Name: _____ Class: _____ Date: _____

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True / False

1. Design View of a form is devoted to productively entering and editing data.
    a. True
    b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Access 164
	Use Form Design View
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.111 - Create a form in Form Design View
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2. A form that contains a subform is called the master form.
    a. True
    b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Access 166
	Add Subforms
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.112 - Add a subform to a form
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3. Generally there is a one-to-many relationship between the record in the main form and the records in a subform.
    a. True
    b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Access 166
	Add Subforms
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.112 - Add a subform to a form
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4. By default, subforms display their controls the same way in both Design View and Form View.
    a. True
    b. False

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ANSWER:	False
POINTS:	1
REFERENCES:	Access 166 Add Subforms
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.112 - Add a subform to a form
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5. A subform allows you to work with records related to the record in the main form.
   a. True
   b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Access 166 Add Subforms
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.112 - Add a subform to a form
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6. By default, the Default View property of a subform is Datasheet.
   a. True
   b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Access 166 Add Subforms
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.112 - Add a subform to a form
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7. Aligning the edges of controls generally makes them easier to read and use.
   a. True
   b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Access 168 Align Control Edges

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QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.113 - Align the edges of controls
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8. The title bar of the Property Sheet indicates the control with which you are working.
    a. True
    b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Access 170
	Add a Combo Box for Data Entry
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.114 - Modify combo box properties
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9. Fields with Lookup properties are automatically created as combo boxes on new forms.
    a. True
    b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Access 170
	Add a Combo Box for Data Entry
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.115 - Add a combo box to a form
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10. A combo box is a combination of the text box and command button controls.
    a. True
    b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Access 170
	Add a Combo Box for Data Entry
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.115 - Add a combo box to a form
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11. It is useful to add a command button to a form that will print the current record.
    a. True
    b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Access 174 Add Command Buttons
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.116 - Add a command button to a form
DATE CREATED:	2/26/2016 8:22 PM
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12. One or more option buttons can be chosen at the same time within an option group.
    a. True
    b. False

ANSWER:	False
POINTS:	1
REFERENCES:	Access 176 Add Option Groups
QUESTION TYPE:	True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.117 - Use option buttons to edit data
DATE CREATED:	2/26/2016 8:22 PM
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13. You can click the Build button in the Record Source property to edit a query as the record source for a form.
    a. True
    b. False

ANSWER:	True
POINTS:	1
REFERENCES:	Access 164 Use Form Design View
QUESTION TYPE:	True / False
HAS VARIABLES:	False
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14. Shape effects provide a special visual impact to command buttons.
    a. True
    b. False

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ANSWER: True
POINTS: 1
REFERENCES: Access 174
                   Add Command Buttons
QUESTION TYPE: True / False
HAS VARIABLES: False
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Modified True / False

15. You can open the <u>Field</u> List with the Add Existing Fields button. _____
ANSWER: True
POINTS: 1
REFERENCES: Access 164
                        Use Form Design View
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.121 - Add fields to a form with the Field List
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16. You modify the Default View property to change the form <u>layout</u>. _____
ANSWER: True
POINTS: 1
REFERENCES: Access 166
                        Add Subforms
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.123 - Define form layouts
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17. <u>Anchoring</u> means to position and tie a control to other controls so they can move or resize together.
_____
ANSWER: True
POINTS: 1
REFERENCES: Access 168
                        Align Control Edges
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.113 - Align the edges of controls
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18. Control <u>margin</u> is the space between the outside borders of adjacent controls. _____

ANSWER:	False - padding
POINTS:	1
REFERENCES:	Access 168
	Align Control Edges
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.113 - Align the edges of controls
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19. Most combo boxes are used to <u>enter</u> data. _____

ANSWER:	True
POINTS:	1
REFERENCES:	Access 172
	Add a Combo Box to Find Records
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.119 - Add a combo box to find records
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20. The <u>Detail</u> section of a form appears once for every record. _____

ANSWER:	True
POINTS:	1
REFERENCES:	Access 173
	Add a Combo Box to Find Records
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
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21. The <u>Enabled</u> property specifies whether a control can be edited in Form View. _____

ANSWER:	False - Locked
POINTS:	1
REFERENCES:	Access 177
	Add Option Groups
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
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22. You can modify the <u>Caption</u> property to change the text that appears on the tab in Form View.

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_____

ANSWER:	False - Name
POINTS:	1
REFERENCES:	Access 178
	Add Tab Controls
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.129 - Modify tab control properties
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23. To modify the number of items displayed in a combo box, use the <u>List Rows</u> property. _____

ANSWER:	True
POINTS:	1
REFERENCES:	Access 172
	Add a Combo Box to Find Records
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.130 - Add a combo box to find records.
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24. To reorder the values in a combo box, modify the <u>Sort List</u> property. _____

ANSWER:	True
POINTS:	1
REFERENCES:	Access 172
	Add a Combo Box to Find Records
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.131 - Modify the Row Source property
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25. To add a page to a tab control, right click the page's tab and click <u>Add</u> Page. _____

ANSWER:	False - Insert
POINTS:	1
REFERENCES:	Access 178
	Add Tab Controls
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
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Multiple Choice

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26. The _____ shows the fields you can add to a form.
    a. Property Sheet   b. Field List
    c. subform   d. option group

ANSWER:	b
POINTS:	1
REFERENCES:	Access 164 Use Form Design View
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.121 - Add fields to a form with the Field List
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27. The _____ determines the underlying table or query for a form.
    a. record source   b. attachment property
    c. combo box   d. command button

ANSWER:	a
POINTS:	1
REFERENCES:	Access 164 Use Form Design View
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.122 - Modify the Record Source property
DATE CREATED:	2/26/2016 8:22 PM
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28. Which two properties control how a form and subform are linked?
    a. Link Child Fields and Link Master Fields   b. Form and Subform
    c. Link Form and Link Subform   d. Form Layout and Subform Layout

ANSWER:	a
POINTS:	1
REFERENCES:	Access 166 Add Subforms
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.112 - Add a subform to a form
DATE CREATED:	2/26/2016 8:23 PM
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29. A form _____ is the general way that the data and controls are arranged on the form.
    a. view   b. group
    c. control   d. layout

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ANSWER:	d
POINTS:	1
REFERENCES:	Access 166 Add Subforms
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.123 - Define form layouts
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30. The _____ property determines the layout of a form.
    a. Appearance   b. Format
    c. Form View   d. Default View

ANSWER:	d
POINTS:	1
REFERENCES:	Access 166 Add Subforms
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.123 - Define form layouts
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31. The link between a main form and a subform is established through a common _____.
    a. record   b. set of records
    c. field   d. control

ANSWER:	c
POINTS:	1
REFERENCES:	Access 166 Add Subforms
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.112 - Add a subform to a form
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32. Which form layout shows each field name as a column heading and each record as a row?
    a. Columnar   b. Tabular
    c. Chart   d. PivotTable

ANSWER:	b
POINTS:	1
REFERENCES:	Access 167 Add Subforms

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QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.123 - Define form layouts
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33. Which form layout shows each field on a separate line with a label to its left?
    a. Columnar   b. Tabular
    c. Datasheet   d. Chart

ANSWER:	a
POINTS:	1
REFERENCES:	Access 167
	Add Subforms
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.123 - Define form layouts
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34. In Form Design View, you can press and hold _____ to add more controls to a selection.
    a. Alt or Caps Lock   b. F6 or F7
    c. F1 or F2   d. Ctrl or Shift

ANSWER:	d
POINTS:	1
REFERENCES:	Access 168
	Align Control Edges
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.124 - Select multiple controls together
DATE CREATED:	2/26/2016 8:23 PM
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35. In Form Design View, you can press and hold _____ to select multiple controls together.
    a. Alt   b. Caps Lock
    c. F2   d. Shift

ANSWER:	d
POINTS:	1
REFERENCES:	Access 168
	Align Control Edges
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.124 - Select multiple controls together
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36. The Align button, which aligns the edges of controls, is found on the _____ tab on the Ribbon.
    a. Home   b. Arrange
    c. Design   d. Layout

ANSWER:	b
POINTS:	1
REFERENCES:	Access 168 Align Control Edges
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.113 - Align the edges of controls
DATE CREATED:	2/26/2016 8:23 PM
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37. Which control allows you to choose from a list as well as make an entry from the keyboard?
    a. Label   b. List box
    c. Combo box   d. Command box

ANSWER:	c
POINTS:	1
REFERENCES:	Access 170 Add a Combo Box for Data Entry
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.115 - Add a combo box to a form
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38. The combo box gets its values from the list entered in the _____ property.
    a. Recordset   b. Limit to List
    c. Data List   d. Row Source

ANSWER:	d
POINTS:	1
REFERENCES:	Access 170 Add a Combo Box for Data Entry
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.125 - Use a combo box for data entry
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39. The Limit to List property is associated with the _____ control.
    a. combo box   b. list box

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  c. text box   d. menu list

ANSWER:	a
POINTS:	1
REFERENCES:	Access 171
	Add a Combo Box for Data Entry
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.114 - Modify combo box properties
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40. To modify the number of items displayed in a combo box list, you use the ____ property.
  a. Control Source b. List Rows
  c. Limit to List   d. Drop-Down

ANSWER:	b
POINTS:	1
REFERENCES:	Access 172
	Add a Combo Box to Find Records
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
DATE CREATED:	2/26/2016 8:23 PM
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41. Both of these controls provide a list of values from which the user can choose an entry:
  a. Text Box and List Box.   b. Text Box and Combo Box.
  c. Drop-Down List and Combo Box. d. List Box and Combo Box.

ANSWER:	d
POINTS:	1
REFERENCES:	Access 170
	Add a Combo Box for Data Entry
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.125 - Use a combo box for data entry
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42. Which control provides a "drop-down list" behavior?
  a. Text Box b. Label
  c. Combo Box d. Option Box

ANSWER:	c
POINTS:	1
REFERENCES:	Access 171
	Add a Combo Box for Data Entry

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QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.125 - Use a combo box for data entry
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43. Which of the following form sections appears at the top of a printed form and often contains information such as page numbers or dates?

    a. Detail

    b. Page Header

    c. Form Header

    d. Section Header

ANSWER:	b
POINTS:	1
REFERENCES:	Access 173 Add a Combo Box to Find Records
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
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44. Which of the following form sections often contains command buttons?

    a. Commands   b. Form Header

    c. Page Footer   d. Report Footer

ANSWER:	b
POINTS:	1
REFERENCES:	Access 173 Add a Combo Box to Find Records
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
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45. Which of the following form sections appears only when the form is printed?

    a. Detail   b. Form Header

    c. Print Header   d. Page Header

ANSWER:	d
POINTS:	1
REFERENCES:	Access 173 Add a Combo Box to Find Records
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
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46. Which of the following form sections appears at the top of the form and often contains command buttons or a label with the title of the form?
    a. Detail   b. Form Header
    c. Page Header   d. Section Header

ANSWER:	b
POINTS:	1
REFERENCES:	Access 173
	Add a Combo Box to Find Records
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
DATE CREATED:	2/26/2016 8:23 PM
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47. A(n) _____ is a common control to place within an option group.
    a. option button   b. command button
    c. text box   d. combo box

ANSWER:	a
POINTS:	1
REFERENCES:	Access 176
	Add Option Groups
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.126 - Add option buttons to an option group
DATE CREATED:	2/26/2016 8:23 PM
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48. Which of the following properties corresponds with the value of each option button?
    a. Option Value   b. Option Data
    c. Control Data   d. Control Number

ANSWER:	a
POINTS:	1
REFERENCES:	Access 176
	Add Option Groups
QUESTION TYPE:	Multiple Choice
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.126 - Add option buttons to an option group
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49. The _____ creates a 3-D aspect to a form.
    a. Split Form   b. Tab Control
    c. Property Sheet   d. Report Footer

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ANSWER: b
POINTS: 1
REFERENCES: Access 178
                                         Add Tab Controls
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.127 - Add a tab control to a form
DATE CREATED: 2/26/2016 8:23 PM
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50. On a form, _____ are created for each bound control.
    a. combo boxes   b. option boxes
    c. captions   d. labels
ANSWER: d
POINTS: 1
REFERENCES: Access 164
                                Use Form Design View
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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51. To use the Subform Wizard, the _____ button must be toggled on.
    a. Create Subform   b. Use Control Wizards
    c. Design View   d. Use Subform Wizard
ANSWER: b
POINTS: 1
REFERENCES: Access 166
                                Add Subforms
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
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Completion

52. A(n) _____ is a database object designed to make data easy to find, enter, and edit.
ANSWER: form
POINTS: 1
REFERENCES: Access 164
                                Use Form Design View
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.111 - Create a form in Form Design View

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53. A(n) _____ control is a form within a form.

ANSWER:	subform
POINTS:	1
REFERENCES:	Access 166
	Add Subforms
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.112 - Add a subform to a form
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54. The _____ Child Fields property is used to connect a form to a subform.

ANSWER:	Link
POINTS:	1
REFERENCES:	Access 166
	Add Subforms
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.112 - Add a subform to a form
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55. _____ layout is the default view for a main form.

ANSWER:	Columnar
POINTS:	1
REFERENCES:	Access 167
	Add Subforms
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.123 - Define form layouts
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56. In the _____ layout, each field appears as an individual column, and each record is presented as a row.

ANSWER:	Tabular
POINTS:	1
REFERENCES:	Access 167
	Add Subforms
QUESTION TYPE:	Completion
HAS VARIABLES:	False

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LEARNING OBJECTIVES:	ENHA.FRIE.16.123 - Define form layouts
DATE CREATED:	2/26/2016 8:23 PM
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57. The _____ form section appears once for every record.

ANSWER:	Detail
POINTS:	1
REFERENCES:	Access 173 Add a Combo Box to Find Records
QUESTION TYPE:	Completion
HAS VARIABLES:	False
DATE CREATED:	2/26/2016 8:23 PM
DATE MODIFIED:	2/26/2016 8:23 PM

58. A(n) _____ button is a control used to initiate common actions, such as printing a record or opening another form.

ANSWER:	command
POINTS:	1
REFERENCES:	Access 174 Add Command Buttons
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.116 - Add a command button to a form
DATE CREATED:	2/26/2016 8:23 PM
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59. A(n) _____ group is a bound control that is often used when a limited number of mutually exclusive values are available for a field.

ANSWER:	option
POINTS:	1
REFERENCES:	Access 176 Add Option Groups
QUESTION TYPE:	Completion
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.120 - Add an option group to a form
DATE CREATED:	2/26/2016 8:23 PM
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Matching

Match the term with the correct description.

a. Control

b. Option group

c. Combo box

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d. Command button

e. Subform

f. Option button

g. Limit to List

REFERENCES:	Access 164
	Access 166
	Access 170
	Access 171
	Access 174
	Access 176
	Add a Combo Box for Data Entry
	Add Command Buttons
	Add Option Groups
	Add Subforms
	Use Form Design View
QUESTION TYPE:	Matching
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.111 - Create a form in Form Design View
	ENHA.FRIE.16.112 - Add a subform to a form
	ENHA.FRIE.16.114 - Modify combo box properties
	ENHA.FRIE.16.115 - Add a combo box to a form
	ENHA.FRIE.16.116 - Add a command button to a form
	ENHA.FRIE.16.120 - Add an option group to a form
	ENHA.FRIE.16.126 - Add option buttons to an option group
DATE CREATED:	2/26/2016 8:23 PM
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60. An element added to a form, for example, a label

ANSWER: a

POINTS: 1

61. Shows records related to a record in the main form

ANSWER: e

POINTS: 1

62. A bound control that is a list box and a text box

ANSWER: c

POINTS: 1

63. Used to control whether you can type an entry into a combo box

ANSWER: g

POINTS: 1

64. An unbound control that executes an action when clicked

ANSWER: d

POINTS: 1

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65. A bound control showing mutually exclusive field entries
ANSWER: b
POINTS: 1

66. One choice within an option group
ANSWER: f
POINTS: 1

Subjective Short Answer

67. Explain why a text box rather than a combo box is the best choice for FName and LName data fields in a Customers table.

ANSWER:	There are endless possibilities for the FName and LName entry for every record. Therefore, a text box is a better choice rather than attempting to give the user a list of choices in the drop-down portion of a combo box.
POINTS:	1
REFERENCES:	Access 164, Access 170 Add a Combo Box for Data Entry Use Form Design View
QUESTION TYPE:	Subjective Short Answer
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.111 - Create a form in Form Design View
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:23 PM
DATE MODIFIED:	5/24/2016 11:35 AM

68. Explain why a combo box is the best choice for a TripNo data field that is updated when another customer signs up for a trip.

ANSWER:	A TripNo field would have a limited number of options that could be displayed in the drop-down list of the combo box.
POINTS:	1
REFERENCES:	Access 170 Add a Combo Box for Data Entry
QUESTION TYPE:	Subjective Short Answer
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.132 - Add fields to the form with the Field List
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:23 PM
DATE MODIFIED:	5/24/2016 11:40 AM

69. Explain the benefits of using a subform for Sales data associated with individual customers.

ANSWER:	Benefits of using a subform are that you can show how "many" records (in this case sales records) are related to the "one" record in the main form (in this case customer records).
POINTS:	1
REFERENCES:	Access 166

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	Add Subforms
QUESTION TYPE:	Subjective Short Answer
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.112 - Add a subform to a form
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:23 PM
DATE MODIFIED:	5/24/2016 10:36 AM

70. Briefly explain the two ways to use a combo box control on a form.

ANSWER:	You can use a combo box for data entry. In this case, it works as a combination between a text box and list box. Or you can use a combo box to find a record.
POINTS:	1
REFERENCES:	Access 170, 172 Add a Combo Box for Data Entry Add a Combo Box to Find Records
QUESTION TYPE:	Subjective Short Answer
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.125 - Use a combo box for data entry
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:23 PM
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71. Explain how you can use a combo box to help users find data in a form used to edit customer data.

ANSWER:	You can add a combo box with a list of values such as customer names. When the user clicks one of the customer names in the list, the form will find and present the record in the form.
POINTS:	1
REFERENCES:	Access 172 Add a Combo Box to Find Records
QUESTION TYPE:	Subjective Short Answer
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.133 - Search for data with a combo box
TOPICS:	Critical Thinking
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Essay

72. Give two reasons why a combo box control is more popular than a list box control for data entry.

ANSWER:	A combo box allows the user to enter a new value into the control unless the Limit to List property is set to yes. Also, the combo box provides a "drop-down" action when the user clicks the list arrow.
POINTS:	1
REFERENCES:	Access 171 Add a Combo Box for Data Entry

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QUESTION TYPE:	Essay
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.125 - Use a combo box for data entry
TOPICS:	Critical Thinking
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73. Explain what types of commands can be added using the Command Button Wizard?

ANSWER:	The Command Button Wizard lists 28 of the most popular actions for a command button in the categories of Record Navigation, Record Operations, Form Operations, Report Operations, Application, and Miscellaneous.
POINTS:	1
REFERENCES:	Access 174 - 175 Add Command Buttons
QUESTION TYPE:	Essay
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.116 - Add a command button to a form
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:23 PM
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74. Explain the relationship between the option group and option button controls.

ANSWER:	An option group is a bound control that works well when a field has a limited number of values. Option buttons are placed within the option group and determine the value placed in the field. One option button exists for each possible entry. When the user clicks an option button in the option group, the numeric value associated with that option button is entered into the field bound to the option group.
POINTS:	1
REFERENCES:	Access 176 Add Option Groups
QUESTION TYPE:	Essay
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.126 - Add option buttons to an option group
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:23 PM
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75. Discuss the two different control properties you can use to protect data on a form.

ANSWER:	The Enabled property specifies whether a control can have the focus in Form View. The Locked property specifies whether you can edit data in a control in Form View.
POINTS:	1
REFERENCES:	Access 177 Add Option Groups
QUESTION TYPE:	Essay

Name: Class: Date:

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HAS VARIABLES: False
TOPICS: Critical Thinking
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