

Exploring Microsoft Access 2013, Comprehensive (Poatsy)

Chapter 2 Tables and Queries in Relational Databases: Designing Databases and Extracting Data

1) Which of the following is NOT a guideline for adding fields to a database table?

- A) Consider the future use of the database.
- B) Store data in their smallest parts.
- C) Design to accommodate date arithmetic.
- D) Link tables using foreign keys

Answer: D

Diff: 3

Objective: 1. Design a table

2) An example of a _____ field is a field for sales associates' bonus--.05 multiplied by quarterly sales.

- A) multitable
- B) logical
- C) numeric
- D) calculated

Answer: D

Diff: 2

Objective: 1. Design a table

3) Storing the date of birth of clinic patients should be a _____ field.

- A) constant
- B) numeric
- C) text
- D) calculated

Answer: A

Diff: 2

Objective: 1. Design a table

4) Two or more tables that contain duplicate data are an example of:

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

Answer: B

Diff: 2

Objective: 1. Design a table

5) Which of the following is NOT a way to create a table in Access?

- A) Typing a field name in a column in Datasheet view
- B) Typing a field name in a row in Design view
- C) Entering table data into a new row in Datasheet view
- D) Importing data from another database or application

Answer: B

Diff: 3

Objective: 2. Create and modify tables

6) Which of the following is FALSE about CamelCase notation?

- A) Use uppercase letters to distinguish the first letter of each new word.
- B) Field name can be up to 64 characters.
- C) Field names should include spaces when the name is more than one word.
- D) Field names can include letters and numbers.

Answer: C

Diff: 3

Objective: 2. Create and modify tables

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

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

Answer: D

Diff: 1

Objective: 2. Create and modify tables

8) 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 a Web page. Sarah should apply a(n) _____ type.

- A) Short Text
- B) OLE Object
- C) Hyperlink
- D) Lookup Wizard

Answer: C

Diff: 1

Objective: 2. Create and modify tables

9) 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. Jose should apply a(n) _____ data type.

- A) OLE Object
- B) Number
- C) Attachment
- D) Calculated

Answer: A

Diff: 2

Objective: 2. Create and modify tables

10) The maximum size of the _____ data type is _____ characters.

- A) Short Text; 25
- B) Long Text; 1,024
- C) Long Text; 255
- D) Short Text; 255

Answer: D

Diff: 2

Objective: 2. Create and modify tables

11) 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?

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

Answer: B

Diff: 1

Objective: 2. Create and modify tables

12) Referential integrity should be enforced in a database with related tables because it:

- A) creates a primary key in every table of a database.
- B) helps ensure invalid data is not entered into a table.
- C) makes the database easier to repair.
- D) helps ensure data is automatically updated.

Answer: B

Diff: 3

Objective: 4. Establish table relationships

13) The _____ group on the External Data tab has options that you can use to send a portion of a database to other applications.

- A) Import & Link
- B) Export
- C) Collect Data
- D) Web Linked Lists

Answer: B

Diff: 1

Objective: 4. Establish table relationships

14) Which of the following statements is TRUE about how Access and Excel share data?

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

Answer: C

Diff: 2

Objective: 3. Share data

15) If data from an Excel worksheet is imported into Access and no column headings exist, the data will import using:

- A) Import1, Import2, Import3, etc.
- B) Access1, Access2, Access3, etc.
- C) Field1, Field2, Field3, etc.
- D) FieldA, FieldB, FieldC, etc.

Answer: C

Diff: 1

Objective: 3. Share data

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

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

Answer: A

Diff: 3

Objective: 4. Establish table relationships

17) Which of the following is NOT a type of relationship available in Access 2013?

- A) One-to-one
- B) One-to-many
- C) Many-to-one
- D) Many-to-many

Answer: C

Diff: 3

Objective: 4. Establish table relationships

18) Which statement accurately describes the function of a query?

- A) Queries allow a user to ask questions about data and then provide answers by providing subsets or summaries of data.
- B) Queries delete data stored in tables, displaying only those records that match the query's criteria.
- C) Queries edit data stored in tables, displaying only those records that match the query's criteria.
- D) Queries manipulate data stored in tables, hiding only those records that match the subsets or summaries of the query's criteria.

Answer: A

Diff: 3

Objective: 5. Create a single-table query

19) A _____ query is a type of query that displays on records that match criteria entered in Query Design view.

- A) select
- B) simple
- C) one-to-one
- D) multitable

Answer: A

Diff: 1

Objective: 5. Create a single-table query

20) Which of the following is TRUE regarding the running of queries and the size of a database?

- A) Queries run slower in smaller databases of numeric data.
- B) Queries run at the same speed in large or small databases.
- C) The size of a database does not affect the speed at which queries run.
- D) The queries in larger databases may take longer to run than queries in smaller databases.

Answer: D

Diff: 1

Objective: 5. Create a single-table query

21) In a query, which of the following statements is TRUE regarding delimiters in the criterion of a field?

- A) Text data types must be enclosed in pound signs.
- B) Number data types that use plain digits require no delimiter.
- C) Date/Time data types must be enclosed in quotations.
- D) Number data types must be enclosed in single quotes.

Answer: B

Diff: 3

Objective: 6. Specify query criteria for different data types

22) Which of the following statements is TRUE about data types and delimiters?

- A) Numeric fields require quotation marks as delimiters.
- B) Date fields are enclosed in quotation marks.
- C) Different data types require different delimiters.
- D) All data types use the same delimiters.

Answer: C

Diff: 3

Objective: 6. Specify query criteria for different data types

23) A(n) _____ operator, such as the greater than or less than symbol, can be used in a query criterion to limit the results produced by the query.

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

Answer: C

Diff: 1

Objective: 6. Specify query criteria for different data types

24) Which of the following query criteria would be used to produce results for Date/Time fields containing a date of December 12, 2014?

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

Answer: B

Diff: 2

Objective: 6. Specify query criteria for different data types

25) Which of the following is TRUE about the NOT operator?

- A) The NOT operator returns records meeting any of the specified criteria.
- B) The NOT operator returns records meeting all of the specified criteria.
- C) The NOT operator does not return any records.
- D) The NOT operator returns all records except those that meet the specified criteria.

Answer: D

Diff: 2

Objective: 6. Specify query criteria for different data types

26) Where do you change the order of query fields to change the order of query results?

- A) In the design grid of a query's Datasheet view
- B) In the Criteria row of the Query Design view
- C) In the Show row of the Query Design view
- D) In the Relationship window of the Design view

Answer: A

Diff: 3

Objective: 7. Understand query sort order

27) It is more efficient to copy and use an existing query for a new query when:

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

Answer: A

Diff: 2

Objective: 8. Run, copy, and modify a query

28) Which of the following statements is TRUE regarding multitable queries?

- A) Related tables never need to be previously established when you create a multitable query.
- B) If join lines do not appear between tables, the multitable query results will not be affected.
- C) Creating a multitable query is significantly different from creating a single-table query.
- D) Skill is required in choosing the right tables and managing table relationships.

Answer: D

Diff: 3

Objective: 10. Create a multitable query

29) Which of the following is FALSE about multitable queries?

- A) You can add tables of a multitable query using the Show Table dialog box.
- B) You can delete tables of a multitable query by clicking the unwanted table and pressing Delete.
- C) You can add fields by clicking a field selector and clicking Add.
- D) The Relationship window displays join lines.

Answer: C

Diff: 3

Objective: 11. Modify a multitable query

30) Which of the following is FALSE about changes in multitable queries?

- A) Deleting a join line affects all relationships in all tables of the database.
- B) Join lines can be deleted in a query with no impact on the relationships.
- C) When you add two tables to a query, join lines appear automatically.
- D) The Relationship window displays join lines.

Answer: A

Diff: 3

Objective: 11. Modify a multitable query

31) Good database design begins with the forms of the database.

Answer: FALSE

Diff: 1

Objective: 1. Design a table

32) Creation of the order of fields within a table and specific field names given are significant because it's very difficult to change these after the database has been created.

Answer: FALSE

Diff: 1

Objective: 1. Design a table

33) Linking tables using common fields is a suggested guideline for successfully adding fields to a database.

Answer: TRUE

Diff: 2

Objective: 1. Design a table

34) When designing a database, an important guideline is to store data in their largest parts.

Answer: FALSE

Diff: 1

Objective: 1. Design a table

35) Data redundancy may result in errors.

Answer: TRUE

Diff: 1

Objective: 1. Design a table

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

Answer: FALSE

Diff: 1

Objective: 2. Create and modify tables

37) Spaces should be included in field names.

Answer: FALSE

Diff: 1

Objective: 2. Create and modify tables

38) Fields can be renamed either in Design view or in Datasheet view.

Answer: TRUE

Diff: 2

Objective: 2. Create and modify tables

39) Freezing fields disallows any user from changing the field name or any data within the field.

Answer: FALSE

Diff: 2

Objective: 2. Create and modify tables

40) A text field may contain numbers, text, and special characters.

Answer: TRUE

Diff: 1

Objective: 2. Create and modify tables

41) The data type of a field determines the type of operations that can be performed on that field.

Answer: TRUE

Diff: 1

Objective: 2. Create and modify tables

42) Access requires a primary key for every table.

Answer: FALSE

Diff: 2

Objective: 2. Create and modify tables

43) If you choose *Append a copy of the records to the table* as an option for incoming data, the data will be added to an existing table.

Answer: TRUE

Diff: 1

Objective: 3. Share data

44) If a worksheet in an Excel workbook was named, Access uses the worksheet name as the database name.

Answer: FALSE

Diff: 2

Objective: 3. Share data

45) All Excel spreadsheets are ready to import into an Access database.

Answer: FALSE

Diff: 1

Objective: 3. Share data

46) A relationship cannot be established between two tables unless a primary key has been set in the first table.

Answer: TRUE

Diff: 2

Objective: 4. Establish table relationships

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

Answer: TRUE

Diff: 1

Objective: 4. Establish table relationships

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

Answer: FALSE

Diff: 2

Objective: 4. Establish table relationships

49) A query is a question asked about the data in a database.

Answer: TRUE

Diff: 1

Objective: 5. Create a single-table query

50) Comparison operators include *, ?, and [].

Answer: FALSE

Diff: 1

Objective: 6. Specify query criteria for different data types

51) The Is Null expression is used to find blank fields.

Answer: TRUE

Diff: 1

Objective: 6. Specify query criteria for different data types

52) The Simple Query Wizard displays a series of dialog boxes that guide users through the query design process.

Answer: TRUE

Diff: 1

Objective: 9. Use the Query Wizard

53) The Run command appears as a red exclamation point in Design view.

Answer: TRUE

Diff: 1

Objective: 8. Run, copy, and modify a query

54) Multitable queries take advantage of table relationships in a database.

Answer: TRUE

Diff: 2

Objective: 10. Create a multitable query

55) When you add two or more tables to a query, you must manually create new join lines.

Answer: FALSE

Diff: 2

Objective: 11. Modify a multitable query

56) A(n) _____ produces a value from an expression or function that uses one or more fields in a database.

Answer: calculated field

Diff: 2

Objective: 1. Design a table

57) Calculated fields are frequently created with _____ data.

Answer: numeric

Diff: 1

Objective: 1. Design a table

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

Answer: date arithmetic

Diff: 3

Objective: 1. Design a table

59) An unchanging value is called a(n) _____.

Answer: constant

Diff: 2

Objective: 1. Design a table

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

Answer: CamelCase

Diff: 3

Objective: 2. Create and modify tables

61) The _____ data type is used for fields that will be used in mathematical calculations except those involving money.

Answer: Number

Diff: 1

Objective: 2. Create and modify tables

62) The _____ data type should be applied to fields that contain a combination of characters and will be 255 characters or less.

Answer: Short Text

Diff: 2

Objective: 2. Create and modify tables

63) The _____ data type can be used for fields that contain monetary values.

Answer: Currency

Diff: 1

Objective: 2. Create and modify tables

64) You can set a(n) _____ to create a label more readable than a field.

Answer: caption property

Diff: 3

Objective: 2. Create and modify tables

65) A(n) _____ verifies data entered into a field and ensures that the data is of the correct type for the field.

Answer: validation rule

Diff: 3

Objective: 2. Create and modify tables

66) Use the _____ tab to begin the process of importing an Excel worksheet.

Answer: External Data

Diff: 2

Objective: 3. Share data

67) When referential integrity is enforced, you cannot enter a(n) _____ key in a related table unless the primary key exists in the primary table.

Answer: foreign

Diff: 2

Objective: 4. Establish table relationships

68) If a user selects the _____ Related Fields 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.

Answer: Cascade Update

Diff: 3

Objective: 4. Establish table relationships

69) A(n) _____ relationship consists of a primary key value in a primary table and numerous foreign key values in a related table.

Answer: one-to-many

Diff: 2

Objective: 4. Establish table relationships

70) A(n) _____ relationship requires a table called a junction table.

Answer: many-to-many

Diff: 2

Objective: 4. Establish table relationships

71) _____ are displayed in the Relationships window to establish a relationship between two tables.

Answer: Join lines

Diff: 2

Objective: 4. Establish table relationships

72) You use the _____ view to create queries.

Answer: Query Design

Diff: 3

Objective: 5. Create a single-table query

73) A(n) _____ query is a type of query that displays only the records that match criteria that you enter in Query Design view.

Answer: simple

Diff: 2

Objective: 5. Create a single-table query

74) The _____ of the query design grid is used to set the rules that determine which records of a table will be selected.

Answer: Criteria row

Diff: 3

Objective: 5. Create a single-table query

75) Quotation marks before and after text in a text field and pound signs before and after a date in a date field are example of _____.

Answer: delimiters

Diff: 3

Objective: 6. Specify query criteria for different data types

76) _____ is the value used to describe a blank field in an Access table.

Answer: Null

Diff: 2

Objective: 6. Specify query criteria for different data types

77) The _____ Wizard guides you through the query design process in Access.

Answer: Simple Query

Diff: 1

Objective: 9. Use the Query Wizard

78) _____ queries contain two or more tables and allow users to take advantage of relationships that have been set between these tables.

Answer: Multitable

Diff: 2

Objective: 10. Create a multitable query

79) _____ tables are tables that are joined from one table to another through a common field.

Answer: Related

Diff: 2

Objective: 10. Create a multitable query

80) If you want to modify a saved query, open the query in _____ view.

Answer: Design

Diff: 2

Objective: 10. Create a multitable query

81) Match the first part of each sentence with the following part:

- I. Date of birth is an example
- II. A table is a collection
- III. Each record of a table is made up
- IV. A collection of records is an example
- V. Interest amount is often an example

- A. of a calculated field.
- B. of a constant.
- C. of records.
- D. of a table.
- E. of fields.

Answer: B, C, E, D, A

Diff: 2

Objective: 1. Design a table

82) Match the following terms to their meanings:

- I. calculated field
- II. constant
- III. data redundancy
- IV. data type
- V. foreign key

- A. date of birth is a common field example
- B. field in one table that is also the primary key of another table
- C. produces a value from one or more existing, often numeric, fields
- D. the unnecessary storing of duplicate data
- E. determine the type of entry that can be made into a field

Answer: C, A, D, E, B

Diff: 2

Objective: Multiple objectives

83) Match the following terms to their meanings:

- I. short text data type
- II. AutoNumber
- III. caption property
- IV. field property
- V. number data type

- A. determines how a field looks and behaves
- B. data type that automatically increments when a record is entered
- C. can hold up to 255 characters
- D. creates a label more readable than a field
- E. can be set to Integer

Answer: C, B, D, A, E

Diff: 1

Objective: 2. Create and modify tables

84) Match the following data types to their definitions:

- I. Short Text
- II. Long Text
- III. OLE Object
- IV. Yes/No
- V. Lookup Wizard

- A. can hold up to 255 characters
- B. formerly Memo data type
- C. contains something created by another application
- D. limits field values to on and off, for example
- E. creates a field to choose a value from another table

Answer: A, B, C, D, E

Diff: 1

Objective: 2. Create and modify tables

85) Match the following data types to their examples:

- I. AutoNumber
- II. Long Text
- III. Attachment
- IV. OLE Object
- V. Short Text

- A. a business letter created in Word
- B. JPG image of a lake
- C. 2020 Flanders St.
- D. description of new car for sale
- E. 1, 2, 3

Answer: E, D, A, B, C

Diff: 1

Objective: 2. Create and modify tables

86) Match the following property types to their descriptions:

- I. Format
- II. Validation Text
- III. Required
- IV. Result Type
- V. Indexed

- A. increases the efficiency of a search on a designated field
- B. indicates that a value for the field must be entered
- C. specifies the error message that is displayed when the validation rule is violated
- D. enters the format for a calculated field result
- E. changes the way a field is displayed but does not affect the stored value

Answer: E, C, B, D, A

Diff: 2

Objective: 2. Create and modify tables

87) Match the following tabs in Access to functions available on that tab:

- I. Home tab
- II. External Data tab
- III. Design tab
- IV. Create tab
- V. Query Tools Design tab

- A. start a single-table query
- B. run a query
- C. adjust column width
- D. delete a row
- E. import Excel data

Answer: C, E, D, A, B

Diff: 2

Objective: Multiple objectives

88) Match the following terms to their meanings:

- I. delimiter
- II. Show row
- III. Criteria row
- IV. Table row
- V. query

- A. used to set rules that determine which records will display
- B. displays a data source
- C. special character that surrounds a criterion's value
- D. enables you to ask questions about data in a database
- E. controls whether a field will be displayed in query results

Answer: C, E, A, B, D

Diff: 2

Objective: Multiple objectives

89) Match the following terms to their meanings:

- I. null
- II. AND logical operator
- III. OR logical operator
- IV. NOT logical operator
- V. wildcard

- A. special characters that represent one or more characters in a text value
- B. displays a data source
- C. query results will display only records that match all criteria
- D. a blank field
- E. query results will display records that match any of the specified criteria

Answer: D, C, E, B, A

Diff: 2

Objective: 6. Specify query criteria for different data types

90) Match the following terms to their meanings:

- I. Simple Query Wizard
- II. related tables
- III. asterisk (*)
- IV. question mark (?)
- V. brackets ([])

- A. matches any single character
- B. matches any a single character in the same position
- C. guides the user through the query design process
- D. joined through a common field
- E. matches for any number of characters

Answer: C, D, E, B, A

Diff: 2

Objective: Multiple objectives

91) Why should you strive to avoid data redundancy in a database?

Answer: Data redundancy, the unnecessary storing of duplicate data in two or more tables, should be avoided because errors may result. If a customer address, for example, were stored in two different tables, it is completely likely that an address change would be updated in one table and not the other table.

Diff: 2

Objective: 1. Design a table

92) Why might you want to import data rather than creating a new database from scratch?

Answer: If you have existing data in an Excel spreadsheet, for example, it saves time as well as prevents errors that might occur from data entry by importing the data. However, modifications are usually required for imported data.

Diff: 2

Objective: 3. Share data

93) "The primary key of a table plays a significant role when setting relationships." Describe why this statement is true.

Answer: You cannot join two tables unless a primary key has been set in a primary table. A join line joins a primary key to a foreign key in a different table. Relationships between tables will almost always be set using primary and foreign keys.

Diff: 2

Objective: 4. Establish table relationships

94) Describe a wildcard in Access. Mention at least two wildcards that are available in Access.

Answer: A wildcard is a special character that can represent one or more characters in a text value. A question mark (?) is a wildcard that stands for a single character; an asterisk (*) is a wildcard that stands for any number of characters. Brackets ([]) match any single character within the brackets. The pound sign (#) matches any single numeric character.

Diff: 3

Objective: 6. Specify query criteria for different data types

95) Explain the NOT logical operator and provide one example.

Answer: The NOT logical operator returns all records except the specified criteria. For example, "Not Oregon" would return all customer account records in all states other than Oregon.

Diff: 1

Objective: 6. Specify query criteria for different data types

96) Describe how sort order in an Access table is determined.

Answer: Sort order in a table is determined from left to right. You can change the order of records by specifying the sort order in the Design view but the order can be changed.

Diff: 2

Objective: 7. Understand query sort order

97) What are the three ways to run a query?

Answer: You can run a query by clicking the Run command on the Query Tools Design tab. You can run a query from the Navigation Pane. You can also locate the query and double-click the query name.

Diff: 3

Objective: 8. Run, copy, and modify a query

98) Would you want to save every query that you create? Why or why not?

Answer: Many queries you create are a one-of-a-kind question of your data and there would be no need or reason to save those queries. However, sometimes you need a series of queries in which each query is similar to the first. In this case, saving a query and modifying the criteria would save a lot of time.

Diff: 2

Objective: 8. Run, copy, and modify a query

99) What is one important limitation of the Simple Query Wizard?

Answer: The Simple Query Wizard guides you through the query design process of basic queries but you must add criteria manually.

Diff: 2

Objective: 9. Use the Query Wizard

100) How do you launch the Query Wizard and what is the first step of the wizard?

Answer: Launch the Query Wizard by clicking the Create tab and clicking Query Wizard in the Queries group. In the first step of the Simple Query Wizard dialog box, you specify the tables or queries and fields needed in the query.

Diff: 2

Objective: 9. Use the Query Wizard