|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. When you start Access, the first screen that appears is one showing a blank database.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-8 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.1.1.1 - Open Access | | *CORPORATE STANDARDS:* | 4304 - Start Access. | | *TOPICS:* | Illustrated series: Open and Explore a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/26/2019 12:52 AM | | *DATE MODIFIED:* | 6/1/2020 6:43 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2. Before you close a database, you must save any changes you made to the data.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-4 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.1.2.2 - Close a database. | | *CORPORATE STANDARDS:* | 1200 - Close a database. | | *TOPICS:* | Illustrated series: Open and Explore a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 5:15 AM | | *DATE MODIFIED:* | 7/30/2019 5:19 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3. A new blank desktop database includes one table named Table1.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-22 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.1.1 - Create a blank desktop database. | | *CORPORATE STANDARDS:* | 1345 - Create a blank desktop database. | | *TOPICS:* | Illustrated series: Create a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 5:20 AM | | *DATE MODIFIED:* | 7/30/2019 5:24 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4. To rename a form, open the form, and then use the Rename command on the Home tab.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-16 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.5.2.1 - Rename forms. | | *CORPORATE STANDARDS:* | 3330 - Rename a form in the Navigation pane. | | *TOPICS:* | Illustrated series: Create a Form | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 5:28 AM | | *DATE MODIFIED:* | 7/30/2019 5:31 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5. To learn about the new features in Access, you can use the Tell Me box.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-24 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.1.8 - Use the help function to solve a problem. | | *CORPORATE STANDARDS:* | 4568 - Use the Tell Me box. | | *TOPICS:* | Illustrated series: Compact and Back Up a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 7:41 AM | | *DATE MODIFIED:* | 6/2/2020 2:27 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 6. Compacting a database rearranges the data and objects in a database to decrease its file size.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-24 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.4.1 - Compact and repair a database. | | *CORPORATE STANDARDS:* | 1237 - Compact and repair a database. | | *TOPICS:* | Illustrated series: Compact and Back Up a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 5:33 AM | | *DATE MODIFIED:* | 6/1/2020 6:45 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7. To navigate to a record in a table, switch to Table Design view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-6 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.3.1 - Navigate to specific records. | | *CORPORATE STANDARDS:* | 2989 - Navigate to the previous record in Table Datasheet view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 5:41 AM | | *DATE MODIFIED:* | 8/1/2019 3:05 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8. Table Design view shows how each table relates to other tables in the database.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-10 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.3.6 - Change views of objects. | | *CORPORATE STANDARDS:* | 4588 - View a table in Table Design view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 5:46 AM | | *DATE MODIFIED:* | 7/30/2019 5:49 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 9. To enter data in a table, open it in Table Datasheet view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-10 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.3.6 - Change views of objects. | | *CORPORATE STANDARDS:* | 4587 - View a table in Table Datasheet view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 5:52 AM | | *DATE MODIFIED:* | 7/30/2019 5:54 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 10. When you add a field to a table in Table Design view, entering the field name is optional.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-7 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.4.2 - Add fields to tables. | | *CORPORATE STANDARDS:* | 92 - Add a field to a table in Table Design view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 5:55 AM | | *DATE MODIFIED:* | 7/30/2019 5:58 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 11. Access displays your user account information in the Navigation Pane.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-2 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.1.3.1 - Manage user account information. | | *CORPORATE STANDARDS:* | 1909 - Display user account information. | | *TOPICS:* | Illustrated series: Understand Relational Databases | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 7:49 AM | | *DATE MODIFIED:* | 8/1/2019 7:52 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12. Compacting a database has the same result as backing up a database.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-24 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.4.2 - Back up a database. | | *CORPORATE STANDARDS:* | 617 - Back up a database. | | *TOPICS:* | Illustrated series: Compact and Back Up a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 5:59 AM | | *DATE MODIFIED:* | 7/30/2019 6:02 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 13. You can create a table in Table Datasheet view or Table Design view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-10 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.1.2 - Create a table. | | *CORPORATE STANDARDS:* | 1587 - Create a table in Table Datasheet view. | | *TOPICS:* | Illustrated series: Creating a Table | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 6:03 AM | | *DATE MODIFIED:* | 7/30/2019 6:06 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 14. 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:* | ILAC 1-4 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.5.1 - Save databases and objects. | | *CORPORATE STANDARDS:* | 3635 - Save a database. | | *TOPICS:* | Illustrated series: Open and Explore a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 6:12 AM | | *DATE MODIFIED:* | 7/30/2019 6:15 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 15. Before you can rename a field, you must change its data type.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-12 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.2.6 - Rename tables and table fields. | | *CORPORATE STANDARDS:* | 3324 - Rename a field in Table Design view. | | *TOPICS:* | Illustrated series: Modify Fields | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 6:16 AM | | *DATE MODIFIED:* | 7/30/2019 6:19 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16. 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:* | ILAC 1-4 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.1.1 - Open a table | | *CORPORATE STANDARDS:* | 3005 - Open a table in Table Datasheet view. | | *TOPICS:* | Illustrated series: Open and Explore a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 6:20 AM | | *DATE MODIFIED:* | 7/30/2019 6:40 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 17. For a Comments field that contains many words, set a Long data type.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-10 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3867 - Set a field's data type in Table Design view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 6:41 AM | | *DATE MODIFIED:* | 7/30/2019 6:44 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 18. 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:* | ILAC 1-10 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3867 - Set a field's data type in Table Design view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 6:45 AM | | *DATE MODIFIED:* | 7/30/2019 6:48 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 19. When you enter a record in a table, you are working in navigation mode.   |  |  | | --- | --- | | *ANSWER:* | False - edit  False - Edit  False - EDIT | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-16 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.3.3 - Add and remove table records. | | *CORPORATE STANDARDS:* | 2062 - Enter a record into a table. | | *TOPICS:* | Illustrated series: Create a Form | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 6:54 AM | | *DATE MODIFIED:* | 7/30/2019 6:57 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 20. 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:* | ILAC 1-6 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.3.1 - Navigate to specific records. | | *CORPORATE STANDARDS:* | 2983 - Navigate to the first record in Table Datasheet view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 6:59 AM | | *DATE MODIFIED:* | 7/30/2019 7:02 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 21. You might delete an employee record if the employee no longer works for the company.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-6 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.3.3 - Add and remove table records. | | *CORPORATE STANDARDS:* | 1771 - Delete a record in Table Datasheet view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 7:04 AM | | *DATE MODIFIED:* | 7/30/2019 7:06 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 22. Press ESC to remove editing changes you made to the previous record.   |  |  | | --- | --- | | *ANSWER:* | False - current  False - Current  False - CURRENT | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-6 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.3.2 - Update and edit table records. | | *CORPORATE STANDARDS:* | 1995 - Edit a record in Table Datasheet view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 7:08 AM | | *DATE MODIFIED:* | 7/30/2019 7:16 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 23. 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:* | ILAC 1-14 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.4.1.2 - Create and run a query. | | *CORPORATE STANDARDS:* | 1558 - Create a query using the Query Wizard. | | *TOPICS:* | Illustrated series: Create a Query | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 7:17 AM | | *DATE MODIFIED:* | 7/30/2019 7:20 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 24. 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:* | ILAC 1-18 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.6.1.3 - Create a report by using a wizard. | | *CORPORATE STANDARDS:* | 1568 - Create a report using the Report Wizard. | | *TOPICS:* | Illustrated series: Create a Report | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 7:21 AM | | *DATE MODIFIED:* | 7/30/2019 7:24 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 25. Which of the following is the fastest way to open an Access database?   |  |  |  | | --- | --- | --- | |  | a. | Click Open Other Files, click Browse, navigate to the database file, and then double-click it. | |  | b. | Double-click its file or shortcut icon. | |  | c. | Click Blank database and then enter a name for the new database. | |  | d. | Right-click Blank database and then click Open. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.1.2.1 - Open a database. | | *CORPORATE STANDARDS:* | 2994 - Open a database. | | *TOPICS:* | Illustrated series: Open and Explore a Database | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 7:25 AM | | *DATE MODIFIED:* | 6/25/2020 6:41 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 26. Which Access object contains all of the data in the database?   |  |  |  | | --- | --- | --- | |  | a. | form | |  | b. | macro | |  | c. | table | |  | d. | query |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.1.1 - Open a table | | *CORPORATE STANDARDS:* | 3005 - Open a table in Table Datasheet view. | | *TOPICS:* | Illustrated series: Open and Explore a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 7:37 AM | | *DATE MODIFIED:* | 7/30/2019 7:41 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 27. \_\_\_\_\_ 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:* | ILAC 1-7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.4.2 - Add fields to tables. | | *CORPORATE STANDARDS:* | 92 - Add a field to a table in Table Design view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 7:47 AM | | *DATE MODIFIED:* | 7/30/2019 7:50 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 28. 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:* | ILAC 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.2.6 - Rename tables and table fields. | | *CORPORATE STANDARDS:* | 3323 - Rename a field in Table Datasheet view. | | *TOPICS:* | Illustrated series: Modify Fields | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 7:51 AM | | *DATE MODIFIED:* | 7/30/2019 7:54 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 29. Which data type stores only one of two values?   |  |  |  | | --- | --- | --- | |  | a. | Hyperlink | |  | b. | Date/Time | |  | c. | Yes/No | |  | d. | AutoNumber |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3867 - Set a field's data type in Table Design view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 7:55 AM | | *DATE MODIFIED:* | 7/30/2019 7:58 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 30. 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:* | ILAC 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.3.3 - Add and remove table records. | | *CORPORATE STANDARDS:* | 2062 - Enter a record into a table. | | *TOPICS:* | Illustrated series: Create a Form | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 7:59 AM | | *DATE MODIFIED:* | 7/30/2019 8:02 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 31. 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:* | ILAC 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.1.2 - Create a table. | | *CORPORATE STANDARDS:* | 1587 - Create a table in Table Datasheet view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:02 AM | | *DATE MODIFIED:* | 7/30/2019 8:05 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 32. 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:* | ILAC 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.3.1 - Navigate to specific records. | | *CORPORATE STANDARDS:* | 2985 - Navigate to the last record in Table Datasheet view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 8:06 AM | | *DATE MODIFIED:* | 7/30/2019 8:10 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 33. 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:* | ILAC 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.3.2 - Update and edit table records. | | *CORPORATE STANDARDS:* | 1995 - Edit a record in Table Datasheet view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 8:12 AM | | *DATE MODIFIED:* | 7/30/2019 8:14 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 34. 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:* | ILAC 1-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.4.1.2 - Create and run a query. | | *CORPORATE STANDARDS:* | 1558 - Create a query using the Query Wizard. | | *TOPICS:* | Illustrated series: Create a Query | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 8:18 AM | | *DATE MODIFIED:* | 7/30/2019 8:22 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 35. Each item on a form is called a \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | control | |  | b. | field | |  | c. | layout | |  | d. | format |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.5.1.1 - Create a form. | | *CORPORATE STANDARDS:* | 1405 - Create a form using the Form Wizard. | | *TOPICS:* | Illustrated series: Create a Form | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 8:23 AM | | *DATE MODIFIED:* | 7/30/2019 8:27 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 36. 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:* | ILAC 1-18 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.6.1.3 - Create a report by using a wizard. | | *CORPORATE STANDARDS:* | 1568 - Create a report using the Report Wizard. | | *TOPICS:* | Illustrated series: Create a Report | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:27 AM | | *DATE MODIFIED:* | 7/30/2019 8:30 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 37. When you \_\_\_\_\_ a database, you make more storage space available and enhance the performance of the database.   |  |  |  | | --- | --- | --- | |  | a. | back up | |  | b. | trust and verify | |  | c. | analyze | |  | d. | compact and repair |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-24 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.4.1 - Compact and repair a database. | | *CORPORATE STANDARDS:* | 1237 - Compact and repair a database. | | *TOPICS:* | Illustrated series: Compact and Back Up a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:30 AM | | *DATE MODIFIED:* | 6/1/2020 6:51 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 38. 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:* | ILAC 1-24 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.4.2 - Back up a database. | | *CORPORATE STANDARDS:* | 617 - Back up a database. | | *TOPICS:* | Illustrated series: Compact and Back Up a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:36 AM | | *DATE MODIFIED:* | 8/10/2019 12:17 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 39. 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:* | ILAC 1-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.1.1.1 - Open Access | | *CORPORATE STANDARDS:* | 4304 - Start Access. | | *TOPICS:* | Illustrated series: Open and Explore a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:39 AM | | *DATE MODIFIED:* | 7/30/2019 8:42 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 40. What should you do when you are finished working with 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:* | ILAC 1-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.1.2.2 - Close a database. | | *CORPORATE STANDARDS:* | 1200 - Close a database. | | *TOPICS:* | Illustrated series: Open and Explore a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 8:45 AM | | *DATE MODIFIED:* | 6/2/2020 2:28 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 41. 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:* | ILAC 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.1.1.2 - Close Access. | | *CORPORATE STANDARDS:* | 2093 - Exit Access. | | *TOPICS:* | Illustrated series: Save and Share a Database with OneDrive | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 8:49 AM | | *DATE MODIFIED:* | 7/30/2019 8:51 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 42. Tables, queries, and forms are examples of Access \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | values | |  | b. | objects | |  | c. | fields | |  | d. | controls |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.1.2.1 - Open a database. | | *CORPORATE STANDARDS:* | 2994 - Open a database. | | *TOPICS:* | Illustrated series: Open and Explore a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 8:52 AM | | *DATE MODIFIED:* | 7/30/2019 8:55 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 43. 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:* | ILAC 1-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.1.1 - Open a table | | *CORPORATE STANDARDS:* | 3005 - Open a table in Table Datasheet view. | | *TOPICS:* | Illustrated series: Open and Explore a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 8:55 AM | | *DATE MODIFIED:* | 7/30/2019 8:58 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 44. Which data type stores email addresses?   |  |  |  | | --- | --- | --- | |  | a. | Web | |  | b. | URL | |  | c. | HTML | |  | d. | Hyperlink |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3867 - Set a field's data type in Table Design view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 9:00 AM | | *DATE MODIFIED:* | 6/2/2020 2:30 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 45. 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:* | ILAC 1-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.1.1 - Create a blank desktop database. | | *CORPORATE STANDARDS:* | 1345 - Create a blank desktop database. | | *TOPICS:* | Illustrated series: Creating a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 9:56 AM | | *DATE MODIFIED:* | 7/30/2019 9:59 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 46. Which data type is used for sequential integers controlled by Access?   |  |  |  | | --- | --- | --- | |  | a. | Number | |  | b. | AutoNumber | |  | c. | SeqNumber | |  | d. | Integer |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3867 - Set a field's data type in Table Design view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:11 AM | | *DATE MODIFIED:* | 7/30/2019 10:14 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 47. Field \_\_\_\_\_ are the characteristics that describe each field, including Field Name and Data Type.   |  |  |  | | --- | --- | --- | |  | a. | selectors | |  | b. | formats | |  | c. | values | |  | d. | properties |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.2.6 - Rename tables and table fields. | | *CORPORATE STANDARDS:* | 3323 - Rename a field in Table Datasheet view. | | *TOPICS:* | Illustrated series: Modify Fields | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 10:00 AM | | *DATE MODIFIED:* | 6/2/2020 2:35 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 48. In a datasheet, which mode do you use for changing the value of a field?   |  |  |  | | --- | --- | --- | |  | a. | Update mode | |  | b. | Navigation mode | |  | c. | Edit mode | |  | d. | Modify mode |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.3.6 - Change views of objects. | | *CORPORATE STANDARDS:* | 4587 - View a table in Table Datasheet view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 10:14 AM | | *DATE MODIFIED:* | 7/30/2019 10:17 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 49. Two required tasks when creating a field are naming the field and \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | selecting the appropriate data type | |  | b. | adding field descriptions | |  | c. | specifying all field properties | |  | d. | entering at least one record |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.1.2 - Create a table. | | *CORPORATE STANDARDS:* | 1588 - Create a table in Table Design view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:17 AM | | *DATE MODIFIED:* | 6/25/2020 6:54 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 50. 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:* | ILAC 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.1.2 - Create a table. | | *CORPORATE STANDARDS:* | 1587 - Create a table in Table Datasheet view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 10:25 AM | | *DATE MODIFIED:* | 7/30/2019 10:28 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 51. Which of the following is a difference between Table Design view and Table Datasheet view?   |  |  |  | | --- | --- | --- | |  | a. | Table Datasheet view does not display data. | |  | b. | Table Design view displays table relationships. | |  | c. | Table Design view does not display data. | |  | d. | Table Datasheet view does not allow changes. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.3.6 - Change views of objects. | | *CORPORATE STANDARDS:* | 4588 - View a table in Table Design view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 10:28 AM | | *DATE MODIFIED:* | 7/30/2019 10:31 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 52. In which object can you rename a field?   |  |  |  | | --- | --- | --- | |  | a. | form | |  | b. | macro | |  | c. | report | |  | d. | table |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.2.6 - Rename tables and table fields. | | *CORPORATE STANDARDS:* | 3324 - Rename a field in Table Design view. | | *TOPICS:* | Illustrated series: Modify Fields | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:35 AM | | *DATE MODIFIED:* | 7/30/2019 10:37 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 53. In what part of the Access window do you rename a form?   |  |  |  | | --- | --- | --- | |  | a. | Navigation Pane | |  | b. | Form view of the form | |  | c. | Print preview of the form | |  | d. | Backstage view |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.5.2.1 - Rename forms. | | *CORPORATE STANDARDS:* | 3330 - Rename a form in the Navigation pane. | | *TOPICS:* | Illustrated series: Create a Form | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 10:39 AM | | *DATE MODIFIED:* | 7/30/2019 10:44 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 54. At what point does Access save the data in a database?   |  |  |  | | --- | --- | --- | |  | a. | when you close the database | |  | b. | when you finish entering or editing a record | |  | c. | when you click the Save button | |  | d. | when you close a table |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.3.9 - Save a record. | | *CORPORATE STANDARDS:* | 3654 - Save a record. | | *TOPICS:* | Illustrated series: Create a Form | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 10:46 AM | | *DATE MODIFIED:* | 7/30/2019 10:50 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 55. 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:* | ILAC 1-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.5.1 - Save databases and objects. | | *CORPORATE STANDARDS:* | 3635 - Save a database. | | *TOPICS:* | Illustrated series: Open and Explore a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:09 AM | | *DATE MODIFIED:* | 7/30/2019 11:12 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 56. When you enter data in the rows of a table datasheet, you are entering \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | keys | |  | b. | records | |  | c. | tables | |  | d. | relations |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.3.3 - Add and remove table records. | | *CORPORATE STANDARDS:* | 2062 - Enter a record into a table. | | *TOPICS:* | Illustrated series: Create a Form | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:13 AM | | *DATE MODIFIED:* | 6/25/2020 6:48 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 57. 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:* | ILAC 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.3.1 - Navigate to specific records. | | *CORPORATE STANDARDS:* | 2987 - Navigate to the next record in Table Datasheet view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:17 AM | | *DATE MODIFIED:* | 7/30/2019 11:20 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 58. 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:* | ILAC 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.3.3 - Add and remove table records. | | *CORPORATE STANDARDS:* | 1771 - Delete a record in Table Datasheet view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/30/2019 11:30 AM | | *DATE MODIFIED:* | 7/30/2019 11:34 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 59. 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:* | ILAC 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.3.2 - Update and edit table records. | | *CORPORATE STANDARDS:* | 1995 - Edit a record in Table Datasheet view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:35 AM | | *DATE MODIFIED:* | 7/30/2019 11:38 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 60. 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:* | ILAC 1-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.4.1.2 - Create and run a query. | | *CORPORATE STANDARDS:* | 1558 - Create a query using the Query Wizard. | | *TOPICS:* | Illustrated series: Create a Query | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:39 AM | | *DATE MODIFIED:* | 7/30/2019 11:42 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 61. 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:* | ILAC 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.5.1.1 - Create a form. | | *CORPORATE STANDARDS:* | 1406 - Create a form using the Form Wizard. | | *TOPICS:* | Illustrated series: Create a Form | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 11:43 AM | | *DATE MODIFIED:* | 7/30/2019 11:46 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 62. 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:* | ILAC 1-18 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.6.1.3 - Create a report by using a wizard. | | *CORPORATE STANDARDS:* | 1568 - Create a report using the Report Wizard. | | *TOPICS:* | Illustrated series: Create a Report | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:47 AM | | *DATE MODIFIED:* | 7/30/2019 11:50 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 63. 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:* | ILAC 1-24 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.4.2 - Back up a database. | | *CORPORATE STANDARDS:* | 617 - Back up a database. | | *TOPICS:* | Illustrated series: Compact and Back Up a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 11:51 AM | | *DATE MODIFIED:* | 7/30/2019 11:55 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 64. Microsoft Access can best be described as \_\_\_\_ software.   |  |  |  | | --- | --- | --- | |  | a. | spreadsheet | |  | b. | relationship | |  | c. | utility | |  | d. | database |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.1.1.1 - Open Access | | *CORPORATE STANDARDS:* | 4304 - Start Access. | | *TOPICS:* | Illustrated series: Open and Explore a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/30/2019 11:59 AM | | *DATE MODIFIED:* | 12/10/2019 2:55 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 65. 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:* | ILAC 1-4 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.1.2.1 - Open a database. | | *CORPORATE STANDARDS:* | 2994 - Open a database. | | *TOPICS:* | Illustrated series: Open and Explore a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 12:04 PM | | *DATE MODIFIED:* | 7/30/2019 12:07 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 66. \_\_\_\_\_ view is a spreadsheet-like view of the data in a table.   |  |  |  | | --- | --- | --- | |  | a. | Design | |  | b. | Layout | |  | c. | Form | |  | d. | Datasheet |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.3.6 - Change views of objects. | | *CORPORATE STANDARDS:* | 4587 - View a table in Table Datasheet view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 12:14 PM | | *DATE MODIFIED:* | 7/30/2019 12:17 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 67. The upper pane of \_\_\_\_\_ view shows field names and data types.   |  |  |  | | --- | --- | --- | |  | a. | Table Datasheet | |  | b. | Query Design | |  | c. | Table Tools | |  | d. | Table Design |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.3.6 - Change views of objects. | | *CORPORATE STANDARDS:* | 4588 - View a table in Table Design view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/30/2019 12:18 PM | | *DATE MODIFIED:* | 7/31/2019 1:38 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 68. When does Access save changes you make to a record?   |  |  |  | | --- | --- | --- | |  | a. | when you click the Save button | |  | b. | when you close the table | |  | c. | when you move to a different record | |  | d. | when you select the record |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.3.9 - Save a record. | | *CORPORATE STANDARDS:* | 3654 - Save a record. | | *TOPICS:* | Illustrated series: Create a Form | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 1:40 AM | | *DATE MODIFIED:* | 7/31/2019 1:43 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 69. 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:* | ILAC 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.3.3 - Add and remove table records. | | *CORPORATE STANDARDS:* | 1771 - Delete a record in Table Datasheet view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 1:46 AM | | *DATE MODIFIED:* | 7/31/2019 1:49 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 70. Each row in a table datasheet displays a \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | data type | |  | b. | property | |  | c. | field | |  | d. | record |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.2.6 - Rename tables and table fields. | | *CORPORATE STANDARDS:* | 3323 - Rename a field in Table Datasheet view. | | *TOPICS:* | Illustrated series: Modify Fields | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 1:51 AM | | *DATE MODIFIED:* | 7/31/2019 1:54 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 71. \_\_\_\_\_ 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:* | ILAC 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.1.2 - Create a table. | | *CORPORATE STANDARDS:* | 1588 - Create a table in Table Design view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 1:59 AM | | *DATE MODIFIED:* | 7/31/2019 2:02 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 72. Which of the following does NOT save changes made to a record?   |  |  |  | | --- | --- | --- | |  | a. | When you click the Save button | |  | b. | When you close the datasheet | |  | c. | When you move to another record | |  | d. | As you move from field to field in the same record |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.3.9 - Save a record. | | *CORPORATE STANDARDS:* | 3654 - Save a record. | | *TOPICS:* | Illustrated series: Create a Form | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 2:06 AM | | *DATE MODIFIED:* | 6/25/2020 6:52 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 73. 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:* | ILAC 1-24 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.4.1 - Compact and repair a database. | | *CORPORATE STANDARDS:* | 1237 - Compact and repair a database. | | *TOPICS:* | Illustrated series: Compact and Back Up a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:12 AM | | *DATE MODIFIED:* | 7/31/2019 2:14 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 74. 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:* | ILAC 1-24 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.1.8 - Use the help function to solve a problem. | | *CORPORATE STANDARDS:* | 4568 - Use the Tell Me box. | | *TOPICS:* | Illustrated series: Compact and Back Up a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 8:43 AM | | *DATE MODIFIED:* | 8/1/2019 8:46 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 75. 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:* | ILAC 1-4 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.1.1.1 - Open Access | | *CORPORATE STANDARDS:* | 4304 - Start Access. | | *TOPICS:* | Illustrated series: Open and Explore a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 2:17 AM | | *DATE MODIFIED:* | 7/31/2019 2:20 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 76. 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:* | ILAC 1-22 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.1.1 - Create a blank desktop database. | | *CORPORATE STANDARDS:* | 1345 - Create a blank desktop database. | | *TOPICS:* | Illustrated series: Creating a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:22 AM | | *DATE MODIFIED:* | 7/31/2019 2:24 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 77. Which of the following describe Access reports? Select all the options that apply .   |  |  |  | | --- | --- | --- | |  | a. | A report is a formatted printout of one or more tables or queries. | |  | b. | A report shows each field in a column. | |  | c. | A report in Print Preview shows how the report will look when printed. | |  | d. | The Report Wizard creates a report containing all the fields in a selected table. |  |  |  | | --- | --- | | *ANSWER:* | a, b, c | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-18 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.6.1.3 - Create a report by using a wizard. | | *CORPORATE STANDARDS:* | 1568 - Create a report using the Report Wizard. | | *TOPICS:* | Illustrated series: Create a Report | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 2:25 AM | | *DATE MODIFIED:* | 6/1/2020 6:59 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 78. 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:* | ILAC 1-10 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.1.2 - Create a table. | | *CORPORATE STANDARDS:* | 1588 - Create a table in Table Design view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:29 AM | | *DATE MODIFIED:* | 7/31/2019 2:34 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 79. 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:* | ILAC 1-6 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.3.1 - Navigate to specific records. | | *CORPORATE STANDARDS:* | 2987 - Navigate to the next record in Table Datasheet view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:35 AM | | *DATE MODIFIED:* | 7/31/2019 2:37 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 80. Which of the following are Access objects?   |  |  |  | | --- | --- | --- | |  | a. | forms | |  | b. | spreadsheets | |  | c. | reports | |  | d. | queries |  |  |  | | --- | --- | | *ANSWER:* | a, c, d | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-4 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.1.2.1 - Open a database. | | *CORPORATE STANDARDS:* | 2994 - Open a database. | | *TOPICS:* | Illustrated series: Open and Explore a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:38 AM | | *DATE MODIFIED:* | 7/31/2019 2:41 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 81. 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:* | ILAC 1-6 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.3.1 - Navigate to specific records. | | *CORPORATE STANDARDS:* | 2983 - Navigate to the first record in Table Datasheet view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:42 AM | | *DATE MODIFIED:* | 7/31/2019 2:45 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 82. 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:* | ILAC 1-10 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.1.2 - Create a table. | | *CORPORATE STANDARDS:* | 1587 - Create a table in Table Datasheet view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 2:46 AM | | *DATE MODIFIED:* | 7/31/2019 2:48 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 83. 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. | Data Type |  |  |  | | --- | --- | | *ANSWER:* | b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-12 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.2.6 - Rename tables and table fields. | | *CORPORATE STANDARDS:* | 3324 - Rename a field in Table Design view. | | *TOPICS:* | Illustrated series: Modify Fields | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:49 AM | | *DATE MODIFIED:* | 6/1/2020 7:04 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 84. 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:* | ILAC 1-7 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.4.2 - Add fields to tables. | | *CORPORATE STANDARDS:* | 92 - Add a field to a table in Table Design view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 2:58 AM | | *DATE MODIFIED:* | 7/31/2019 3:01 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 85. An Access template is a diagram showing the structure of a database.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-22 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.1.2 - Create a database from a template. | | *CORPORATE STANDARDS:* | 1385 - Create a database from a template. | | *TOPICS:* | Illustrated series: Create a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 6:29 AM | | *DATE MODIFIED:* | 6/25/2020 7:01 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 86. Access provides a single database template for creating a blank database.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-22 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.1.2 - Create a database from a template. | | *CORPORATE STANDARDS:* | 1385 - Create a database from a template. | | *TOPICS:* | Illustrated series: Create a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 6:34 AM | | *DATE MODIFIED:* | 8/1/2019 6:35 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 87. To close an Access module, you must close the Visual Basic Editor.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 11-6 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.7.1.9 - Close a database object. | | *CORPORATE STANDARDS:* | 1206 - Close a module. | | *TOPICS:* | Illustrated series: Create Functions | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 6:44 AM | | *DATE MODIFIED:* | 8/1/2019 6:46 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 88. 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:* | ILAC 11-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.7.1.9 - Close a database object. | | *CORPORATE STANDARDS:* | 1206 - Close a module. | | *TOPICS:* | Illustrated series: Create Functions | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 6:46 AM | | *DATE MODIFIED:* | 8/1/2019 6:48 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 89. 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:* | ILAC 1-10 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3866 - Set a field's data type in Table Datasheet view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 6:48 AM | | *DATE MODIFIED:* | 8/1/2019 6:50 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 90. 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:* | ILAC 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3866 - Set a field's data type in Table Datasheet view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 6:50 AM | | *DATE MODIFIED:* | 8/1/2019 6:52 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 91. 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:* | ILAC 1-10 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3866 - Set a field's data type in Table Datasheet view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 6:52 AM | | *DATE MODIFIED:* | 8/1/2019 6:57 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 92. 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:* | ILAC 1-10 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3866 - Set a field's data type in Table Datasheet view. | | *TOPICS:* | Illustrated series: Create a Table | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 6:58 AM | | *DATE MODIFIED:* | 8/23/2019 3:49 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 93. When you enter new records, you add them to the end of the datasheet.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-6 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.4.2.3 - Modify records in a query. | | *CORPORATE STANDARDS:* | 2062 - Enter a record into a table. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 7:00 AM | | *DATE MODIFIED:* | 6/25/2020 6:45 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 94. The edit record symbol (a pencil icon) appears to the left of a table record when you are selecting the record.   |  |  | | --- | --- | | *ANSWER:* | False - editing  False - Editing  False - EDITING | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-6 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.4.2.3 - Modify records in a query. | | *CORPORATE STANDARDS:* | 1995 - Edit a record in Table Datasheet view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 7:02 AM | | *DATE MODIFIED:* | 6/25/2020 6:46 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 95. Which of the following keystrokes can you use to navigate only through fields and records when editing a datasheet? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | SHIFT+TAB | |  | b. | SHIFT+RIGHT ARROW | |  | c. | ENTER | |  | d. | HOME |  |  |  | | --- | --- | | *ANSWER:* | a, c, d | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-7 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.4.2.3 - Modify records in a query. | | *CORPORATE STANDARDS:* | 1995 - Edit a record in Table Datasheet view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 7:05 AM | | *DATE MODIFIED:* | 6/25/2020 6:50 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 96. To navigate to the first record in a form, first switch to Form Design view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-6 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.3.1 - Navigate to specific records. | | *CORPORATE STANDARDS:* | 2982 - Navigate to the first record in Form view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 7:07 AM | | *DATE MODIFIED:* | 8/1/2019 7:08 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 97. On a form, you use Edit view to enter, edit, and delete records.   |  |  | | --- | --- | | *ANSWER:* | False - Form  False - form  False - FORM | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-6 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.3.2 - Update and edit table records. | | *CORPORATE STANDARDS:* | 1996 - Edit a record using a form. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 7:09 AM | | *DATE MODIFIED:* | 8/1/2019 7:11 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 98. 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:* | ILAC 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.3.1 - Navigate to specific records. | | *CORPORATE STANDARDS:* | 2986 - Navigate to the next record in Form view. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 7:11 AM | | *DATE MODIFIED:* | 8/1/2019 7:13 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 99. 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:* | ILAC 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.3.2 - Update and edit table records. | | *CORPORATE STANDARDS:* | 1996 - Edit a record using a form. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 7:14 AM | | *DATE MODIFIED:* | 8/1/2019 7:15 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 100. 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:* | ILAC 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.3.3 - Add and remove table records. | | *CORPORATE STANDARDS:* | 2063 - Enter a record using a form. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 7:16 AM | | *DATE MODIFIED:* | 8/1/2019 7:18 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 101. AutoType is a data type that numbers each record automatically.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-10 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.4.9 - Change table field sizes. | | *CORPORATE STANDARDS:* | 3867 - Set a field's data type in Table Design view. | | *TOPICS:* | Illustrated series: Modify Fields | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 7:19 AM | | *DATE MODIFIED:* | 6/25/2020 6:55 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 102. Field properties appear on the General tab in the lower half of \_\_\_\_\_ view.   |  |  |  | | --- | --- | --- | |  | a. | Table Datasheet | |  | b. | Form | |  | c. | Table Design | |  | d. | Query Datasheet |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.4.9 - Change table field sizes. | | *CORPORATE STANDARDS:* | 4588 - View a table in Table Design view. | | *TOPICS:* | Illustrated series: Modify Fields | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 7:20 AM | | *DATE MODIFIED:* | 6/25/2020 6:57 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 103. 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:* | ILAC 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.3.3.3 - Add and remove table records. | | *CORPORATE STANDARDS:* | 2063 - Enter a record using a form. | | *TOPICS:* | Illustrated series: Navigate and Enter Data | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 7:22 AM | | *DATE MODIFIED:* | 8/1/2019 7:25 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 104. 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:* | ILAC 1-16 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.5.1.1 - Create a form. | | *CORPORATE STANDARDS:* | 1405 - Create a form using the Form Wizard. | | *TOPICS:* | Illustrated series: Create a Form | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 7:25 AM | | *DATE MODIFIED:* | 8/1/2019 7:27 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 105. You use the Report Wizard to guide you through the steps of creating a report.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-18 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.6.1.2 - Create a report. | | *CORPORATE STANDARDS:* | 1568 - Create a report using the Report Wizard. | | *TOPICS:* | Illustrated series: Create a Report | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 7:27 AM | | *DATE MODIFIED:* | 6/25/2020 7:00 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 106. 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:* | ILAC 1-18 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.6.1.3 - Create a report by using a wizard. | | *CORPORATE STANDARDS:* | 1568 - Create a report using the Report Wizard. | | *TOPICS:* | Illustrated series: Create a Report | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 7:30 AM | | *DATE MODIFIED:* | 8/1/2019 7:32 AM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 107. You primarily use the Form Wizard to create a form to \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | print but not edit database content, | |  | b. | enter and update data | |  | c. | answer questions about the information in the database | |  | d. | automate repetitive tasks |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.5.1.2 - Create a form from a template with application parts. | | *CORPORATE STANDARDS:* | 1405 - Create a form using the Form Wizard. | | *TOPICS:* | Illustrated series: Create a Form | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 7:35 AM | | *DATE MODIFIED:* | 6/25/2020 6:59 PM | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 108. You can create a database by using an Access \_\_\_\_\_ or by starting with a blank database.   |  |  |  | | --- | --- | --- | |  | a. | theme | |  | b. | spreadsheet | |  | c. | web app | |  | d. | template |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | ILAC 1-22 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | ILAC.BESK.20.2.1.2 - Create a database from a template. | | *CORPORATE STANDARDS:* | 1345 - Create a blank desktop database. | | *TOPICS:* | Illustrated series: Create a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 7:38 AM | | *DATE MODIFIED:* | 6/25/2020 7:03 PM | |