Enhanced Microsoft Office 2013 Illustrated Fundamentals 1st edition Hunt Test Bank

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Name:_____ Class:_____ Date:_____

Access 2013 Unit J: Creating a Database

1. A database is an organized collection of unrelated information.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

2. A query extracts data from one or more database tables according to criteria that you set.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.002 - Name and describe common database objects in Access

3. A relational database contains only one table.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

4. A form is a summary of database information specifically designed for printing.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.002 - Name and describe common database objects in Access

5. The column headings in a database table are called field names.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

6. You can save a table in Datasheet view by clicking the Save button on the Quick Access toolbar.
   a. True
   b. False

ANSWER: True

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POINTS: 1
REFERENCES: Access 258
LEARNING OBJECTIVES: ENHO.HUNT.16.003 - Create and save a table in Datasheet view

7. When you save a database, all of the database objects within it are automatically saved too.
   a. True
   b. False
ANSWER: False
POINTS: 1
REFERENCES: Access 258
LEARNING OBJECTIVES: ENHO.HUNT.16.003 - Create and save a table in Datasheet view

8. To add a field to a table, you need to specify its data type.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Access 258
LEARNING OBJECTIVES: ENHO.HUNT.16.004 - Specify or change the data type for a field

9. It is easier to add fields to new or existing tables in Datasheet view.
   a. True
   b. False
ANSWER: False
POINTS: 1
REFERENCES: Access 260
LEARNING OBJECTIVES: ENHO.HUNT.16.005 - Add fields in Design view

10. In Design view, you use a grid to enter fields and specify field data types.
   a. True
   b. False
ANSWER: True
POINTS: 1
REFERENCES: Access 260
LEARNING OBJECTIVES: ENHO.HUNT.16.006 - Specify data types in Design view

11. Tables, forms, queries, and reports are program components called objects. _____
ANSWER: True
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.002 - Name and describe common database objects in Access

12. Access is a database management system. _____
ANSWER: True

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POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

13. Each row in a database table is called a(n) record. _____
ANSWER: True
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

14. A(n) form extracts data from one or more database tables. _____
ANSWER: False - query
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.002 - Name and describe common database objects in Access

15. Each text box in a(n) form corresponds with a field in a table. _____
ANSWER: True
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.002 - Name and describe common database objects in Access

16. Creating a database from a(n) template saves time since it contains many ready-made database objects. _____
ANSWER: True
POINTS: 1
REFERENCES: Access 256
LEARNING OBJECTIVES: ENHO.HUNT.16.007 - Start Access

17. When you start working in a new database, a blank form opens in Datasheet view. _____
ANSWER: False - table
POINTS: 1
REFERENCES: Access 258
LEARNING OBJECTIVES: ENHO.HUNT.16.003 - Create and save a table in Datasheet view

18. Every table in a database must contain one field that is designated as the ID key field. _____
ANSWER: False - primary
POINTS: 1
REFERENCES: Access 258
LEARNING OBJECTIVES: ENHO.HUNT.16.008 - Set the primary key field

19. Every new table in Access includes a blank ID field which is automatically designated as the primary key field. _____
ANSWER: True
POINTS: 1

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Access 2013 Unit J: Creating a Database

REFERENCES: Access 258
LEARNING OBJECTIVES: ENHO.HUNT.16.008 - Set the primary key field

20. Short Text is a(n) data type. _____
ANSWER: True
POINTS: 1
REFERENCES: Access 258
LEARNING OBJECTIVES: ENHO.HUNT.16.009 - Identify common data types

21. A database stores data in one or more spreadsheet-like lists called ____.
a. cells b. records
c. tables d. sheets
ANSWER: c
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

22. A database containing just one table is called a ____ database.
a. simple b. relational
c. query d. report
ANSWER: a
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

23. A database containing two or more tables of related information is called a ____ database.
a. simple b. relational
c. complex d. related
ANSWER: b
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

24. Records consist of ____, which contain information about one aspect of a record.
a. objects b. reports
c. queries d. fields
ANSWER: d
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

25. A(n) ____ is a user-friendly window that contains text boxes and labels that let users easily input data, usually one record at a time.
a. object b. report

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c. query d. form
ANSWER: d
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

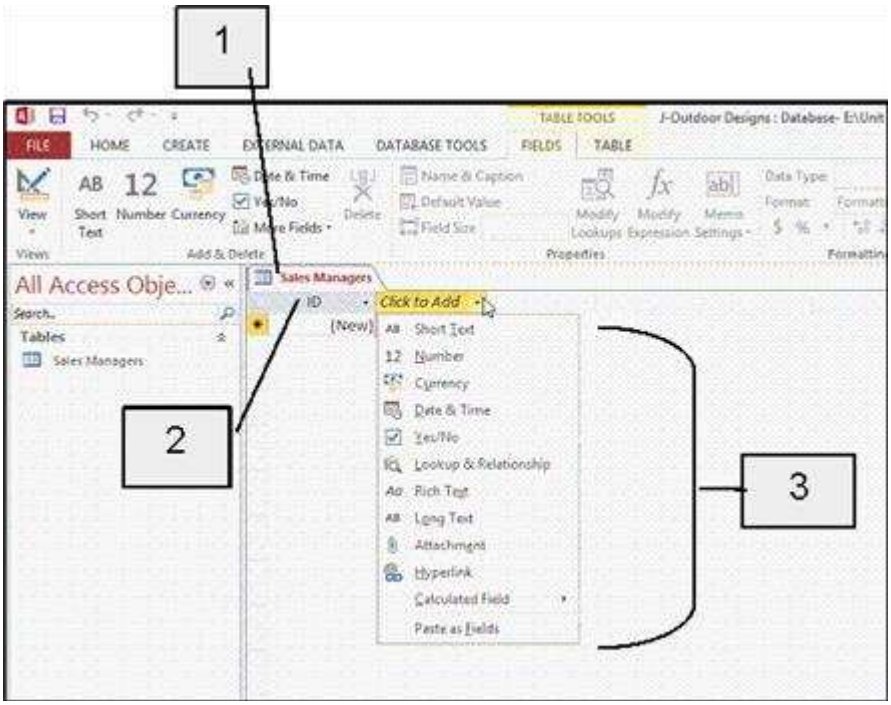
26. A(n) ____ extracts data from one or more database tables according to criteria that you set.
a. object b. report
c. query d. form
ANSWER: c
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

27. A(n) ____ is a summary of information pulled from a database, specifically designed for printing.
a. object b. report
c. query d. form
ANSWER: b
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

28. As a ____ database management system, Access is particularly powerful because you can enter data once and then retrieve information from all or several tables as you need it.
a. relational b. simple
c. complex d. manipulative
ANSWER: a
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

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29. In the accompanying figure, item 1 is the name of the only ____ in the database.

a. table b. report

c. form d. query

ANSWER: a

POINTS: 1

REFERENCES: Access 259

LEARNING OBJECTIVES: ENHO.HUNT.16.003 - Create and save a table in Datasheet view

30. In the accompanying figure, item 2 points to the ____.

a. record b. report

c. ID field d. ID

ANSWER: c

POINTS: 1

REFERENCES: Access 259

LEARNING OBJECTIVES: ENHO.HUNT.16.003 - Create and save a table in Datasheet view

31. In the accompanying figure, item 3 points to ____.

a. the fields in the table b. field properties

c. all of the table types you can add to a datasheet d. all of the data types you can apply to a field

ANSWER: d

POINTS: 1

REFERENCES: Access 259

LEARNING OBJECTIVES: ENHO.HUNT.16.003 - Create and save a table in Datasheet view

32. In the accompanying figure, the words Short Text refer to a ____.

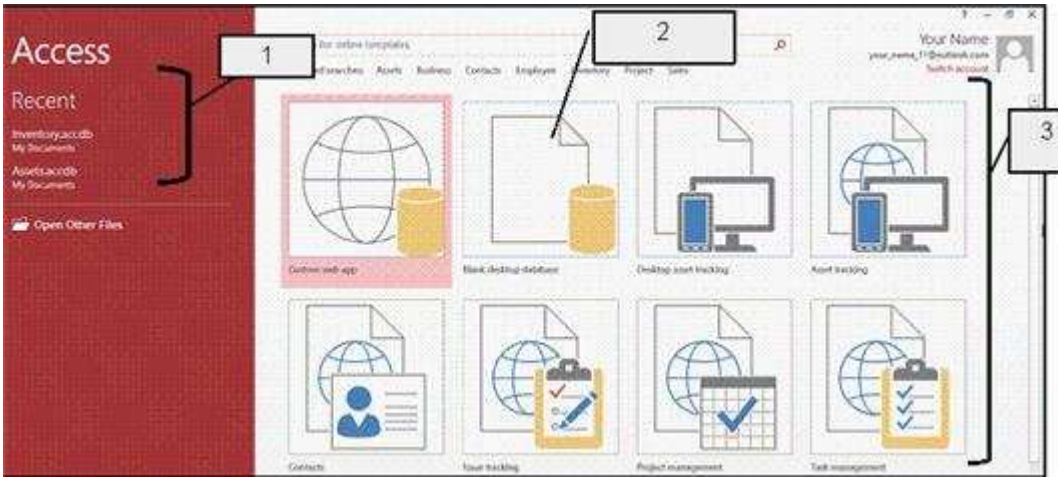
a. record b. data type

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c. field name d. set of tables
ANSWER: b
POINTS: 1
REFERENCES: Access 259
LEARNING OBJECTIVES: ENHO.HUNT.16.009 - Identify common data types

33. You can create a database in Access by starting with a ____.
a. blank database b. template
c. Both a and b. d. None of the above.
ANSWER: c
POINTS: 1
REFERENCES: Access 256
LEARNING OBJECTIVES: ENHO.HUNT.16.010 - Create and save a blank database

34. In Datasheet view, the left pane below the Ribbon is called the ____ pane. It is where all database objects for the open database are listed.
a. Navigation b. Database
c. Objects d. Data
ANSWER: a
POINTS: 1
REFERENCES: Access 256
LEARNING OBJECTIVES: ENHO.HUNT.16.010 - Create and save a blank database



35. In the accompanying figure, item 1 points to the____.
a. featured templates b. recently opened databases
c. available template categories d. Blank Database icon
ANSWER: b
POINTS: 1
REFERENCES: Access 257
LEARNING OBJECTIVES: ENHO.HUNT.16.007 - Start Access

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36. In the accompanying figure, item 2 points to the ____.
    a. Office Default template b. Access 2010 template
    c. available template categories d. Blank desktop database

ANSWER: d
POINTS: 1
REFERENCES: Access 257
LEARNING OBJECTIVES: ENHO.HUNT.16.010 - Create and save a blank database

37. In the accompanying figure, item 3 points to the ____.
    a. featured templates b. recently opened databases
    c. saved template categories d. Blank templates

ANSWER: a
POINTS: 1
REFERENCES: Access 257
LEARNING OBJECTIVES: ENHO.HUNT.16.007 - Start Access

38. To insert a new field, click an existing field and then click the Insert ____ button in the Tools group.
    a. Rows b. Fields
    c. New Field d. Columns

ANSWER: a
POINTS: 1
REFERENCES: Access 262
LEARNING OBJECTIVES: ENHO.HUNT.16.011 - Insert a field

39. If the ____ for Manager Last Name is Last Name, that means that only Last Name will be displayed as the field name for this field in Datasheet view.
    a. property b. ID
    c. nickname d. caption

ANSWER: d
POINTS: 1
REFERENCES: Access 262
LEARNING OBJECTIVES: ENHO.HUNT.16.012 - Specify a caption for a field

40. Field ____ are data characteristics that dictate how Access stores, handles, and displays field data.
    a. descriptions b. names
    c. properties d. descriptors

ANSWER: c
POINTS: 1
REFERENCES: Access 262
LEARNING OBJECTIVES: ENHO.HUNT.16.013 - Change field properties

41. Field Size is an example of a field ____.
    a. property b. name
    c. ID d. caption

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ANSWER: a
POINTS: 1
REFERENCES: Access 262
LEARNING OBJECTIVES: ENHO.HUNT.16.013 - Change field properties

42. When you click a field name to add a new record, the field ____ appears in the status bar.
a. description b. type
c. size d. category
ANSWER: a
POINTS: 1
REFERENCES: Access 264
LEARNING OBJECTIVES: ENHO.HUNT.16.014 - Add records in Datasheet view

43. A(n) ____ selector to the left of each record lets you select a record or records.
a. row b. record
c. object d. key
ANSWER: a
POINTS: 1
REFERENCES: Access 264
LEARNING OBJECTIVES: ENHO.HUNT.16.014 - Add records in Datasheet view

44. The data you enter in each field is called a field ____.
a. object b. name
c. value d. pane
ANSWER: c
POINTS: 1
REFERENCES: Access 264
LEARNING OBJECTIVES: ENHO.HUNT.16.014 - Add records in Datasheet view

45. You can edit text in fields by selecting it and typing new text or using the [____] key.
a. Data b. Edit
c. Tab d. Backspace
ANSWER: d
POINTS: 1
REFERENCES: Access 266
LEARNING OBJECTIVES: ENHO.HUNT.16.015 - Edit field values in Datasheet view

46. The border between field names is called the ____.
a. border separator b. border divider
c. column separator d. column divider
ANSWER: c
POINTS: 1
REFERENCES: Access 266

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LEARNING OBJECTIVES: ENHO.HUNT.16.016 - Resize columns in Datasheet view

47. _____ controls are devices for inputting data such as text boxes, list arrows, or check boxes.
a. Input b. Form
c. Data d. Text
ANSWER: b
POINTS: 1
REFERENCES: Access 268
LEARNING OBJECTIVES: ENHO.HUNT.16.017 - Create a form based on a table

48. The ____ data type assigns a unique number for each record in the table.
a. AutoNumber b. UniqueNumber
c. AutoSet d. AutoList
ANSWER: a
POINTS: 1
REFERENCES: Access 258
LEARNING OBJECTIVES: ENHO.HUNT.16.009 - Identify common data types

49. The field description appears in the ____ bar and helps users understand what type of data should be entered for the field.
a. properties b. status
c. address d. navigation
ANSWER: b
POINTS: 1
REFERENCES: Access 260
LEARNING OBJECTIVES: ENHO.HUNT.16.018 - Add field descriptions

50. The Caption property appears in a form or in Datasheet view in place of the field ____.
a. icon b. group
c. name d. property
ANSWER: c
POINTS: 1
REFERENCES: Access 262
LEARNING OBJECTIVES: ENHO.HUNT.16.012 - Specify a caption for a field

51. You can use _____ to create a database to help you manage and track a large collection of related data.
ANSWER: Access
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query

52. To view different records you use buttons on the _____ bar.
ANSWER: navigation

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POINTS: 1
REFERENCES: Access 268
LEARNING OBJECTIVES: ENHO.HUNT.16.019 - View records using the Navigation bar

53. In _____ view, you can view records but cannot add, delete or edit records.
ANSWER: Layout
POINTS: 1
REFERENCES: Access 268
LEARNING OBJECTIVES: ENHO.HUNT.16.020 - Add records using Form view

54. To close Access, click Close on the _____ tab.
ANSWER: FILE
File
POINTS: 1
REFERENCES: Access 268
LEARNING OBJECTIVES: ENHO.HUNT.16.021 - Close a database and exit Access

55. Text boxes, check boxes and list arrows are all _____ controls.
ANSWER: Form
form
POINTS: 1
REFERENCES: Access 268
LEARNING OBJECTIVES: ENHO.HUNT.16.017 - Create a form based on a table

56. Split view is a(n) _____ that displays the data entry form above the underlying datasheet.
ANSWER: form
POINTS: 1
REFERENCES: Access 268
LEARNING OBJECTIVES: ENHO.HUNT.16.020 - Add records using Form view

57. The simplest way to create a form is to click the Form button on the _____ tab.
ANSWER: CREATE
POINTS: 1
REFERENCES: Access 268
LEARNING OBJECTIVES: ENHO.HUNT.16.017 - Create a form based on a table

58. Describe the difference between a simple and a relational database.
ANSWER: A database containing one table is a simple database, and one that contains two or more tables of related information is a relational database.
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query
TOPICS: Critical Thinking

59. Describe how a database stores data.

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ANSWER: A database stores data in tables, organized into rows and columns. Each column in the table is a field, and each row in the table is a record. The columns are the values for a given piece of information, such as a name, for all records. The rows represent all information for a given record in the database, containing all values across all columns.
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query
TOPICS: Critical Thinking

60. Describe the operations you can perform when a table is in Design view.
ANSWER: You can set field properties and modify a table's structure. You can also add field descriptions or insert, delete, rearrange, or rename fields.
POINTS: 1
REFERENCES: Access 260
LEARNING OBJECTIVES: ENHO.HUNT.16.005 - Add fields in Design view
TOPICS: Critical Thinking

You work for a small pet shop and the store manager asks you to convert some of his paper records to an online system. A simple database exists and the owner wants to add to the existing database.

61. Your supervisor wants a list of all the customers who purchased something recently from the store. Can you do this with the current database design?
ANSWER: Since the database only contains a single table, it is not likely that the current design tracks that information. However, if the last sale information is part of the existing table, a query may be able to answer the question.
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query
TOPICS: Critical Thinking

62. Assuming that the existing database does not contain information related to sales in the table, how can you extend the database to track the purchases for each customer?
ANSWER: An additional table must be added to the database to track the information, transforming the database into a relational design. The new table must be related to the original table in the database.
POINTS: 1
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query
TOPICS: Critical Thinking

63. Assuming you can extend the database with every possible need for the store, what objects must be included in addition to the table(s) that make up the database?
ANSWER: You must add query, form, and report objects to the database to make a complete application that the store can use on a regular basis.
POINTS: 1
REFERENCES: Access 254

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LEARNING OBJECTIVES: ENHO.HUNT.16.001 - Define database, table, field, record, form, and query
TOPICS: Critical Thinking

You work in the human resources department of a large company that uses Microsoft Access to track information before and after entering it into the company's administrative system.

64. Your supervisor has asked you to add a field description to a field in the table. How can you do this?
ANSWER: Open the table in Design view, choose the field name that needs a description, press [Tab] twice to move to the Description text box, and then type a description. The description will appear in the status bar.
POINTS: 1
REFERENCES: Access 262
LEARNING OBJECTIVES: ENHO.HUNT.16.013 - Change field properties
TOPICS: Critical Thinking

65. Your boss asks you for specific field values. What are field values?
ANSWER: Field values are the data you enter into each field.
POINTS: 1
REFERENCES: Access 264
LEARNING OBJECTIVES: ENHO.HUNT.16.014 - Add records in Datasheet view
TOPICS: Critical Thinking

Match each item with a statement below.
a. Field names
b. Form
c. Report
d. Table
e. Query
REFERENCES: Access 254
LEARNING OBJECTIVES: ENHO.HUNT.16.002 - Name and describe common database objects in Access

66. A set of criteria (conditions) you specify to retrieve data from a database.
ANSWER: e
POINTS: 1

67. A window that lets you view, enter, and edit data in a database one record at a time.
ANSWER: b
POINTS: 1

68. A summary of database information designed specifically for printing or distributing.
ANSWER: c
POINTS: 1

69. A list of data organized in rows (records) and columns (fields).
ANSWER: d
POINTS: 1

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70. The column headings in the table.
ANSWER: a
POINTS: 1

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