## Your Office: Microsoft Office 2013, Access Comprehensive (Kinser et al.) Module 1 Workshop 2 Tables, Keys, and Relationships

- 1) Which of the following is NOT one of the three steps in database design?
- A) Identify your entities.
- B) Identify the attributes.
- C) Specify the relationships between the tables.
- D) Determine the queries you want to create.

Answer: D

Diff: 1 Page Ref: 84

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

- 2) Which of the following is NOT true regarding database design?
- A) An entity is a person, place, item, or event that you want to keep data about.
- B) A field is an instance of an entity.
- C) An attribute is information about the entity.
- D) A relationship is an association between tables based on common fields.

Answer: B

Diff: 1 Page Ref: 84

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

- 3) Which of the following is true when breaking compound fields into smaller parts?
- A) Break names into first name and last name fields.
- B) Leave city, state, and zip code together in one field.
- C) For faster sorting, include the street address in the same field as the city, state, and zip code field.
- D) Always separate the area code from the phone number field.

Answer: A

Diff: 2 Page Ref: 85

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

- 4) Illustrating some of the basic principles of database design, notice that a person's name is split into two fields and the address is \_\_\_\_\_\_.
- A) left as one field
- B) split into two fields
- C) split into three fields
- D) split into four fields

Answer: D

Diff: 1 Page Ref: 85

Objective: Understand Database Design

- 5) Which of the following is NOT true when creating fields and entering data in those fields?
- A) When you have fields such as name or address that are composed of several smaller fields, you should split them into their component parts.
- B) Consider whether you might want to report on smaller parts of the field to determine what fields to create.
- C) Enter first and last names in alphabetical order in case two people have the same last name.
- D) Splitting fields into smaller parts allows for more flexibility for reporting.

Answer: C

Diff: 1 Page Ref: 85

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

- 6) Which of the following is NOT true when dealing with international data?
- A) Not all cultures around the world break names into first and last.
- B) Design the database in such a way that other naming practices can fit into the database.
- C) Designing database fields to accommodate all of the different cultures in the world is challenging.
- D) Because businesses today are global, designing a database sensitive to all global cultures is imperative.

Answer: D

Diff: 1 Page Ref: 86

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

- 7) Which of the following is NOT true about tables?
- A) The upper pane of Design view has four columns: Field Name, Data Type, Length, and Description.
- B) Datasheet view shows the values of the data within the table.
- C) Design view shows the structure of the table with the fields and their definitions.
- D) The Field Properties pane in Design view gives more information on how the data is stored, entered, and processed.

Answer: A

Diff: 2 Page Ref: 86-87

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

- 8) \_\_\_\_\_ define the kind of data that can be entered into a field, such as numbers, text, or dates.
- A) Field names
- B) Description
- C) Data types
- D) Field properties

Answer: C

Diff: 1 Page Ref: 87

Objective: Understand Database Design

9) give more information on now the data is stored, entered, and processed.
A) Field names
B) Description
C) Data types
D) Field properties
Answer: D
Diff: 1 Page Ref: 87
Objective: Understand Database Design
Text: Your Office: Microsoft Access 2013 Comprehensive
10) The most appropriate data type to use for a Street Address field is the data type, s
a street address can contain numbers, letters, and special characters.
A) Long Text
B) Number
C) Short Text
D) Calculated
Answer: C
Diff: 1 Page Ref: 87
Objective: Understand Database Design
Text: Your Office: Microsoft Access 2013 Comprehensive
11) Data stored as a(n) file cannot be imported into a table in Access.
A) Excel
B) Adobe PDF
C) Access
D) Notepad
Answer: B
Diff: 1 Page Ref: 87
Objective: Import Data from Other Sources
Text: Your Office: Microsoft Access 2013 Comprehensive
12) Which of the following is NOT true when copying and pasting data from Excel into Access
A) There cannot be missing columns or columns in different orders between the two files.
B) Copying and pasting requires that the columns be exactly the same in Excel and Access.
C) If you have any doubt about the data being compatible, use the Append feature to add the da
to the table.
D) You cannot paste fields that are nonnumeric into numeric fields.
Answer: C
Diff: 2 Page Ref: 89
Objective: Import Data from Other Sources
Text: Your Office: Microsoft Access 2013 Comprehensive

13) Access allows you to import a smaller portion of a worksheet, known as a, into a
table.
A) cell address
B) delimiter
C) named range
D) range address
Answer: C
Diff: 2 Page Ref: 91
Objective: Import Data from Other Sources
Text: Your Office: Microsoft Access 2013 Comprehensive
14) A is a character such as a tab or comma that separates the fields.
A) cell address
B) delimiter
C) named range
D) range address
Answer: B
Diff: 2 Page Ref: 92
Objective: Import Data from Other Sources
Text: Your Office: Microsoft Access 2013 Comprehensive
15) Which of the following is NOT true when entering data manually?
A) If the data does not already exist in another form, you can type the data directly into Access.
B) Data can be directly entered into a table.
C) Data can be entered in a form.
D) When you open a table in Design view, you can type data directly into the table.
Answer: D
Diff: 2 Page Ref: 95
Objective: Enter Data Manually
Text: Your Office: Microsoft Access 2013 Comprehensive
16) $\Lambda(n)$   key field is a field that uniquely identifies the record
16) A(n) key field is a field that uniquely identifies the record.
A) primary B) identity
C) foreign
D) entity
Answer: A
Diff: 2 Page Ref: 98
Objective: Create a Table in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive
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17) \_\_\_\_\_ indicates the maximum length of a data field.

A) Input mask

B) Format

C) Field size

D) Validation Rule

Answer: C

Diff: 1 Page Ref: 99

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

- 18) Which of the following is NOT true when determining the field size?
- A) Whenever you use a Text data type, you should determine the minimum number of text characters that can exist in the field.
- B) Limiting the field size will limit errors in the data.
- C) If you need more than 255 characters, use a Long Text data type.
- D) You should use the number size that best suits your needs.

Answer: A

Diff: 1 Page Ref: 99-100

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

- 19) Which of the following is NOT true when changing the data type in an existing field?
- A) You can change the size of a field in Datasheet view and Design view.
- B) If you decide that a field length needs to be longer, you can change the field without concern.
- C) If you make a field length shorter and there were data that needed the longer length, you may truncate those values.
- D) Access will always warn you that data may be lost if you change the length to a smaller size.

Answer: A

Diff: 1 Page Ref: 101

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

- 20) Which of the following is NOT true regarding input masks?
- A) An input mask provides the punctuation so you do not have to type it.
- B) An input mask defines a consistent template.
- C) Access has a wizard that creates automatic masks for Social Security numbers, zip codes, passwords, extensions, dates, and times.
- D) Input masks do not affect how data is stored.

Answer: D

Diff: 2 Page Ref: 102

Objective: Understand Masks and Formatting

- 21) Which of the following is NOT true regarding table formatting?
- A) In a table design, you can define a Format field property that customizes how data is displayed and printed in tables, queries, reports, and forms.
- B) The Format property tells Access how data is to be displayed.
- C) You can define your own custom formats for Currency and Number fields.
- D) Formatting does not affect the way the data is stored.

Answer: C

Diff: 2 Page Ref: 103

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

- 22) \_\_\_\_\_ is an example of the Long Date format.
- A) 11/9/2015 10:10:10 PM
- B) Wednesday, November 9, 2015
- C) 9-Nov-15 10:10:10 PM
- D) Wednesday, November 9, 2015 10:10 PM

Answer: B

Diff: 2 Page Ref: 104

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

- 23) \_\_\_\_\_ is an example of the General Date format.
- A) 11/9/2015 10:10:10 PM
- B) Wednesday, November 9, 2015
- C) 9-Nov-15 10:10:10 PM
- D) Wednesday, November 9, 2015 10:10 PM

Answer: A

Diff: 2 Page Ref: 104

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

- 24) 4.5E + 13 is an example of the \_\_\_\_\_ format.
- A) Scientific
- B) Fixed
- C) Standard
- D) Percent

Answer: A

Diff: 2 Page Ref: 104

Objective: Understand Masks and Formatting

25) The \_\_\_\_\_ format displays at least one digit after the decimal point.

A) Scientific

B) Fixed

C) Standard

D) Percent Answer: B

Diff: 2 Page Ref: 104

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

- 26) Which of the following is NOT true regarding keys?
- A) Each table should have a primary key to uniquely identify each of the records in the table.
- B) A foreign key is a value in a table that is the primary key of another table.
- C) The primary and foreign keys form the common field between tables that allow you to form a relationship between the two tables.
- D) To define a foreign key, select the foreign key field and then click the Key button on the Ribbon.

Answer: D

Diff: 2 Page Ref: 105

Objective: Understand and Designate Keys

Text: Your Office: Microsoft Access 2013 Comprehensive

- 27) Which of the following is NOT true regarding primary keys?
- A) The primary key field is the field that identifies each record in a table.
- B) When you define a primary key for a table, the field can be left blank until you have the opportunity to enter the data.
- C) A common way of defining a primary key is to use a field specifically designed to identify the entity.
- D) A numeric key is often assigned an AutoNumber data type that Access will fill as the data is entered.

Answer: B

Diff: 2 Page Ref: 106

Objective: Understand and Designate Keys

Text: Your Office: Microsoft Access 2013 Comprehensive

- 28) Which of the following is NOT true regarding foreign keys?
- A) The AutoNumber data type is typically used for foreign key fields.
- B) A foreign key is a field in a table that stores a value that is the primary key in another table.
- C) It is called foreign because it identifies a record in another table.
- D) Foreign keys do not need to be unique in the table.

Answer: A

Diff: 2 Page Ref: 106

Objective: Understand and Designate Keys

29) Two fields needed to uniquely identify a record are called a key.
A) composite
B) natural primary
C) foreign
D) primary
Answer: A
Diff: 1 Page Ref: 107
Objective: Understand and Designate Keys
Text: Your Office: Microsoft Access 2013 Comprehensive
30) A university identifies a class by subject area and course number. The university has classes
Math 101, Math 102, and MIS 101. It takes both subject and course number to identify a single
course. The combination of the two fields is called a key.
A) foreign
B) natural primary
C) composite
D) primary
Answer: C
Diff: 2 Page Ref: 107
Objective: Understand and Designate Keys
Text: Your Office: Microsoft Access 2013 Comprehensive
31) Sometimes your data will have a unique identifier that is already a part of your data. When
that is true, you can use the field as a key.
A) foreign
B) natural primary
C) composite
D) primary
Answer: B
Diff: 2 Page Ref: 108
Objective: Understand and Designate Keys
Text: Your Office: Microsoft Access 2013 Comprehensive
32) is the process of minimizing the duplication of information in a relational database
through effective database design.
A) Formatting
B) Defining keys
C) Establishing relationships
D) Normalization
Answer: D
Diff: 2 Page Ref: 110
Objective: Understand Basic Principles of Normalization
Text: Your Office: Microsoft Access 2013 Comprehensive

- 33) Which of the following is NOT true regarding normalization?
- A) When you normalize a database, you will have larger tables, each representing a different thing.
- B) If you know the primary key of an entity in a normalized database, each of the attributes will have just one value.
- C) There will be no redundant data in the tables.
- D) Normalization is the process of minimizing duplicate data.

Answer: A

Diff: 2 Page Ref: 110

Objective: Understand Basic Principles of Normalization Text: Your Office: Microsoft Access 2013 Comprehensive

- 34) Which of the following is NOT true regarding redundancy?
- A) Redundancy occurs when data is repeated several times in a database.
- B) When you normalize a database, you eliminate redundancy.
- C) Foreign keys are redundant, but no other data about the entity is repeated.
- D) Normalization is the process of minimizing duplicate data.

Answer: B

Diff: 2 Page Ref: 111

Objective: Understand Basic Principles of Normalization Text: Your Office: Microsoft Access 2013 Comprehensive

- 35) Which of the following is NOT true regarding a one-to-many relationship?
- A) A one-to-many relationship is a relationship between two tables where one record in the first table corresponds to many records in the second table.
- B) One-to-many is called the cardinality of the relationship.
- C) Access uses the tilde and infinity symbols to indicate a one-to-many relationship.
- D) Cardinality indicates the number of instances of one entity that relates to one instance of another entity.

Answer: C

Diff: 2 Page Ref: 112

Objective: Understand Relationships Between Tables

Text: Your Office: Microsoft Access 2013 Comprehensive

- 36) A \_\_\_\_\_\_ relationship is a relationship between two tables where one record in the first table corresponds to many records in the second table.
- A) one-to-many
- B) one-to-one
- C) many-to-many
- D) This doesn't apply to any relationship type.

Answer: A

Diff: 2 Page Ref: 112

Objective: Understand Relationships Between Tables

37) A	relationship is a relationship between tables in which one record in one table has
many match	ning records in a second table, and one record in the related table has many matching
records in th	ne first table.
A) one-to-m	nany
B) one-to-or	ne
C) many-to-	-many

D) This doesn't apply to any relationship type. Answer: C

Diff: 2 Page Ref: 113

Objective: Understand Relationships Between Tables Text: Your Office: Microsoft Access 2013 Comprehensive

38) A \_\_\_\_\_\_ relationship is a relationship between tables where a record in one table has only one matching record in the second table.

A) one-to-many

B) one-to-one

C) many-to-many

D) This doesn't apply to any relationship type.

Answer: B

Diff: 2 Page Ref: 113

Objective: Understand Relationships Between Tables Text: Your Office: Microsoft Access 2013 Comprehensive

- 39) Which of the following is NOT a step in creating a one-to-many relationship?
- A) Make sure the two tables have a field in common.
- B) Form the relationship in the Relationships window.
- C) Populate the foreign key by adding data to the foreign key in the many side table.
- D) Use the foreign key from the one side, and add it as a primary key in the many side table.

Answer: D

Diff: 2 Page Ref: 114

Objective: Create a One-to-Many Relationship

Text: Your Office: Microsoft Access 2013 Comprehensive

- 40) Which of the following is NOT a step in creating a many-to-many relationship?
- A) Create a junction table.
- B) The junction table is on the many side of both relationships.
- C) Populate the junction table after the relationships have been created.
- D) Only add the keys to the junction table.

Answer: D

Diff: 2 Page Ref: 119

Objective: Create a Many-to-Many Relationship

41) \_\_\_\_\_\_ is a database concept that ensures that relationships between tables remain consistent.

A) A junction table

B) Normalization

C) Referential integrity

D) Redundancy

Answer: C

Diff: 2 Page Ref: 122

Objective: Understand Referential Integrity

Text: Your Office: Microsoft Access 2013 Comprehensive

42) Datasheet view shows the values of the data within the table.

Answer: TRUE

Diff: 1 Page Ref: 86

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

43) Design view shows the structure of the table with the fields and their definitions.

Answer: TRUE

Diff: 1 Page Ref: 86

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

44) The lower pane of Design view has three columns: Field Name, Data Type, and Description.

Answer: FALSE Diff: 1 Page Ref: 87

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

45) The Navigation Pane in Design view gives more information on how the data is stored,

entered, and processed. Answer: FALSE

Diff: 1 Page Ref: 87

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

46) A defined range is a group of cells that have been given a name that can then be used within

a formula or function. Answer: FALSE

Diff: 1 Page Ref: 91

Objective: Import Data from Other Sources

47) A delimiter is a character such as a tab or comma that separates the fields.

Answer: TRUE

Diff: 1 Page Ref: 92

Objective: Import Data from Other Sources

Text: Your Office: Microsoft Access 2013 Comprehensive

48) When you open a table in Design view, you can type data directly into the table.

Answer: FALSE
Diff: 1 Page Ref: 95

Objective: Enter Data Manually

Text: Your Office: Microsoft Access 2013 Comprehensive

49) When you delete records from a table and realize you made a mistake, you can undo the deletion by clicking Undo in the Quick Access toolbar.

Answer: FALSE Diff: 1 Page Ref: 96

Objective: Enter Data Manually

Text: Your Office: Microsoft Access 2013 Comprehensive

50) A primary key field is a field that uniquely identifies the record.

Answer: TRUE

Diff: 1 Page Ref: 98

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

51) The Long Text data type is used to store textual or character information.

Answer: FALSE
Diff: 1 Page Ref: 98

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

52) The AutoNumber data type is used for keys.

Answer: TRUE

Diff: 1 Page Ref: 99

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

53) The field size indicates the maximum length of a data field.

Answer: TRUE

Diff: 1 Page Ref: 99

Objective: Create a Table in Design View

54) The Byte field size is used for integers that range from -32,768 to +32,767.

Answer: FALSE

Diff: 1 Page Ref: 100

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

55) The Single field size is used for large numbers with up to seven significant digits.

Answer: TRUE

Diff: 1 Page Ref: 100

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

56) An input mask defines a consistent template and provides the punctuation, so you do not

have to type it. Answer: TRUE

Diff: 1 Page Ref: 102

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

57) Input masks do not affect how data is stored.

Answer: FALSE

Diff: 1 Page Ref: 102

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

58) The Format property tells Access how data is to be displayed.

Answer: TRUE

Diff: 1 Page Ref: 103

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

59) A primary key is a value in a table that is the foreign key of another table.

Answer: FALSE

Diff: 1 Page Ref: 105

Objective: Understand and Designate Keys

Text: Your Office: Microsoft Access 2013 Comprehensive

60) When defining keys, the combination of two fields is called a natural primary key.

Answer: FALSE

Diff: 1 Page Ref: 107

Objective: Understand and Designate Keys

61) If your data has a unique identifier that is a natural part of your data, you can use the field as a natural primary key.

Answer: TRUE

Diff: 1 Page Ref: 108

Objective: Understand and Designate Keys

Text: Your Office: Microsoft Access 2013 Comprehensive

62) Normalization is the process of minimizing the duplication of information in a relational database through effective database design.

Answer: TRUE

Diff: 1 Page Ref: 110

Objective: Understand Basic Principles of Normalization Text: Your Office: Microsoft Access 2013 Comprehensive

63) Redundancy occurs when data is repeated several times in a database.

Answer: TRUE

Diff: 1 Page Ref: 111

Objective: Understand Basic Principles of Normalization Text: Your Office: Microsoft Access 2013 Comprehensive

64) A many-to-many relationship is a relationship between tables in which one record in one table has many matching records in a second table, and one record in the related table has many matching records in the first table.

Answer: TRUE

Diff: 1 Page Ref: 113

Objective: Understand Basic Principles of Normalization Text: Your Office: Microsoft Access 2013 Comprehensive

65) A junction table breaks down the many-to-many relationship into two one-to-many relationships.

Answer: FALSE

Diff: 1 Page Ref: 117

Objective: Create a Many-to-Many Relationship

Text: Your Office: Microsoft Access 2013 Comprehensive

66) Redundancy is a database concept that ensures that relationships between tables remain consistent.

Answer: FALSE

Diff: 1 Page Ref: 122

Objective: Understand Referential Integrity

67) If you select Cascade Update Related Fields when you define a relationship, then when the primary key of a record in the one side table changes, Access automatically changes the foreign keys in all related records. Answer: TRUE Diff: 1 Page Ref: 125 Objective: Understand Referential Integrity Text: Your Office: Microsoft Access 2013 Comprehensive 68) A(n) is a person, place, item, or event that you want to keep data about. Answer: entity Diff: 1 Page Ref: 84 Objective: Understand Database Design Text: Your Office: Microsoft Access 2013 Comprehensive 69) A(n) \_\_\_\_\_ is information about the entity. Answer: attribute Diff: 1 Page Ref: 84 Objective: Understand Database Design Text: Your Office: Microsoft Access 2013 Comprehensive 70) A(n) \_\_\_\_\_\_ is an association between tables based on common fields. Answer: relationship Diff: 1 Page Ref: 84 Objective: Understand Database Design Text: Your Office: Microsoft Access 2013 Comprehensive 71) view shows the values of the data within the table. Answer: Datasheet Page Ref: 86 Diff: 1 Objective: Understand Database Design Text: Your Office: Microsoft Access 2013 Comprehensive 72) view shows the structure of the table with the fields and their definitions. Answer: Design Diff: 1 Page Ref: 86 Objective: Understand Database Design Text: Your Office: Microsoft Access 2013 Comprehensive 73) \_\_\_\_\_\_ define the kind of data that can be entered into a field, such as numbers, text, or

Answer: Data types
Diff: 1 Page Ref: 87

dates.

Objective: Understand Database Design

74) Excel are frequently imported as field names.
Answer: column headings
Diff: 2 Page Ref: 89
Objective: Import Data from Other Sources
Text: Your Office: Microsoft Access 2013 Comprehensive
75) Access allows you to import a smaller portion of a worksheet, known as a(n), into
a table.
Answer: named range
Diff: 1 Page Ref: 91
Objective: Import Data from Other Sources
Text: Your Office: Microsoft Access 2013 Comprehensive
76) A(a)
76) A(n) is a character such as a tab or comma that separates the fields.  Answer: delimiter
Diff: 1 Page Ref: 92 Objective: Import Data from Other Sources
Text: Your Office: Microsoft Access 2013 Comprehensive
Text. Tour Office. Wicrosoft Access 2015 Comprehensive
77) fields can store up to 1 gigabyte of characters, of which you can display 65,535
characters in a control on a form or report.
Answer: Long Text
Diff: 1 Page Ref: 98
Objective: Create a Table in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive
78) fields have an upper limit of 255 characters.
Answer: Short Text
Diff: 1 Page Ref: 98
Objective: Create a Table in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive
79) The data type is used for keys.
Answer: AutoNumber
Diff: 1 Page Ref: 99
Objective: Create a Table in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive
$(20) \Lambda(n)$ means that when you open the item, you open it in its original application
80) A(n) means that when you open the item, you open it in its original application such as Excel.
Answer: OLE object
Diff: 1 Page Ref: 99
Objective: Create a Table in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive
Total Called Marie Court Levels 2010 Completion 10

81) A(n) lists either values retrieved from a table or query, or a set of values that you
specified when you created the field.
Answer: Lookup Wizard
Diff: 1 Page Ref: 99
Objective: Create a Table in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive
82) The field size indicates the length of a data field.
Answer: maximum
Diff: 1 Page Ref: 99
Objective: Create a Table in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive
83) The field size is used for large numbers with up to seven significant digits.
Answer: Single
Diff: 1 Page Ref: 100
Objective: Create a Table in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive
84) The field size is used for integers that range from 0 to 255.
Answer: Byte
Diff: 1 Page Ref: 100
Objective: Create a Table in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive
85) The field size is used for very large numbers with up to 15 significant digits.
Answer: Double
Diff: 1 Page Ref: 100
Objective: Create a Table in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive
86) A(n) defines a consistent template and provides the punctuation, so you do not
have to type it.
Answer: input mask
Diff: 1 Page Ref: 102
Objective: Understand Masks and Formatting
Text: Your Office: Microsoft Access 2013 Comprehensive
87) The property tells Access how data is to be displayed.
Answer: Format
Diff: 1 Page Ref: 103
Objective: Understand Masks and Formatting
Text: Your Office: Microsoft Access 2013 Comprehensive

95) If you select \_\_\_\_\_ Related Fields when you define a relationship, any time that you delete records from the one side table, the related records in the many side table are also deleted.

Answer: Cascade Delete Diff: 1 Page Ref: 125

Objective: Understand Referential Integrity

Text: Your Office: Microsoft Access 2013 Comprehensive

- 96) Match the following terms with their definition.
- I. Entity
- II. Attribute
- III. Relationship
- IV. Data type
- V. Delimiter
- A. Define data
- B. A character such as a tab or comma
- C. An association between tables
- D. A person, place, item, or event
- E. A field

Answer: D, E, C, A, B Diff: 1 Page Ref: 84-92

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

- 97) Match the following data types with their description.
- I. Short text
- II. Long text
- III. Number
- IV. AutoNumber
- V. OLE object
- A. Can store up to 1 gigabyte of characters
- B. Used for numeric data
- C. Upper limit of 255 characters
- D. Allows cross-application editing
- E. Used for keys

Answer: C, A, B, E, D Diff: 1 Page Ref: 98-99

Objective: Create a Table in Design View

- 98) Match the following number field sizes with their description.
- I. Byte
- II. Integer
- III. Long integer
- IV. Single
- V. Double
- A. For integers that range from -2,147,483,648 to +2,147,483,647
- B. For integers that range from -32,768 to +32,767
- C. For integers that range from 0 to 255
- D. For large numbers with up to seven significant digits
- E. For very large numbers with up to 15 significant digits

Answer: C, B, A, D, E Diff: 1 Page Ref: 100

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

- 99) Match the following Date/Time format field properties with the appropriate example.
- I. General Date
- II. Long Date
- III. Medium Date
- IV. Long Time
- V. Medium Time
- A. 10:10 PM
- B. 11/9/2015 10:10:10 PM
- C. 10:10:10 PM
- D. Wednesday, November 9, 2015
- E. 9-Nov-15

Answer: B, D, E, C, A Diff: 2 Page Ref: 104

Objective: Understand Masks and Formatting

100) Match the following terms with their definition.

- I. Primary key
- II. Numeric key
- III. Composite key
- IV. Natural primary key
- V. Foreign key
- A. Identifies a record in another table
- B. Represents an individual item, such as CustomerID
- C. Unique identifier that is already a part of your data
- D. Multiple fields used to identify each person or item
- E. One field used to identify each person or item

Answer: E, B, D, C, A

Diff: 2 Page Ref: 106-108

Objective: Understand and Designate Keys