

Exam

Name \_\_\_\_\_

**MULTIPLE CHOICE. Choose the one alternative that best completes the statement or answers the question.**

1) When designing a database, all of the following statements are true EXCEPT: 1) \_\_\_\_\_

- A) You should store data in its smallest parts
- B) You need not be concerned with the future requirements of the database
- C) Begin the design process with identification of the tables in the database
- D) You need to consider the output requirements of the database

2) Which statement accurately describes the function of a query? 2) \_\_\_\_\_

- A) Queries manipulate data stored in tables, hiding only those records which match the query's criteria
- B) Queries manipulate data stored in tables, displaying only those records which match the query's criteria
- C) Queries delete data stored in tables, displaying only those records which match the query's criteria
- D) Queries edit data stored in tables, displaying only those records which match the query's criteria

3) Ben is working in a database that stores student information. He wants to determine each student's age based on the student's birthday. Which of the following statements accurately describe how the fields should be designed? 3) \_\_\_\_\_

- A) Both the birthday and age fields should be calculated fields.
- B) The birthday should be a stored field and the age should be a calculated field.
- C) The birthday should be a calculated field and the age should be a stored field.
- D) Both the birthday and age fields should be stored fields.

4) Which of the following query criteria would be used to produce results for Date/Time fields containing a date of December 12th, 2010? 4) \_\_\_\_\_

- A) #12/12/2010# B) Between #12/11/2010# and #12/14/2010#
- C) 12/11/2010 D) 12/12/2010

5) When defining a field, the field \_\_\_\_\_ property determines how much physical storage space the field requires. 5) \_\_\_\_\_

- A) input mask B) caption C) size D) format

6) Jen is working on a database that stores employee data. In the EmployeeData Table, there is a field that stores the number of years each employee has been with the company. She needs to design a query that shows all employees that have worked for company more than ten years. Which of the following query criteria should Jen use to locate is information and display records of employees with the company more than ten years? 6) \_\_\_\_\_

- A) #10# B) <>10 C) >10 D) =>10

7) Ryan needs to organize the data in a table so that it displays in a summarized format. He should use the \_\_\_\_\_ view for this purpose. 7) \_\_\_\_\_

- A) PivotTable B) PivotChart C) Datasheet D) Design

8) Irene is working on a database that stores customer data and order information. The Customer Information Table holds customer information. A unique customer number serves as the primary key for this table. The Order Information Table holds order information. A unique order number serves as the primary key for this table. A customer only has one customer number but may have several order numbers. If Irene wants to establish a one-to-many

relationship between the customer information table and the order information table, which of the following steps should she follow? 8) \_\_\_\_\_

- A) Irene should include the primary key in the customer information table as a primary key in the order information table.
- B) Irene should include the primary key in the customer information table as a foreign key in the order information table.
- C) Irene cannot establish a relationship between the two tables.
- D) Irene should include the foreign key in the customer information table as a primary key in the order information table.

9) In a query, which of the following statements is true regarding delimiters in the criterion of a field? 9) \_\_\_\_\_

- A) Date/Time data types must be enclosed in quotations
- B) Text data types must be enclosed in pound signs
- C) Number data types require no delimiters
- D) Number data types must be enclosed in single quotes

10) Joe is working in a database that stores client data. He needs to design a field that will assign a client ID number each time a user enters a new client. The data type he should apply to this field is: 10) \_\_\_\_\_

- A) Number
- B) AutoNumber
- C) Text
- D) Memo

11) Which of the following would be the best choice for a primary key? 11) \_\_\_\_\_

- A) Last Name
- B) First Name
- C) Street Address
- D) Social Security Number

12) Sarah is working in a database that stores resort vacation information. She needs to design a field that will allow a user to link to an external website. The data type she should apply to this field is: 12) \_\_\_\_\_

- A) Hyperlink
- B) Attachment
- C) Memo
- D) OLE

13) Jose is working on a database that stores stock information. He needs to design a field that will allow a user to connect to a graph created in Excel. The data type he should apply to this field is: 13) \_\_\_\_\_

- A) Text
- B) OLE
- C) Memo
- D) Number

14) The \_\_\_\_\_ field property changes how a field will appear when displayed or printed, but does not change the values stored in the field. 14) \_\_\_\_\_

- A) Input Mask
- B) Format
- C) Default Value
- D) Caption

15) Which field property type should be used to enter a predefined value into a field when most of the records will have the same value? 15) \_\_\_\_\_

- A) Validation Text
- B) Input Mask
- C) Default Value
- D) Validation Rule

16) Marla is working in a database that stores customer purchases. She needs to find customers in the New York area that have purchased over \$5000 worth of goods. Which query operator would Marla use in a query to find this information? 16) \_\_\_\_\_

- A) NULL
- B) AND
- C) NOT
- D) OR

17) The \_\_\_\_\_ is a special character that is used to represent one or more characters in the criterion of a query. 17) \_\_\_\_\_

A) delimiter    B) operator    C) wildcard    D) operand

18) In Access, a query criterion use to locate a blank field is:    18) \_\_\_\_\_

A) Invalid    B) Void C) Empty    D) Null

19) Which of the following is true regarding the running of queries and the size of a database?    19) \_\_\_\_\_

A) Queries run at the same speed in large or small databases.

B) The size of a database does not affect the speed at which queries run.

C) The queries in larger databases may take longer to run than queries in smaller databases.

D) Queries run slower in smaller databases numeric data.

20) All of the following are acceptable field names EXCEPT:    20) \_\_\_\_\_

A) ClientNum    B) ClientNumber    C) ClientID    D) Clientnumber

21) A(n) \_\_\_\_\_ field is used to produce a value from an expression or function.    21) \_\_\_\_\_

A) calculated    B) Number    C) Date D) AutoNumber

22) Steven is working on a database that stores student data. He needs to find students majoring in either one of two majors. He is looking for students majoring in Economics. He also is looking for students majoring in History. Which operator would Steven use to find this information?    22) \_\_\_\_\_

A) NOT B) AND C) OR    D) NULL

23) The value in a field with the \_\_\_\_\_ data type will be automatically increased each time a new record is entered.

23) \_\_\_\_\_

A) Currency    B) Number    C) Date/Time    D) AutoNumber

24) The \_\_\_\_\_ data type can store text, numerals, and symbols.    24) \_\_\_\_\_

A) Number    B) Text    C) Date/Time    D) Currency

25) The \_\_\_\_\_ data type is used to hold sentences or paragraphs of descriptive data.    25) \_\_\_\_\_

A) Memo    B) Hyperlink    C) OLE D) Text

26) The \_\_\_\_\_ group on the External Data Tab has options that you can use to send a portion of a database to other application    26) \_\_\_\_\_

A) Import & Link    B) Web Linked Lists

C) Export    D) Collect Data

27) Which of the following is true about the NOT operator?    27) \_\_\_\_\_

A) The NOT operator returns all records except those that meet the specified criteria.

B) The NOT operator returns records meeting all of the specified criteria.

C) The NOT operator does return any records.

D) The NOT operator returns records meeting any of the specified criteria.

28) The result of a query, which appears similar to a table, is called a:    28) \_\_\_\_\_

A) recordset.    B) form.    C) datasheet.    D) report.

29) A(n) \_\_\_\_\_ operator, such as the greater than or less than symbol, can can be used in a query criterion to limits the results produced by the query.    29) \_\_\_\_\_

A) operand    B) delimiter    C) comparison    D) wildcard

30) Referential integrity should be enforced in a database with related tables because it 30) \_\_\_\_\_

- A) makes the database easier to repair.
- B) helps ensure data is automatically updated.
- C) makes the database easier to back up.
- D) helps ensure invalid data is not entered into a table.

31) It is more efficient to copy and use an existing query for a new query when 31) \_\_\_\_\_

- A) the query criteria needed will be unique to the original query.
- B) the query criteria needed will be similar to the original query.
- C) the query will be deleted after it is run.
- D) the query will be sorted alphabetically.

32) Which of the following statements is true about how Access and Excel share data? 32) \_\_\_\_\_

- A) Access cannot import data from Excel and cannot export data to Excel.
- B) Access can import data from Excel, but cannot export data to Excel.
- C) Access can export data to Excel, but cannot import data from Excel.
- D) Access can import data from Excel, and export data to Excel.

33) Which of the following statements is true regarding multi-table queries? 33) \_\_\_\_\_

- A) If join lines do not appear between tables, the multi-table query results will not be affected.
- B) Creating a multi-table query is different from creating a single table query.
- C) Skill is required in choosing the right tables and managing table relationships.
- D) You should add all the tables in a database to your multi-table query.

34) Which field property type should be applied to fields that should not remain empty? 34) \_\_\_\_\_

- A) Caption    B) Format    C) Indexed    D) Required

35) Which of the following statements best describes a one-to-many relationship between two tables? 35) \_\_\_\_\_

- A) A foreign key in the first table matches several primary keys in the second table.
- B) Primary and foreign keys have multiple cross matches between a first and second table.
- C) A primary key in the first table matches exactly one foreign key in the second table.
- D) A primary key in the first table matches several foreign keys in the second table.

36) The \_\_\_\_\_ determines what field values are allowed and what other properties the field will have. 36) \_\_\_\_\_

- A) data type    B) record type    C) identity    D) attribute

37) A field name can begin with a(n): 37) \_\_\_\_\_

- A) accent grave. B) number.    C) space.    D) period.

38) The maximum size of the Text data type is \_\_\_\_\_ characters. 38) \_\_\_\_\_

- A) 25    B) 255    C) 50    D) 200

39) Two or more tables which contain duplicate data is an example of: 39) \_\_\_\_\_

- A) data redundancy.    B) one-to-many relationships.
- C) many-to-many relationships. D) data backup.

40) Which of the following statements is true about data types and delimiters? 40) \_\_\_\_\_

- A) Different data types use the same delimiters.

- B) Numeric fields require quotation marks as delimiters.
- C) Different data types require different delimiters.
- D) Text fields require pound signs as delimiters.

41) When defining a field, the field \_\_\_\_\_ property determines how much physical storage space the field requires.  
41) \_\_\_\_\_

- A) size   B) format   C) input mask   D) caption

**TRUE/FALSE. Write 'T' if the statement is true and 'F' if the statement is false.**

42) Good database design begins with designing forms.                      42) \_\_\_\_\_

43) You cannot add a missing field to a table once the table has been designed.    43) \_\_\_\_\_

44) When designing a database, it is important to consider future data needs.    44) \_\_\_\_\_

45) It is best to design fields to hold large amounts of data.                      45) \_\_\_\_\_

46) Data redundancy may result in errors.                      46) \_\_\_\_\_

47) Access can import data from different a database or Excel spreadsheet.                      47) \_\_\_\_\_

48) Once a table is created, you cannot change an existing field in that table.                      48) \_\_\_\_\_

49) Field names should help identify the data held in the field.    49) \_\_\_\_\_

50) Spaces should be included in field names.    50) \_\_\_\_\_

51) The data type of a field determines the type of operations than can be performed on that field. 51) \_\_\_\_\_

52) A text field may contain numbers, text, and special characters.                      52) \_\_\_\_\_

53) Access requires a primary key for every table.                      53) \_\_\_\_\_

54) A field containing the AutoNumber data type must be manually incremented for each record entered. 54) \_\_\_\_\_

55) By establishing a relationship, you can efficiently combine data from related tables.    55) \_\_\_\_\_

56) In most cases, it is advisable to enforce referential integrity in databases with related tables.    56) \_\_\_\_\_

57) The Collect Data group on the External Data Tab allows a user to import data into a database. 57) \_\_\_\_\_

58) All Excel spreadsheets are ready to import into an Access database.    58) \_\_\_\_\_

59) A query is a question asked about the data in a database.                      59) \_\_\_\_\_

60) A one-to-many relationship is established when the foreign key in the first table matches multiple primary key values in the second table.                      60) \_\_\_\_\_

61) The simple query wizard displays a series of dialog boxes that guide users through the query design process. 61) \_\_\_\_\_

- \_\_\_\_\_
- 62) An operand is a mathematical symbol. 62) \_\_\_\_\_
- 63) A blank field is also known as Null. 63) \_\_\_\_\_
- 64) The run command appears as a red exclamation point in Query design view. 64) \_\_\_\_\_
- 65) Multi-table queries take advantage of table relationships in a database. 65) \_\_\_\_\_
- 66) You cannot modify a multi-table query using the same methods used to modify a single table query. 66) \_\_\_\_\_
- 67) A relationship cannot be established between two tables unless a primary key has been set in the first table. 67) \_\_\_\_\_

**SHORT ANSWER. Write the word or phrase that best completes each statement or answers the question.**

- 68) \_\_\_\_\_ queries contain two or more tables and allow users to take advantage of relationships that have been set between these tables. 68) \_\_\_\_\_
- 69) \_\_\_\_\_ is the value used to describe a blank field in an Access table. 69) \_\_\_\_\_
- 70) A mathematical symbol such as an addition or subtraction sign is called a(n) \_\_\_\_\_. 70) \_\_\_\_\_
- 71) The \_\_\_\_\_ view organizes and displays data in a summary view. 71) \_\_\_\_\_
- 72) A(n) \_\_\_\_\_ is a dynamic subset of a table that selects, sorts, and calculates records as specified in a query. 72) \_\_\_\_\_
- 73) A question you ask about the data stored in a database is called a \_\_\_\_\_. 73) \_\_\_\_\_
- 74) The \_\_\_\_\_ data type is used for fields that will be used in mathematical calculations except those involving money. 74) \_\_\_\_\_
- 75) Sheila is creating a database that will store student data. The database will contain a Field named DeansList. This field identifies whether or not a student appears on the dean's list. Sheila should use the \_\_\_\_\_ data type to this field. 75) \_\_\_\_\_
- 76) A \_\_\_\_\_ relationship consists of a primary key value in a primary table many foreign key values in a related table. 76) \_\_\_\_\_
- 77) \_\_\_\_\_ are used in the Relationships window to establish a relationship between two tables. 77) \_\_\_\_\_
- 78) For fields containing social security numbers or dates, a(n) \_\_\_\_\_ can automatically provide characters such as

hyphens or slashes. 78) \_\_\_\_\_

79) The \_\_\_\_\_ data type should be applied to fields that contain a combination of characters. 79) \_\_\_\_\_

80) The \_\_\_\_\_ property can be applied to change the way a field is displayed or printed. 80) \_\_\_\_\_

81) A \_\_\_\_\_ rule verifies data entered into a field and ensures that the data is of the correct type for the field. 81) \_\_\_\_\_

82) The \_\_\_\_\_ property can be used to create a label that appears in forms and reports. 82) \_\_\_\_\_

83) The \_\_\_\_\_ data type will automatically increment each time a new record is entered. 83) \_\_\_\_\_

84) The \_\_\_\_\_ data type contains values that can be used in a calculation. 84) \_\_\_\_\_

85) The \_\_\_\_\_ of a field determines the kind of content that can be entered or operations that can be performed on the field content. 85) \_\_\_\_\_

86) A(n) database \_\_\_\_\_ holds related information and is made up of records. 86) \_\_\_\_\_

87) In field names, object names, and filenames, uppercase letters are used to distinguish the first letter of a new word in \_\_\_\_\_ notation. 87) \_\_\_\_\_

88) \_\_\_\_\_ is duplication of data stored in two or more tables. 88) \_\_\_\_\_

89) An unchanging value is called a(n) \_\_\_\_\_. 89) \_\_\_\_\_

90) Related \_\_\_\_\_ make up a table. 90) \_\_\_\_\_

91) Using a field that contains a birth year and a field that contains the current year to determine the age of a person listed in a database is called \_\_\_\_\_. 91) \_\_\_\_\_

92) The \_\_\_\_\_ data type can be used for fields that contain monetary values. 92) \_\_\_\_\_

93) A field can store a web site address or the path to a file if the \_\_\_\_\_ data type is applied to the field 93) \_\_\_\_\_

94) The \_\_\_\_\_ view of an Access table looks similar to an Excel spreadsheet. 94) \_\_\_\_\_

95) If a user selects the \_\_\_\_\_ option while creating a relationship, Access will automatically modify all foreign key values in a related table to match any modifications made to the primary key. 95) \_\_\_\_\_

96) A \_\_\_\_\_ relationship exists when records in two different tables are related by the same primary key. 96) \_\_\_\_\_

97) A \_\_\_\_\_ relationship requires a table called a junction table. 97) \_\_\_\_\_

98) If a user selects the \_\_\_\_\_ option while creating a relationship, Access will automatically remove all records in related tables when the matching primary key is removed from the first table. 98) \_\_\_\_\_

99) You want to create a table based on the data contained in an Excel spreadsheet. You will use the \_\_\_\_\_ tab to import the data from Excel. 99) \_\_\_\_\_

100) Match each term to the correct definition.

- |                    |  |            |
|--------------------|--|------------|
| I. Data Redundancy | A. Determines what field values you can enter for a field                |            |
| II. AutoNumber     | B. Value of an empty field   |            |
| III. Data Type     | C. Unnecessary duplication of data in multiple tables                    |            |
| IV. Yes/No         | D. Data type that limits field values to on and off, for example         |            |
| V. Null            | E. Data type that contains objects created in other applications         |            |
| VI. OLE            | F. Data type that automatically increments each time a record is entered |            |
| VII. Delimiters    | G. Special characters that surround a criterion's value                  | 100) _____ |



- 1) B
- 2) B
- 3) B
- 4) A
- 5) C
- 6) C
- 7) A
- 8) B
- 9) C
- 10) B
- 11) D
- 12) A
- 13) B
- 14) B
- 15) C
- 16) B
- 17) C
- 18) D
- 19) C
- 20) D
- 21) A
- 22) C
- 23) D
- 24) B
- 25) A
- 26) C
- 27) A
- 28) A
- 29) C
- 30) D
- 31) B
- 32) D
- 33) C
- 34) D
- 35) D
- 36) A
- 37) B
- 38) B
- 39) A
- 40) C
- 41) A
- 42) FALSE
- 43) FALSE
- 44) TRUE
- 45) TRUE
- 46) TRUE
- 47) TRUE
- 48) FALSE
- 49) TRUE
- 50) FALSE
- 51) TRUE

- 52) TRUE
- 53) FALSE
- 54) FALSE
- 55) TRUE
- 56) TRUE
- 57) FALSE
- 58) FALSE
- 59) TRUE
- 60) FALSE
- 61) TRUE
- 62) FALSE
- 63) TRUE
- 64) TRUE
- 65) TRUE
- 66) FALSE
- 67) TRUE
- 68) Multi-table
- 69) Null
- 70) operator
- 71) PivotTable
- 72) Recordset
- 73) query
- 74) Number
- 75) Yes No
- 76) One-to-many
- 77) Join lines
- 78) Input Mask
- 79) Text
- 80) Format
- 81) Validation
- 82) Caption
- 83) AutoNumber
- 84) Number
- 85) data type
- 86) table
- 87) CamelCase
- 88) Data redundancy
- 89) constant
- 90) records
- 91) Date arithmetic
- 92) Currency
- 93) hyperlink
- 94) Datasheet
- 95) Cascade Update Related Fields
- 96) one-to-one
- 97) many-to-many
- 98) Cascade Delete Related Fields
- 99) External Data
- 100) C, F, A, D, B, E, G