

Microsoft® Access 2010 Test
Computer Application I
Chapters 1–3 (Part #1)

I agree to work independent and without help or assisting my fellow students. If I am caught cheating, I will accept the punishment deemed appropriate by Professor Sims and guidelines set forth by the Business Technology Department which includes but not limited to, a zero on the test for both parties.

Print Name

Sign Name

1. Raw data that has been organized so as to become useful is also known as
A) normalized data. B) **information.** C) facts. D) a query.
2. Each table row contains all the categories of data pertaining to one entity and is called a
A) field. B) database. C) **record.** D) query.
3. In Microsoft Access, all data is stored in one or more
A) macros. B) forms. C) **tables.** D) queries.
4. The Access view that displays the table data in columns and rows is called
A) **Datasheet view.** B) Data Object view. C) Database view. D) Design view.
5. A flat database
A) **is not related to any other collection of data.** B) must have less than five fields. C) has no added data. D) cannot have a primary key.
6. An Access record is saved when you
A) save the table in which it was created. B) press Save on the File tab on the Ribbon. C) close the database. D) **move to the next record.**
7. The most common database objects are
A) tables, queries, and macros. B) **tables, forms, and reports.** C) macros, tables, and forms. D) tables, forms, and relationships.
8. The table Design view shows
A) the number of records in the table. B) the formatting applied to the table. C) **the structure of the table.** D) the relationships established for the table.

9. Which of the following is a good candidate for a primary key?
- A car model in a Motor Vehicle Department database
 - A postal code in an address database
 - A student ID in a college registration database.
 - A street name in an address database
10. A query is a database object that
- summarizes data in a professional-looking manner.
 - retrieves specific data from one or more database tables or queries.
 - edits data.
 - can select its data from tables, other queries, or reports.
11. A database object that retrieves specific data from one or more tables is a
- query.
 - report.
 - table.
 - form.
12. To locate records in which a field is left blank, what should be used as the criteria for that field?
- Is NOT Null
 - =Null
 - <>Null
 - Is Null
13. To find a contribution amount of \$300 or greater, the entry in the Amount field's criteria should be
- >=\$300.
 - >300.
 - 300.
 - >=300.
14. When looking for a date during the week beginning 8/2/2015 and ending 8/8/2015, which of the following would be the correct criteria?
- >8/2/2015<8/8/2015
 - Between 8/1/2015 and 8/9/2015
 - >8/2/2015 AND <8/8/2015
 - Between 8/2/2015 and 8/8/2015
15. When searching for "Red" or "Rad" or "Rid" or "Rod", but NOT "Rodney" or "Reed" or "Ron", which of the following criteria should be used?
- R*d
 - R?d
 - R??
 - R*
16. Which of the following would NOT be displayed for a criteria of R*d?
- Read
 - Ramrod
 - Red
 - Ready
17. Which is the correct expression for calculating 20 percent of the existing field Cost?
- [Cost]*0.20
 - [Cost * 20%]
 - 20%(Cost)
 - Cost * 20
18. Which of the following expressions would correctly add a calculated field named Discount that is 20 percent of the Price field?
- Discount: [Price]*0.20
 - Discount=Price*20%
 - Let Discount=[Price]*0.20
 - [Discount]:[Price *20%]
19. Which of the following is NOT a function that can be used with the Totals button?
- SUM
 - LOWEST
 - AVG
 - MAX
20. In Layout view, the _____ is a small symbol displayed in the upper left corner used to move the entire group of controls.
- layout selector
 - label handle
 - label handle
 - layout handle

21. The advantage of resizing controls in Layout view rather than in Design view is
- A) in Layout view, unbound controls do not appear.
 - B) in Layout view, each control must be sized separately, allowing greater control.
 - C) by utilizing the spin boxes on the Design tab, widths can be determined exactly.
 - D) **by seeing the content of the fields in Layout view, you can visually determine that the space allotted is adequate.**
22. Resizing sections in a form must be done in
- A) Form view.
 - B) **Design view.**
 - C) Layout view.
 - D) Datasheet view.
23. The OR condition
- A) **displays records that meet either of two criteria.**
 - B) can only be used in combination with the AND condition.
 - C) is only used within filters (not queries).
 - D) can only be used with nonnumeric data.
24. Organizing and summarizing data in a report can be accomplished by
- A) adding a calculated field.
 - B) **grouping data.**
 - C) adding a page footer.
 - D) applying a theme
25. When a field is too narrow to display numeric information, the data displays as
- A) truncated numbers.
 - B) dashes.
 - C) dollar signs.
 - D) **pound signs.**