

WRC 2008 Database Design and Applications

True/False

Indicate whether the sentence or statement is true or false.

- ___ 1. Database properties include characteristics, settings, and other attributes.
- ___ 2. To select more than one field in Datasheet View, press [Ctrl] while clicking the column selector for additional fields.
- ___ 3. Use the Data Entry command to enter new records without seeing the existing records.
- ___ 4. Forms have a default view that shows only one record on screen at a time.
- ___ 5. Print Preview enables you to view more than one form or page at a time.
- ___ 6. You can print a form for only one record.
- ___ 7. You can copy an entire record with the Copy Append command.
- ___ 8. Choose the Replace All option if you want to see and confirm each replacement on your own.
- ___ 9. Changes to a Queries dynaset have no effect on data in tables.
- ___ 10. You can use the same wildcards in an Advanced Filter/Sort as you use in a Filter by Form.
- ___ 11. The best way to replace a word or phrase with another word or phrase is to use the Replace command.
- ___ 12. If you change the size of a field after records have been entered, data might be lost.
- ___ 13. The field description in table Design View includes formats, settings, and other characteristics of the field.
- ___ 14. When you delete a field in Design View, only the field name is removed, not the actual data.
- ___ 15. When you delete an imported table, the data is still in the original location from which it was imported.
- ___ 16. If all records will show the same city, you can set an input mask to enter the city automatically.
- ___ 17. A flat database is defined as a database that contains relationships.
- ___ 18. A relationship between two tables is not required to show a subdatasheet.
- ___ 19. Creating a lookup field will also create a relationship between two fields, if one did not already exist.
- ___ 20. A table inherits field properties from a form and vice versa.
- ___ 21. You create a multicolumn report from the Page Setup dialog box.
- ___ 22. You can set a precise location for a control in its property sheet.
- ___ 23. A common expression to display the current date is =Now().
- ___ 24. The Now() expression shows the date in one style or format.
- ___ 25. You can copy the font, size, and color from one control to another.

Multiple Choice

Identify the letter of the choice that best completes the statement or answers the question.

- _____ 26. In the Database window, you click one of these to view the window for tables:
- a. Command button
 - b. Object button
 - c. Item button
 - d. Toolbar button
- _____ 27. To determine which customers live in a particular state, you would use a:
- a. Query
 - b. Module
 - c. Macro
 - d. Page
- _____ 28. The prefix used for naming tables in a database is:
- a. tab
 - b. tbl
 - c. dbf
 - d. dbt
- _____ 29. Design View for a table:
- a. Displays records in alphabetical order
 - b. Shows field names and properties
 - c. Includes criteria for finding certain records
 - d. Displays records in numerical order
- _____ 30. To move the pointer to a different record in a table, you can:
- a. Use the vertical scroll bar
 - b. Press [F4]
 - c. Press [F6] or [F8]
 - d. Click the mouse
- _____ 31. To print a table:
- a. Press [Ctrl]+[P]
 - b. Choose Print from the File menu
 - c. Click the Print button on the Database toolbar
 - d. All of the above
- _____ 32. If you print a table that is too wide to fit on one page when using the default settings:
- a. Access automatically uses landscape orientation
 - b. Access might split fields in the middle
 - c. Access splits the pages between fields
 - d. Access automatically uses wider margins
- _____ 33. To move from field to field in Datasheet View, you can press:
- a. [Tab]
 - b. [Next]
 - c. [Home]
 - d. [End]
- _____ 34. Changes to the font in Datasheet View:
- a. Affect the current record
 - b. Affect the entire table
 - c. Affect the current field
 - d. Affect all records from the current record forward
- _____ 35. Positioning the mouse pointer over a button reveals a box known as:
- a. Hits
 - b. Help
 - c. ScreenTip
 - d. Popup Help
- _____ 36. To scroll up through the different views of a table, press:
- a. [Shift]+[>]
 - b. [Shift]+[+]
 - c. [Ctrl]+[>]
 - d. [Ctrl]+[+]
- _____ 37. To delete a record from a table, you can:
- a. Click in the Record Selector and press [Delete]
 - b. Click anywhere in the record and press [Delete]
 - c. Click anywhere in the row and choose Edit, Remove
 - d. Click in the Record Selector and press [Backspace]

- _____ 38. If you accidentally delete text in a field, you can click the:
- a. Undo button
 - b. Restore button
 - c. Save button
 - d. Undelete button
- _____ 39. An advantage of using a form is that it:
- a. Shows more accurate information
 - b. Displays an entire record on the screen
 - c. Shows the summary of all the records
 - d. Cannot be edited
- _____ 40. You can place a picture in a record's field by using the:
- a. Design View
 - b. Insert Object command
 - c. Place command
 - d. Format Object command
- _____ 41. You can paste an entire record from one location to another with the:
- a. Paste command
 - b. Paste Append command
 - c. Paste Special command
 - d. Paste Record command
- _____ 42. A form displays data from and is linked to a:
- a. Table
 - b. Report
 - c. Picture
 - d. All of the above
- _____ 43. You can zoom in and out by clicking the mouse pointer anywhere when you are in:
- a. Form View
 - b. Design View
 - c. Print Preview
 - d. Datasheet View
- _____ 44. To navigate through records in a form, you can press:
- a. [Ctrl]+[Spacebar]
 - b. [Page Down]
 - c. [Ctrl]+[Enter]
 - d. [Home]+[End]
- _____ 45. In Design View for a form, you can:
- a. Add new records
 - b. Edit existing records
 - c. Modify the layout
 - d. All of the above
- _____ 46. To empty the Office Clipboard, click the:
- a. Clear Clipboard button
 - b. Delete Clipboard button
 - c. Clear Office button
 - d. Delete Paste button
- _____ 47. If a form does not print on one page, you might solve the problem by:
- a. Using portrait orientation
 - b. Using landscape orientation
 - c. Collapsing the orientation
 - d. Expanding the orientation
- _____ 48. To find all records that include the word "street" in the address, match:
- a. Any part of the field
 - b. The whole field
 - c. The beginning of the field
 - d. The beginning and end of the field
- _____ 49. To represent a single unknown character with a wildcard, use the:
- a. Question mark (?)
 - b. Asterisk (*)
 - c. Number sign (#)
 - d. Apostrophe (')
- _____ 50. If you use a field often for searching and sorting, you should create a(n):
- a. Filter
 - b. Index
 - c. Default
 - d. Selection
- _____ 51. In a Filter by Form, you can:
- a. Apply an AutoFilter
 - b. Add a field to the table
 - c. Set criteria for more than one field
 - d. Replace field names
- _____ 52. If you key b##### in the Find What box, Access will find:
- a. Five-letter words beginning with B
 - b. Five-character sequences starting with B followed by four numbers
 - c. Five-character sequences starting with B
 - d. None of the above

- _____ 53. When you use an “Or” condition in a filter:
- Enter the criteria on one datasheet, form, or row
 - The results show records that match both criteria
 - The results show more records than would result with an “And” condition
 - Enter the criteria in one field or column
- _____ 54. To change all Street Address field entries in a table from “Ave.” to “Avenue,” the correct settings for using the Replace command will be:
- Search: All, Look In: Street Address, Search: Any part of field
 - Search: All, Look In: Street Address, Search: Whole Field
 - Search: Up, Look In: Table, Search: Any part of field
 - Search: Down, Look In: Table, Search: Whole Field
- _____ 55. With an “Or” condition of “Car or Red,” you might find a record for someone who has a:
- Blue car
 - Red van
 - Red car
 - All of the above
- _____ 56. If the first three characters in a record are selected, a Filter by Selection will display records that:
- Contain only those three characters
 - Start with the same three characters
 - Contain the same three characters anywhere in the field
 - None of the above
- _____ 57. If a field is marked as the primary key, the value for each record in that field:
- Can be different or unique
 - Must be capitalized
 - Can match one record in the table
 - Must be different or unique
- _____ 58. If you key the date 1/2/04, Access will interpret it as:
- January 2, 1904
 - January 2, 2004
 - February 1, 1904
 - February 1, 2004
- _____ 59. Access automatically assigns a number for a new record if the data type is:
- Increment
 - Step
 - AutoNumber
 - Logical
- _____ 60. You see field names, data types, and descriptions in:
- Datasheet View
 - Design View
 - Form View
 - Property View
- _____ 61. The data type for insurance policy numbers, such as 0012-M-340-25 or 43F33-7805, should be:
- AutoNumber
 - Text
 - Alphanumeric
 - Memo
- _____ 62. To move the insertion point from one pane to the other in Design View, press:
- [F2]
 - [F4]
 - [F6]
 - [F8]
- _____ 63. Identifying a field as the primary key is:
- Recommended
 - Required
 - Completed by Access
 - Dependent on the input mask
- _____ 64. A keyboard shortcut to enter the current date is:
- [Ctrl]+[:]
 - [Ctrl]+[.]
 - [Ctrl]+[.]
 - [Ctrl]+[:]
- _____ 65. To open the Zoom dialog box, press:
- [Shift]+[Z]
 - [Ctrl]+[Z]
 - [Shift]+[F2]
 - [Ctrl]+[F2]

- ___ 66. When creating a table in Datasheet View, keying a colon with numbers will set this kind of data type:
- a. Date/Time
 - b. Numbers
 - c. Text
 - d. Ratio
- ___ 67. External data imported from another database is stored in a(n):
- a. Table
 - b. Query
 - c. Form
 - d. Data Store
- ___ 68. The Table Wizard includes:
- a. Predefined table lists
 - b. Personal and business samples
 - c. Sample field lists
 - d. All of the above
- ___ 69. Each time you import data:
- a. You make a copy of the original data
 - b. The original data is maintained in the source application
 - c. All of the above
 - d. None of the above
- ___ 70. A pattern or model for entering data is set up in a(n):
- a. Lookup field
 - b. Format command
 - c. Input mask
 - d. Validation rule
- ___ 71. To remove all tables from the Relationships window, click the:
- a. Clear Layout button
 - b. Remove Tables button
 - c. Clear Tables button
 - d. Remove Layout button
- ___ 72. To see the related record in a subdatasheet, click the:
- a. Show button
 - b. Expand button
 - c. Collapse button
 - d. Display button
- ___ 73. To show the date with the month spelled out followed by the date and a four-digit year, the custom format is:
- a. mm dd, yy
 - b. mmmm dd, yyyy
 - c. mm dd, yyyy
 - d. mmmm dd yy
- ___ 74. In an input mask, this number is used as a placeholder for optional numbers:
- a. 0
 - b. 1
 - c. 8
 - d. 9
- ___ 75. When working in the Relationships window, you cannot:
- a. Print the relationship
 - b. Delete a relationship
 - c. Create a new relationship
 - d. Enter data
- ___ 76. The wizard that helps to set up data from one table as display input choices for another table is called:
- a. Display Wizard
 - b. Lookup Wizard
 - c. Format Wizard
 - d. Input Wizard
- ___ 77. The lookup field can be used in the:
- a. Datasheet View
 - b. Data Entry View
 - c. Lookup View
 - d. Design View
- ___ 78. Relationships are set between fields in:
- a. Tables
 - b. Queries
 - c. Forms
 - d. Both tables and queries
- ___ 79. Referential integrity cannot be set for:
- a. One-to-many relationships
 - b. Indeterminate relationships
 - c. All of the above
 - d. None of the above
- ___ 80. A lookup field ensures:
- a. Accuracy
 - b. Consistency
 - c. Reduced user errors
 - d. All of the above

- ___ 81. You can display a drop-down list for a field by pressing:
- a. [F2]
 - b. [F4]
 - c. [F6]
 - d. [F8]
- ___ 82. When using the Form Wizard, you can choose:
- a. The fields and the layout
 - b. The records and the filter
 - c. The font and field sizes
 - d. The sections, the filters, and the records
- ___ 83. A bound control:
- a. Is linked to a field
 - b. Cannot be deleted
 - c. Displays titles, lines, and rectangles
 - d. Cannot be used for calculations
- ___ 84. To arrange controls evenly in a single column, select them and use the:
- a. Arrange command
 - b. Space command
 - c. Make Straight command
 - d. Align command
- ___ 85. You can nudge a control one pixel at a time by pressing:
- a. [Ctrl]+[Right]
 - b. [Ctrl]+[Scroll]
 - c. [Shift]+[Right]
 - d. [Alt]+[Right]
- ___ 86. A calculated control would display a worker's total weekly pay with the expression:
- a. [Hourly]*40
 - b. [Hourly]+40
 - c. [Hourly]-40
 - d. [Hourly]/40
- ___ 87. You can quickly size a label to fit its text by:
- a. Double-clicking a sizing handle
 - b. Double-clicking the Move handle
 - c. Double-clicking the top or bottom edge
 - d. Double-clicking the text
- ___ 88. The usual tab order for a form is:
- a. Top to bottom, left to right
 - b. Left to right, top to bottom
 - c. Based on the field names
 - d. Based on the form size
- ___ 89. The Form Wizard lets you select:
- a. Fields
 - b. A layout
 - c. A style
 - d. All of the above
- ___ 90. The Expression Builder lets you build an expression by selecting:
- a. Field names
 - b. Functions
 - c. Constants
 - d. All of the above
- ___ 91. If numbers less than 100 should be displayed in red, you should use:
- a. Horizontal lines
 - b. Conditional formatting
 - c. Color settings
 - d. Relational formatting
- ___ 92. To create a new report directly from the Tables window, select the table and click the arrow indicating the:
- a. New Object button
 - b. New Report button
 - c. Report Wizard button
 - d. Report Creator button
- ___ 93. You can remove a control from the design grid by selecting it and pressing:
- a. [Ctrl]+[D]
 - b. [Ctrl]+[Backspace]
 - c. [Delete]
 - d. [Enter]
- ___ 94. If you copy a label in a Report Header, the copy is placed:
- a. Above the original
 - b. Next to the original
 - c. To the right of the original
 - d. Below the original
- ___ 95. When drawing or adjusting a line, keep it straight by holding:
- a. [Alt]
 - b. [Ctrl]
 - c. []
 - d. [Shift]
- ___ 96. To show less space between records in a report, adjust the height of the:
- a. Report Header
 - b. Page Header
 - c. Detail section
 - d. Page Footer

- _____ 97. A calculated control is built in a(n):
- a. Label
 - b. Button
 - c. Text box
 - d. Data box
- _____ 98. To create a multicolumn report, you should arrange the fields in the Detail section in:
- a. One column
 - b. The number of columns that you want to print
 - c. Two columns with a gutter between them
 - d. As many columns as will fit on the screen
- _____ 99. Most reports are based on a:
- a. Table
 - b. Form
 - c. Query
 - d. Page
- _____ 100. When a report is too wide to print on the page, you can make it fit by changing:
- a. The height of the Detail section
 - b. The width of the report
 - c. The width of the Report Header label
 - d. The top and bottom margins