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| 1. Before you close a database, you must save any changes you made to the data.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-39 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.1.2.2 - Close a database. | | *CORPORATE STANDARDS:* | 1200 - Close a database. | | *TOPICS:* | Shelly Cashman Series: Special Database Operations | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/18/2019 10:09 AM | | *DATE MODIFIED:* | 7/18/2019 10:13 AM | |

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| 2. A new blank desktop database includes one table named Table1.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-6 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.1.1 - Create a blank desktop database. | | *CORPORATE STANDARDS:* | 1345 - Create a blank desktop database. | | *TOPICS:* | Shelly Cashman Series: Creating a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/18/2019 10:13 AM | | *DATE MODIFIED:* | 7/18/2019 10:17 AM | |

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| 3. 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:* | SCAC 1-39 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.5.2.1 - Rename forms. | | *CORPORATE STANDARDS:* | 3330 - Rename a form in the Navigation pane. | | *TOPICS:* | Shelly Cashman Series: Special Database Operations | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/18/2019 10:18 AM | | *DATE MODIFIED:* | 7/18/2019 10:22 AM | |

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| 4. You can use the Compact and Repair Database button on the Database Tools tab to reduce the size of the database.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-38 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.4.1 - Compact and repair a database. | | *CORPORATE STANDARDS:* | 1237 - Compact and repair a database. | | *TOPICS:* | Shelly Cashman Series: Special Database Operations | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/18/2019 10:25 AM | | *DATE MODIFIED:* | 7/18/2019 10:29 AM | |

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| 5. To navigate to a record in a table, switch to Table Design view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-21 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.3.1 - Navigate to specific records. | | *CORPORATE STANDARDS:* | 2989 - Navigate to the previous record in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/18/2019 10:29 AM | | *DATE MODIFIED:* | 7/18/2019 10:33 AM | |

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| 6. Table Design view shows how each table relates to other tables in the database.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-15 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.3.6 - Change views of objects. | | *CORPORATE STANDARDS:* | 4588 - View a table in Table Design view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/18/2019 10:34 AM | | *DATE MODIFIED:* | 7/23/2019 2:38 AM | |

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| 7. To enter data in a table, open it in Table Datasheet view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-17 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.3.6 - Change views of objects. | | *CORPORATE STANDARDS:* | 4587 - View a table in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/18/2019 10:38 AM | | *DATE MODIFIED:* | 7/18/2019 10:42 AM | |

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| 8. 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:* | SCAC 1-24 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.4.2 - Add fields to tables. | | *CORPORATE STANDARDS:* | 92 - Add a field to a table in Table Design view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/18/2019 10:42 AM | | *DATE MODIFIED:* | 7/18/2019 10:46 AM | |

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| 9. Compacting a database has the same result as backing up a database.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-38 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.4.2 - Back up a database. | | *CORPORATE STANDARDS:* | 617 - Back up a database. | | *TOPICS:* | Shelly Cashman Series: Special Database Operations | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/18/2019 10:46 AM | | *DATE MODIFIED:* | 7/18/2019 10:50 AM | |

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| 10. You can create a table in Table Datasheet view or Table Design view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-9 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.1.2 - Create a table. | | *CORPORATE STANDARDS:* | 1587 - Create a table in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/18/2019 10:50 AM | | *DATE MODIFIED:* | 7/18/2019 10:54 AM | |

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| 11. 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:* | SCAC 1-39 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.5.1 - Save databases and objects. | | *CORPORATE STANDARDS:* | 3635 - Save a database. | | *TOPICS:* | Shelly Cashman Series: Special Database Operations | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/18/2019 11:04 AM | | *DATE MODIFIED:* | 7/23/2019 2:42 AM | |

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| 12. Before you can rename a field, you must change its data type.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-24 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.2.6 - Rename tables and table fields. | | *CORPORATE STANDARDS:* | 3324 - Rename a field in Table Design view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/18/2019 11:09 AM | | *DATE MODIFIED:* | 7/18/2019 11:13 AM | |

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| 13. 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:* | SCAC 1-21 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.1.1 - Open a table | | *CORPORATE STANDARDS:* | 3005 - Open a table in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/18/2019 11:16 AM | | *DATE MODIFIED:* | 7/19/2019 5:54 AM | |

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| 14. For a Comments field that contains many words, set a Long data type.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-7 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3867 - Set a field's data type in Table Design view. | | *TOPICS:* | Shelly Cashman Series: Determining Tables and Fields | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/8/2019 2:24 AM | | *DATE MODIFIED:* | 8/8/2019 2:26 AM | |

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| 15. 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:* | SCAC 1-7 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3867 - Set a field's data type in Table Design view. | | *TOPICS:* | Shelly Cashman Series: Determining Tables and Fields | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 5:22 AM | | *DATE MODIFIED:* | 7/23/2019 2:53 AM | |

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| 16. When you enter a record in a table, you are working in navigation mode.   |  |  | | --- | --- | | *ANSWER:* | False - edit  False - Edit  False - EDIT | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-17 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.3.3 - Add and remove table records. | | *CORPORATE STANDARDS:* | 2062 - Enter a record into a table. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 5:27 AM | | *DATE MODIFIED:* | 7/23/2019 2:54 AM | |

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| 17. 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:* | SCAC 1-21 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.3.1 - Navigate to specific records. | | *CORPORATE STANDARDS:* | 2983 - Navigate to the first record in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 5:31 AM | | *DATE MODIFIED:* | 7/23/2019 2:55 AM | |

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| 18. You might delete an employee record if the employee no longer works for the company.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-20 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.3.3 - Add and remove table records. | | *CORPORATE STANDARDS:* | 1771 - Delete a record in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/8/2019 2:36 AM | | *DATE MODIFIED:* | 9/23/2019 8:35 AM | |

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| 19. Press ESC to remove editing changes you made to the previous record.   |  |  | | --- | --- | | *ANSWER:* | False - current  False - Current  False - CURRENT | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-20 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.3.2 - Update and edit table records. | | *CORPORATE STANDARDS:* | 1995 - Edit a record in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 6:02 AM | | *DATE MODIFIED:* | 7/19/2019 6:06 AM | |

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| 20. 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:* | SCAC 1-29 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.4.1.2 - Create and run a query. | | *CORPORATE STANDARDS:* | 1558 - Create a query using the Query Wizard. | | *TOPICS:* | Shelly Cashman Series: Additional Database Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/19/2019 6:07 AM | | *DATE MODIFIED:* | 7/19/2019 6:12 AM | |

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| 21. 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:* | SCAC 1-34 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.6.1.3 - Create a report by using a wizard. | | *CORPORATE STANDARDS:* | 1568 - Create a report using the Report Wizard. | | *TOPICS:* | Shelly Cashman Series: Additional Database Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/19/2019 6:13 AM | | *DATE MODIFIED:* | 7/19/2019 6:18 AM | |

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| 22. Which of the following is the fastest way to open an Access database?   |  |  |  | | --- | --- | --- | |  | a. | Start Access from the Start menu. | |  | b. | Double-click the database icon. | |  | c. | Start Access, and then create a new database. | |  | d. | Right-click the database icon. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-5 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.1.2.1 - Open a database. | | *CORPORATE STANDARDS:* | 2994 - Open a database. | | *TOPICS:* | Shelly Cashman Series: Creating a Database | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/19/2019 6:21 AM | | *DATE MODIFIED:* | 7/19/2019 6:25 AM | |

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| 23. Which Access object contains all of the data in the database?   |  |  |  | | --- | --- | --- | |  | a. | form | |  | b. | macro | |  | c. | table | |  | d. | query |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-21 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.1.1 - Open a table | | *CORPORATE STANDARDS:* | 3005 - Open a table in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/19/2019 6:27 AM | | *DATE MODIFIED:* | 7/19/2019 6:32 AM | |

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| 24. \_\_\_\_\_ 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:* | SCAC 1-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.4.2 - Add fields to tables. | | *CORPORATE STANDARDS:* | 92 - Add a field to a table in Table Design view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 6:33 AM | | *DATE MODIFIED:* | 7/19/2019 6:38 AM | |

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| 25. 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:* | SCAC 1-24 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.2.6 - Rename tables and table fields. | | *CORPORATE STANDARDS:* | 3323 - Rename a field in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/19/2019 6:39 AM | | *DATE MODIFIED:* | 7/19/2019 6:48 AM | |

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| 26. Which data type stores only one of two values?   |  |  |  | | --- | --- | --- | |  | a. | Hyperlink | |  | b. | Date/Time | |  | c. | Yes/No | |  | d. | AutoNumber |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3867 - Set a field's data type in Table Design view. | | *TOPICS:* | Shelly Cashman Series: Determining Tables and Fields | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 6:49 AM | | *DATE MODIFIED:* | 7/19/2019 6:56 AM | |

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| 27. 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:* | SCAC 1-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.3.3 - Add and remove table records. | | *CORPORATE STANDARDS:* | 2062 - Enter a record into a table. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/19/2019 7:16 AM | | *DATE MODIFIED:* | 7/19/2019 7:21 AM | |

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| 28. 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:* | SCAC 1-9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.1.2 - Create a table. | | *CORPORATE STANDARDS:* | 1587 - Create a table in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/19/2019 7:22 AM | | *DATE MODIFIED:* | 7/19/2019 7:29 AM | |

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| 29. 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:* | SCAC 1-21 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.3.1 - Navigate to specific records. | | *CORPORATE STANDARDS:* | 2985 - Navigate to the last record in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/19/2019 7:29 AM | | *DATE MODIFIED:* | 7/19/2019 7:36 AM | |

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| 30. 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:* | SCAC 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.3.2 - Update and edit table records. | | *CORPORATE STANDARDS:* | 1995 - Edit a record in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 7:36 AM | | *DATE MODIFIED:* | 7/19/2019 7:40 AM | |

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| 31. 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:* | SCAC 1-29 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.4.1.2 - Create and run a query. | | *CORPORATE STANDARDS:* | 1558 - Create a query using the Query Wizard. | | *TOPICS:* | Shelly Cashman Series: Additional Database Objects | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 7:41 AM | | *DATE MODIFIED:* | 7/19/2019 7:46 AM | |

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| 32. Each item on a form is called a \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | control | |  | b. | field | |  | c. | layout | |  | d. | format |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-32 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.5.1.1 - Create a form. | | *CORPORATE STANDARDS:* | 1405 - Create a form using the Form Wizard. | | *TOPICS:* | Shelly Cashman Series: Additional Database Objects | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 7:46 AM | | *DATE MODIFIED:* | 7/19/2019 7:50 AM | |

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| 33. 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:* | SCAC 1-34 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.6.1.3 - Create a report by using a wizard. | | *CORPORATE STANDARDS:* | 1568 - Create a report using the Report Wizard. | | *TOPICS:* | Shelly Cashman Series: Additional Database Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/19/2019 7:51 AM | | *DATE MODIFIED:* | 7/19/2019 7:56 AM | |

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| 34. When you \_\_\_\_\_ a database, you reduce the size of the database by up to 75 percent.   |  |  |  | | --- | --- | --- | |  | a. | back up | |  | b. | trust and verify | |  | c. | analyze | |  | d. | compact and repair |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.4.1 - Compact and repair a database. | | *CORPORATE STANDARDS:* | 1237 - Compact and repair a database. | | *TOPICS:* | Shelly Cashman Series: Special Database Operations | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/19/2019 7:57 AM | | *DATE MODIFIED:* | 7/19/2019 8:03 AM | |

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| 35. 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:* | SCAC 1-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.4.2 - Back up a database. | | *CORPORATE STANDARDS:* | 617 - Back up a database. | | *TOPICS:* | Shelly Cashman Series: Special Database Operations | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/19/2019 8:06 AM | | *DATE MODIFIED:* | 7/19/2019 8:15 AM | |

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| 36. What should you do when you are finished working a database?   |  |  |  | | --- | --- | --- | |  | a. | Open and then save each object in the database. | |  | b. | Close the Navigation Pane. | |  | c. | Sign out so other people can use the database. | |  | d. | Close the database. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-39 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.1.2.2 - Close a database. | | *CORPORATE STANDARDS:* | 1200 - Close a database. | | *TOPICS:* | Shelly Cashman Series: Special Database Operations | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/19/2019 8:20 AM | | *DATE MODIFIED:* | 7/19/2019 8:24 AM | |

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| 37. 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:* | SCAC 1-39 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.1.1.2 - Close Access. | | *CORPORATE STANDARDS:* | 2093 - Exit Access. | | *TOPICS:* | Shelly Cashman Series: Special Database Operations | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/19/2019 8:25 AM | | *DATE MODIFIED:* | 7/19/2019 8:32 AM | |

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| 38. Tables, queries, and forms are examples of Access \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | values | |  | b. | objects | |  | c. | fields | |  | d. | controls |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-5 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.1.2.1 - Open a database. | | *CORPORATE STANDARDS:* | 2994 - Open a database. | | *TOPICS:* | Shelly Cashman Series: Creating a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 8:34 AM | | *DATE MODIFIED:* | 7/19/2019 8:37 AM | |

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| 39. 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:* | SCAC 1-21 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.1.1 - Open a table | | *CORPORATE STANDARDS:* | 3005 - Open a table in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 8:38 AM | | *DATE MODIFIED:* | 7/19/2019 8:44 AM | |

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| 40. Which data type stores web addresses?   |  |  |  | | --- | --- | --- | |  | a. | Web | |  | b. | URL | |  | c. | HTML | |  | d. | Hyperlink |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3867 - Set a field's data type in Table Design view. | | *TOPICS:* | Shelly Cashman Series: Determining Tables and Fields | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/19/2019 8:46 AM | | *DATE MODIFIED:* | 7/19/2019 8:50 AM | |

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| 41. 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:* | SCAC 1-6 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.1.1 - Create a blank desktop database. | | *CORPORATE STANDARDS:* | 1345 - Create a blank desktop database. | | *TOPICS:* | Shelly Cashman Series: Creating a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 8:51 AM | | *DATE MODIFIED:* | 7/19/2019 8:55 AM | |

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| 42. Which two properties are required for every field?   |  |  |  | | --- | --- | --- | |  | a. | Field Size and Format | |  | b. | Default Value and Data Type | |  | c. | Field Name and Field Size | |  | d. | Field Name and Field Size |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-24 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.2.6 - Rename tables and table fields. | | *CORPORATE STANDARDS:* | 3323 - Rename a field in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 8:56 AM | | *DATE MODIFIED:* | 7/19/2019 9:01 AM | |

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| 43. Which data type is used for sequential integers controlled by Access?   |  |  |  | | --- | --- | --- | |  | a. | Number | |  | b. | AutoNumber | |  | c. | SeqNumber | |  | d. | Integer |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-7 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3867 - Set a field's data type in Table Design view. | | *TOPICS:* | Shelly Cashman Series: Determining Tables and Fields | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/19/2019 9:50 AM | | *DATE MODIFIED:* | 7/19/2019 10:06 AM | |

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| 44. 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:* | SCAC 1-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.3.6 - Change views of objects. | | *CORPORATE STANDARDS:* | 4587 - View a table in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 10:06 AM | | *DATE MODIFIED:* | 7/19/2019 10:12 AM | |

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| 45. Which of the following is a best practice when you are creating a table containing employee names?   |  |  |  | | --- | --- | --- | |  | a. | Separate the first and last names into two fields. | |  | b. | Keep the first and last names together in one field. | |  | c. | Assign the Long data type to any field containing names. | |  | d. | Create the table in Table Datasheet view. |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.1.2 - Create a table. | | *CORPORATE STANDARDS:* | 1588 - Create a table in Table Design view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/19/2019 10:13 AM | | *DATE MODIFIED:* | 7/19/2019 10:17 AM | |

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| 46. 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:* | SCAC 1-9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.1.2 - Create a table. | | *CORPORATE STANDARDS:* | 1587 - Create a table in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 10:18 AM | | *DATE MODIFIED:* | 7/19/2019 10:22 AM | |

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| 47. 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:* | SCAC 1-15 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.3.6 - Change views of objects. | | *CORPORATE STANDARDS:* | 4588 - View a table in Table Design view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 10:23 AM | | *DATE MODIFIED:* | 7/19/2019 10:27 AM | |

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| 48. In which object can you rename a field?   |  |  |  | | --- | --- | --- | |  | a. | form | |  | b. | macro | |  | c. | report | |  | d. | table |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-24 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.2.6 - Rename tables and table fields. | | *CORPORATE STANDARDS:* | 3324 - Rename a field in Table Design view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/19/2019 10:28 AM | | *DATE MODIFIED:* | 7/19/2019 10:34 AM | |

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| 49. 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:* | SCAC 1-39 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.5.2.1 - Rename forms. | | *CORPORATE STANDARDS:* | 3330 - Rename a form in the Navigation pane. | | *TOPICS:* | Shelly Cashman Series: Special Database Operations | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 10:34 AM | | *DATE MODIFIED:* | 7/19/2019 10:39 AM | |

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| 50. 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:* | SCAC 1-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.3.9 - Save a record. | | *CORPORATE STANDARDS:* | 3654 - Save a record. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/19/2019 10:39 AM | | *DATE MODIFIED:* | 7/19/2019 10:43 AM | |

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| 51. 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:* | SCAC 1-39 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.5.1 - Save databases and objects. | | *CORPORATE STANDARDS:* | 3635 - Save a database. | | *TOPICS:* | Shelly Cashman Series: Special Database Operations | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 10:44 AM | | *DATE MODIFIED:* | 8/24/2019 12:20 AM | |

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| 52. What Access tool can you use to enter dates in a Date/Time field?   |  |  |  | | --- | --- | --- | |  | a. | Date Box | |  | b. | Calendar Picker | |  | c. | Property Sheet | |  | d. | Lookup Wizard |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.3.3 - Add and remove table records. | | *CORPORATE STANDARDS:* | 2062 - Enter a record into a table. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 10:49 AM | | *DATE MODIFIED:* | 7/19/2019 10:55 AM | |

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| 53. 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:* | SCAC 1-21 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.3.1 - Navigate to specific records. | | *CORPORATE STANDARDS:* | 2987 - Navigate to the next record in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 10:56 AM | | *DATE MODIFIED:* | 7/19/2019 11:01 AM | |

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| 54. 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:* | SCAC 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.3.3 - Add and remove table records. | | *CORPORATE STANDARDS:* | 1771 - Delete a record in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 7/19/2019 11:01 AM | | *DATE MODIFIED:* | 7/19/2019 11:07 AM | |

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| 55. 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 field. | |  | c. | Access deletes the field. | |  | d. | Access removes all changes to the record. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.3.2 - Update and edit table records. | | *CORPORATE STANDARDS:* | 1995 - Edit a record in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 11:07 AM | | *DATE MODIFIED:* | 7/19/2019 11:13 AM | |

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| 56. 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:* | SCAC 1-29 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.4.1.2 - Create and run a query. | | *CORPORATE STANDARDS:* | 1558 - Create a query using the Query Wizard. | | *TOPICS:* | Shelly Cashman Series: Additional Database Objects | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 11:14 AM | | *DATE MODIFIED:* | 7/19/2019 11:18 AM | |

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| 57. 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:* | SCAC 1-32 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.5.1.1 - Create a form. | | *CORPORATE STANDARDS:* | 1405 - Create a form using the Form Wizard. | | *TOPICS:* | Shelly Cashman Series: Additional Database Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/19/2019 11:19 AM | | *DATE MODIFIED:* | 7/19/2019 11:25 AM | |

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| 58. 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:* | SCAC 1-34 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.6.1.3 - Create a report by using a wizard. | | *CORPORATE STANDARDS:* | 1568 - Create a report using the Report Wizard. | | *TOPICS:* | Shelly Cashman Series: Additional Database Objects | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 11:25 AM | | *DATE MODIFIED:* | 7/19/2019 11:36 AM | |

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| 59. 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:* | SCAC 1-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.4.2 - Back up a database. | | *CORPORATE STANDARDS:* | 617 - Back up a database. | | *TOPICS:* | Shelly Cashman Series: Special Database Operations | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 11:37 AM | | *DATE MODIFIED:* | 7/23/2019 4:28 AM | |

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| 60. 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:* | SCAC 1-5 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.1.2.1 - Open a database. | | *CORPORATE STANDARDS:* | 2994 - Open a database. | | *TOPICS:* | Shelly Cashman Series: Creating a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 11:51 AM | | *DATE MODIFIED:* | 7/19/2019 11:56 AM | |

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| 61. \_\_\_\_\_ 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:* | SCAC 1-17 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.3.6 - Change views of objects. | | *CORPORATE STANDARDS:* | 4587 - View a table in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 11:56 AM | | *DATE MODIFIED:* | 7/19/2019 12:02 PM | |

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| 62. 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:* | SCAC 1-15 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.3.6 - Change views of objects. | | *CORPORATE STANDARDS:* | 4588 - View a table in Table Design view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/19/2019 12:03 PM | | *DATE MODIFIED:* | 7/19/2019 12:12 PM | |

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| 63. 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:* | SCAC 1-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.3.9 - Save a record. | | *CORPORATE STANDARDS:* | 3654 - Save a record. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/20/2019 5:28 AM | | *DATE MODIFIED:* | 7/20/2019 5:32 AM | |

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| 64. 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:* | SCAC 1-20 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.3.3 - Add and remove table records. | | *CORPORATE STANDARDS:* | 1771 - Delete a record in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/20/2019 5:32 AM | | *DATE MODIFIED:* | 7/20/2019 5:36 AM | |

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| 65. Each row in a table datasheet displays a \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | data type | |  | b. | property | |  | c. | field | |  | d. | record |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-24 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.2.6 - Rename tables and table fields. | | *CORPORATE STANDARDS:* | 3323 - Rename a field in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/20/2019 5:36 AM | | *DATE MODIFIED:* | 7/20/2019 5:39 AM | |

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| 66. \_\_\_\_\_ 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:* | SCAC 1-9 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.1.2 - Create a table. | | *CORPORATE STANDARDS:* | 1588 - Create a table in Table Design view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/20/2019 5:39 AM | | *DATE MODIFIED:* | 7/20/2019 5:42 AM | |

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| 67. What are you saving when you click the Save button to save a table object?   |  |  |  | | --- | --- | --- | |  | a. | the records in the table | |  | b. | the field values in the table | |  | c. | the table design | |  | d. | the entire database |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-14 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.3.9 - Save a record. | | *CORPORATE STANDARDS:* | 3654 - Save a record. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/20/2019 5:43 AM | | *DATE MODIFIED:* | 7/20/2019 5:45 AM | |

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| 68. 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:* | SCAC 1-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.4.1 - Compact and repair a database. | | *CORPORATE STANDARDS:* | 1237 - Compact and repair a database. | | *TOPICS:* | Shelly Cashman Series: Special Database Operations | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/20/2019 5:46 AM | | *DATE MODIFIED:* | 7/20/2019 5:48 AM | |

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| 69. 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:* | SCAC 1-6 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.1.1 - Create a blank desktop database. | | *CORPORATE STANDARDS:* | 1345 - Create a blank desktop database. | | *TOPICS:* | Shelly Cashman Series: Creating a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/20/2019 5:55 AM | | *DATE MODIFIED:* | 7/20/2019 5:58 AM | |

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| 70. Which of the following are features of Access reports? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | headers | |  | b. | calculations on groups of records | |  | c. | easy-to-use data entry screens | |  | d. | footers |  |  |  | | --- | --- | | *ANSWER:* | a, b, d | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-34 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.6.1.3 - Create a report by using a wizard. | | *CORPORATE STANDARDS:* | 1568 - Create a report using the Report Wizard. | | *TOPICS:* | Shelly Cashman Series: Additional Database Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/20/2019 5:59 AM | | *DATE MODIFIED:* | 7/20/2019 6:01 AM | |

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| 71. 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:* | SCAC 1-9 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.1.2 - Create a table. | | *CORPORATE STANDARDS:* | 1588 - Create a table in Table Design view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/20/2019 6:02 AM | | *DATE MODIFIED:* | 7/20/2019 6:05 AM | |

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| 72. 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:* | SCAC 1-21 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.3.1 - Navigate to specific records. | | *CORPORATE STANDARDS:* | 2987 - Navigate to the next record in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/20/2019 6:05 AM | | *DATE MODIFIED:* | 7/20/2019 6:08 AM | |

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| 73. Which of the following are Access objects?   |  |  |  | | --- | --- | --- | |  | a. | forms | |  | b. | spreadsheets | |  | c. | reports | |  | d. | queries |  |  |  | | --- | --- | | *ANSWER:* | a, c, d | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-5 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.1.2.1 - Open a database. | | *CORPORATE STANDARDS:* | 2994 - Open a database. | | *TOPICS:* | Shelly Cashman Series: Creating a Database | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/20/2019 6:09 AM | | *DATE MODIFIED:* | 7/20/2019 6:11 AM | |

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| 74. 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:* | SCAC 1-21 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.3.1 - Navigate to specific records. | | *CORPORATE STANDARDS:* | 2983 - Navigate to the first record in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/20/2019 6:12 AM | | *DATE MODIFIED:* | 7/20/2019 6:15 AM | |

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| 75. 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:* | SCAC 1-9 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.1.2 - Create a table. | | *CORPORATE STANDARDS:* | 1587 - Create a table in Table Datasheet view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/20/2019 6:15 AM | | *DATE MODIFIED:* | 7/20/2019 6:18 AM | |

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| 76. Which of the following are properties you can set for a field? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Font Color | |  | b. | Field Name | |  | c. | Field Size | |  | d. | Default Value |  |  |  | | --- | --- | | *ANSWER:* | b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-24 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.2.6 - Rename tables and table fields. | | *CORPORATE STANDARDS:* | 3324 - Rename a field in Table Design view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/20/2019 6:18 AM | | *DATE MODIFIED:* | 7/20/2019 6:21 AM | |

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| 77. 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:* | SCAC 1-24 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.4.2 - Add fields to tables. | | *CORPORATE STANDARDS:* | 92 - Add a field to a table in Table Design view. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/20/2019 6:21 AM | | *DATE MODIFIED:* | 7/20/2019 6:24 AM | |

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| 78. When can you rename a table?   |  |  |  | | --- | --- | --- | |  | a. | immediately after you open the table | |  | b. | after you close the table | |  | c. | when you open the table in Datasheet view | |  | d. | when you open the table in Design view |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-39 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.3.2.6 - Rename tables and table fields. | | *CORPORATE STANDARDS:* | 3339 - Rename a table in the Navigation pane. | | *TOPICS:* | Shelly Cashman Series: Special Database Operations | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/20/2019 6:28 AM | | *DATE MODIFIED:* | 7/20/2019 6:31 AM | |

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| 79. Which of the following is an appropriate entry for the Hyperlink Address property of a form control?   |  |  |  | | --- | --- | --- | |  | a. | Command19 | |  | b. | Cengage | |  | c. | Yes | |  | d. | http://www.cengage.com |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.5.2.11 - Set properties for form controls, fields, and buttons. | | *CORPORATE STANDARDS:* | 4038 - Set the Hyperlink Address property of a control in Form Design view. | | *TOPICS:* | Shelly Cashman Series: Determining Tables and Fields | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/20/2019 6:31 AM | | *DATE MODIFIED:* | 7/20/2019 6:35 AM | |

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| 80. Which of the following controls can serve as hyperlink controls? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | logo | |  | b. | command button | |  | c. | text box | |  | d. | label |  |  |  | | --- | --- | | *ANSWER:* | a, b, d | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-8 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.5.2.11 - Set properties for form controls, fields, and buttons. | | *CORPORATE STANDARDS:* | 4038 - Set the Hyperlink Address property of a control in Form Design view. | | *TOPICS:* | Shelly Cashman Series: Determining Tables and Fields | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/20/2019 6:35 AM | | *DATE MODIFIED:* | 7/20/2019 6:38 AM | |

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| 81. The keyboard shortcut for Undo is \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | 'CTRL+Y | |  | b. | 'CTRL+U | |  | c. | 'CTRL+W | |  | d. | 'CTRL+Z |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-35 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.1.9 - Undo and redo actions in a database. | | *CORPORATE STANDARDS:* | 4418 - Undo an action. | | *TOPICS:* | Shelly Cashman Series: Additional Database Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/20/2019 6:39 AM | | *DATE MODIFIED:* | 7/20/2019 6:43 AM | |

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| 82. To reverse the last action you took in a database, click the \_\_\_\_\_ button.   |  |  |  | | --- | --- | --- | |  | a. | Reverse | |  | b. | Toggle | |  | c. | Redo | |  | d. | Undo |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-35 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.1.9 - Undo and redo actions in a database. | | *CORPORATE STANDARDS:* | 4418 - Undo an action. | | *TOPICS:* | Shelly Cashman Series: Additional Database Objects | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/20/2019 6:47 AM | | *DATE MODIFIED:* | 7/20/2019 6:51 AM | |

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| 83. Database templates create tables and queries, but not forms and reports.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-4 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.1.2 - Create a database from a template. | | *CORPORATE STANDARDS:* | 1385 - Create a database from a template. | | *TOPICS:* | Shelly Cashman Series: Creating a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/20/2019 6:51 AM | | *DATE MODIFIED:* | 7/20/2019 6:54 AM | |

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| 84. You can create a mail merge in Word using name and address data stored in Access.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-29 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.4.1.8 - Use a query as the data source. | | *CORPORATE STANDARDS:* | 4498 - Use a query as the data source for a mail merge in Word. | | *TOPICS:* | Shelly Cashman Series: Additional Database Objects | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/20/2019 7:07 AM | | *DATE MODIFIED:* | 7/20/2019 7:10 AM | |

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| 85. You can export a query from one Access database to another.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-19 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.4.1.7 - Save a and share a query. | | *CORPORATE STANDARDS:* | 2134 - Export a query to another Access database. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/20/2019 7:11 AM | | *DATE MODIFIED:* | 7/20/2019 7:13 AM | |

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| 86. Access provides a single database template for creating a blank database.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-5 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.1.2 - Create a database from a template. | | *CORPORATE STANDARDS:* | 1385 - Create a database from a template. | | *TOPICS:* | Shelly Cashman Series: Creating a Database | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/20/2019 7:14 AM | | *DATE MODIFIED:* | 7/20/2019 7:17 AM | |

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| 87. You can keep an action query in the Navigation Pane but hide it using the Hidden property.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-16 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.1.3 - Hide and lock database objects. | | *CORPORATE STANDARDS:* | 2319 - Hide a database object. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/8/2019 2:43 AM | | *DATE MODIFIED:* | 8/8/2019 2:46 AM | |

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| 88. Because it can be dangerous to leave action queries in the Navigation Pane, you can \_\_\_\_\_ an action query you want to run again.   |  |  |  | | --- | --- | --- | |  | a. | hide | |  | b. | disable | |  | c. | export | |  | d. | link |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCAC 1-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | SCAC.CABL.20.2.1.3 - Hide and lock database objects. | | *CORPORATE STANDARDS:* | 2319 - Hide a database object. | | *TOPICS:* | Shelly Cashman Series: Creating a Table in Datasheet View | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/20/2019 7:45 AM | | *DATE MODIFIED:* | 7/20/2019 7:49 AM | |