

## Microsoft Access 2003 Quiz

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

In the next 30 minutes, answer the 25 questions to the best of your ability.

1. A database is a collection of information or data that is organized to make retrieving specific information easy. What are four elements of a simple database?
  - a. Table, Form, Query and Report
  - b. Table, Forum, Request and Report
  - c. Table, Form, Macro and Report
  - d. Data, Record, Field and Key
2. A \_\_\_\_\_ is where you eliminate duplication of data by specifying relationships between data.
  - a. XP
  - b. DHCP
  - c. RDBMS
  - d. VB
3. All fields in the database \_\_\_\_ filled for the database to be correct.
  - a. Should be
  - b. Must be
  - c. Could be
  - d. Will be
4. Descriptions listed in the Table Design View window will be seen in the \_\_\_\_\_ when the mouse pointer is placed over that field when in Table Datasheet View.
  - a. Menu Bar
  - b. Title Bar
  - c. Objects Bar
  - d. Status Bar
5. To set a password for the database, select \_\_\_\_\_ in the Microsoft Access Open window.
  - a. Open Read Only
  - b. Open Write Only
  - c. Open Explicit
  - d. Open Exclusive
6. To control data entry, \_\_\_\_\_ is set up in Table Design View text field properties.
  - a. Defaults
  - b. Field Size
  - c. Input Mask
  - d. All of the above
7. Changing the size of a form can easily be done by
  - a. Entering the Form Design View and resizing the form by placing the mouse over the edge and shaping the form
  - b. Entering the Form properties sheet and type in the new size of the form
  - c. Changing the size of the form in Form View by pulling on the edge of the form with the mouse
  - d. Editing the background image in the Form properties sheet

## Microsoft Access 2003 Quiz

8. The number of characters that can be set for Field Size in the Text Field Properties is
  - a. 2
  - b. 16
  - c. 255
  - d. 512
9. Default values such as "Columbus" and "OH" are
  - a. Automatically inserted into the record and cannot be changed
  - b. Automatically inserted into the record and can only be changed with password verification
  - c. Automatically inserted into the record and can be changed by simple text editing
  - d. Only help suggestion that show up on the Status Bar.
10. To enter the Input Mask Wizard
  - a. Click on the three dots to the right of the Caption entry field
  - b. Click on the three dots to the right of the Format entry field
  - c. Click on the Input Mask toolbar
  - d. Click on the three dots to the right of the Input Mask entry field
11. To have a the state or city field begin with a capital letter, the Input Mask could be set as
  - a. >L<????????????????????
  - b. <L>????????????????????
  - c. >0<????????????????????
  - d. >9<????????????????????
12. Queries in Microsoft Access sort ascending or descending in multiple fields from
  - a. Right to left
  - b. Left to right
  - c. Top to bottom
  - d. Bottom to top
13. In a simple database, all tables need a \_\_\_\_\_ and all reports need a \_\_\_\_\_.
  - a. Password, picture
  - b. Company Name field, Date
  - c. Form, query
  - d. Query, from
14. To add the company, address, city, state and zip code to a form
  - a. Enter the Form View and use the Text function to create the text label on the form
  - b. Enter the Form Design View and use the Label function on the Toolbox to create the text label on the form
  - c. Enter the Form Design View and use the Autoformat function to create the text label on the form
  - d. Enter the Form Design View and paste the text on the form
15. What is the simplest method of creating simple forms, queries, and reports?
  - a. Using Design View
  - b. Using the Visual Basic from builder
  - c. Using the form, queries and report wizards
  - d. Using the graphing tools

## Microsoft Access 2003 Quiz

16. An important consideration in creating a report is limiting the amount of paper used in a print job, so whether a report is in \_\_\_\_\_ will largely determine the quantity of paper in print job.
- Expanded view
  - Compressed view
  - Auxiliary view
  - Landscape or portrait view
17. To prevent curtailed data in a report
- Remove the data from the report
  - Prevent the entire data string to be typed by limiting the character field size
  - Adjust labels and details by moving and resizing
  - Use an input mask
18. Databases are \_\_\_\_\_ the operation of companies.
- Are rarely used in
  - Essential in
  - Too complicated to be used in
  - Never used in
19. Saving a database in Access is done
- At the beginning of the database
  - The first time you save data
  - When closing the application
  - During auto save
20. The file extension for an Access 2003 database is
- EXE
  - DOC
  - EXC
  - MDB
21. The data type used for most fields is
- Number
  - Text
  - Date / Time
  - Yes / No
22. T F Data placed in a database can be inserted into a word document using mail join.
23. T F Queried fields can be hidden by un-checking the Show Checkbox
24. T F The double arrow button brings all available fields to the selected fields in a wizard
25. T F Busy backgrounds should be selected that interfere with the users ability to type