Enhanced Microsoft Office 2013 Illustrated Introductory First Course 1st edition Beskeen Test Bank

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Name:_____ Class:_____ Date:_____

Access 2013 Unit A: Getting Started with Access 2013

1. More than one person can be entering, updating, and using an Access database at the same time.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 2
LEARNING OBJECTIVES: OFIN.BESK.16.001 - Explain when to use a database

2. An Access database is limited to a size of 1 gigabyte.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 3
LEARNING OBJECTIVES: BESK.OFIN.16.002 - Describe relational database concepts

3. Tables contain all of the data in the database.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 5
LEARNING OBJECTIVES: BESK.OFIN.16.003 - Open and define Access objects

4. If a number has already been incremented beyond 1 for a first record in a field of the AutoNumber data type, the AutoNumber data type can no longer work as intended.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 8
LEARNING OBJECTIVES: BESK.OFIN.16.004 - Set appropriate data types for fields

5. A primary key field uniquely identifies each record.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 10
LEARNING OBJECTIVES: BESK.OFIN.16.005 - Set the primary key field

6. No two records can have the same value in the primary key field.
   a. True
   b. False

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ANSWER: True
POINTS: 1
REFERENCES: Access 10
LEARNING OBJECTIVES: BESK.OFIN.16.005 - Set the primary key field

7. Field properties change depending on the data type of the field.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 11
LEARNING OBJECTIVES: BESK.OFIN.16.005 - Set the primary key field

8. The linking field on the "many" side of a one-to-many relationship is called the foreign key field.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 12
LEARNING OBJECTIVES: BESK.OFIN.16.006 - Create one-to-many relationships

9. A subdatasheet shows the records on the "many" side of a one-to-many relationship.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 12
LEARNING OBJECTIVES: BESK.OFIN.16.007 - Define common field and foreign key field

10. "Focus" refers to which data you would edit if you started typing.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 14
LEARNING OBJECTIVES: BESK.OFIN.16.008 - Enter records in a datasheet

11. The navigation buttons on a datasheet display the total number of fields in the datasheet.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 14

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Access 2013 Unit A: Getting Started with Access 2013

LEARNING OBJECTIVES: BESK.OFIN.16.009 - Navigate records in a datasheet

12. Values in an AutoNumber field are automatically created by Access.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 14
LEARNING OBJECTIVES: BESK.OFIN.16.008 - Enter records in a datasheet

13. The [F2] key switches between Edit and Navigation modes.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 17
LEARNING OBJECTIVES: BESK.OFIN.16.010 - Edit data in a datasheet

14. Press [Esc] once to undo a change to the current field.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 17
LEARNING OBJECTIVES: BESK.OFIN.16.010 - Edit data in a datasheet

15. Pressing [Ctrl][;] will insert the current date in a Date field.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 17
LEARNING OBJECTIVES: BESK.OFIN.16.010 - Edit data in a datasheet

16. Microsoft Access can best be described as ____ software.
    a. spreadsheet b. presentation
    c. database d. systems

ANSWER: c
POINTS: 1
REFERENCES: Access 2
LEARNING OBJECTIVES: BESK.OFIN.16.002 - Describe relational database concepts

17. Which is NOT true about Access?
    a. It can be used to create forms

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b. It relates lists of information in a relational database.
c. Reporting is limited to 20 saved reports.
d. Multiple users can simultaneously enter and update data within Access.

ANSWER: c
POINTS: 1
REFERENCES: Access 3
LEARNING OBJECTIVES: BESK.OFIN.16.002 - Describe relational database concepts

18. Tables, queries, and forms are examples of Access ____.
a. entities b. objects
c. values d. controls

ANSWER: b
POINTS: 1
REFERENCES: Access 4
LEARNING OBJECTIVES: BESK.OFIN.16.003 - Open and define Access objects

19. Which of the following is NOT available to you as you start Access?
a. opening an existing database b. recalibrating an existing database
c. creating a new database from a template d. creating a new blank database

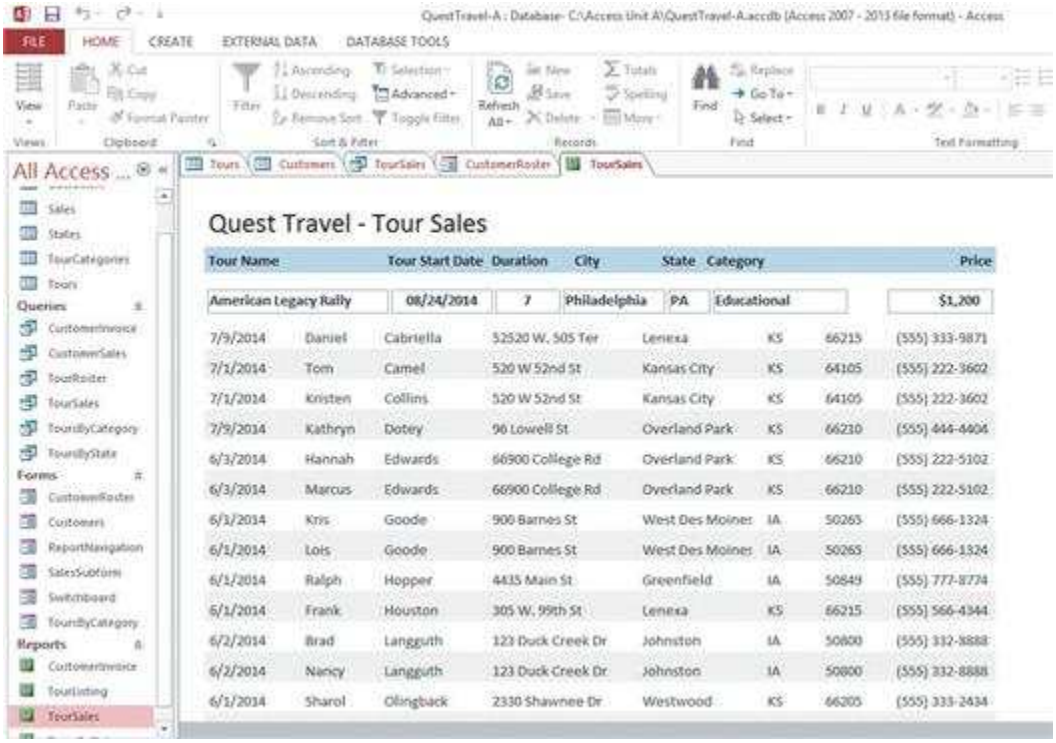
ANSWER: b
POINTS: 1
REFERENCES: Access 4
LEARNING OBJECTIVES: BESK.OFIN.16.011 - Start Access and open a database

20. Which Access object provides an easy-to-use data entry screen?
a. macro b. form
c. table d. module

ANSWER: b
POINTS: 1
REFERENCES: Access 5
LEARNING OBJECTIVES: BESK.OFIN.16.012 - Identify Access components

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Access 2013 Unit A: Getting Started with Access 2013



21. The Forms and Reports at the left side of the Access window in the accompanying figure are contained in the ____.
    a. Pinned space b. Navigation Pane
    c. Objects Bar d. Objects Tab

ANSWER: b
POINTS: 1
REFERENCES: Access 5
LEARNING OBJECTIVES: BESK.OFIN.16.012 - Identify Access components

22. In the accompanying figure, the rightmost TourSales tab is a ____ tab.
    a. report b. query
    c. form d. table

ANSWER: a
POINTS: 1
REFERENCES: Access 5
LEARNING OBJECTIVES: BESK.OFIN.16.003 - Open and define Access objects

23. In the accompanying figure, CustomerRoster is a ____ tab.
    a. report b. query
    c. form d. table

ANSWER: c
POINTS: 1
REFERENCES: Access 5
LEARNING OBJECTIVES: BESK.OFIN.16.003 - Open and define Access objects

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24. In the accompanying figure, the leftmost TourSales is a ____ tab.
    a. query b. table
    c. form d. report
ANSWER: a
POINTS: 1
REFERENCES: Access 5
LEARNING OBJECTIVES: BESK.OFIN.16.003 - Open and define Access objects

25. In the accompanying figure, Customers is a ____ tab.
    a. form b. report
    c. table d. query
ANSWER: c
POINTS: 1
REFERENCES: Access 5
LEARNING OBJECTIVES: BESK.OFIN.16.003 - Open and define Access objects

26. Which is NOT a feature of Access reports?
    a. headers b. footers
    c. calculations on groups of records d. easy-to-use data entry screen
ANSWER: d
POINTS: 1
REFERENCES: Access 5
LEARNING OBJECTIVES: BESK.OFIN.16.003 - Open and define Access objects

27. Which Access object contains all of the raw data within the database?
    a. query b. form
    c. table d. module
ANSWER: c
POINTS: 1
REFERENCES: Access 5
LEARNING OBJECTIVES: BESK.OFIN.16.003 - Open and define Access objects

28. ____ View provides the most options for defining fields.
    a. Table Design b. Table Creation
    c. Field Definition d. Definition
ANSWER: a
POINTS: 1
REFERENCES: Access 6
LEARNING OBJECTIVES: BESK.OFIN.16.013 - Create a table

29. Which of the following is NOT a data type?
    a. Number b. Formula
    c. Date/Time d. Short Text

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ANSWER: b
POINTS: 1
REFERENCES: Access 7
LEARNING OBJECTIVES: BESK.OFIN.16.014 - Define key database terms

30. Which data type is used for sequential integers controlled by Access?
a. Hyperlink b. Web
c. Lookup Wizard d. AutoNumber
ANSWER: d
POINTS: 1
REFERENCES: Access 7
LEARNING OBJECTIVES: BESK.OFIN.16.014 - Define key database terms

31. Which data type stores only one of two values?
a. Attachment b. Hyperlink
c. Yes/No d. Null
ANSWER: c
POINTS: 1
REFERENCES: Access 7
LEARNING OBJECTIVES: BESK.OFIN.16.014 - Define key database terms

32. Which data type links files created in other programs such as pictures or documents?
a. Lookup b. Attachment
c. Yes/No d. Link Wizard
ANSWER: b
POINTS: 1
REFERENCES: Access 7
LEARNING OBJECTIVES: BESK.OFIN.16.014 - Define key database terms

33. Which data type stores Web addresses?
a. Lookup Wizard b. Hyperlink
c. URL d. HTML
ANSWER: b
POINTS: 1
REFERENCES: Access 7
LEARNING OBJECTIVES: BESK.OFIN.16.014 - Define key database terms

34. A specific category of data such as a customer's name, city, state, or phone number is called a(n) ____.
a. object b. record
c. field d. table
ANSWER: c
POINTS: 1
REFERENCES: Access 9

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Access 2013 Unit A: Getting Started with Access 2013

LEARNING OBJECTIVES: BESK.OFIN.16.015 - Create a table in Table Design View

35. A group of related fields, such as all the demographic information for one customer, is called a(n) ____.
    a. record b. table
    c. database d. object
ANSWER: a
POINTS: 1
REFERENCES: Access 9
LEARNING OBJECTIVES: BESK.OFIN.16.015 - Create a table in Table Design View

36. Which two properties are required for every field?
    a. Field Name and Data Type b. Field Name and Field Size
    c. Data Type and Format d. Field Size and Format
ANSWER: a
POINTS: 1
REFERENCES: Access 11
LEARNING OBJECTIVES: BESK.OFIN.16.016 - Define one-to-many relationships

37. ____ integrity refers to a set of Access rules that govern data entry and helps to ensure data accuracy.
    a. Hierarchical b. Network
    c. Schematic d. Referential
ANSWER: d
POINTS: 1
REFERENCES: Access 12
LEARNING OBJECTIVES: BESK.OFIN.16.017 - Set referential integrity

38. In a datasheet, which mode assumes that you are trying to change the value of a particular field?
    a. Edit mode b. Navigation mode
    c. Update mode d. Form mode
ANSWER: a
POINTS: 1
REFERENCES: Access 14
LEARNING OBJECTIVES: BESK.OFIN.16.008 - Enter records in a datasheet

39. In Navigation mode, press [Tab] or ____ to move to the next field within the same record.
    a. [End] b. [Page Down]
    c. [Down Arrow] d. [Enter]
ANSWER: d
POINTS: 1
REFERENCES: Access 14
LEARNING OBJECTIVES: BESK.OFIN.16.009 - Navigate records in a datasheet

40. Which shortcut key moves focus to the previous field of the current record?
    a. [Home] b. [Shift][Tab]

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c. [Up Arrow] d. [F5]
ANSWER: b
POINTS: 1
REFERENCES: Access 15
LEARNING OBJECTIVES: BESK.OFIN.16.009 - Navigate records in a datasheet

41. Which shortcut key moves focus to the first field of the current record?
a. [Home] b. [End]
c. [F4] d. [F5]
ANSWER: a
POINTS: 1
REFERENCES: Access 15
LEARNING OBJECTIVES: BESK.OFIN.16.009 - Navigate records in a datasheet

42. Which keystroke combination moves focus to the last field of the last record?
a. [Alt][Ctrl][Up Arrow] b. [Ctrl][Up Arrow]
c. [Ctrl][End] d. [Ctrl][Page Up]
ANSWER: c
POINTS: 1
REFERENCES: Access 15
LEARNING OBJECTIVES: BESK.OFIN.16.009 - Navigate records in a datasheet

43. While editing a record, pressing [Esc] a second time ____.
a. deletes the current field
b. deletes the current datasheet
c. removes all data from the current record
d. removes all changes made to the record you are currently editing
ANSWER: d
POINTS: 1
REFERENCES: Access 16
LEARNING OBJECTIVES: BESK.OFIN.16.010 - Edit data in a datasheet

44. To review a printout of a table before printing, on the ____ tab, click Print, and then click Print Preview.
a. FILE b. VIEW
c. PREVIEW d. REPORT
ANSWER: a
POINTS: 1
REFERENCES: Access 16
LEARNING OBJECTIVES: BESK.OFIN.16.018 - Preview and print a datasheet

45. Which of the following keys will help you delete unwanted data in Edit mode?
a. [Insert] b. [Home]
c. [Ctrl] d. [Backspace]

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ANSWER: d
POINTS: 1
REFERENCES: Access 17
LEARNING OBJECTIVES: BESK.OFIN.16.019 - Delete records in a datasheet

46. Which editing keystroke deletes one character to the right of the insertion point?
a. [Backspace] b. [Delete]
c. [F2] d. [F7]
ANSWER: b
POINTS: 1
REFERENCES: Access 17
LEARNING OBJECTIVES: BESK.OFIN.16.019 - Delete records in a datasheet

47. Relational _____ software is used to manage data that can be organized into lists, such as information about customers, products, vendors, employees, projects, or sales.
ANSWER: database
POINTS: 1
REFERENCES: Access 2
LEARNING OBJECTIVES: BESK.OFIN.16.002 - Describe relational database concepts

48. A(n) _____ is a fundamental building block of a relational database because this object stores all of the data.
ANSWER: table
POINTS: 1
REFERENCES: Access 4
LEARNING OBJECTIVES: BESK.OFIN.16.012 - Identify Access components

49. A(n) _____ object allows a user to select a subset of data from one or more tables.
ANSWER: query
POINTS: 1
REFERENCES: Access 4
LEARNING OBJECTIVES: BESK.OFIN.16.012 - Identify Access components

50. A(n) _____ object provides an easy-to-use data entry screen.
ANSWER: form
POINTS: 1
REFERENCES: Access 5
LEARNING OBJECTIVES: BESK.OFIN.16.012 - Identify Access components

51. _____ View is a spreadsheet-like view of the data in a table.
ANSWER: Datasheet
POINTS: 1
REFERENCES: Access 6
LEARNING OBJECTIVES: BESK.OFIN.16.020 - Create a database

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52. If you use _____ View to design your table before starting the data entry process, you will probably avoid some common data entry errors.
ANSWER: Design
POINTS: 1
REFERENCES: Access 8
LEARNING OBJECTIVES: BESK.OFIN.16.015 - Create a table in Table Design View

53. A(n) _____ key field contains unique data for each record.
ANSWER: primary
POINTS: 1
REFERENCES: Access 8
LEARNING OBJECTIVES: BESK.OFIN.16.015 - Create a table in Table Design View

54. A(n) _____ relationship describes when a record from one table is related to several records in another table.
ANSWER: one to many
one-to-many
1 to many
1-to-many
POINTS: 1
REFERENCES: Access 12
LEARNING OBJECTIVES: BESK.OFIN.16.006 - Create one-to-many relationships

55. The _____ refers to which data you would edit if you started typing.
ANSWER: focus
POINTS: 1
REFERENCES: Access 14
LEARNING OBJECTIVES: BESK.OFIN.16.008 - Enter records in a datasheet

56. A(n) _____ field automatically assigns a new number each time you add a record.
ANSWER: AutoNumber
POINTS: 1
REFERENCES: Access 14
LEARNING OBJECTIVES: BESK.OFIN.16.008 - Enter records in a datasheet

57. What are the advantages of using Access for database management?
ANSWER:
1. Duplicate data is minimized.
2. Information is more accurate, reliable, and consistent because duplicate data is minimized.
3. Data entry is faster and easier using Access forms.
4. Information can be viewed and sorted in multiple ways using Access queries, forms, and reports.
5. Information is more secure using Access passwords and security features.
6. Several users can share and edit information at the same time.

POINTS: 1
REFERENCES: Access 2

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Access 2013 Unit A: Getting Started with Access 2013

LEARNING OBJECTIVES: BESK.OFIN.16.002 - Describe relational database concepts
TOPICS: Critical Thinking

58. The Database window displays the tables, queries, forms, and reports. Describe what these four objects represent.
ANSWER: A table contains all of the raw data within the database in a spreadsheet-like view.
A query allows you to select a subset of fields or records from one or more tables.
A form provides an easy-to-use data entry screen.
A report is a professional printout of data that can contain enhancements such as headers, footers, graphics, and calculations on groups of records.
POINTS: 1
REFERENCES: Access 5
LEARNING OBJECTIVES: BESK.OFIN.16.003 - Open and define Access objects
TOPICS: Critical Thinking

59. In Access, data entry screens are called forms. _____
ANSWER: True
POINTS: 1
REFERENCES: Access 4
LEARNING OBJECTIVES: BESK.OFIN.16.003 - Open and define Access objects

60. A(n) foreign key field is always on the "one" side of a one-to-many relationship between two tables. _____
ANSWER: False - primary
POINTS: 1
REFERENCES: Access 10
LEARNING OBJECTIVES: BESK.OFIN.16.016 - Define one-to-many relationships

61. The navigation buttons are found at the top of the datasheet. _____
ANSWER: False - bottom, lower-left corner
POINTS: 1
REFERENCES: Access 14
LEARNING OBJECTIVES: BESK.OFIN.16.009 - Navigate records in a datasheet

62. If Access assumes that you are attempting to make changes to a field value, you are in Navigation mode. _____
ANSWER: False - Edit
POINTS: 1
REFERENCES: Access 14
LEARNING OBJECTIVES: BESK.OFIN.16.009 - Navigate records in a datasheet

63. You can use the Calendar Box to enter dates in a Date/Time field. _____
ANSWER: False - Picker
POINTS: 1
REFERENCES: Access 16
LEARNING OBJECTIVES: BESK.OFIN.16.010 - Edit data in a datasheet

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64. To adjust the column width in a datasheet to accommodate the widest entry in a field, right-click the column separator.

_____

ANSWER: False - double-click
POINTS: 1
REFERENCES: Access 17
LEARNING OBJECTIVES: BESK.OFIN.16.018 - Preview and print a datasheet

Critical Thinking Questions
Case 1-1

Hannah wants to create a record keeping system to track the inventory needed to efficiently run her lawn and landscape business, such as spare parts, gas cans, string trimmers, etc. Her crew manager will also be using the system.

65. Hannah is considering whether to use Excel or Access. Which one of the following is NOT a benefit of using Access?

a. More data storage
b. Multiuser capability
c. Easier setup
d. Additional reporting features

ANSWER: C
POINTS: 1
REFERENCES: Access 3
LEARNING OBJECTIVES: BESK.OFIN.16.021 - AB
TOPICS: Critical Thinking

Critical Thinking Questions
Case 1-2

Lauren wants to create an Access database of the musical instruments she owns.

66. A Purchase Price field should be which data type?

a. Text
b. Number
c. Monetary
d. Currency

ANSWER: D
POINTS: 1
REFERENCES: Access 7
LEARNING OBJECTIVES: BESK.OFIN.16.014 - Define key database terms
TOPICS: Critical Thinking

67. Lauren has written a paragraph describing the use for each inventory item. Which data type should she use to define the field that will store this information?

a. Paragraph
b. Comment
c. Long Text
d. System

ANSWER: C
POINTS: 1
REFERENCES: Access 7
LEARNING OBJECTIVES: BESK.OFIN.16.014 - Define key database terms
TOPICS: Critical Thinking

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Match the shortcut keystrokes to the correct action.

a. [Left Arrow]
b. [Tab]
c. [Up Arrow]
d. [Ctrl][End]
e. [Home]
f. [End]
g. [Down Arrow]
h. [Ctrl][Home]

REFERENCES: Access 15
LEARNING OBJECTIVES: BESK.OFIN.16.009 - Navigate records in a datasheet

68. Last field of the last record
ANSWER: d
POINTS: 1

69. Current field of the previous record
ANSWER: c
POINTS: 1

70. First field of the first record
ANSWER: h
POINTS: 1

71. Current field of the next record
ANSWER: g
POINTS: 1

72. First field of the current record
ANSWER: e
POINTS: 1

73. Next field of the current record
ANSWER: b
POINTS: 1

74. Last field of the current record
ANSWER: f
POINTS: 1

75. Previous field of the current record
ANSWER: a
POINTS: 1

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