Microsoft® Access 2010 Test
Computer Application II
Chapters 4–6 (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. A(n) ________ is a special list created in Access to speed up searches and sorting.
   A) index   B) guide   C) relationship   D) catalog

2. Backing up a database is important and should be done regularly so that a copy of the original database will be available if you need it to avoid
   A) losing data.   B) modifications.   C) starting over.   D) enabling content.

3. When you open a database from a location displayed in the ________ Center a security warning will not display.
   A) Directory   B) Privacy   C) Trust   D) Encryption

4. If the source table does not have all of the fields that the destination table has, Access will still append the records, leaving the data in the missing fields empty in the
   A) Paste Table As dialog box.   B) Append To dialog box.   C) Destination table.   D) Source table.

5. A field in a table with an auto number datatype numbers ________ and those numbers are not changed as records are added, deleted, or modified.
   A) sequentially   B) exponentially   C) in reverse order   D) differentiated
6. When you confirm deletion of a record in a table it ________ display in any other objects that are created using the table.
   A) initially            B) will                  C) will no longer
   D) leads the

7. The ________ key(s) on the keyboard moves the selection to the previous field in the table.
   A) Shift + Tab          B) Page Up                C) Page Down
   D) Tab

8. An advantage of adding a field in the ________ is that you name the field and set the data type when you insert the field.
   A) Table view          B) Design view          C) Datasheet view
   D) PivotTable view

9. The data type determines the kind of ________ that users can store in the field.
   A) position            B) values                C) Datasheet view
   D) PivotTable view

10. Access is a program that creates ________ databases.
    A) same data type      B) relational          C) query object
        D) connector

11. A(n) ________ is a field that obtains its data by performing a calculation or computation, using a formula.
    A) expression field    B) calculated field
        C) multivalued field
        D) computation field

12. Both the Form Header and Form Footer sections display on every ________ page.
    A) query               B) form                 C) report
        D) table

13. When creating an expression, each field name must be enclosed within its own pair of:
    A) curly brackets    B) angle brackets   C) parentheses
        D) square brackets [ ]
14. A(n) ________ is a formula that performs a calculation.
   A) inner join   B) action query   C) error routine   D) expression

15. Which of the following is NOT a valid expression in Access?
   A) Average:[Total]
   B) Average:[Total]/[Count]
   C) Required:2
   D) Cost:[Price]+[Tax]

16. Which of the following expressions would be used to compute the Tax rate of 5% (.05) of Item Price?
   A) Tax:Item Price*.05
   B) [Tax]:[Item Price]*[.05]
   C) Tax:[Item Price]*[.05]
   D) Tax:[Item Price]*.05

17. ________ are mathematical symbols used to build expressions in calculated fields.
   A) Mathematical queries   B) Arithmetic queries   C) Calculation queries   D) Arithmetic operators

18. The Sum function can be used with all of the following data types EXCEPT:

19. Which of these is the arithmetic operator for multiplication used in Access expressions?
   A) /   B) +   C) X   D) *

20. Every object on a form, including the form itself, has an associated ________ that can be used to further enhance the object.
   A) Object type   B) Tools group   C) Property sheet   D) Short menu

21. ________ are characteristics that determine the appearance, structure, and behavior of an object.
   A) Control properties   B) Property Sheets   C) Properties   D) Form designs
22. A(n) ________ enables individuals to insert an image into any section of a form or report.
   A) control button  B) control button  C) image control  D) image button

23. The ________ property enables you to specify the source of the data for a form or a report.
   A) Query Builder  B) Property Sheet  C) Record Source  D) Split Form Orientation

24. When you create a form in Design view, the ________ are not automatically grouped in a stacked or tabular layout.
   A) properties  B) stacks  C) controls  D) groupings

25. A ________ is an object, such as a label or text box, in a form or report that enables you to view or manipulate information stored in tables or queries.
   A) field  B) property  C) record  D) control