. A query is used to enter, edit, and view records in a database.
   a. True
   b. False
ANSWER: False
POINTS: 1
REFERENCES: AC 33

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: AC 34

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: AC 42

11. A single characteristic or attribute of a person, place, object, event, or idea is a(n) table.
_____
ANSWER: False - field
POINTS: 1
REFERENCES: AC 4

12. A relationship between two tables in a database is formed using a(n) Backstage field. _____
ANSWER: False - common
POINTS: 1
REFERENCES: AC 6

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. _____
ANSWER: True
POINTS: 1

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REFERENCES: AC 7

14. The default primary key for an Access database is the ID field. _____
ANSWER: True
POINTS: 1
REFERENCES: AC 11

15. Field values that may be entered into a field are determined by the data type of the field.
_____
ANSWER: True
POINTS: 1
REFERENCES: AC 13

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: AC 33

17. A formatted printout (or screen display) of the contents of one or more tables or queries is a(n) form.
_____
ANSWER: False - report
POINTS: 1
REFERENCES: AC 35

18. It is possible to view all Access objects in the Navigation Pane. _____
ANSWER: True
POINTS: 1
REFERENCES: AC 40

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: AC 20

20. Access report printing options may be changed using the Navigation dialog box. _____
ANSWER: False - Print
POINTS: 1
REFERENCES: AC 39

21. Which Access 2013 view shows the contents of a table as a datasheet?
a. Design view b. Datasheet view
c. Form view d. Table view
ANSWER: b
POINTS: 1

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REFERENCES: AC 2

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: AC 2

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: AC 2

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: AC 2

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: AC 3

26. Each column in an Access table datasheet represents a ____.
    a. query b. record
    c. field d. primary key

ANSWER: c
POINTS: 1
REFERENCES: AC 3

27. The specific content of a field is referred to as the ____.
    a. field content b. field value
    c. table value d. column value

ANSWER: b
POINTS: 1
REFERENCES: AC 4

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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: AC 4

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: AC 5

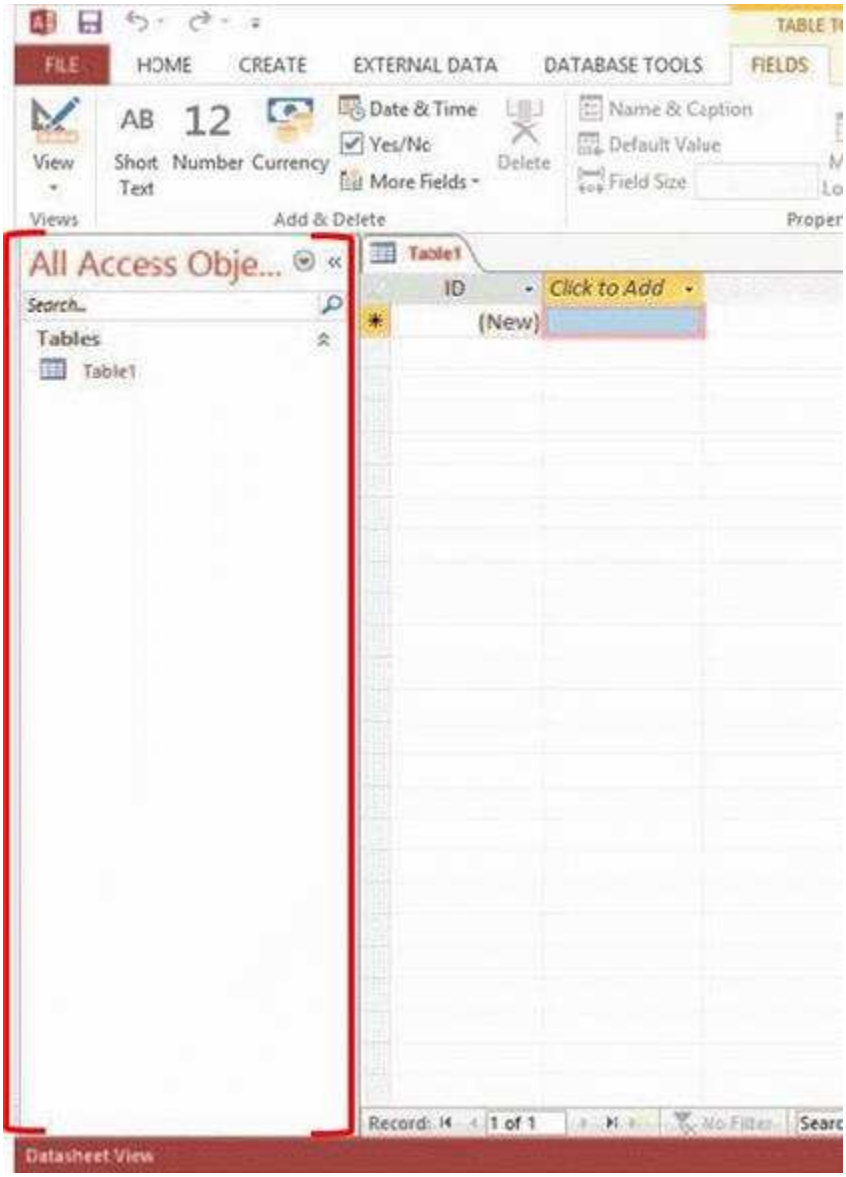
30. Data organized as a collection of tables creates this type of data system.

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

ANSWER: d
POINTS: 1
REFERENCES: AC 6

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31. In the accompanying figure, the red brackets designate which element of the Access 2013 window?
    a. Navigation Pane b. Shutter Bar Open/Close button
    c. Navigation Bar d. datasheet window

ANSWER: a
POINTS: 1
REFERENCES: AC 2

32. Which Access 2013 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: AC 8

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Access Tutorial 1: Creating a Database

33. All data in a database is contained in which database object?

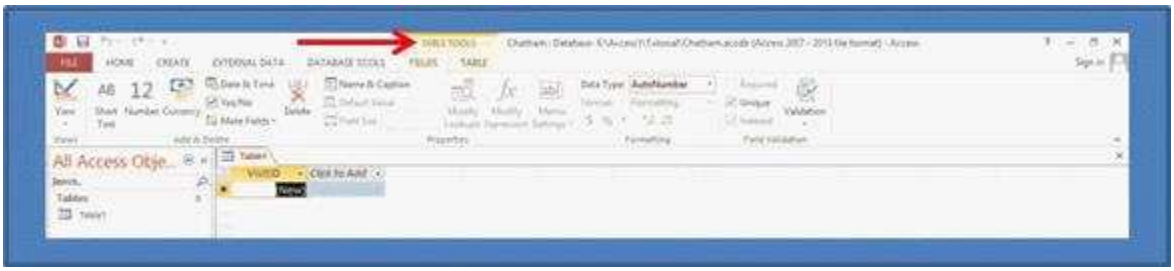
a. query b. form
c. report d. table

ANSWER: d
POINTS: 1
REFERENCES: AC 11

34. 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: AC 12



35. In the accompanying figure, the Table Tools tab is an example of this type of tab that appears and provides options for working with a specific object when the object is selected.

a. auto tab b. contextual tab
c. object tab d. data tab

ANSWER: b
POINTS: 1
REFERENCES: AC 13

36. Another term used for the column selector feature is ____.

a. row selector b. record selector
c. name selector d. field selector

ANSWER: d
POINTS: 1
REFERENCES: AC 16

37. 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?

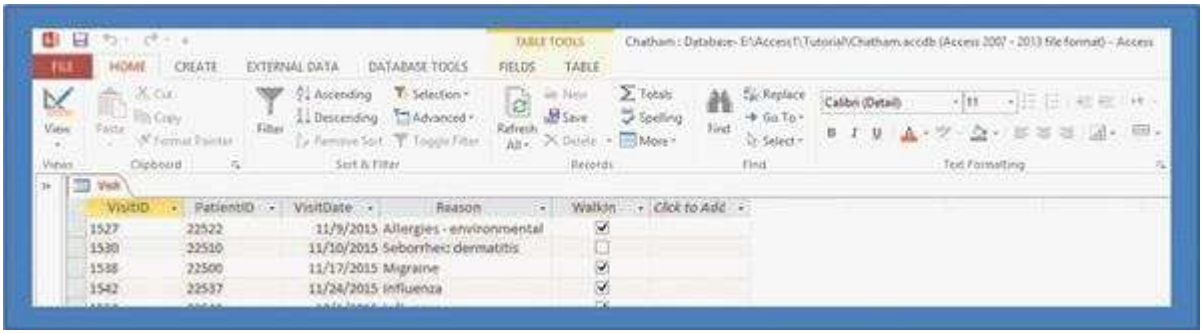
a. wide fit b. best fit
c. column adjustment fit d. trim fit

ANSWER: b
POINTS: 1
REFERENCES: AC 19

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38. Using the accompanying figure, which Ribbon group and button would be used to create a new record in an Access database table?

a. Find group, Go To button
b. Records group, Save button
c. Records group, New button
d. Sort & Filter group, Advanced button

ANSWER: c
POINTS: 1
REFERENCES: AC 20

39. Clicking on the Close option from the Backstage view in Access 2013 performs which of the following tasks?

a. closes the current database
b. closes the current database and exits Access 2013
c. closes only the current database object
d. copies the current database and exits Access 2013

ANSWER: a
POINTS: 1
REFERENCES: AC 22

40. Which of the following is an Access 2013 database object?

a. record
b. field
c. data
d. table

ANSWER: d
POINTS: 1
REFERENCES: AC 24

41. 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: AC 24

42. 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

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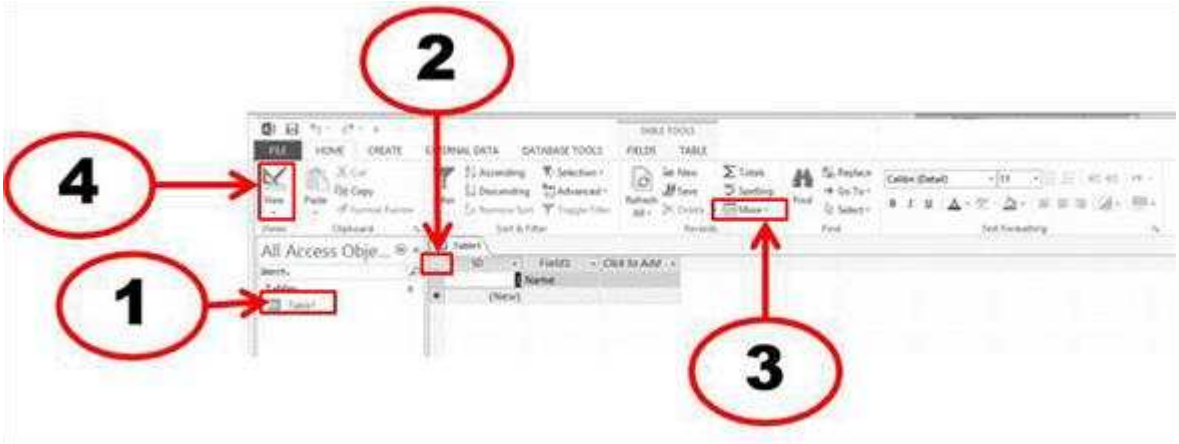
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ANSWER: c
POINTS: 1
REFERENCES: AC 24

43. 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: AC 25



44. In the accompanying figure, which number corresponds to the datasheet selector which selects all records in a table?

a. 1 b. 2
c. 3 d. 4

ANSWER: b
POINTS: 1
REFERENCES: AC 27

45. 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: AC 34

46. This icon  represents which Access 2013 object?

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

ANSWER: a
POINTS: 1

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REFERENCES: AC 40

47. This icon represents which Access 2013 object?
    a. form b. table
    c. query d. report
ANSWER: b
POINTS: 1
REFERENCES: AC 40

48. This icon represents which Access 2013 object?
    a. form b. table
    c. query d. report
ANSWER: d
POINTS: 1
REFERENCES: AC 40

49. This icon represents which Access 2013 object?
    a. form b. table
    c. query d. report
ANSWER: c
POINTS: 1
REFERENCES: AC 40

50. 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: AC 42

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Access Tutorial 1: Creating a Database

Patient table

PatientID	FirstName	LastName	Phone
22501	Edward	Darcy	860-305-3985
22504	Lilian	Aguilar	860-374-5724
22510	Thomas	Booker	860-661-2539
22512	Lisa	Chang	860-226-6034
22529	Robert	Goldberg	860-552-2873
22537	Amrita	Mehta	860-552-0375

Visit table

VisitID	PatientID	VisitDate	Reason
1539	22504	11/18/2015	Annual wellness visit
1549	22501	11/30/2015	Influenza
1564	22512	1/5/2016	Annual wellness visit
1610	22529	2/9/2016	Sinusitis
1613	22510	2/11/2016	Hypertension
1688	22529	4/12/2016	Annual wellness visit
1690	22537	4/13/2016	Varicella

51. In the accompanying figure, which field must be used to create a relationship between the Patient table and the Visit table?

a. FirstName b. PatientID
c. VisitID d. VisitDate

ANSWER: b
POINTS: 1
REFERENCES: AC 5

52. 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: AC 7

53. Which of the following is the file extension used for Access 2013 database files?

a. .mdb b. .acdbs
c. .accdb d. .dbacc

ANSWER: c
POINTS: 1
REFERENCES: AC 9

54. Files created with Access 2013 may be used with which previous version of Access?

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

ANSWER: a

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POINTS: 1
REFERENCES: AC 9

55. When working with Access in ____ Mode, the user may tap the buttons on the Ribbon and also tap to use other features of Access 2013.
a. Write b. Touch
c. Tap d. Tablet
ANSWER: b
POINTS: 1
REFERENCES: AC 9

56. When using a mouse while in an Access 2013 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. cllick on the Navigation Pane d. right click
ANSWER: d
POINTS: 1
REFERENCES: AC 12

57. 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: AC 12

58. 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: AC 14

59. 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: AC 17

60. Which of the following attributes of a table are saved only when the table object is saved?
a. records b. field values

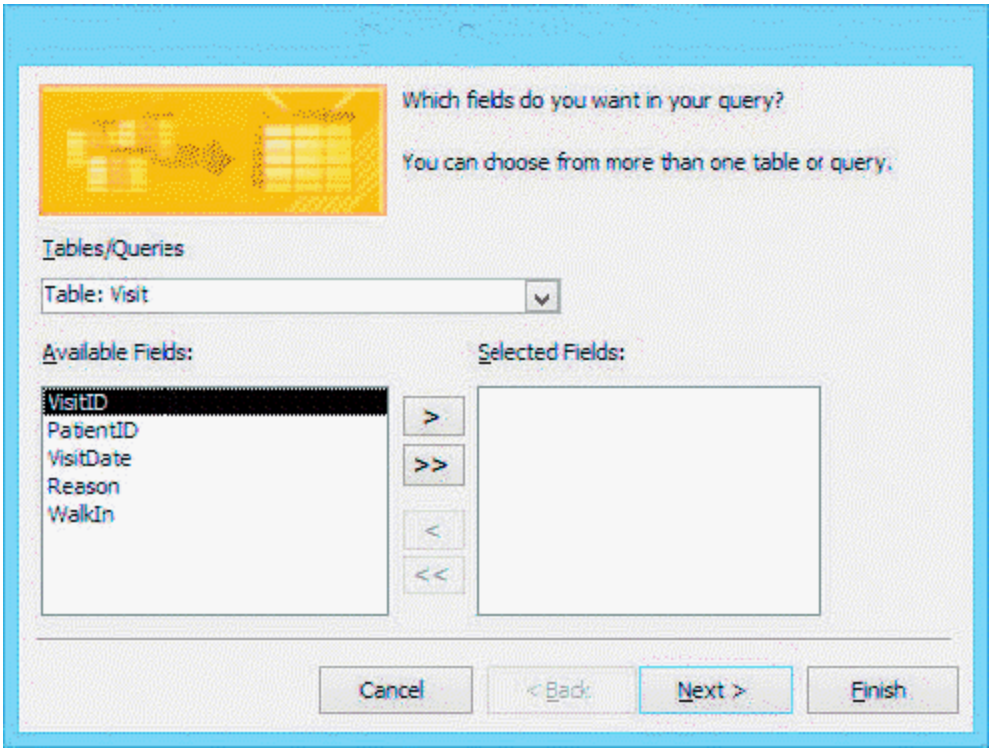
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c. characteristics of the fields d. data records

ANSWER: c
POINTS: 1
REFERENCES: AC 19

61. 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: AC 27



62. The accompanying figure shows the first dialog box for the ____ Wizard.
a. Simple Form b. Simple Report
c. Simple Query d. Simple Table

ANSWER: c
POINTS: 1
REFERENCES: AC 31

63. Records in separate tables may be connected through a(n) _____ that appears in both tables.

ANSWER: common field
POINTS: 1
REFERENCES: AC 4

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64. 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: AC 5

65. All of the data in a relational database are contained in _____.
ANSWER: tables
POINTS: 1
REFERENCES: AC 11

66. The default _____ provided by Access is the ID field.
ANSWER: primary key
POINTS: 1
REFERENCES: AC 12

67. A table's contents are shown in rows and columns when using the _____ view.
ANSWER: Datasheet
POINTS: 1
REFERENCES: AC 16

68. When using the copy/paste method to copy records from one table to another table, the two tables must have the same fields, design, and order, known as the table _____.
ANSWER: structure
POINTS: 1
REFERENCES: AC 26

69. 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: AC 29

70. Clicking or tapping this navigation button  moves the insertion point to the _____ in a table.
ANSWER: last record
POINTS: 1
REFERENCES: AC 29

71. Data can be presented in customized and useful ways different from tables and queries by using a Simple _____.
ANSWER: form
POINTS: 1
REFERENCES: AC 33

72. Access reports are based on a selected _____ or _____.

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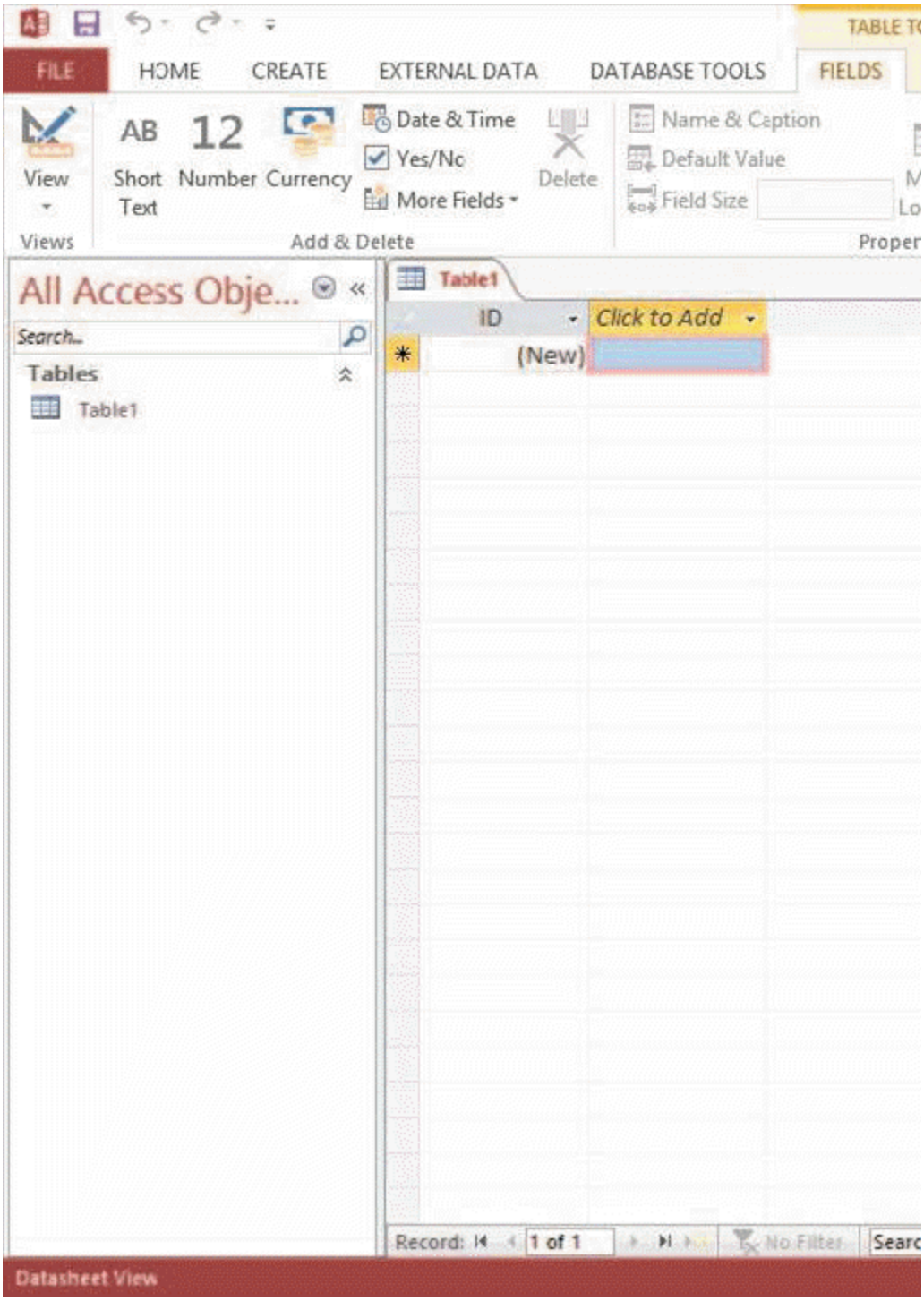
ANSWER: table, query
POINTS: 1
REFERENCES: AC 35

73. 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: AC 38

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Access Tutorial 1: Creating a Database



74. The _____ box in the Navigation Pane (displayed in the accompaying figure) allows the Access user to search for all database objects that contain a specific value, such as the city, “Albany.”

ANSWER: Search

POINTS: 1

REFERENCES: AC 40

75. An important reference tool available in Access 2013, which may be used to assist a user with problems that might

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occur, is the _____ system.
ANSWER: Access Help
POINTS: 1
REFERENCES: AC 41

76. 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: AC 42

77. 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: AC 42

78. 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: AC 7
TOPICS: Critical Thinking

79. 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 second table. The foreign key is not used to uniquely identify records in the second table.
POINTS: 1
REFERENCES: AC 5
TOPICS: Critical Thinking

80. Explain why databases should be compacted, and list the steps to follow to compact a database.
ANSWER: Databases should be compacted to decrease the database file size and to enhance the performance of the database.

To compact a database follow these steps.
1. Open the database
2. Click on the File tab

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3. Be sure that Info is chosen
4. Click on the Compact & Repair Database button

POINTS: 1
REFERENCES: AC 42
TOPICS: Critical Thinking

Case 1-1
Lisel is the Student Body President of her college. She is organizing a Fun Run/Walk fund-raising event to benefit the local Children's Hospital. Lisel wants to create an Access database to manage event vendors, the venue, participants, donors, and donations. Before the event takes place, Lisel and the student government representatives must contact vendors and ask for their participation in the event. Also, participants in the event must be registered and issued an entry number.

Three tables are necessary for the database: Vendors, Participants, and Venue. Fields in the Vendors table will include: Vendor Name, Vendor Contact Information, Venue Space Assigned. Fields in the Participants table will include: FirstName, LastName, ParticipantNumber, Donation, and Donors. The Venue table will include: TentNumber and TentSize. Choose the best answer for the questions below.

81. When Lisel created the Participants table for the event participants, she used the Access default primary key field and did not change the name of the field. What field name was used as the primary key in the Participants table?
ANSWER: ID - this is the default primary key field for all Access database tables
POINTS: 1
REFERENCES: AC 11
TOPICS: Critical Thinking

82. Laquan, another student representative, has the responsibility of contacting the vendors for the event and assigning tent spaces to them. He needs to view data that uses fields from both the Vendor table and the Venue table. Which database tool would create the most concise list of vendors, vendor contact information, and assigned tent spaces: a query, a table, or a form?
ANSWER: A query will provide the most concise list combining fields from the Vendor table and the Venue table.
POINTS: 1
REFERENCES: AC 30
TOPICS: Critical Thinking

83. Based on the table descriptions, which fields might be used to create a relationship between the Vendors and Venue tables?
ANSWER: The Venue Space Assigned field from the Vendors table and the TentNumber field from the Venue table could be a common field used to relate the two tables.
POINTS: 1
REFERENCES: AC 11
TOPICS: Critical Thinking

Case 1 -2

Green Thumb Nursery is analyzing wholesale customer purchases and would like to create an Access database of wholesale customers and the wholesale prices for all of the nursery's products. When designing the database, it is necessary to determine the number of tables needed to provide the owner with the names, addresses, and contact information of the customers, as well as the product names and wholesale prices for each product. In addition, it is

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neccessary to know which products have been purchased by each customer. Andrea, the owner, wants to be able to print reports that show which customers bought specific products from the database. Answer the following questions related to this case.

84. What is the minimum number of tables that must be created for this database?

ANSWER: At least two tables must be created: one for customers and one for products. Depending on the fields included in each table; a third table might be useful to track purchases by customers. However, that information might be included in one of the other tables.

POINTS: 1

REFERENCES: AC 6

TOPICS: Critical Thinking

85. Which data type is best for the field that will contain the customer's street address?

ANSWER: Short Text, which will allow field values containing letters, digits, and other characters.

POINTS: 1

REFERENCES: AC 14

TOPICS: Critical Thinking

86. Which Access 2013 tool should be used to create the report Andrea wants which will show the customer name and the products purchased?

ANSWER: Report tool

POINTS: 1

REFERENCES: AC 35

TOPICS: Critical Thinking

Case 1-3

CustomerTable

Cust#	Customer Last Name	CustomerFirstName	Customer's Street Add	The customer's c	State	Postal Code
1	Brown	James	100 Chicago Lane	Chicago	IL	20341
2	Hernandez	Juanita	2000 Main Street	New Haven	CT	05345
3	Wilhelm	Douglas	234 Elm Drive	San Jose	CA	92345

Main Street Catering has created a database with one table containing customer information. When creating the table, Marissa did not follow recommendations for naming fields in a table. There are a number of changes that would make the field names more useful and follow field naming recommendations. Using the accompanying figure, answer the following questions about the CustomerTable.

87. Which field name follows the recommendation of capitalizing the first letter of each word and also follows the no spaces recommendation?

ANSWER: CustomerFirstName

POINTS: 1

REFERENCES: AC 12

TOPICS: Critical Thinking

88. Complete field names for all fields are not visible in the table. Which Access feature can Marissa use to make the entire field name visible while entering data?

ANSWER: best fit column width feature

POINTS: 1

REFERENCES: AC 19

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Access Tutorial 1: Creating a Database

TOPICS: Critical Thinking

89. Field names may have up to 64 characters. However, one of the recommendations is to use concise field names. Which field names could be changed to be more concise?
ANSWER: All fields except Cust#, State, and possibly Postal Code could all be changed to be more concise.
POINTS: 1
REFERENCES: AC 12
TOPICS: Critical Thinking

90. Which field is the primary key (unique identifier) in the Customer Table?
ANSWER: Cust#
POINTS: 1
REFERENCES: AC 5
TOPICS: Critical Thinking

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: AC 4
AC 5
AC 8
AC 13
AC 22
AC 24
AC 30
AC 24
AC 38
AC 42

91. The specific content of a field.
ANSWER: a
POINTS: 1

92. A field, or collection of fields, whose values are used to uniquely identify each record in a table.
ANSWER: b
POINTS: 1

93. The Access 2013 view that allows the user to manage files and options.
ANSWER: c

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Access Tutorial 1: Creating a Database

POINTS: 1

94. 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

95. A status box that displays the number of the current record and the total number of records in a table.
ANSWER: e
POINTS: 1

96. The Access Ribbon tab that allows the user to create database objects such as tables, forms, and reports.
ANSWER: f
POINTS: 1

97. A question that is asked about the data stored in a database.
ANSWER: g
POINTS: 1

98. An Access 2013 tool that allows the user to quickly add fields and records to display in query results.
ANSWER: h
POINTS: 1

99. The Access 2013 view that shows the number of pages that will be printed.
ANSWER: i
POINTS: 1

100. The Access Ribbon tab that offers the option for the user to compact and repair a database.
ANSWER: j
POINTS: 1

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