This is the Access exam covering chapters 1-3 named ACC1-3EXAM. It is an open book objective based test consisting of 42 multiple choice questions from the readings in the textbook. This exam is due by 11:59PM on Sunday, Jul 19, 2015.

## **Access Chapter 1 — Databases and Database Objects: An Introduction**

1. \_\_\_\_ words are words that have a special meaning to Access and cannot be used for the names of fields.
2. Reserved
3. Restricted
4. Significant
5. Tagged
6. A field whose data type is \_\_\_\_ can store an OLE object, which is an object linked to or embedded in the table.
	1. Illustration
	2. Image
	3. Bitmap
	4. OLE object
7. A field whose data type is \_\_\_\_ can store text that can be used as a hyperlink address.
	1. URL
	2. Web
	3. Placeholder
	4. Hyperlink
8. When you assign a(n) \_\_\_\_ to a field, Access will display the value you assign, rather than the field name, in datasheets and in forms.
	1. alternate
	2. caption
	3. abbreviation
	4. tag
9. In a(n) \_\_\_\_ database such as those maintained by Access, a database consists of a collection of tables, each of which contains information on a specific subject.
	1. Tabular
	2. record
	3. attribute
	4. relational
10. In the accompanying figure below, the key symbol that appears in the row selector for the Book Rep Number field indicates that Book Rep Number is the \_\_\_\_ for the table.
	1. principal key
	2. foreign key
	3. main key
	4. primary key



1. To import data to a table, tap or click the \_\_\_\_ tab on the ribbon.
	1. DATABASE TOOLS
	2. FILE
	3. EXTERNAL DATA
	4. IMPORT
2. To create a query using the Query Wizard, tap or click \_\_\_\_ on the ribbon and then click the Query Wizard button.
	1. CREATE
	2. INSERT
	3. NEW OBJECT
	4. REPORT
3. To compact and repair a database, tap or click the \_\_\_ button in the Info gallery in the Backstage view.
	1. Restore
	2. Fix
	3. Compaction
	4. Compact & Repair
4. In Access, table and field names can be up to \_\_\_\_ characters in length.
	1. 256
	2. 128
	3. 64
	4. 32
5. A field with the \_\_\_\_ data type can store a unique sequential number that Access assigns to a record. Access will increment the number by 1 as each new record is added.
	1. Sequential
	2. ValueIncrement
	3. Incremental
	4. AutoNumber
6. A field with the \_\_\_\_ data type can contain an attached file, such as an image, document, chart, or spreadsheet.
	1. Attachment
	2. File
	3. Document
	4. Extend

## **Access Chapter 2 — Querying a Database**

1. To find all customers whose names begin with S, enter \_\_\_\_ in the Criteria row of the Customer Name field.
	1. S?
	2. S\*
	3. S#
	4. S&
2. To find all customers whose current due amount is greater than $1,000.00, enter \_\_\_\_ in the Criteria row of the Current Due column.
3. $1000
4. 1000
5. 1,000
6. $1,000
7. To sort records in a query, specify the sort order in the \_\_\_\_ row of the design grid below the field that is the sort key.
	1. Show
	2. List
	3. Sort
	4. Order
8. To include calculated fields in queries, enter a name for the calculated field, a(n) \_\_\_\_, and then the expression in one of the columns in the Field row.
	1. colon (:)
	2. semi-colon (;)
	3. equal sign (=)
	4. exclamation point (!)
9. You can include \_\_\_\_ in calculations to indicate which calculation should be done first.
	1. curly braces { }
	2. brackets [ ]
	3. parentheses ( )
	4. slashes //
10. To change the caption for a field in a query, click the field in the design grid, click the \_\_\_\_ button on the Design tab, click the Caption box, and enter the new caption.
	1. Caption
	2. Property Sheet
	3. Field Name
	4. Format
11. To include the Total row in the design grid, click the \_\_\_\_ button on the DESIGN tab.
	1. Aggregate
	2. Statistics
	3. Calculations
	4. Totals
12. To find the largest amount paid amount for a client, select \_\_\_\_ as the entry in the Total row for the Amount Paid column.
	1. Large
	2. Maximum
	3. LGE
	4. MAX
13. To calculate statistics for only those records that satisfy certain criteria, select \_\_\_\_ as the entry in the Total row for the field, and then enter the criterion in the Criteria row.
	1. Having
	2. Where
	3. Restrict
	4. Find
14. To indicate grouping in Access, select \_\_\_\_ as the entry in the Total row for the field to be used for grouping.
	1. Like
	2. Where
	3. Same
	4. Group By
15. To change the design of a query that is not currently open, press and hold or right-click the query and then tap or click \_\_\_\_ on the shortcut menu.
	1. Datasheet View
	2. Layout View
	3. Change View
	4. Design View

## **Access Chapter 3 — Maintaining a Database**

1. To clear a filter, tap or click the \_\_\_\_ button on the HOME tab and then tap or click Clear All Filters.
	1. Filter
	2. Remove
	3. Advanced
	4. Select
2. To use a common filter to find only those customers whose city begins with G, tap or click the arrow to the right of the field name and point to the \_\_\_\_ command to display the custom text filters.
	1. Text Filters
	2. Character Filters
	3. Common Filters
	4. Common Character Filters
3. When you use Filter By Form to restrict records that appear, you create the filter and then tap or click the \_\_\_\_ button to apply the filter.
	1. Apply Filter
	2. Filter
	3. Toggle Filter
	4. Select
4. A \_\_\_ field allows the user to select from a list of values.
	1. list
	2. lookup
	3. combo
	4. value
5. To change the list of choices in a single or multivalued lookup field, open the table in Design view, select the field to be modified, and tap or click the \_\_\_\_ tab in the Field Properties pane.
	1. Modify
	2. Change
	3. Edit
	4. Lookup
6. A(n) \_\_\_\_ field is a field that can be computed from other fields.
	1. aggregate
	2. combined
	3. total
	4. calculated
7. To update records using an update query, enter the field to be updated in the design grid, enter any necessary criterion, and then tap or click the \_\_\_\_ button to update the records.
	1. Run
	2. View
	3. Execute
	4. Update
8. A(n) \_\_\_\_ query adds a group of records from one table to the end of another table.
	1. insert
	2. append
	3. add
	4. supplement
9. To specify that a field is to be required, change the value for the \_\_\_\_\_ property from No to Yes.
	1. Required
	2. No Blanks
	3. Necessary
	4. Completed
10. To specify that entries in the Returns field must be between $0.00 and $30,000.00, enter \_\_\_\_ in the Validation Rule property box.
	1. >=0, <=30,000
	2. >=$0, <=$30,000
	3. >=0 and <=30000
	4. >=$0 and <=$30,000
11. To indicate that the only allowable values for the Customer Type field are HS, COM, and UNI, enter \_\_\_\_ in the Validation Rule property box.
	1. =HS or =COM or =UNI
	2. HS, COM, UNI
	3. must be HS, COM, or UNI
	4. =HS, =COM, =UNI
12. To save validation rules, default values, and formats, tap or click the Save button on the \_\_\_\_ to save the changes.
	1. HOME tab
	2. status bar
	3. Quick Access Toolbar
	4. DESIGN tab
13. To remove a total row that appears in a datasheet, tap or click the \_\_\_\_ button on the HOME tab.
	1. Toggle
	2. Remove
	3. Statistics
	4. Totals
14. To change a query so that each item in a multivalued field occurs on a different row, use the \_\_\_\_ property.
	1. Field
	2. Value
	3. Unique
	4. Distinct
15. To find records in one table that have no matching records in another table, use the \_\_\_\_\_ Query Wizard.
	1. No Matches
	2. No Records
	3. Find Unmatched
	4. Find Records
16. To order the records in the Customer table by city in alphabetical order, use the \_\_\_\_ button.
	1. Order Ascending
	2. Sort
	3. Sort Ascending
	4. Ascending
17. To exit Access, click the \_\_\_\_ button on the right side of the Access title bar.
	1. Quit
	2. Exit
	3. Close
	4. Done



1. To add a record using the form shown above in the accompanying figure, tap or click the \_\_\_\_ button on the Navigation bar.
	1. Last record
	2. New (blank) record
	3. Insert record
	4. Blank record
2. To use Filter By Selection to find all customers located in Greer, tap or click the City field for any record where the city is Greer and then tap or click the \_\_\_\_ button on the HOME tab.
	1. Selection
	2. Filter By Selection
	3. Find
	4. Replace