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| 1. When you double-click an Access database icon, you have the choice of opening a database or creating a new one.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-7 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.1.1 - Open Word. | | *CORPORATE STANDARDS:* | 4304 - Start Access. | | *TOPICS:* | New Perspectives Series: Starting Access and Creating a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/26/2019 1:06 AM | | *DATE MODIFIED:* | 7/26/2019 1:09 AM | |

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| 2. Which Access object contains all of the data in the database?   |  |  |  | | --- | --- | --- | |  | a. | form | |  | b. | macro | |  | c. | table | |  | d. | query |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-29 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.1 - Enter data into cells. | | *CORPORATE STANDARDS:* | 3005 - Open a table in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Entering Data into Tables | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/26/2019 1:16 AM | | *DATE MODIFIED:* | 7/26/2019 1:20 AM | |

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| 3. Before you close a database, you must save any changes you made to the data.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-24 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.2.2 - Close a database. | | *CORPORATE STANDARDS:* | 1200 - Close a database. | | *TOPICS:* | New Perspectives Series: Closing a Table and Exiting Access | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 5:48 AM | | *DATE MODIFIED:* | 7/30/2019 5:52 AM | |

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| 4. A new blank desktop database includes one table named Table1.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-1 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.1.1 - Create a blank desktop database. | | *CORPORATE STANDARDS:* | 1345 - Create a blank desktop database. | | *TOPICS:* | New Perspectives Series: Creating a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 5:54 AM | | *DATE MODIFIED:* | 7/30/2019 5:57 AM | |

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| 5. To learn more about a data type, you can enter the name of the data type in the Tell Me box.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-50 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.1.8 - Use the help function to solve a problem. | | *CORPORATE STANDARDS:* | 4568 - Use the Tell Me box. | | *TOPICS:* | New Perspectives Series: Managing a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 5:58 AM | | *DATE MODIFIED:* | 7/30/2019 6:03 AM | |

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| 6. You can use the Compact and Repair Database button on the Database Tools tab to reduce the size of the database.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-51 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.1 - Modify page setup. | | *CORPORATE STANDARDS:* | 1237 - Compact and repair a database. | | *TOPICS:* | New Perspectives Series: Managing a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 6:04 AM | | *DATE MODIFIED:* | 7/30/2019 6:07 AM | |

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| 7. To navigate to a record in a table, switch to Table Design view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-38 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.3.1 - Insert hyperlinks. | | *CORPORATE STANDARDS:* | 2989 - Navigate to the previous record in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Navigating a Datasheet | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 6:08 AM | | *DATE MODIFIED:* | 7/30/2019 6:10 AM | |

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| 8. Compacting a database has the same result as backing up a database.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-52 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.2 - Change workbook themes. | | *CORPORATE STANDARDS:* | 617 - Back up a database. | | *TOPICS:* | New Perspectives Series: Managing a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 6:12 AM | | *DATE MODIFIED:* | 7/30/2019 6:16 AM | |

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| 9. You can create a table in Table Datasheet view or Table Design view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-11 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 1587 - Create a table in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 6:17 AM | | *DATE MODIFIED:* | 7/30/2019 6:19 AM | |

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| 10. After you create a table, you must save the entire database so you do not lose the new table.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-24 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.5.1 - Change document views. | | *CORPORATE STANDARDS:* | 3635 - Save a database. | | *TOPICS:* | New Perspectives Series: Closing a Table and Exiting Access | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 6:21 AM | | *DATE MODIFIED:* | 7/30/2019 6:23 AM | |

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| 11. Before you can rename a field, you must change its data type.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-12 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.2.6 - Format cells by using format painter and AutoFill. | | *CORPORATE STANDARDS:* | 3324 - Rename a field in Table Design view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 6:24 AM | | *DATE MODIFIED:* | 7/30/2019 6:27 AM | |

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| 12. To display the data in a table, you open the table in Table Design view.   |  |  | | --- | --- | | *ANSWER:* | False - Datasheet  False - Data sheet  False - datasheet  False - data sheet  False - DATASHEET  False - DATA SHEET  False - Data Sheet | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-29 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.1.1 - Enter data into cells. | | *CORPORATE STANDARDS:* | 3005 - Open a table in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Entering Data into Tables | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 6:30 AM | | *DATE MODIFIED:* | 7/31/2019 1:41 PM | |

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| 13. A field with the Currency data type contains values such as quantities, measurements, and scores.   |  |  | | --- | --- | | *ANSWER:* | False - Number  False - number  False - NUMBER | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-20 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3867 - Set a field's data type in Table Design view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Design View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 6:42 AM | | *DATE MODIFIED:* | 7/31/2019 1:52 PM | |

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| 14. When you enter a record in a table, you are working in navigation mode.   |  |  | | --- | --- | | *ANSWER:* | False - edit  False - Edit  False - EDIT | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-34 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 2062 - Enter a record into a table. | | *TOPICS:* | New Perspectives Series: Copying Records from Another Access Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 6:46 AM | | *DATE MODIFIED:* | 7/30/2019 6:59 AM | |

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| 15. Use the New (blank) record button to move the focus to the first record in a table.   |  |  | | --- | --- | | *ANSWER:* | False - First  False - first  False - FIRST | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-38 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 2.3.1 - Insert hyperlinks. | | *CORPORATE STANDARDS:* | 2983 - Navigate to the first record in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Navigating a Datasheet | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 7:00 AM | | *DATE MODIFIED:* | 7/30/2019 7:04 AM | |

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| 16. Press ESC to remove editing changes you made to the previous record.   |  |  | | --- | --- | | *ANSWER:* | False - current  False - Current  False - CURRENT | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-12 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.3.2 - Manage sparklines. | | *CORPORATE STANDARDS:* | 1995 - Edit a record in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 7:07 AM | | *DATE MODIFIED:* | 7/30/2019 7:10 AM | |

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| 17. A form selects a subset of fields and records from one or more tables, and then presents the selected data as a single datasheet.   |  |  | | --- | --- | | *ANSWER:* | False - query  False - Query  False - QUERY | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-39 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 4.1.2 - Create a table from a cell range. | | *CORPORATE STANDARDS:* | 1558 - Create a query using the Query Wizard. | | *TOPICS:* | New Perspectives Series: Creating a Simple Query | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 7:10 AM | | *DATE MODIFIED:* | 7/30/2019 7:15 AM | |

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| 18. Of all the database objects, a table provides the most formatting, layout, and summary options.   |  |  | | --- | --- | | *ANSWER:* | False - report  False - Report  False - REPORT | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-27 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 6.1.3 - Switch between rows and columns in source data. | | *CORPORATE STANDARDS:* | 1568 - Create a report using the Report Wizard. | | *TOPICS:* | New Perspectives Series: Closing a Table and Exiting Access | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 7:17 AM | | *DATE MODIFIED:* | 7/30/2019 7:22 AM | |

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| 19. Which of the following is the fastest way to open an Access database?   |  |  |  | | --- | --- | --- | |  | a. | Start Access from the Start menu. | |  | b. | Double-click the database icon. | |  | c. | Start Access, and then create a new database. | |  | d. | Right-click the database icon. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *DIFFICULTY:* | NPAC 1-51 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.2.1 - Open a database. | | *CORPORATE STANDARDS:* | 2994 - Open a database. | | *TOPICS:* | New Perspectives Series: Managing a Database | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 7:23 AM | | *DATE MODIFIED:* | 7/30/2019 7:31 AM | |

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| 20. \_\_\_\_\_ view provides the most options for defining fields.   |  |  |  | | --- | --- | --- | |  | a. | Field Create | |  | b. | Field Define | |  | c. | Table Create | |  | d. | Table Design |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.2 - Accept suggested spelling changes. | | *CORPORATE STANDARDS:* | 92 - Add a field to a table in Table Design view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 7:35 AM | | *DATE MODIFIED:* | 7/30/2019 7:37 AM | |

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| 21. To rename a field in Table Datasheet view, you change the text in the \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | column heading | |  | b. | first record | |  | c. | primary key | |  | d. | Navigation Pane |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.2.6 - Format cells by using format painter and AutoFill. | | *CORPORATE STANDARDS:* | 3323 - Rename a field in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 7:38 AM | | *DATE MODIFIED:* | 7/30/2019 7:40 AM | |

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| 22. Which data type stores only one of two values?   |  |  |  | | --- | --- | --- | |  | a. | Hyperlink | |  | b. | Date/Time | |  | c. | Yes/No | |  | d. | AutoNumber |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3867 - Set a field's data type in Table Design view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Design View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 7:41 AM | | *DATE MODIFIED:* | 7/30/2019 7:43 AM | |

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| 23. A category of data such as a customer's name, city, state, or phone number is called a \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | record | |  | b. | table | |  | c. | data type | |  | d. | field |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-34 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 2062 - Enter a record into a table. | | *TOPICS:* | New Perspectives Series: Copying Records from Another Access Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 7:45 AM | | *DATE MODIFIED:* | 7/30/2019 7:50 AM | |

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| 24. A group of related fields, such as all the demographic information for one customer, is called a \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | table | |  | b. | record | |  | c. | query | |  | d. | field |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-11 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 1587 - Create a table in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 7:50 AM | | *DATE MODIFIED:* | 7/30/2019 7:53 AM | |

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| 25. What is the most efficient way to navigate to the last record in a table containing 100 records?   |  |  |  | | --- | --- | --- | |  | a. | Press the END key. | |  | b. | Press TAB as many times as necessary. | |  | c. | Use the Next record button on the navigation bar. | |  | d. | Use the Last record button on the navigation bar. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.3.1 - Insert hyperlinks. | | *CORPORATE STANDARDS:* | 2985 - Navigate to the last record in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Navigating a Datasheet | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 7:55 AM | | *DATE MODIFIED:* | 7/30/2019 7:57 AM | |

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| 26. The \_\_\_\_\_ refers to the data you would edit if you started typing.   |  |  |  | | --- | --- | --- | |  | a. | focus | |  | b. | emphasis | |  | c. | editor | |  | d. | highlight |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.2 - Manage sparklines. | | *CORPORATE STANDARDS:* | 1995 - Edit a record in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 7:59 AM | | *DATE MODIFIED:* | 7/30/2019 8:02 AM | |

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| 27. Which of the following tools can you use to create a query?   |  |  |  | | --- | --- | --- | |  | a. | Choose Fields Wizard | |  | b. | Simple Query Wizard | |  | c. | query datasheet | |  | d. | Blank Query Wizard |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-39 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.1.2 - Create a table from a cell range. | | *CORPORATE STANDARDS:* | 1558 - Create a query using the Query Wizard. | | *TOPICS:* | New Perspectives Series: Creating a Simple Query | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 8:02 AM | | *DATE MODIFIED:* | 7/30/2019 8:05 AM | |

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| 28. Each item on a form is called a \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | control | |  | b. | field | |  | c. | layout | |  | d. | format |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-42 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.1 - Insert footnotes and endnotes. | | *CORPORATE STANDARDS:* | 1405 - Create a form using the Form Wizard. | | *TOPICS:* | New Perspectives Series: Creating a Simple Form | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 8:06 AM | | *DATE MODIFIED:* | 7/30/2019 8:11 AM | |

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| 29. You can create an Access report by selecting fields from one or more tables or \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | records | |  | b. | forms | |  | c. | queries | |  | d. | modules |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-27 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 6.1.3 - Switch between rows and columns in source data. | | *CORPORATE STANDARDS:* | 1568 - Create a report using the Report Wizard. | | *TOPICS:* | New Perspectives Series: Closing a Table and Exiting Access | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:12 AM | | *DATE MODIFIED:* | 8/9/2019 11:13 AM | |

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| 30. When you \_\_\_\_\_ a database, you reduce the size of the database by up to 75 percent.   |  |  |  | | --- | --- | --- | |  | a. | back up | |  | b. | trust and verify | |  | c. | analyze | |  | d. | compact and repair |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-51 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.1 - Modify page setup. | | *CORPORATE STANDARDS:* | 1237 - Compact and repair a database. | | *TOPICS:* | New Perspectives Series: Managing a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:15 AM | | *DATE MODIFIED:* | 7/30/2019 8:20 AM | |

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| 31. What should you do if you want to make a copy of a database in a secure location?   |  |  |  | | --- | --- | --- | |  | a. | Back up the database. | |  | b. | Compact and repair the database | |  | c. | Convert the database. | |  | d. | Split the database. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-52 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.2 - Change workbook themes. | | *CORPORATE STANDARDS:* | 617 - Back up a database. | | *TOPICS:* | New Perspectives Series: Managing a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:20 AM | | *DATE MODIFIED:* | 7/30/2019 8:24 AM | |

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| 32. If you want to manage lists of data about customers and the products they order, use \_\_\_\_\_ software.   |  |  |  | | --- | --- | --- | |  | a. | spreadsheet | |  | b. | relational database | |  | c. | tabular | |  | d. | communication |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.1.1 - Open Word. | | *CORPORATE STANDARDS:* | 4304 - Start Access. | | *TOPICS:* | New Perspectives Series: Starting Access and Creating a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:24 AM | | *DATE MODIFIED:* | 7/30/2019 8:27 AM | |

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| 33. What should you do when you are finished working a database?   |  |  |  | | --- | --- | --- | |  | a. | Open and then save each object in the database. | |  | b. | Close the Navigation Pane. | |  | c. | Sign out so other people can use the database. | |  | d. | Close the database. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-24 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.2.2 - Close a database. | | *CORPORATE STANDARDS:* | 1200 - Close a database. | | *TOPICS:* | New Perspectives Series: Closing a Table and Exiting Access | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:27 AM | | *DATE MODIFIED:* | 7/30/2019 8:29 AM | |

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| 34. Use the \_\_\_\_\_ to exit Access.   |  |  |  | | --- | --- | --- | |  | a. | Close button | |  | b. | Exit command in Backstage view | |  | c. | Exit & Repair button | |  | d. | Save button |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-24 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.1.2 - Close Access. | | *CORPORATE STANDARDS:* | 2093 - Exit Access. | | *TOPICS:* | New Perspectives Series: Closing a Table and Exiting Access | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 8:30 AM | | *DATE MODIFIED:* | 7/30/2019 8:32 AM | |

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| 35. Tables, queries, and forms are examples of Access \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | values | |  | b. | objects | |  | c. | fields | |  | d. | controls |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-51 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.2.1 - Open a database. | | *CORPORATE STANDARDS:* | 2994 - Open a database. | | *TOPICS:* | New Perspectives Series: Managing a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 8:32 AM | | *DATE MODIFIED:* | 7/30/2019 8:35 AM | |

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| 36. In the \_\_\_\_\_, Access lists each object in the open database.   |  |  |  | | --- | --- | --- | |  | a. | Objects Bar | |  | b. | Database Tools tab | |  | c. | Navigation Pane | |  | d. | status bar |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-29 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.1 - Enter data into cells. | | *CORPORATE STANDARDS:* | 3005 - Open a table in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Entering Data into Tables | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 8:35 AM | | *DATE MODIFIED:* | 7/30/2019 8:38 AM | |

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| 37. Which data type stores web addresses?   |  |  |  | | --- | --- | --- | |  | a. | Web | |  | b. | URL | |  | c. | HTML | |  | d. | Hyperlink |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3867 - Set a field's data type in Table Design view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Design View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:38 AM | | *DATE MODIFIED:* | 7/30/2019 8:40 AM | |

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| 38. Which of the following templates lets you create a database from scratch?   |  |  |  | | --- | --- | --- | |  | a. | Custom desktop database | |  | b. | Blank desktop database | |  | c. | Personal database | |  | d. | Application database |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-1 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.1.1 - Create a blank desktop database. | | *CORPORATE STANDARDS:* | 1345 - Create a blank desktop database. | | *TOPICS:* | New Perspectives Series: Creating a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 8:41 AM | | *DATE MODIFIED:* | 7/30/2019 8:44 AM | |

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| 39. Which two properties are required for every field?   |  |  |  | | --- | --- | --- | |  | a. | Field Size and Format | |  | b. | Default Value and Data Type | |  | c. | Field Name and Field Size | |  | d. | Field Name and Data Type |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.2.6 - Format cells by using format painter and AutoFill. | | *CORPORATE STANDARDS:* | 3323 - Rename a field in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 8:44 AM | | *DATE MODIFIED:* | 7/30/2019 8:47 AM | |

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| 40. Which data type is used for sequential integers controlled by Access?   |  |  |  | | --- | --- | --- | |  | a. | Number | |  | b. | AutoNumber | |  | c. | SeqNumber | |  | d. | Integer |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3867 - Set a field's data type in Table Design view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Design View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:47 AM | | *DATE MODIFIED:* | 7/30/2019 8:50 AM | |

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| 41. Which of the following is a best practice when you are creating a table containing employee names?   |  |  |  | | --- | --- | --- | |  | a. | Separate the first and last names into two fields. | |  | b. | Keep the first and last names together in one field. | |  | c. | Assign the Long data type to any field containing names. | |  | d. | Create the table in Table Datasheet view. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 1588 - Create a table in Table Design view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Design View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:51 AM | | *DATE MODIFIED:* | 7/30/2019 8:53 AM | |

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| 42. A \_\_\_\_\_ is a grid that displays fields as columns and records as rows.   |  |  |  | | --- | --- | --- | |  | a. | query | |  | b. | datasheet | |  | c. | logical table | |  | d. | report |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-11 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 1587 - Create a table in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 8:54 AM | | *DATE MODIFIED:* | 7/31/2019 3:07 PM | |

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| 43. In which object can you rename a field?   |  |  |  | | --- | --- | --- | |  | a. | form | |  | b. | macro | |  | c. | report | |  | d. | table |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.2.6 - Format cells by using format painter and AutoFill. | | *CORPORATE STANDARDS:* | 3324 - Rename a field in Table Design view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:57 AM | | *DATE MODIFIED:* | 7/30/2019 9:00 AM | |

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| 44. Suppose you rename a field in Table Design view. What must you do before you can view the data in the table?   |  |  |  | | --- | --- | --- | |  | a. | Save the field. | |  | b. | Check the spelling of the field names. | |  | c. | Save the table. | |  | d. | Set other properties for the field. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-24 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.5.1 - Change document views. | | *CORPORATE STANDARDS:* | 3635 - Save a database. | | *TOPICS:* | New Perspectives Series: Closing a Table and Exiting Access | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 9:01 AM | | *DATE MODIFIED:* | 7/30/2019 9:04 AM | |

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| 45. What Access tool can you use to enter dates in a Date/Time field?   |  |  |  | | --- | --- | --- | |  | a. | Date Box | |  | b. | Calendar Picker | |  | c. | Property Sheet | |  | d. | Lookup Wizard |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-34 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 2062 - Enter a record into a table. | | *TOPICS:* | New Perspectives Series: Copying Records from Another Access Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 9:05 AM | | *DATE MODIFIED:* | 7/30/2019 9:07 AM | |

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| 46. When editing a record, what key can you use to navigate to the next record?   |  |  |  | | --- | --- | --- | |  | a. | DOWN ARROW | |  | b. | END | |  | c. | LEFT ARROW | |  | d. | ESC |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.3.1 - Insert hyperlinks. | | *CORPORATE STANDARDS:* | 2987 - Navigate to the next record in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Navigating a Datasheet | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 9:08 AM | | *DATE MODIFIED:* | 7/30/2019 9:57 AM | |

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| 47. In a datasheet, what do you click to select a record for deletion?   |  |  |  | | --- | --- | --- | |  | a. | column heading | |  | b. | field in the record | |  | c. | record deletion button | |  | d. | record selector button |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-51 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 1771 - Delete a record in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Managing a Database | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 9:58 AM | | *DATE MODIFIED:* | 7/31/2019 3:12 PM | |

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| 48. When you edit a record, pressing ESC once removes the changes to the field. What happens if you press ESC a second time?   |  |  |  | | --- | --- | --- | |  | a. | Access restores the changes to the field. | |  | b. | Access deletes the record. | |  | c. | Access deletes the field. | |  | d. | Access removes all changes to the record. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.2 - Manage sparklines. | | *CORPORATE STANDARDS:* | 1995 - Edit a record in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 10:02 AM | | *DATE MODIFIED:* | 7/30/2019 10:06 AM | |

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| 49. When you use the \_\_\_\_\_, Access asks you for the information it needs to create a query.   |  |  |  | | --- | --- | --- | |  | a. | Create Query Wizard | |  | b. | Form Wizard | |  | c. | Query Design command | |  | d. | Simple Query Wizard |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-39 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.1.2 - Create a table from a cell range. | | *CORPORATE STANDARDS:* | 1558 - Create a query using the Query Wizard. | | *TOPICS:* | New Perspectives Series: Creating a Simple Query | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 10:06 AM | | *DATE MODIFIED:* | 7/30/2019 10:09 AM | |

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| 50. The first step in the Form Wizard is to \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | select a layout for the form | |  | b. | select a sort order for the records | |  | c. | select the fields to include in the form | |  | d. | provide a name for the form |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-42 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.1 - Insert footnotes and endnotes. | | *CORPORATE STANDARDS:* | 1406 - Create a form using the Form Wizard. | | *TOPICS:* | New Perspectives Series: Creating a Simple Form | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:09 AM | | *DATE MODIFIED:* | 7/30/2019 10:13 AM | |

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| 51. When you finish creating a report with the Report Wizard, you can choose to preview the report or \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | modify the report's design | |  | b. | continue by creating a second report | |  | c. | send the report to a colleague | |  | d. | print the report |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-27 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 6.1.3 - Switch between rows and columns in source data. | | *CORPORATE STANDARDS:* | 1568 - Create a report using the Report Wizard. | | *TOPICS:* | New Perspectives Series: Closing a Table and Exiting Access | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 10:13 AM | | *DATE MODIFIED:* | 7/30/2019 10:16 AM | |

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| 52. To back up a database, you use the \_\_\_\_\_ command.   |  |  |  | | --- | --- | --- | |  | a. | Make a Backup | |  | b. | Back Up Database | |  | c. | Package and Sign | |  | d. | Compact & Repair |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-52 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.2 - Change workbook themes. | | *CORPORATE STANDARDS:* | 617 - Back up a database. | | *TOPICS:* | New Perspectives Series: Managing a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 10:16 AM | | *DATE MODIFIED:* | 7/30/2019 10:18 AM | |

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| 53. Microsoft Access 2016 can best be described as \_\_\_\_ software.   |  |  |  | | --- | --- | --- | |  | a. | spreadsheet | |  | b. | relationship | |  | c. | utility | |  | d. | database |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.1.1 - Open Word. | | *CORPORATE STANDARDS:* | 4304 - Start Access. | | *TOPICS:* | New Perspectives Series: Starting Access and Creating a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:20 AM | | *DATE MODIFIED:* | 7/30/2019 10:23 AM | |

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| 54. If the Navigation Pane is not open, click the \_\_\_\_\_ to open it and view the database objects.   |  |  |  | | --- | --- | --- | |  | a. | Shutter Bar Open/Close button | |  | b. | Expand button | |  | c. | View tab | |  | d. | Navigation bar |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-51 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.2.1 - Open a database. | | *CORPORATE STANDARDS:* | 2994 - Open a database. | | *TOPICS:* | New Perspectives Series: Managing a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 10:49 AM | | *DATE MODIFIED:* | 7/30/2019 10:52 AM | |

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| 55. When you delete a record containing an AutoNumber field, Access discards the value in the AutoNumber field and \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | reuses the same value in the next new record | |  | b. | does not reuse the value | |  | c. | changes the AutoNumber values in all other records | |  | d. | prompts you for the value of the next new record |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-51 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 1771 - Delete a record in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Managing a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:52 AM | | *DATE MODIFIED:* | 7/30/2019 10:54 AM | |

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| 56. Each row in a table datasheet displays a \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | data type | |  | b. | property | |  | c. | field | |  | d. | record |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.2.6 - Format cells by using format painter and AutoFill. | | *CORPORATE STANDARDS:* | 3323 - Rename a field in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 10:55 AM | | *DATE MODIFIED:* | 7/30/2019 10:58 AM | |

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| 57. \_\_\_\_\_ is the default name for a new table in an Access database.   |  |  |  | | --- | --- | --- | |  | a. | Table1 | |  | b. | NewTable | |  | c. | Table | |  | d. | TableA |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 1588 - Create a table in Table Design view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Design View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 10:58 AM | | *DATE MODIFIED:* | 7/30/2019 11:04 AM | |

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| 58. Besides reducing file size, what other benefit does compacting an Access database provide?   |  |  |  | | --- | --- | --- | |  | a. | sorting the records in the database | |  | b. | repairing the database | |  | c. | saving the database | |  | d. | relating tables in the database |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-51 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.4.1 - Modify page setup. | | *CORPORATE STANDARDS:* | 1237 - Compact and repair a database. | | *TOPICS:* | New Perspectives Series: Managing a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:04 AM | | *DATE MODIFIED:* | 7/30/2019 11:07 AM | |

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| 59. What can you use to find information about Access commands and features and instructions about how to use them?   |  |  |  | | --- | --- | --- | |  | a. | Query Wizard | |  | b. | Access Wizard | |  | c. | Command box | |  | d. | Tell Me box |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-50 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.1.8 - Use the help function to solve a problem. | | *CORPORATE STANDARDS:* | 4568 - Use the Tell Me box. | | *TOPICS:* | New Perspectives Series: Managing a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:08 AM | | *DATE MODIFIED:* | 7/30/2019 11:11 AM | |

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| 60. Which of the following are advantages of using Microsoft Access to manage data? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Access provides data-entry forms. | |  | b. | Access allows more than one user to enter data at the same time. | |  | c. | Access stores all the data in a single table. | |  | d. | Access minimizes duplicate data. |  |  |  | | --- | --- | | *ANSWER:* | a, b, d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-7 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.1.1 - Open Word. | | *CORPORATE STANDARDS:* | 4304 - Start Access. | | *TOPICS:* | New Perspectives Series: Starting Access and Creating a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 11:18 AM | | *DATE MODIFIED:* | 7/31/2019 3:28 PM | |

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| 61. Which of the following options are available to you when you start Access? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Import an existing database. | |  | b. | Open an existing database. | |  | c. | Create a new blank database. | |  | d. | Create a database from a template. |  |  |  | | --- | --- | | *ANSWER:* | b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-1 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.1.1 - Create a blank desktop database. | | *CORPORATE STANDARDS:* | 1345 - Create a blank desktop database. | | *TOPICS:* | New Perspectives Series: Creating a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:24 AM | | *DATE MODIFIED:* | 7/31/2019 3:30 PM | |

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| 62. Which of the following are features of Access reports? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | headers | |  | b. | calculations on groups of records | |  | c. | easy-to-use data entry screens | |  | d. | footers |  |  |  | | --- | --- | | *ANSWER:* | a, b, d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-27 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 6.1.3 - Switch between rows and columns in source data. | | *CORPORATE STANDARDS:* | 1568 - Create a report using the Report Wizard. | | *TOPICS:* | New Perspectives Series: Closing a Table and Exiting Access | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 11:28 AM | | *DATE MODIFIED:* | 7/31/2019 3:32 PM | |

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| 63. Which of the following are Access data types? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Number | |  | b. | Street Address | |  | c. | Date/Time | |  | d. | Currency |  |  |  | | --- | --- | | *ANSWER:* | a, c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-17 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 1588 - Create a table in Table Design view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Design View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:33 AM | | *DATE MODIFIED:* | 7/31/2019 3:33 PM | |

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| 64. Which of the following techniques can you use to navigate to the next record in a datasheet? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | First record button | |  | b. | Next record button | |  | c. | TAB key | |  | d. | DOWN ARROW key |  |  |  | | --- | --- | | *ANSWER:* | b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-38 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.3.1 - Insert hyperlinks. | | *CORPORATE STANDARDS:* | 2987 - Navigate to the next record in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Navigating a Datasheet | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:39 AM | | *DATE MODIFIED:* | 7/31/2019 3:35 PM | |

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| 65. Which of the following are Access objects?   |  |  |  | | --- | --- | --- | |  | a. | forms | |  | b. | spreadsheets | |  | c. | reports | |  | d. | queries |  |  |  | | --- | --- | | *ANSWER:* | a, c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-51 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 1.2.1 - Open a database. | | *CORPORATE STANDARDS:* | 2994 - Open a database. | | *TOPICS:* | New Perspectives Series: Managing a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:44 AM | | *DATE MODIFIED:* | 7/31/2019 3:37 PM | |

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| 66. What can you do with the navigation buttons on a datasheet? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Move the focus to the next record. | |  | b. | Create a new blank record. | |  | c. | Delete a record. | |  | d. | Move the focus to the first record. |  |  |  | | --- | --- | | *ANSWER:* | a, b, d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-38 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.3.1 - Insert hyperlinks. | | *CORPORATE STANDARDS:* | 2983 - Navigate to the first record in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Navigating a Datasheet | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:52 AM | | *DATE MODIFIED:* | 7/31/2019 3:38 PM | |

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| 67. Which of the following are tasks you perform when creating tables? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Name the table. | |  | b. | Define the fields in the table. | |  | c. | Select a data type for each field. | |  | d. | Arrange the controls for easy data entry. |  |  |  | | --- | --- | | *ANSWER:* | a, b, c | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-11 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.1.2 - Replace data. | | *CORPORATE STANDARDS:* | 1587 - Create a table in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 11:55 AM | | *DATE MODIFIED:* | 7/31/2019 3:40 PM | |

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| 68. Which of the following are properties you can set for a field? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Font Color | |  | b. | Field Name | |  | c. | Field Size | |  | d. | Default Value |  |  |  | | --- | --- | | *ANSWER:* | b, c, d | | *POINTS:* | 1 | | *DIFFICULTY:* | NPAC 1-12 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.2.6 - Format cells by using format painter and AutoFill. | | *CORPORATE STANDARDS:* | 3324 - Rename a field in Table Design view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:59 AM | | *DATE MODIFIED:* | 7/31/2019 3:42 PM | |

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| 69. Which of the following are examples of changing a table's design? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Add a field to the table. | |  | b. | Rename a field in the table. | |  | c. | Change a field value. | |  | d. | Change a field's data type. |  |  |  | | --- | --- | | *ANSWER:* | a, b, d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-14 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.2 - Accept suggested spelling changes. | | *CORPORATE STANDARDS:* | 92 - Add a field to a table in Table Design view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 12:11 PM | | *DATE MODIFIED:* | 7/31/2019 3:42 PM | |

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| 70. Database templates create tables and queries, but not forms and reports.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-8 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.1.2 - Import data from a delimited text file. | | *CORPORATE STANDARDS:* | 1385 - Create a database from a template. | | *TOPICS:* | New Perspectives Series: Starting Access and Creating a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 4:48 AM | | *DATE MODIFIED:* | 7/31/2019 4:53 AM | |

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| 71. Access provides a single database template for creating a blank database.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-8 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.1.2 - Import data from a delimited text file. | | *CORPORATE STANDARDS:* | 1385 - Create a database from a template. | | *TOPICS:* | New Perspectives Series: Starting Access and Creating a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 4:53 AM | | *DATE MODIFIED:* | 7/31/2019 4:55 AM | |

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| 72. To close an Access module, you must close the Visual Basic Editor.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 11-24 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 7.1.9 - Display hidden ribbon tabs. | | *CORPORATE STANDARDS:* | 1206 - Close a module | | *TOPICS:* | New Perspectives Series: Adding an Event Procedure | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 4:56 AM | | *DATE MODIFIED:* | 7/31/2019 4:57 AM | |

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| 73. What happens when you close a module?   |  |  |  | | --- | --- | --- | |  | a. | The module begins to run automatically. | |  | b. | The Visual Basic window closes. | |  | c. | The module is hidden in the Navigation Pane. | |  | d. | The Visual Basic window highlights any syntax errors. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 11-24 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 7.1.9 - Display hidden ribbon tabs. | | *CORPORATE STANDARDS:* | 1206 - Close a module | | *TOPICS:* | New Perspectives Series: Adding an Event Procedure | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 4:58 AM | | *DATE MODIFIED:* | 7/31/2019 5:00 AM | |

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| 74. You can assign most but not all data types to a field in Table Datasheet view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-20 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3866 - Set a field's data type in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Design View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:01 AM | | *DATE MODIFIED:* | 7/31/2019 5:05 AM | |

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| 75. In an Employees table, what is the appropriate data type for a field that shows the hiring date?   |  |  |  | | --- | --- | --- | |  | a. | Calendar | |  | b. | Date | |  | c. | Date/Time | |  | d. | Lookup |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3866 - Set a field's data type in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Design View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 5:05 AM | | *DATE MODIFIED:* | 7/31/2019 5:08 AM | |

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| 76. What data type should you assign to a field that stores postal codes?   |  |  |  | | --- | --- | --- | |  | a. | Number | |  | b. | Address | |  | c. | Required | |  | d. | Short Text |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3866 - Set a field's data type in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Design View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:11 AM | | *DATE MODIFIED:* | 7/31/2019 5:13 AM | |

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| 77. Which of the following can you define in Table Datasheet view? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | field descriptions | |  | b. | field names | |  | c. | data types | |  | d. | field properties |  |  |  | | --- | --- | | *ANSWER:* | b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-20 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3866 - Set a field's data type in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Design View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:14 AM | | *DATE MODIFIED:* | 7/31/2019 3:51 PM | |

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| 78. You enter and edit data in a query datasheet in the same way you do in a table datasheet.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-12 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.3 - Modify table style options. | | *CORPORATE STANDARDS:* | 1994 - Edit a record in Query Datasheet view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:16 AM | | *DATE MODIFIED:* | 7/31/2019 5:18 AM | |

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| 79. You can enter, edit, and navigate data in a query datasheet just like in a report datasheet.   |  |  | | --- | --- | | *ANSWER:* | False - table  False - Table  False - TABLE | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-12 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 4.2.3 - Modify table style options. | | *CORPORATE STANDARDS:* | 1994 - Edit a record in Query Datasheet view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 5:18 AM | | *DATE MODIFIED:* | 7/31/2019 3:54 PM | |

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| 80. Which of the following statements describe a query datasheet? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | You can edit the records in a query datasheet. | |  | b. | You store data in a query by entering a record in a query datasheet. | |  | c. | You can display a subset of records and fields from a table in a query datasheet. | |  | d. | You can sort and filter a query datasheet. |  |  |  | | --- | --- | | *ANSWER:* | a, c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-12 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 4.2.3 - Modify table style options. | | *CORPORATE STANDARDS:* | 1994 - Edit a record in Query Datasheet view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 5:22 AM | | *DATE MODIFIED:* | 7/31/2019 3:55 PM | |

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| 81. To navigate to the first record in a form, first switch to Form Design view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-38 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.3.1 - Insert hyperlinks. | | *CORPORATE STANDARDS:* | 2982 - Navigate to the first record in Form view. | | *TOPICS:* | New Perspectives Series: Navigating a Datasheet | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:24 AM | | *DATE MODIFIED:* | 7/31/2019 3:57 PM | |

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| 82. On a form, you use Edit view to enter, edit, and delete records.   |  |  | | --- | --- | | *ANSWER:* | False - Form  False - form  False - FORM | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-12 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.3.2 - Manage sparklines. | | *CORPORATE STANDARDS:* | 1996 - Edit a record using a form. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:26 AM | | *DATE MODIFIED:* | 7/31/2019 4:00 PM | |

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| 83. To navigate records in Form view, you use the buttons on the \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | navigation bar | |  | b. | Navigation Pane | |  | c. | Home tab | |  | d. | record bar |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.3.1 - Insert hyperlinks. | | *CORPORATE STANDARDS:* | 2986 - Navigate to the next record in Form view. | | *TOPICS:* | New Perspectives Series: Navigating a Datasheet | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 5:32 AM | | *DATE MODIFIED:* | 7/31/2019 5:35 AM | |

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| 84. When editing a record using a form, how can you move from field to field in the same record?   |  |  |  | | --- | --- | --- | |  | a. | Press TAB. | |  | b. | Click the Next field button in the navigation bar. | |  | c. | Press the PAGE DOWN key. | |  | d. | Click the right arrow button in the navigation bar. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.2 - Manage sparklines. | | *CORPORATE STANDARDS:* | 1996 - Edit a record using a form. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 5:35 AM | | *DATE MODIFIED:* | 7/31/2019 5:37 AM | |

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| 85. What is the difference between entering a record using a form and entering a record using a datasheet?   |  |  |  | | --- | --- | --- | |  | a. | A form uses a different navigation bar from the one in a datasheet. | |  | b. | A form cannot be sorted, while a datasheet can. | |  | c. | A form presents records one at a time, while a datasheet lists all records. | |  | d. | A form displays field names and record data, while a datasheet does not. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 2063 - Enter a record using a form. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 5:37 AM | | *DATE MODIFIED:* | 7/31/2019 5:40 AM | |

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| 86. What is the main purpose of a form?   |  |  |  | | --- | --- | --- | |  | a. | to provide an easy-to-use format for entering and editing records | |  | b. | to prevent changes to the data in tables | |  | c. | to display records without allowing changes to them | |  | d. | to preview the contents of reports |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 2063 - Enter a record using a form. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:40 AM | | *DATE MODIFIED:* | 7/31/2019 5:43 AM | |

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| 87. The Form Wizard prompts you for information it needs to create a form, such as the fields, layout, and title for the form.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-42 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.1 - Insert footnotes and endnotes. | | *CORPORATE STANDARDS:* | 1405 - Create a form using the Form Wizard. | | *TOPICS:* | New Perspectives Series: Creating a Simple Form | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:43 AM | | *DATE MODIFIED:* | 7/31/2019 5:46 AM | |

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| 88. You use the Report tool to quickly create a report based on the selected table.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-27 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 6.1.2 - Add additional data series. | | *CORPORATE STANDARDS:* | 1567 - Create a report using the Report tool. | | *TOPICS:* | New Perspectives Series: Closing a Table and Exiting Access | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:47 AM | | *DATE MODIFIED:* | 7/31/2019 5:48 AM | |

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| 89. When using the Report Wizard, you can click the Back button to review previous dialog boxes.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-27 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 6.1.3 - Switch between rows and columns in source data. | | *CORPORATE STANDARDS:* | 1568 - Create a report using the Report Wizard. | | *TOPICS:* | New Perspectives Series: Closing a Table and Exiting Access | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 5:48 AM | | *DATE MODIFIED:* | 7/31/2019 5:51 AM | |

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| 90. Which type of template creates a traditional Access database?   |  |  |  | | --- | --- | --- | |  | a. | Application Part | |  | b. | custom web app | |  | c. | custom desktop | |  | d. | desktop database |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 2.1.2 - Import data from a delimited text file. | | *CORPORATE STANDARDS:* | 1385 - Create a database from a template. | | *TOPICS:* | New Perspectives Series: Starting Access and Creating a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:13 AM | | *DATE MODIFIED:* | 7/31/2019 6:19 AM | |

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| 91. You can use a report to enter a record into the database.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-12 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 2063 - Enter a record using a form. | | *TOPICS:* | New Perspectives Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 6:19 AM | | *DATE MODIFIED:* | 7/31/2019 6:23 AM | |

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| 92. What is the result of using an Application Part to create a form?   |  |  |  | | --- | --- | --- | |  | a. | a form and subform with live data | |  | b. | a blank form with controls in a specified layout | |  | c. | a form you can open in a browser | |  | d. | a form that uses the first table in the Navigation Pane as its record source |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-42 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | 5.1.2 - Insert formula references. | | *CORPORATE STANDARDS:* | 1403 - Create a form using an application part. | | *TOPICS:* | New Perspectives Series: Creating a Simple Form | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 6:26 AM | | *DATE MODIFIED:* | 7/31/2019 6:29 AM | |

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| 93. For a Comments field that contains many words, set a Long data type.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-20 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3867 - Set a field's data type in Table Design view. | | *TOPICS:* | New Perspectives Series: Creating a Table in Design View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/7/2019 12:37 AM | | *DATE MODIFIED:* | 8/7/2019 12:41 AM | |

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| 94. You might delete an employee record if the employee no longer works for the company.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 1-51 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | 3.3.3 - Apply font formatting to text. | | *CORPORATE STANDARDS:* | 1771 - Delete a record in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Managing a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/7/2019 12:46 AM | | *DATE MODIFIED:* | 8/7/2019 12:49 AM | |