



Exam : MOS-AXP

Title : Access 2002 Core

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QUESTION 1

In Report Print Preview it is NOT possible to _____.

- A. Zoom in and out
- B. Access Setup to change the margins, page orientation, paper size, or column options.
- C. Edit or enter records
- D. View more than one page
- E. Print the report

Answer: C

Explanation: It is not possible to edit records or enter new records in Report Print Preview. You can, however, zoom in and out, access the Setup dialog box, view multiple pages, and print the report.

QUESTION 2

Clicking the Print button on the Report Design toolbar will print _____.

- A. Only the first record
- B. Only the records showing on the first page of the report
- C. All of the records
- D. Only the records you have selected.

Answer: C

Explanation: Clicking the Print button on the Report Design toolbar will print all of the records. If you wish to print only certain records, set the number of copies that print, or send the print job to a different printer, select File, Print, on the Menu bar.

QUESTION 3

To import Access objects from one database to another, _____.

- A. Open the database you will be importing the objects from, then click File, Get External Data, Import on the Menu bar. Choose the database you wish to import to in the Import dialog box, and then select which objects you wish to import.
- B. Open the database you will be importing the objects into, then click File, Get External Data, Import on the Menu bar. Choose the database you wish to import from in the Import dialog box, and then select which objects you wish to import.
- C. Open both the database you wish to import from and import to, select the objects you wish to import, and then click File, Import on the menu bar.
- D. Click File, Get External Data, Import on the Menu bar, then open both databases you wish to import to and from, and click the objects you wish to import in the Import dialog box.

Answer: B

Explanation: To import Access objects from one database to another, you first open the

database you are importing into, then click File, Get External Data, Import on the Menu bar. Next, choose the database you wish to import from and select the objects which you wish to import.

QUESTION 4

To export a database object to another Access database, _____. (Choose all that apply..

- A. Click File, Export on the Menu bar, navigate to the database name you wish to export the object into, and click the Export button, then select the object you wish to export from the database window
- B. Select the object name in the database window, right-click and choose Export from the Shortcut menu, navigate to the database name you wish to export the object into, and click the Export button
- C. Click Tools, Export on the Menu bar, navigate to the database name you wish to export the object into, and click the Export button, then select the object you wish to export from the database window
- D. Select the object name in the database window, click File, Export on the Menu bar, navigate to the database name you wish to export the object into, and click the Export button

Answer: B, D

Explanation: To export a database object to another Access database, you can either select Export from the Shortcut menu, or from the Menu bar

QUESTION 5

To copy and paste records from one table into a new table, you must first _____.

- A. Copy and paste only the structure of the source table into a new table
- B. Select the records to be copied, right-click and choose copy from the Shortcut menu
- C. Select the destination record and click the Paste button on the toolbar
- D. Select the records to be copied and click the Copy button on the toolbar

Answer: A

Explanation: If you are wanting to copy records into a new table, you must first copy and paste only the structure of the source table into a new table by selecting the source table, right clicking and choosing Copy from the Shortcut menu, then right-clicking in the database window and selecting Paste from the Shortcut menu. Choose Structure Only from the Paste Table As dialog box, and give the new table a unique name.

QUESTION 6

Which of the following methods is NOT valid for creating Data Access Pages?

- A. Page Wizard
- B. By selecting Tools, Pages, Create on the Menu bar
- C. AutoPage

D. Design View

Answer: B

Explanation: Data Access Pages may be created by using the Page Wizard, by selecting the New button on the Objects bar and choosing AutoPage, or in Page Design view. There is no Format, Pages, Create option on the Menu bar.

QUESTION 7

_____ are groups of commands that can be executed in one operation.

- A. Tables
- B. Queries
- C. Forms
- D. Reports
- E. Pages
- F. Macros
- G. Modules

Answer: F

Explanation: Macros are groups of commands that can be executed in one operation to simplify repetitive tasks in Microsoft Access 2002

QUESTION 8

To produce professional-looking printouts of your data, _____ are used.

- A. Tables
- B. Queries
- C. Forms
- D. Reports
- E. Pages
- F. Macros
- G. Modules

Answer: D

Explanation: Reports are used to display data in a professional and easy-to-read format. Reports allow you to group and sort data, insert pictures and logos, display totals, perform calculations, etc.

QUESTION 9

_____ are programming statements and procedures written in Visual Basic which are stored together as a group.

- A. Tables

- B. Queries
- C. Forms
- D. Reports
- E. Pages
- F. Macros
- G. Modules

Answer: G

Explanation: Modules are written in Visual Basic computer programming language and are used primarily to create custom applications within Access.

QUESTION 10

To open a database _____.(Choose all that apply).

- A. Click File, Open on the Menu bar
- B. Use the shortcut keys Ctrl+O
- C. Click the Open button on the Database toolbar
- D. Click the database name or choose to create a new database by clicking the option within the Task Pane
- E. Use the shortcut keys ALT+F4

Answer: A, B, C, D

Explanation: All of the options will open a database, except using the shortcut keys ALT+F4, which will close a database.

QUESTION 11

To create a blank database, click the Blank Database option in the New section of the _____.

- A. Menu Bar
- B. Toolbar
- C. Task Pane
- D. Task Bar

Answer: C

Explanation: A blank database can be created from the Task Pane options.

QUESTION 12

When creating a blank database, enter a database name into the _____ field of the File New Database dialog box, and click the _____ button.

- A. File name, Ok
- B. File name, Create

- C. Name of File, Create
- D. Name of File, Ok

Answer: B

Explanation: A name must be entered into the File name field of the File New Database dialog box, and the Create button must be clicked in order to create a blank database.

QUESTION 13

In order to create a database using the Database Wizard, _____.

- A. Click General templates from the New File section of the Task Pane
- B. Click File, New, Database Wizard from the Menu Bar
- C. Click Tools, Database Wizard from the Menu Bar
- D. Click Choose file from the New from Existing File section of the Task Pane

Answer: A

Explanation: The Database Wizard can be activated by choosing the General templates option in the New File section of the Task Pane

QUESTION 14

When creating a database using the Database Wizard, click the _____ tab in the Templates dialog box.

- A. General
- B. Database Wizard
- C. Templates
- D. Databases

Answer: D

Explanation: In order to create a database using the Database Wizard, the Databases tab must be selected and a database template chosen in the Templates dialog box.

QUESTION 15

The two views in a table are _____.

- A. Design and SQL
- B. Design and Page
- C. Design and Print Preview
- D. Design and Datasheet

Answer: D

Explanation: Tables have two views, design view and datasheet view.

QUESTION 16

In a table, _____ view is used to view, enter, edit and print records in a columnar format.

- A. Datasheet
- B. Design
- C. SQL
- D. Print Preview

Answer: A

Explanation: Datasheet view is used to view, enter, edit and print records in a columnar format.

QUESTION 17

The vertical window to the right of the application window that contains many common startup tasks is known as the _____.

- A. Menu bar
- B. Task Pane
- C. Toolbar
- D. Title bar

Answer: B

Explanation: The Task Pane can be used to open a previously opened database, create a new database, or to use a built-in database.

QUESTION 18

To change the layout of a table, report, form, or data page, click the _____ view button on the Objects toolbar.

- A. Datasheet
- B. SQL
- C. Print Preview
- D. Form
- E. Layout Preview
- F. Page
- G. Design
- H. None of the Above

Answer: G

Explanation: The Design view allows you to make changes to the design of your table, query, report, form, or data page.

QUESTION 19

Clicking the button with the right arrow and asterisk on the Record Navigation Buttons at the bottom of a table, form, or query will access _____.

- A. The first record in a table
- B. The previous record in a table
- C. The current record in a table
- D. The next record in a table
- E. The last record in a table
- F. A new record in a table

Answer: F

Explanation: A new record can be accessed by clicking on the New Record button which is identified by a right arrow and asterisk on the Record Navigation Buttons.

QUESTION 20

Clicking the left arrow on the Record Navigation Buttons at the bottom of a table, form, or query will access _____.

- A. The first record in a table
- B. The previous record in a table
- C. The current record in a table
- D. The next record in a table
- E. The last record in a table
- F. A new record in a table

Answer: B

Explanation: The previous record can be accessed by clicking on the Previous Record button which is identified by a left arrow on the Record Navigation Buttons.

QUESTION 21

The _____ is a small gray box to the left of every record that can be clicked to select an entire record.

- A. Record Navigation Button
- B. Previous Record Button
- C. First Record Button
- D. Record Selector Button

Answer: D

Explanation: The Record Selector Button can be clicked to select an entire record

QUESTION 22

To change the font options including font, font style, font size, font color, and font effects in your table or query datasheet, complete which of the following steps? (Choose all that apply..

- A. In Datasheet view, clicking Format, Font on the Menu bar, select the desired font options, and click OK.
- B. In Design view, select the field name you want to apply different font options to, and click Format in the Field Properties Section
- C. In Design view, select Format, Font on the Menu bar, select the desired font options, and click OK.
- D. In Datasheet view, use the drop-down font and font size boxes and style and effects options on the Datasheet Formatting toolbar to change the font options.

Answer: A, D

Explanation: Font options may be changed either by clicking Format, Font on the Menu bar and making the selections from the Font dialog box or by using the appropriate toolbar buttons on the formatting toolbar. All changes must be made in Datasheet view.

QUESTION 23

To change the width of a column in a datasheet, complete which of the following steps? (Choose all that apply..

- A. In Datasheet view, place the mouse pointer of the border between two fields, when the pointer becomes a left- and right-pointing arrow, click and drag the mouse left or right to narrow or widen the column.
- B. In Datasheet view, click anywhere in the field you wish to change, select Format, Column Width from the Menu bar, keyboard the desired width in the Column Width field, and click OK.
- C. In Design view, select the field you wish to change, and click Tools, Widen Columns on the Menu bar, keyboard the desired width in the Column Width field, and click OK.
- D. In Datasheet view, right-click the mouse on the field you wish to change, and select Column Width from the shortcut menu, keyboard the desired width in the Column Width field, and click OK.
- E. In Datasheet view, double-click the field border to widen the column to the width of the widest entry.

Answer: A, B, D, E

Explanation: Columns cannot be widened in Design view unless you change the field size in the Field Properties section. All other methods will change the column widths.

QUESTION 24

To change the color of the background and gridlines in a datasheet, _____.

- A. In Datasheet view, right-click on any of the field names, and select Format Datasheet from the

shortcut menu.

- B. In Design view, click Tools, Datasheet, Format on the Menu bar.
- C. In Datasheet view, click Format, Datasheet on the Menu bar.
- D. In Design view, right-click on the field name you wish to change, and select Format Datasheet from the shortcut menu.

Answer: C

Explanation: A datasheet's background and gridline colors can only be changed in Datasheet view by clicking Format, Datasheet on the Menu bar, and making the desired selections from the Datasheet Formatting dialog box.

QUESTION 25

Changing the format of the font options, background colors, or gridline colors in a datasheet affect ____.

- A. Only the individual field which is selected when the changes are made
- B. The entire column selected when the changes are made
- C. The entire record which is selected when the changes are made
- D. The entire datasheet

Answer: D

Explanation: Any changes to font options, background colors, or gridline colors affect the entire datasheet.

QUESTION 26

A new table in an Access database may be created by _____. (Choose all that apply..)

- A. Using the Table Wizard
- B. Entering records directly in Datasheet view
- C. Creating the table in Design view
- D. Selecting File, New Table from the Menu bar

Answer: A, B, C

Explanation: All of the options are ways to create a new table, except selecting File, New Table from the menu bar. All three methods are choices located in the Tables section of the Objects bar.

QUESTION 27

When creating a new table in Design view, you can use any character in a field name except for _____.

- A. Spaces and numbers
- B. Capital letters and punctuation marks

- C. Periods, exclamation points, asterisks, question marks, and brackets
- D. Spaces and punctuation marks

Answer: C

Explanation: You can use any character in a field name, including spaces, numbers, and capital letters, with the exception of periods, exclamation points, asterisks, question marks, and brackets

QUESTION 28

How many primary keys can a table have?

- A. One
- B. Two
- C. Three
- D. Four

Answer: A

Explanation: A table usually can only have one primary key, which should be something unique to that record. Once you designate a primary key for a table, Access will prevent any duplicate or Null values from being entered in the primary key fields

QUESTION 29

The Table Design view consists of four sections, which are _____. (Choose all that apply..

- A. Field Name
- B. Special Instructions
- C. General Design Area
- D. Data Type
- E. Description
- F. Templates
- G. Field Properties
- H. Table Wizard

Answer: A, D, E, G

Explanation: The Table Design view consists of the Field Name section, the Data Type section, the Description section, and the Field Properties Section.

QUESTION 30

When creating a table in Design View, field names may contain up to _____ characters with spaces.

- A. 10
- B. 24

- C. 50
- D. 64

Answer: D

Explanation: Field names can be up to 64 characters long with spaces.

QUESTION 31

When creating a table in Design View, the default data type is _____.

- A. Text
- B. Memo
- C. Number
- D. Date/Time
- E. Currency
- F. AutoNumber
- G. Yes/No
- H. OLE Object

Answer: A

Explanation: The default data type is Text.

QUESTION 32

To modify the form and/or control properties, such as fore color, background color, special effects, and character formatting, you must be in _____.

- A. Form Design view
- B. Form View
- C. Datasheet View
- D. The table or query from which the form is created

Answer: A

Explanation: In order to modify the form and/or control properties, you must be in Form Design view.

QUESTION 33

To apply an input mask to a field in Table Design view, complete which of the following steps?

- A. Click the field name that will have the input mask, click Tools, Wizards, Input Mask Wizard on the Menu bar.
- B. Click the field name that will have the input mask, click Format, Wizards, Input Mask Wizard on the Menu bar.
- C. Save the table, click the field name that will have the input mask, click the small ellipses

button (... at the end of the Input Mask field in the Field Properties section to activate the Input Mask Wizard.

D. Save the table, click the field name that will have the input mask; click the Input Mask Wizard button on the toolbar.

Answer: C

Explanation: The table must be saved before applying an input mask, and the field name that will have the input mask selected. Clicking the ellipses at the end of the Input Mask field in the Field Properties section will activate the Input Mask Wizard. You would then make your selections as to how you want your data to look, what placeholder you want in the input mask, and how you want to store the data -with or without the symbols.

QUESTION 34

To create a drop-down list using the Look-up Wizard, complete which of the following steps?

- A. Click the field name that will contain the list of items in the Table Design view and select Lookup Wizard from the Data Type drop-down list to activate the Lookup Wizard.
- B. Click the field name that will contain the list of items in the Table Datasheet view and click Tools, Wizards, Lookup Wizard on the Menu bar.
- C. Click the field name that will contain the list of items in the Table Datasheet view and click the Lookup Wizard button on the toolbar.
- D. Click the field name that will contain the list of items in the Table Design view and click Format, Lookup Wizard on the Menu bar.

Answer: A

Explanation: The field name that will contain the list of items must be selected in the Table Design view. Click the Data Type drop-down list and choose Lookup Wizard. When the Wizard is activated, answer the questions and select the choices you want on your drop-down list.

QUESTION 35

If you wish to set a specific date/time or number type format in a field, use the _____ field property.

- A. Field Size
- B. Format
- C. Input Mask
- D. Validation Rule

Answer: B

Explanation: The Format field property is usually used to apply a specific format to a numeric data type such as Number, Currency, and Date/Time.

QUESTION 36

Entering the word, "Password" into the Input Mask field of the Field Properties section of the Table Design view will return what character when data is typed into that field in the record?

- A. The word, "Password"
- B. Alphanumeric characters
- C. Number (#. signs for each letter, number, or symbol entered
- D. An asterisk (*. for each letter, number, or symbol entered

Answer: D

Explanation: Setting the Input Mask property to the word Password creates a password entry text box. Any character typed in the text box is stored as the character but is displayed as an asterisk (*..

QUESTION 37

The last step in creating a Select query using the Simple Query Wizard is _____.

- A. Double-click the Create query by using wizard option
- B. Go to the Query Design view and set the desired criteria
- C. Keyboard a name for the query in the Query title field, and click Finish
- D. Click the Queries button on the Objects bar
- E. Select the desired table from the drop-down list
- F. Select the fields that you would like in your query from the Available Fields window

Answer: B

Explanation: The last step in creating a query using the Simple Query Wizard would be to go to Query Design view and set the desired criteria to pull-out the desired records from the selected table.

QUESTION 38

The first step in creating a basic Select query in Design view is _____.

- A. Add the desired fields to your query by double-clicking each field name in the field list window, enter the desired criteria into the criteria row
- B. Click the Queries button on the Objects bar
- C. Click the Datasheet view button to view the query
- D. Double-click the Create query in Design view option
- E. Select the table you want to query from the Show Table dialog box, and close the Show Table dialog box
- F. Add the desired fields to your query by double-clicking each field name in the field list window, enter the desired criteria into the criteria row

Answer: B

Explanation: The Queries button must be selected in order to create a basic Select query in Design view.

QUESTION 39

A table in a database shows pay rates for a number of employees. You want to see just the records of employees who earn between \$10 and \$15 per hour, including exactly \$10 and \$15. What criteria would you enter into the criteria field of a basic Select query to extract these records?

- A. =<10, =>15
- B. >=10, <=15
- C. =>10 BUT<15
- D. >=10 BUT <=15
- E. >=10 AND <=15
- F. =>10 AND =<15

Answer: E

Explanation: You must put the word "AND" between the criteria amounts to extract records between a certain range. The word "BUT" cannot be used in the criteria as an operator. Also, the equal signs must be included after the greater than and less than signs to include these amounts in the query.

QUESTION 40

To hide fields in a query, _____.

- A. In Query Design view, right-click the field and click Hide Field on the shortcut menu
- B. In Query Datasheet view, right-click the field and click Hide Field on the shortcut menu
- C. In Query Design view, click the checkmark to remove it in the Show field to hide the field in the Query Datasheet view
- D. In Query Datasheet view, select the field to be hidden, and click Format, Hide Field from the Menu bar

Answer: C

Explanation: To hide a field in a query, in Query Design view, click the checkmark to remove it in the Show field.

QUESTION 41

A table in a database contains a number of employees whose last names start with the letter "H". In order to extract the records of these employees, what criteria would you enter into the criteria field of a basic Select query? (Choose all that apply..

- A. Like "R"

- B. R*
- C. Like "R*"
- D. Find R*

Answer: B, C

Explanation: You may type either R* or Like "R*" into the criteria field to extract records that begin with the letter "R". The asterisk is a wildcard placeholder, meaning that it will find any characters in that location in the word.

QUESTION 42

In order to calculate the payroll amounts in an employee database, you would enter which of the following formulas into a field in the Query Design view?

- A. @ (Hours Worked. X (Hourly Rate.
- B. =(Hours Worked. X (Hourly Rate.
- C. =[Hours Worked]*[Hourly Rate]
- D. =[Hours Worked]X[Hourly Rate]

Answer: C

Explanation: The field names in the formula must be in brackets [] with an = sign before the formula. The asterisk (*. is used for the multiplication sign.

QUESTION 43

To build a formula in a query to perform calculations, _____. (Choose all that apply..

- A. Enter the formula directly into the field in the Query Design view
- B. Enter the formula directly into the field in the Query Datasheet view
- C. Enter the formula directly into the table in the Table Datasheet view
- D. Use the Expression Builder to build the formula in the Query Design view.

Answer: A, D

Explanation: A calculated field in a query can be created by either entering the formula directly into the field or using the Expression Builder in the Query Design view.

QUESTION 44

To format a calculated field to a specific numerical format in the Query Design view, complete which of the following steps?

- A. Right-click the formula in the Query Design grid, select Properties from the Shortcut menu and click the General tab in the Properties dialog box.
- B. Click on the formula in the Query Datasheet view and select Format, Formula from the Menu bar.
- C. Right-click the formula in the Query Datasheet view and select Properties from the Shortcut

menu, click the General tab in the Properties dialog box.

D. Click on the formula in the Query Design view and select Format, Formula from the Menu bar.

Answer: A

Explanation: You must right-click on the formula to be formatted in the Query Design view, and choose Properties from the shortcut menu. Then click on the General tab in the Properties dialog box. Select the desired numeric formatting options from the Format drop-down list and/or set the number of decimal places in the Decimal Places drop-down list, and click the Close button to apply the selected format to the field's results. You then must open the query in Datasheet view to see the results.

QUESTION 45

A form may be created by _____. (Choose all that apply.)

- A. Entering data directly into a form datasheet
- B. Using the Form Wizard
- C. Using the AutoForm option
- D. Creating the form in Form design view

Answer: B, C, D

Explanation: A form may be created using the Form Wizard, the AutoForm option, or in Form Design view.

QUESTION 46

Clicking the New Object: AutoForm button on the toolbar always gives you a _____.

- A. Tabular form
- B. Columnar Form
- C. Datasheet Form
- D. Pivot Form

Answer: B

Explanation: Clicking the New Object: AutoForm button on the toolbar always gives you a columnar form. To create a different type of form, click the drop-down arrow next to the New Object button and choose the type of form you wish to create.

QUESTION 47

To create a Tabular AutoForm, _____.

- A. Click the AutoForm button on the toolbar
- B. Click the Form button on the Objects bar, and select Format, Tabular Form from the Menu bar

- C. Click the Form button on the Objects bar, click the New button on the Objects toolbar, then select AutoForm: Tabular from the New Form dialog box
- D. Click the Form button on the Objects bar, click the Create form by using wizard option, and select AutoForm: Tabular from the Form Wizard dialog box

Answer: C

Explanation:

To create a Tabular AutoForm, first click the Form button on the Objects bar, then click the New button. Select AutoForm: Tabular from the New Form dialog box. A new Tabular AutoForm will be created.

QUESTION 48

When creating forms using the Form Wizard, you must _____. (Choose all that apply..

- A. Select Forms on the Objects bar
- B. Double-click Create form by using wizard option
- C. Click Format, Form on the Menu bar
- D. Select the table or query you wish to create the form from
- E. Select the fields you wish to include in the form
- F. Select the records you wish to show in the form
- G. Select the layout of the form
- H. Select the style you would like the form to have

Answer: A, B, D, E, G, H

Explanation: To create a form using the Form Wizard, you would first select the Forms button on the Objects bar, and then double-click the Create form by using wizard option. In the Forms Wizard dialog box, select the table or query you wish to create the form from, and then select the fields you wish to include in the form. Next, select the layout of the form, the style you would like the form to have, give the form a name, and click Finish. You cannot choose the records you wish to display in the form.

QUESTION 49

To attach a table or query to a form when creating a form in Form Design view, _____.

- A. Click View, Field List on the Menu bar and select the table or query from the Field List drop-down list
- B. Click Insert, Table or Query on the Menu bar and select the table or query from the Table or Query drop-down list
- C. Right-click in the blank area beneath the detail section, select Properties from the shortcut menu, and choose the desired table or query from the Record Source drop-down list
- D. Right-click in the blank area beneath the detail section, select Insert from the shortcut menu, and choose the desired table or query from the Insert drop-down list.

Answer: C

Explanation: A form must have a table or query attached to it. In order to attach a table or query to a form you are creating in Design view, right-click in the blank area beneath the detail section, select Properties from the shortcut menu, and choose the desired table or query from the Record Source drop-down list

QUESTION 50

To modify the form and/or control properties, such as fore color, background color, special effects, and character formatting, you must be in _____.

- A. Form Design view
- B. Form View
- C. Datasheet View
- D. The table or query from which the form is created

Answer: A

Explanation: In order to modify the form and/or control properties, you must be in Form Design view.

QUESTION 51

The Form Header section where the form title is displayed appears on which page(s) of the form?

- A. The top of every page of the form
- B. Only the top of the last page of the form
- C. Only in Form Design view
- D. Only the top of the first page of the form

Answer: D

Explanation: The Form Header will only display on the first page of the form.

QUESTION 52

In Form Design view, to select multiple controls for modification, hold down the ____ key while clicking the controls you wish to modify.

- A. SHIFT
- B. CTRL
- C. SHIFT+CTRL
- D. ALT+SHIFT

Answer: A

Explanation: To select multiple controls for modification, hold down the SHIFT key while

clicking the controls you wish to modify. Then select the font, font color, or font style you wish from the formatting toolbar or resize or move the controls to the desired location.

QUESTION 53

To apply AutoFormats, which are sets of predefined, named formats that can be applied to a form, _____. (Choose all that apply..

- A. Click Tools, AutoFormat on the Menu bar in Form Design view
- B. Click the AutoFormat button on the Form Design toolbar in Form Design view
- C. Click the AutoFormat button on the Formatting toolbar in Form view
- D. Click Format, AutoFormat on the Menu bar in Form Design view

Answer: B, D

Explanation: To apply AutoFormats to controls in Form Design view, either click the AutoFormat button or Format, AutoFormat on the Menu bar and select the desire format from the list.

QUESTION 54

When entering new records into a table in Table Datasheet view, _____. (Choose all that apply..

- A. Click the First Record button on the Record Navigation buttons at the bottom of the table
- B. Click the New Record button on the Table Datasheet toolbar
- C. Click the New Record button on the Record Navigation buttons at the bottom of the table
- D. Click the first blank field in the blank row at the bottom of the table

Answer: B, C, D

Explanation: To enter new records into a table or query, either click the New Record button on the Record Navigation buttons, the New Record button on the Table Datasheet toolbar, or click in the first blank field in the blank row at the bottom of the table.

QUESTION 55

To move to the next field in a table or query in Datasheet view, press the _____ key. (Choose all that apply..

- A. ENTER
- B. SHIFT
- C. SPACE BAR
- D. TAB
- E. Right Arrow
- F. END
- G. Down Arrow

Answer: A, D, E

Explanation: You can either press the ENTER key, the TAB key, or the Right Arrow key to move to the next field in a table or query in Datasheet view. Pressing the Down Arrow will move the insertion point to the field below the record you are working in.

QUESTION 56

To move to the next field in a table or query in Form view, press the _____ key. (Choose all that apply..)

- A. ENTER
- B. SHIFT
- C. SPACE BAR
- D. TAB
- E. Right Arrow
- F. END
- G. Down Arrow

Answer: D, E, G

Explanation:

You can either press the TAB key, the Down Arrow, or the Right Arrow key to move to the next field in a table or query in Form view.

QUESTION 57

To edit a record in a table or query, which of the following keys would you use to remove the old entry? (Choose all that apply..)

- A. EDIT
- B. DELETE
- C. Right Arrow
- D. BACKSPACE

Answer: A, D

Explanation: Click in the field you want to edit and use the BACKSPACE or DELETE keys to remove the old entry from the field, then key the new entry into the field.

QUESTION 58

To delete a record in Table Datasheet view, _____. (Choose all that apply..)

- A. Delete each individual field in the record by selecting the text and hitting the delete key
- B. Click the record you wish to delete, and click the Delete Record button on the Table Datasheet toolbar
- C. Click the row selector button next to the record you wish to delete, and press the Delete button on the keyboard
- D. Click the row selector button next to the record you wish to delete, and choose Tools, Delete

Record from the Menu bar

Answer: B, C

Explanation: To delete a record in Table Datasheet view, either click the record to be deleted and then click the Delete Record button on the Table Datasheet toolbar, or click the row selector button next to the record to be deleted and press the delete button on the keyboard. Once you delete a record, it cannot be undeleted.

QUESTION 59

Besides a simple select query, what other types of queries can you create using Query Wizards? (Choose all that apply..

- A. Crosstab query
- B. Update query
- C. Find Duplicates query
- D. Value query
- E. Find Unmatched query

Answer: A, C, E

Explanation: Click on the New button in the Queries section of the Objects Database window to select the Crosstab Query Wizard, the Finds Duplicates Query Wizard, or the Find Unmatched Query Wizard.

QUESTION 60

A record is defined as _____.

- A. Individual rows that make up one complete set of information
- B. A grid of columns and rows that is used to store information
- C. The individual columns or categories of the table
- D. None of the above

Answer: A

Explanation: A record is one complete row of information in a table about a specific entity. For example, in a table consisting of employees in a business, a record would contain all of the information about one employee, such as First Name, Last Name, Address, Date of Hire, etc.

QUESTION 61

To sort records in A to Z order, click in the field you want to sort by and click on the _____ button on the Table Datasheet Toolbar.

- A. Sort Ascending
- B. Sort Descending

- C. Sort Alphabetical
- D. Sort Numeric

Answer: A

Explanation: The Sort Ascending button will sort records in A to Z order.

QUESTION 62

To sort records using multiple fields, such as by Last Name, then by First Name, _____.

- A. Click the Last Name field, then the Sort button, then the First Name field, then the Sort button
- B. Click and drag across both field titles to select the fields, and then click the Sort button
- C. Click and drag across both field titles to select the fields, then click Format, Sort on the Menu bar
- D. None of the above

Answer: B

Explanation: Multiple fields can be sorted by selecting both fields, then clicking either Sort button.

QUESTION 63

You want to filter all of the records in your employee database by one department. What procedure would you follow? (Choose all that apply..)

- A. Select the desired data you wish to filter by in the table or query, and click Filter, By Selection on the Menu bar.
- B. Select the desired data you wish to filter by in the table or query, then click the Filter by Selection button on the toolbar.
- C. Click Format, Filter, By Selection on the Menu bar, and type in the criteria you wish to filter by in the Filter dialog box.
- D. Select the desired data you wish to filter by in the table or query, then click Records, Filter, Filter by Selection on the Menu bar.

Answer: B, D

Explanation: To filter records by selection, you would select the data you wish to filter by, and either click the Filter by Selection button on the toolbar, or click Records, Filter, Filter by Selection on the Menu bar.

QUESTION 64

When you use the _____ feature, you enter field criteria directly into a blank record and then apply the filter.

- A. Filter by Selection
- B. Filter for Input

- C. Filter Excluding Selection
- D. Filter by Form

Answer: D

Explanation: The Filter by Form option is used to filter by criteria you enter directly into a blank record of a table or query.

QUESTION 65

To use the Filter by Input option to filter when arithmetic operators are used or you want to type an exact value, _____.

- A. Right-click the field you wish to use as the basis for your filter, and type the criteria in the Filter For field located in the shortcut menu
- B. Click the field you wish to use as the basis for your filter, then click Records, Filter by Input, and type the criteria into the Filter For field in the dialog box
- C. Click the field you wish to use as the basis for your filter, then click the Filter by Input button on the toolbar
- D. Right-click the field you wish to use as the basis for your filter, then click the Filter by Input button on the toolbar

Answer: A

Explanation: To Filter by Input, you would right-click in the field you wish to use as the basis for your filter, then type the criteria in the Filter For field located on the shortcut menu.

QUESTION 66

To filter records by excluding the selected criteria, _____. (Choose all that apply..

- A. Right-click on the data field you wish to exclude, select Records, Filter by Exclusion from the Shortcut menu, type the excluded criteria in the dialog box, and click OK.
- B. Right-click on the data field you wish to exclude and select Filter Excluding Selection from the Shortcut menu.
- C. Click on the data field you wish to exclude and select Records, Filter, Filter Excluding Selection from the Menu bar.
- D. Click on the data field you wish to exclude and select Records, Filter by Exclusion from the menu bar.

Answer: B, C

Explanation: To extract all records except those you have selected, either right-click on the desired data field you wish to exclude and select Filter Excluding Selection from the Shortcut menu, or select Records, Filter, Filter Excluding Selection from the Menu bar.

QUESTION 67

To remove a filter or sort from a table or query, _____. (Choose all that apply..

- A. Click the Remove Filter button on the toolbar
- B. Right-click on the table or query and select Remove Filter/Sort on the Shortcut menu.
- C. Click the Delete Filter/Sort button on the toolbar.
- D. Select Records, Remove Filter/Sort from the Menu bar.

Answer: A, B, D

Explanation: There is no Delete Filter/Sort button on the toolbar. Instead you should click the Remove Filter button on the toolbar, select Records, Remove Filter/Sort from the Menu bar, or right click anywhere in the table or query and select Remove Filter/Sort on the Shortcut menu.

QUESTION 68

A relationship where one record in a table can have numerous records in another table is called a _____.

- A. Two-to-one relationship
- B. One-on-one relationship
- C. One-to-many relationship
- D. Many-to-many relationship

Answer: C

Explanation: In a one-to-many relationship, one record in a table may have many matching records in another table.

QUESTION 69

To create a one-to-many relationship, open the Relationships window from the Tools Menu bar option and perform which of the following steps?

- A. Click and drag all field names from one field list window and drop them on the other field list window.
- B. Select Relationships, Create Relationship from the menu bar, and follow the steps in the Create Relationship Wizard.
- C. Double-click the table names to add them to the Relationship window, click and drag the common field name from one field list window and drop them on the identical field name in another field list window, click the Enforce Referential Integrity check box, and click Create.
- D. Right-click in the Relationships window, select Create One-to-Many Relationship from the Shortcut menu, and follow the steps in the Create Relationship Wizard.

Answer: C

Explanation: To create a one-to-many relationship, open the Relationships window and

double-click the table names to add them to the Relationship window. Then click and drag the common field name from one field list window and drop them on the identical field name in another field list window. When the Edit Relationships dialog box opens, click the Enforce Referential Integrity check box, and click Create.

QUESTION 70

_____ is a set of rules Access uses to ensure that relationships between records of related databases remain valid and that you don't accidentally change or delete related records in separate related tables.

- A. Relationship integrity
- B. Referential integrity
- C. One-to-many integrity
- D. Subdatasheet integrity

Answer: B

Explanation: Referential integrity ensures that records of related databases remain valid and that you can't accidentally delete or change records in separate related tables.

QUESTION 71

Which of the following methods is NOT valid for creating reports?

- A. Report Wizard
- B. AutoReport
- C. Design View
- D. By selecting Format, Reports, Create on the Menu bar

Answer: D

Explanation: Reports may be created by using the Report Wizard, by selecting the New button on the Objects bar and choosing AutoReport, or in Report Design view. There is no Format, Reports, Create option on the Menu bar.

QUESTION 72

To access the Report Wizard, you must first _____.

- A. Click the Reports button on the Object bar
- B. Choose the table you wish to build the report from
- C. Click Format, Reports Wizard from the Menu bar
- D. Right-click the table you wish to build the report from and select Reports Wizard from the Shortcut menu.

Answer: A

Explanation: To access the Report Wizard, you must first click the Reports button on the

Objects toolbar, then double-click the Create report by using wizard option. Make your selections from the Wizard and click OK to view your report.

QUESTION 73

To change the font options, such as font, font size, font color, and font style of a report in Design view, _____.

- A. Click each of the controls you wish to change, then select Format, Font from the menu bar
- B. Right-click each of the controls you wish to change, then select Font, Font Options from the Shortcut menu
- C. Right-click each of the controls you wish to change, then select Format, Font from the menu bar.
- D. Click each of the controls you wish to change, then select the font options from the Formatting toolbar

Answer: D

Explanation: If you wish to make changes to the font options of your report, you must first select the controls you wish to change, and then select the font options from the Formatting toolbar. To select multiple controls, hold down the SHIFT key while clicking the controls.

QUESTION 74

To add a calculated control to a report, you must first _____.

- A. Draw a text box in the Report Design view
- B. Draw a calculated box in the Report Design view
- C. Draw a control box in the Report Design view
- D. Draw a date box in the Report Design view

Answer: A

Explanation: You must draw a text box in the Report Design view to display the expression you wish to add.

QUESTION 75

In Microsoft Access 2002, _____ are a grid of fields and records in which data is viewed, entered, edited, and deleted.

- A. Tables
- B. Queries
- C. Forms
- D. Reports
- E. Data Access Pages
- F. Macros
- G. Modules

Answer: A

Explanation: Tables are used to view, enter, edit, and delete data in Microsoft Access 2002.

QUESTION 76

A field is defined as _____.

- A. Individual rows that make up one complete set of information
- B. A grid of columns and rows that is used to store information
- C. The individual columns or categories of the table
- D. None of the above

Answer: C

Explanation: Fields are individual columns or categories of the table. For example, in a table consisting of students at a school, First Name, Last Name, Parent's Work Number, etc. would all be examples of individual fields.

QUESTION 77

A record is defined as _____.

- A. Individual rows that make up one complete set of information
- B. A grid of columns and rows that is used to store information
- C. The individual columns or categories of the table
- D. None of the above

Answer: A

Explanation: A record is one complete row of information in a table about a specific entity. For example, in a table consisting of employees in a business, a record would contain all of the information about one employee, such as First Name, Last Name, Address, Date of Hire, etc.

QUESTION 78

_____ are used to extract records from a table that meet specific criteria.

- A. Tables
- B. Queries
- C. Forms
- D. Reports
- E. Data Access Pages
- F. Macros
- G. Modules

Answer: B

Explanation: A query is used to extract records that meet a specific criteria or set of criteria from a table. Queries enable you to view and manipulate small subsets of data.

QUESTION 79

_____ are used to publish information to the Internet

- A. Tables
- B. Queries
- C. Forms
- D. Reports
- E. Data Access Pages
- F. Macros
- G. Modules

Answer: E

Explanation: A Data Access Page is used to publish information to the Internet, and saves information from a table or query in HTML (Hypertext Markup Language) format, which is the file format the Internet uses.

QUESTION 80

_____ are on-screen documents used to view or enter data in a table.

- A. Tables
- B. Queries
- C. Forms
- D. Reports
- E. Pages
- F. Macros
- G. Modules

Answer: C

Explanation: Forms are used to view, enter, or edit data in a table, and are easier to use and more professional in appearance than using the table datasheet.

QUESTION 81

A Crosstab query is used when _____.

- A. A summary table which displays totals, averages, highs, lows, and other calculations of a large datasheet is needed
- B. Records that show relationships to other records in other tables are needed
- C. A query is needed that will update data in a record
- D. You wish to view identical records have been created in the same table

Answer: A

Explanation: A Crosstab query is used to summarize information in a table and can be created by using the Crosstab Query Wizard.

QUESTION 82

The default Field Size when using the Text data type is _____.

- A. 10
- B. 24
- C. 50
- D. 64

Answer: C

Explanation: You cannot type any field entry that exceeds 50 characters in length, unless you adjust the field size by clicking the field you wish to change and entering the desired field size number in the Field Size field in the Field Properties section of the Design view window