Access Module 02

1. The Import Spreadsheet Wizard helps you import Excel data into Access.
    a. True
    b. False

ANSWER:	True
POINTS:	1
DIFFICULTY:	NPAC 2-28
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.1.3 - Import data into tables.
CORPORATE STANDARDS:	2375 - Import data from an Excel workbook into an existing Access table.
TOPICS:	New Perspectives Series: Importing Data from an Excel Worksheet
KEYWORDS:	Bloom's: Remember
DATE CREATED:	8/1/2019 2:08 AM
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2. When you import Excel data, you create a link to the data in the Access database.
    a. True
    b. False

ANSWER:	False
POINTS:	1
REFERENCES:	NPAC 2-28
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.1.3 - Import data into tables.
CORPORATE STANDARDS:	2374 - Import data from an Excel workbook into a new Access table.
TOPICS:	New Perspectives Series: Importing Data from an Excel Worksheet
KEYWORDS:	Bloom's: Understand
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3. 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:	NPAC 2-45
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.2.2.1 - Create and modify relationships.
CORPORATE STANDARDS:	1563 - Create a relationship between two tables.
TOPICS:	New Perspectives Series: Defining Table Relationships
KEYWORDS:	Bloom's: Understand

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4. Which field is always on the "one" side of a one-to-many relationship between two tables?

    a. primary key field

    b. foreign key field

    c. AutoNumber field

    d. first field in Table Design view

ANSWER:	a
POINTS:	1
REFERENCES:	NPAC 2-45
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.2.2.1 - Create and modify relationships.
CORPORATE STANDARDS:	1563 - Create a relationship between two tables.
TOPICS:	New Perspectives Series: Defining Table Relationships
KEYWORDS:	Bloom's: Remember
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5. If you move the City column in a table datasheet, _____.

    a. the City field also moves in Table Design view

    b. you must switch to Table Design view and move the City field

    c. you change the appearance of the table but not the structure

    d. you must reassign properties for the City field

ANSWER:	c
POINTS:	1
REFERENCES:	NPAC 2-16
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.4.5 - Move table fields.
CORPORATE STANDARDS:	2885 - Move a field in Table Datasheet view.
TOPICS:	New Perspectives Series: Modifying the Structure of an Access Table
KEYWORDS:	Bloom's: Understand
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6. Characteristics, such as Field Name and Data Type, are_____ that define a field.

    a. descriptions

    b. definitions

    c. properties

    d. formats

ANSWER: c

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POINTS:	1
REFERENCES:	NPAC 2-38
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.4.10 - Change field data types.
CORPORATE STANDARDS:	3866 - Set a field's data type in Table Datasheet view.
TOPICS:	New Perspectives Series: Modifying the Structure of an Imported Table
KEYWORDS:	Bloom's: Understand
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7. The goal of building one-to-many relationships between tables is to minimize _____ data.
    a. misspelled
    b. rarely used
    c. numeric
    d. redundant

ANSWER:	d
POINTS:	1
REFERENCES:	NPAC 2-45
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.2.2.1 - Create and modify relationships.
CORPORATE STANDARDS:	1563 - Create a relationship between two tables.
TOPICS:	New Perspectives Series: Defining Table Relationships
KEYWORDS:	Bloom's: Understand
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8. _____ is a set of Access rules that governs data entry and helps ensure data accuracy.
    a. A one-to-many relationship
    b. A common field
    c. Referential integrity
    d. Data redundancy

ANSWER:	c
POINTS:	1
REFERENCES:	NPAC 2-45
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.2.2.1 - Create and modify relationships.
CORPORATE STANDARDS:	1563 - Create a relationship between two tables.
TOPICS:	New Perspectives Series: Defining Table Relationships
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9. _____ makes a duplicate copy of the data in the Access database.

    a. Linking

    b. Compacting

    c. Importing

    d. Relating

ANSWER:	c
POINTS:	1
REFERENCES:	NPAC 2-28
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.1.3 - Import data into tables.
CORPORATE STANDARDS:	2374 - Import data from an Excel workbook into a new Access table.
TOPICS:	New Perspectives Series: Importing Data from an Excel Worksheet
KEYWORDS:	Bloom's: Remember
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10. You can use the _____ to copy data from Excel to Access.

    a. Linking Spreadsheet Wizard

    b. Import Spreadsheet Wizard

    c. Edit Relationships dialog box

    d. Copy Data dialog box

ANSWER:	b
POINTS:	1
REFERENCES:	NPAC 2-28
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.1.3 - Import data into tables.
CORPORATE STANDARDS:	2375 - Import data from an Excel workbook into an existing Access table.
TOPICS:	New Perspectives Series: Importing Data from an Excel Worksheet
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11. To link the data from one table to another in an Access relational database, a(n) _____ must be common to each table.

    a. field

    b. record

    c. data type

    d. property

ANSWER:	a

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12. A relational database can best be described as a collection of related _____ designed to minimize redundant data.
    a. properties
    b. links
    c. tables
    d. keys

13. The _____ key field is the linking field on the "many" side of the relationship.
    a. primary
    b. referential
    c. AutoNumber
    d. foreign

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14. Which of the following are good candidates for a primary key field for a Customer table? Select all the options that apply.

    a. CustomerNumber

    b. LastName

    c. CustomerID

    d. IdentificationNumber

ANSWER:	a, c, d
POINTS:	1
REFERENCES:	NPAC 2-45
QUESTION TYPE:	Multiple Response
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.2.2.1 - Create and modify relationships.
CORPORATE STANDARDS:	1563 - Create a relationship between two tables.
TOPICS:	New Perspectives Series: Defining Table Relationships
KEYWORDS:	Bloom's: Understand
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15. What can you do with the data that you import from an Excel workbook into Access? Select all the options that apply.

    a. Import the data into a new table.

    b. Append the data to an existing table.

    c. Link to the workbook by creating a linked table.

    d. Import the data into a new report.

ANSWER:	a, b, c
POINTS:	1
REFERENCES:	NPAC 2-28
QUESTION TYPE:	Multiple Response
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.1.3 - Import data into tables.
CORPORATE STANDARDS:	2374 - Import data from an Excel workbook into a new Access table.
TOPICS:	New Perspectives Series: Importing Data from an Excel Worksheet
KEYWORDS:	Bloom's: Understand
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16. Which of the following statements are true about one-to-many relationships? Select all the options that apply.

    a. The primary key field is on the "one" side of a one-to-many relationship. between two tables.

    b. A linking table connects the two related tables.

    c. A record in one table may be related to many records in another table.

    d. The foreign key field is on the "many" side of a one-to-many relationship.

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ANSWER:	a, c, d
POINTS:	1
REFERENCES:	NPAC 2-45
QUESTION TYPE:	Multiple Response
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.2.2.1 - Create and modify relationships.
CORPORATE STANDARDS:	1563 - Create a relationship between two tables.
TOPICS:	New Perspectives Series: Defining Table Relationships
KEYWORDS:	Bloom's: Remember
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17. You can import table data from _____.
    a. another Access database
    b. a PDF file
    c. a Word document
    d. an email message

ANSWER:	a
POINTS:	1
REFERENCES:	NPAC 2-32
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.1.6 - Import tables from other databases.
CORPORATE STANDARDS:	2362 - Import a table from another Access database.
TOPICS:	New Perspectives Series: Creating a Table by Importing an Existing Table or Table Structure
KEYWORDS:	Bloom's: Remember
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18. Which of the following objects can you import from another Access database? Select al the options that apply?
    a. Table including data
    b. Table structure only
    c. Form structure only
    d. Form including data

ANSWER:	a, b
POINTS:	1
REFERENCES:	NPAC 2-32
QUESTION TYPE:	Multiple Response
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.1.6 - Import tables from other databases.
CORPORATE STANDARDS:	2362 - Import a table from another Access database.

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TOPICS:	New Perspectives Series: Creating a Table by Importing an Existing Table or Table Structure
KEYWORDS:	Bloom's: Remember
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19. When can you rename a table?
    a. immediately after you open the table
    b. after you close the table
    c. when you open the table in Datasheet view
    d. when you open the table in Design view

ANSWER:	b
POINTS:	1
REFERENCES:	NPAC 2-38
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.2.6 - Rename tables and table fields.
CORPORATE STANDARDS:	3339 - Rename a table in the Navigation pane.
TOPICS:	New Perspectives Series: Modifying the Structure of an Imported Table
KEYWORDS:	Bloom's: Remember
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20. In _____, you define or modify a table structure and the properties of the fields in a table.
    a. Relationship window
    b. Query Datasheet view
    c. Form view
    d. Table Design view

ANSWER:	d
POINTS:	1
REFERENCES:	NPAC 2-2
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.4.2.11 - Sort data within queries.
CORPORATE STANDARDS:	4588 - View a table in Table Design view.
TOPICS:	New Perspectives Series: Defining Multiple Selection Criteria for Queries
KEYWORDS:	Bloom's: Understand
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21. You can set the Field Size property for a field with a Short Text data type.
    a. True
    b. False

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ANSWER:	True
POINTS:	1
REFERENCES:	NPAC 2-8
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.4.9 - Change table field sizes.
CORPORATE STANDARDS:	3874 - Set a field's Field Size property in Table Design view.
TOPICS:	New Perspectives Series: Guidelines for Setting Field Properties
KEYWORDS:	Bloom's: Understand
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22. Access sets the number of decimal places in a Number field, and you cannot change it.
    a. True
    b. False

ANSWER:	False
POINTS:	1
REFERENCES:	NPAC 2-12
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.4.13 - Apply field formatting in a table.
CORPORATE STANDARDS:	1709 - Decrease the decimal places in a Number field in Table Datasheet view.
TOPICS:	New Perspectives Series: Modifying a Table in Design View
KEYWORDS:	Bloom's: Understand
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DATE MODIFIED:	7/31/2019 3:39 AM

23. You <u>cannot</u> modify the Field Size property of a Short Text field.

ANSWER:	False - can
	False - can
	False - CAN
POINTS:	1
REFERENCES:	NPAC 2-7
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
STUDENT ENTRY MODE:	Basic
LEARNING OBJECTIVES:	NPAC.CARE.20.3.4.9 - Change table field sizes.
CORPORATE STANDARDS:	3874 - Set a field's Field Size property in Table Design view.
TOPICS:	New Perspectives series: Guidelines for Setting Field Properties
KEYWORDS:	Bloom's: Understand
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24. To show an amount such as 750.25 in a Number field, which of the following properties should you set?
    a. Caption
    b. Field Size
    c. Decimal Places
    d. Default Value

ANSWER:	c
POINTS:	1
REFERENCES:	NPAC 2-12
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.4.13 - Apply field formatting in a table.
CORPORATE STANDARDS:	1709 - Decrease the decimal places in a Number field in Table Datasheet view.
TOPICS:	New Perspectives Series: Modifying a Table in Design View
KEYWORDS:	Bloom's: Understand
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25. What Field Size should you set for a State field that stores two-character state abbreviations?
    a. 255
    b. 5
    c. 2
    d. 0

ANSWER:	c
POINTS:	1
REFERENCES:	NPAC 2-8
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.4.9 - Change table field sizes.
CORPORATE STANDARDS:	3874 - Set a field's Field Size property in Table Design view.
TOPICS:	New Perspectives Series: Guidelines for Setting Field Properties
KEYWORDS:	Bloom's: Understand
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26. If a field named Price displays values with three decimal places, what should you do to display the values accurately?
    a. Increase the number of decimal places.
    b. Re-enter the field values.
    c. Change the data type of the field.
    d. Decrease the number of decimal places.

ANSWER:	d
POINTS:	1
REFERENCES:	NPAC 2-12

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QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.4.13 - Apply field formatting in a table.
CORPORATE STANDARDS:	1709 - Decrease the decimal places in a Number field in Table Datasheet view.
TOPICS:	New Perspectives series: Modifying a Table in Design View
KEYWORDS:	Bloom's: Understand
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27. The _____ property controls how many characters can be entered into the field.
    a. Format
    b. Required
    c. Input Mask
    d. Field Size

ANSWER:	d
POINTS:	1
REFERENCES:	NPAC 2-8
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.4.9 - Change table field sizes.
CORPORATE STANDARDS:	3874 - Set a field's Field Size property in Table Design view.
TOPICS:	New Perspectives Series: Guidelines for Setting Field Properties
KEYWORDS:	Bloom's: Understand
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28. Which of the following are possible entries for the Field Size property of a Number field? Select all the options that apply.
    a. Currency
    b. Long Integer
    c. Byte
    d. Single

ANSWER:	b, c, d
POINTS:	1
REFERENCES:	NPAC 2-8
QUESTION TYPE:	Multiple Response
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.4.9 - Change table field sizes.
CORPORATE STANDARDS:	3874 - Set a field's Field Size property in Table Design view.
TOPICS:	New Perspectives Series: Guidelines for Setting Field Properties
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29. To delete a field in Table Datasheet view, you click _____.
    a. any value in the field
    b. the first value in the column
    c. the record selector for any record
    d. the column heading for the field

ANSWER:	d
POINTS:	1
REFERENCES:	NPAC 2-36
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.4.15 - Delete table fields.
CORPORATE STANDARDS:	1754 - Delete a field from a table in Table Datasheet view.
TOPICS:	New Perspectives Series: Modifying the Structure of an Imported Table
KEYWORDS:	Bloom's: Remember
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30. What happens if you delete a field from a table that contains data?
    a. Access stores the deleted data in a new table.
    b. Access stores the deleted data in a new field in the same table.
    c. You can append the deleted data to an existing table.
    d. You delete all the data in the field.

ANSWER:	d
POINTS:	1
REFERENCES:	NPAC 2-36
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.4.15 - Delete table fields.
CORPORATE STANDARDS:	1754 - Delete a field from a table in Table Datasheet view.
TOPICS:	New Perspectives Series: Modifying the Structure of an Imported Table
KEYWORDS:	Bloom's: Understand
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31. To rename a table, you must use the Navigation Pane.
    a. True
    b. False

ANSWER:	True
POINTS:	1
REFERENCES:	NPAC 2-38
QUESTION TYPE:	True / False

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HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.2.6 - Rename tables and table fields.
CORPORATE STANDARDS:	3339 - Rename a table in the Navigation pane.
TOPICS:	New Perspectives Series: Modifying the Structure of an Imported Table
KEYWORDS:	Bloom's: Understand
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32. How do you rename a table?
   a. Right-click the object tab in the Access window, and then click Rename.
   b. Right-click the table in the Navigation Pane, and then click Rename.
   c. Click the table in the Navigation Pane, and then click the Rename button.
   d. Open the table in Table Datasheet view, and then click the Rename button.

ANSWER:	b
POINTS:	1
REFERENCES:	NPAC 2-38
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.2.6 - Rename tables and table fields.
CORPORATE STANDARDS:	3339 - Rename a table in the Navigation pane.
TOPICS:	New Perspectives Series: Modifying the Structure of an Imported Table
KEYWORDS:	Bloom's: Understand
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33. When you drag the column heading of a field to a new location in Table Datasheet view, what change are you making to the table?
   a. You are moving the field in the table structure.
   b. You are removing the field from the table.
   c. You are sorting the records in the table.
   d. You are rearranging only the display of the fields in Table Datasheet view.

ANSWER:	d
POINTS:	1
REFERENCES:	NPAC 2-16
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.4.2.10 - Move fields within queries.
CORPORATE STANDARDS:	2885 - Move a field in Table Datasheet view.
TOPICS:	New Perspectives Series: Modifying the Structure of an Access Table
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34. When you import Excel data into an existing Access table, you <u>relate</u> the data to the table.

ANSWER:	False - append
	False - Append
	False - APPEND
POINTS:	1
REFERENCES:	NPAC 2-28
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
STUDENT ENTRY MODE:	Basic
LEARNING OBJECTIVES:	NPAC.CARE.20.3.1.3 - Import data into tables.
CORPORATE STANDARDS:	2375 - Import data from an Excel workbook into an existing Access table.
TOPICS:	New Perspectives Series: Importing Data from an Excel Worksheet
KEYWORDS:	Bloom's: Remember
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35. To move a field in Table Datasheet view, you select the column and then _____.

    a. copy and paste it at the end of the table

    b. drag it to a new location

    c. click the Move button on the Fields tab

    d. right-click the field and select a new location

ANSWER:	b
POINTS:	1
REFERENCES:	NPAC 2-16
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.4.5 - Move table fields.
CORPORATE STANDARDS:	2885 - Move a field in Table Datasheet view.
TOPICS:	New Perspectives Series: Modifying the Structure of an Access Table
KEYWORDS:	Bloom's: Apply
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36. To relate two fields in a one-to-many relationship, you connect them using a _____.

    a. subdatasheet

    b. common field

    c. field key

    d. data type

ANSWER:	b
POINTS:	1
REFERENCES:	NPAC 2-45
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False

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LEARNING OBJECTIVES:	NPAC.CARE.20.2.2.1 - Create and modify relationships.
CORPORATE STANDARDS:	1563 - Create a relationship between two tables.
TOPICS:	New Perspectives Series: Defining Table Relationships
KEYWORDS:	Bloom's: Understand
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37. To import data from Excel to Access, you would begin by clicking the ____.
   a. Edit Relationships button
   b. Property Sheet button
   c. Relationships tab
   d. External Data tab

ANSWER:	d
POINTS:	1
REFERENCES:	NPAC 2-28
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.1.3 - Import data into tables.
CORPORATE STANDARDS:	2374 - Import data from an Excel workbook into a new Access table.
TOPICS:	New Perspectives Series: Importing Data from an Excel Worksheet
KEYWORDS:	Bloom's: Apply
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38. Which process is most like copying and pasting?
   a. importing
   b. relating
   c. querying
   d. linking

ANSWER:	a
POINTS:	1
REFERENCES:	NPAC 2-28
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	NPAC.CARE.20.3.1.3 - Import data into tables.
CORPORATE STANDARDS:	2375 - Import data from an Excel workbook into an existing Access table.
TOPICS:	New Perspectives Series: Importing Data from an Excel Worksheet
KEYWORDS:	Bloom's: Understand
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39. When a record from one table is related to several records in another table, the tables have a <u>one-to-many</u> relationship.

ANSWER:	True

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POINTS:	1
REFERENCES:	NPAC 2-45
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
STUDENT ENTRY MODE:	Basic
LEARNING OBJECTIVES:	NPAC.CARE.20.2.2.1 - Create and modify relationships.
CORPORATE STANDARDS:	1563 - Create a relationship between two tables.
TOPICS:	New Perspectives Series: Defining Table Relationships
KEYWORDS:	Bloom's: Remember
DATE CREATED:	8/7/2019 12:55 AM
DATE MODIFIED:	8/7/2019 12:57 AM

40. If a City field displays the value "Chicago" for a new record, that means the <u>Default Value</u> property for the City field has been set.

ANSWER:	True
POINTS:	1
REFERENCES:	NPAC 2-41
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
STUDENT ENTRY MODE:	Basic
LEARNING OBJECTIVES:	NPAC.CARE.20.3.4.11 - Set default values for table fields.
CORPORATE STANDARDS:	3872 - Set a field's Default Value property in Table Design view.
TOPICS:	New Perspectives Series: Setting the Default Value Property for a Field
KEYWORDS:	Bloom's: Understand
DATE CREATED:	8/7/2019 1:05 AM
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41. To rearrange the columns of a table without changing the order of the fields in the table structure, move a field in Table <u>Datasheet</u> view.

ANSWER:	True
POINTS:	1
REFERENCES:	NPAC 2-16
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
STUDENT ENTRY MODE:	Basic
LEARNING OBJECTIVES:	NPAC.CARE.20.4.2.10 - Move fields within queries.
CORPORATE STANDARDS:	2885 - Move a field in Table Datasheet view.
TOPICS:	New Perspectives Series: Modifying the Structure of an Access Table
KEYWORDS:	Bloom's: Remember
DATE CREATED:	8/7/2019 1:11 AM
DATE MODIFIED:	6/22/2020 6:21 PM