

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Microsoft Access Test

**Directions:** Answer the questions to the best of your ability. If you do not finish in the allotted time, print what you have and take it with you to finish and turn in later.

1. All database information is stored in
  - a. tables
  - b. forms
  - c. queries
  - d. reports
2. A single piece of information such as a first name is a
  - a. record
  - b. field
  - c. property
  - d. data type
3. To select a record, click the
  - a. row number
  - b. row header
  - c. record selector
  - d. field selector
4. To display data in a custom format, use a
  - a. table
  - b. form
  - c. query
  - d. report
5. To make it easy to enter data, use a
  - a. table
  - b. form
  - c. query
  - d. report
6. To move the insertion point down to the same field in the next record, use
  - a. Page Down
  - b. Ctrl + D
  - c. End
  - d. Down arrow
7. To go to a specific record in a database, key its number in the
  - a. Previous Record box
  - b. Next Record box
  - c. Record Number box
  - d. Find Record box
8. To add a record to an existing database, first click the
  - a. New Record button
  - b. Next Record button
  - c. Add Record button
  - d. Insert Record button
9. To remove records, select them and then click the
  - a. Remove button
  - b. Delete key
  - c. Clear command
  - d. Subtract command

10. To begin creating a form, you must choose a
- a. query
  - b. record source
  - c. table
  - d. report
11. To rename an Access database, you must use
- a. My Computer
  - b. File, Save New
  - c. Edit, New
  - d. you cannot rename an Access database
12. When you first start Access, you have the option to
- a. create a new, blank database
  - b. use an Access wizard
  - c. open an existing file
  - d. all of the above
13. The first object you need to create in a database is a
- a. report
  - b. form
  - c. table
  - d. query
14. Each column in a table is labeled with a
- a. column name
  - b. record header
  - c. field label
  - d. field name
15. If you define a field named Cost, the data type you would most likely use would be
- a. Text
  - b. Number
  - c. AutoNumber
  - d. Currency
16. Specifications for fields that allow you to customize the field's data are
- a. field formats
  - b. data formats
  - c. field properties
  - d. data properties
17. To go to a specific record in a database, key its number in the
- a. Previous Record box
  - b. Next Record box
  - c. Record Number box
  - d. Find Record box
18. To select a column in Datasheet view, click the
- a. column letter
  - b. column selector
  - c. field selector
  - d. record selector
19. The Access feature that asks you questions and then formats an object according to your answers is a(n)
- a. wizard
  - b. template
  - c. assistant
  - d. expert
20. An Access table resembles a worksheet because it is set up in rows and columns.
21. Rows and columns in an Access table are also referred to as fields and records.
22. The Format field property specifies how Access will display numbers, dates, times, and text.

23. You can copy or move data from one location in an Access table to a new location within the table, or to a different table.
24. In Datasheet view, fields appear in columns.
25. You can create a form manually or use a wizard.
26. Access's standard view is Datasheet view.
27. A database can contain all types of information from a list of clients to a personal inventory.
28. All of Access's objects are contained in a single database file.
29. Datasheet view displays data in a row-and-column format.
30. If the data you key in a field does not match its data type, Access will display an error message.
31. Generally, once you enter data in a database, you do not have to update it.
32. You can use Undo to reverse changes until you begin editing another record.
33. You can add new records anywhere in a table.
34. When you delete a record, Access will display a message to warn you about the deletion.
35. When you use the Cut or Copy command, Access automatically stores the items in the Clipboard.
36. You can copy data from a location in one Access table to a different table.
37. After you cut a record from a table, you can use Paste to restore it to the table.
38. You can select multiple fields in Datasheet view by clicking a field name, holding down Ctrl, and clicking additional fields.
39. Creating a form adds a new object to the database.
40. Records you enter in Form view are automatically stored in the table used to create the form.