Microsoft Office 2013 Introductory 1st Edition SeriesTest Bank

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Excel Chapter 1 — Creating a Worksheet and a Chart

MULTIPLE CHOICE

1.	An Excel allows a. worksheet b. workflow	s data to) be summarize	d and c c. d.	charted easily. document presentation
	ANS: A	PTS:	1	REF:	EX 2
2.	The person or persons a. blank b. test issues	s reques	sting the works	heet sh c. d.	ould supply their requirements in a document. requirements certified
	ANS: C	PTS:	1	REF:	EX 3
3.	The first step in creatian a. apply font format b. understand what it	ing an e ting is requii	effective worksl red	heet is c. d.	to make sure you insert a chart enter the data
	ANS: B	PTS:	1	REF:	EX 3
4.	To enter data in a cell a. row b. worksheet	, you m	ust first select	the c. d.	 column cell
	ANS: D	PTS:	1	REF:	EX 6
5.	is/are used to pla a. Color b. Text	ace wor	ksheet, columr	n, and r c. d.	ow titles on a worksheet. Links Tabs
	ANS: B	PTS:	1	REF:	EX 6
6.	Clicking the box a. Cancel b. Formula	x compl	etes an entry.	c. d.	Enter Tab
	ANS: C	PTS:	1	REF:	EX 8
7.	The is a blinking a. scroll box b. sheet tab	g vertic	al line that indi	cates w c. d.	where the next typed character will appear. insertion point split bar
	ANS: C	PTS:	1	REF:	EX 9
8.	The feature wor	ks behi	nd the scenes, f	fixing c	common typing or spelling mistakes when you
	a. AutoComplete b. AutoCorrect			c. d.	AutoFormat AutoTyping
	ANS: B	PTS:	1	REF:	EX 9

9.	Pressing the key a. RIGHT ARROW b. LEFT ARROW	y to cor	nplete an ei	ntry activate c. d.	es the adjacent cell to the right. UP ARROW DOWN ARROW
	ANS: A	PTS:	1	REF:	EX 10
10.	By default, text is a. left-aligned b. centered	in a	cell.	c. d.	justified right-aligned
	ANS: A	PTS:	1	REF:	EX 11
11.	In Excel, a number ca a. 012345678 b. +-(),/	an conta 9	ain the char	c. c.	. \$ % E e all of the above
	ANS: D	PTS:	1	REF:	EX 12
10	T1			4 4	141

12. The range of cells receiving copied content is called the _____ area.

a. fillc. locationb. ranged. paste

ANS: D PTS: 1 REF: EX 15

18	b · c	- 2	r - c							Bo	oki - Excel								?		- @ >
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Tuition		1500	0	0	0		- 0	0	1500		- 0	0	0								
Boeks.		500	0	0	0	P		0	500		. 0		0								
Enterta	áre –	100	180	100	100	180	100	1.00	100	100	100	100	100								
Car Pay	ms 1	\$4,79	154.79	154.79	154.79	154.79	154.75	154.79	154,79	154.79	154.79	154.79	154.79								
Gas		100	100	100	100	15.0	159	150	100	100	300	100	100								
Miscell	an-	100	180	100	100	110	100	100	100	100	100	100	100								
Total		_			-												1				

13. A _____ is a series of two or more adjacent cells in a column or row or a rectangular group of cells, as shown in the accompanying figure.

a. ra b. b	ange unch			c. d.	nearby cell neighbor
ANS:	: A	PTS:	1	REF:	EX 14

14. You can enter the correct range in a function by typing the beginning and ending cell references separated by a _____.

a. semi-colon (;)b. colon (:)		c. period (.)d. none of the above
ANS: B	PTS: 1	REF: EX 14

15.	The range of cells red a. receiver cell b. final cell	ceiving	the content of	copied c c. d.	cells is called the receiving range destination area
	ANS: D	PTS:	1	REF:	EX 15
16.	A reference is a a. revised b. relative	ın adjus	ted cell referen	nce in a c. d.	copied and pasted formula. recycled retained
	ANS: B	PTS:	1	REF:	EX 16
17.	The is the smal	l black	square located	in the lo	ower-right corner of the heavy border around the
	a. selection handleb. sizing handle			c. d.	fill handle copy handle
	ANS: C	PTS:	1	REF:	EX 16
18.	The <u>button</u> button allo	ws you format	to choose whe	ther you	a want to copy the values from the source area to the
	a. Copy Optionsb. Replace Options	Torritat	ing.	c. d.	Formatting Options Auto Fill Options
	ANS: D	PTS:	1	REF:	EX 17
19.	The preceding a a. quotation mark (* b. colon (:)	a formu ")	la alerts Excel	that you c. d.	are entering a formula or function and not text. plus (+) equal sign (=)
	ANS: D	PTS:	1	REF:	EX 20
20.	You a workshe understand.	et to em	phasize certair	n entries	and make the worksheet easier to read and
	a. save b. print			c. d.	format clear
	ANS: C	PTS:	1	REF:	EX 22
21.	You can apply the Bo a. ALT+B b. CTRL+B	old font	style by pressi	ng the _ c. d.	keyboard shortcut keys. SHIFT+B TAB+B
	ANS: B	PTS:	1	REF:	EX 26
22.	Combining two or m a. merging b. mixing	ore sele	cted cells into	one cell c. d.	is called cells. combining spanning
	ANS: A	PTS:	1	REF:	EX 29
23.	Which of the followi a. (HOME tab Sty	ng is th les grou	e Ribbon path 1 1p)	to the C c.	ell Styles button? (HOME tab Format group)

b. (STYLES tab | Home group) d. (FORMAT tab | Styles group)

	ANS: A	PTS:	1	REF:	EX 30
24.	What effect does thea. Converts alphabeb. Displays cell conc. Performs tax calcd. Copies the numb	Account etic char atents with culation ers of o	ting Number F racters to numb ith two decimat s ne cell to anoth	format l ers l places ler	nave on the selected cells?
	ANS: B	PTS:	1	REF:	EX 32
25.	What effect does thea. Converts decimab. Converts decimac. Displays cell cond. Allows for substitution	Comma ls to con ls to con tents with tution o	a Style format h mmas within a mmas within m ith two decimat of selected char	nave on cell erged c l places acters	the selected cells? cells and commas as thousands separators
	ANS: C	PTS:	1	REF:	EX 33
26.	Pressing the key a. CTRL+HOME b. CTRL+END	yboard s	shortcut key(s)	selects c. d.	cell A1. HOME END
	ANS: A	PTS:	1	REF:	EX 36
27.	How many chart type a. 5 b. 10	es does] PTS:	Excel offer?	c. d. REE:	29 50 FX 37
	ANS. D	115.	1	KLI.	
28.	A pie chart with one a. exploded b. outer	or more	slices offset is	referre c. d.	ed to as a(n) pie chart. offset rasterized
	ANS: A	PTS:	1	REF:	EX 41
29.	The date you change a. automatically up b. baseline	a file is dated	an example of	`a(n) c. d.	property. standard indexed
	ANS: A	PTS:	1	REF:	EX 44
30.	properties are a a. Automatic b. Hidden	ssociate	ed with all Micr	rosoft C c. d.	Office files and include author, title, and subject. Replacement Standard
	ANS: D	PTS:	1	REF:	EX 44
31.	You use to view a. Adobe Reader b. Backstage View	v an XP	S file.	c. d.	Microsoft PowerView XPS Viewer
	ANS: D	PTS:	1	REF:	EX 45

32.	The area on the	e status ba	ar includes six	comma	ands as well as the result of the associated
	a. AutoFormat	gint side 0.	i the menu.	c.	AutoFunction
	b. AutoComplete			d.	AutoCalculate
	ANS: D	PTS:	1	REF:	EX 49
33.	Which of the follow	ing keys t	toggles betwee	n Inser	t mode and Overtype mode?
	a. INSERT			C.	TAB
	D. ENTER			a.	ALI
	ANS: A	PTS:	1	REF:	EX 50
34.	To erase an entire er	ntry in a c	ell and then ree	enter tł	he data from the beginning, press the key.
	a. ALT b. FSC			с. d	CTRL
		DTG		u.	
	ANS: B	PTS:	1	REF:	EX 50
35.	Which of the follow:	ing keys 1	moves the inser	rtion p	oint to the beginning of data in a cell?
	a. HOME b. ENTER			с. d	INSERT
	U. ENTER			u.	
	ANS: A	PTS:	1	REF:	EX 51
36.	Which of the follow	ing keys 1	moves the inser	rtion p	oint to the end of data in a cell?
	a. HOME			с.	END
	0. DELETE			u.	BACKSFACE
	ANS: C	PTS:	1	REF:	EX 51
37.	The button allo	ows you to	o erase recent c	cell ent	tries.
	a. Undo			c.	Bold
	b. Cell Style			a.	Increase Decimal
	ANS: A	PTS:	1	REF:	EX 51
38.	Excel remembers the	e last	_ actions you h	nave co	ompleted.
	a. 25			С.	75
	0. 30			a.	100
	ANS: D	PTS:	1	REF:	EX 51
39.	Press to select	the entire	worksheet.		
	a. F1			C.	ALT+A
	D. UTRL+A			a.	F4
	ANS: B	PTS:	1	REF:	EX 53
40.	If you wish to sign o	out of you	r Microsoft acc	count,	tap or click on the ribbon to open the
	Backstage view and	then tap of	or click the Aco	count t	ab to display the Account gallery, and tap or click
	the Sign out link.			C	EXIT

a. ACCESSc. EXITb. TOOLSd. FILE

ANS:	D	PTS: 1	REF:	EX 53
	-			

TRUE/FALSE

1. A requirements document includes a needs statement, source of data, summary of calculations, and any other special requirements for a worksheet.

ANS: T PTS: 1 REF: EX 3

2. Worksheet titles and subtitles should be as wordy as possible.

ANS: F PTS: 1 REF: EX 6

3. A thin red border indicates the active cell.

ANS: F PTS: 1 REF: EX 7

4. Both the Cancel box and the Enter box appear on the formula bar when you begin typing in a cell.

ANS: T PTS: 1 REF: EX 7

5. When you tap or click the Enter box to complete an entry in a cell, the active cell moves down to the next cell in the same column.

ANS: F PTS: 1 REF: EX 8

6. The AutoCorrect feature can automatically capitalize the first letter in the names of days.

ANS: T PTS: 1 REF: EX 9

7. When text is longer than the width of a column, Excel displays the overflow characters in adjacent cells to the right as long as those adjacent cells contain no data.

ANS: T PTS: 1 REF: EX 8

8. Excel recognizes the following as text: 401AX21, 921-231, 619 321, 883XTY.

ANS: T PTS: 1 REF: EX 11

9. When entering dollar values in cells, you also must type the dollar sign (\$), commas, and any trailing zeros.

ANS: F PTS: 1 REF: EX 12

10. A single point is about 1/32 of one inch in height.

ANS: F PTS: 1 REF: EX 23

11. Excel can display characters in only three font colors: black, red, and blue.

ANS: F PTS: 1 REF: EX 23

12. A character with a point size of 10 is about 10/72 of one inch in height.

ANS: T PTS: 1 REF: EX 23

13. Modifying the column widths usually is done last because other formatting changes may affect the size of data in the cells in the column.

ANS: T PTS: 1 REF: EX 23

14. Live preview is available on a touch screen.

ANS: F PTS: 1 REF: EX 24

15. You can turn off the Bold formatting for selected text by clicking the Roman button (Home tab | Font group).

ANS: F PTS: 1 REF: EX 26

16. A given range contains the data that determines the size of slices in a corresponding pie chart; these entries are called the category names.

ANS: F PTS: 1 REF: EX 38

17. To add a pie chart, first select the data to be charted and then tap or click the Insert Pie or Doughnut Chart button (INSERT tab | Charts group).

ANS: T PTS: 1 REF: EX 38

18. To use the AutoCalculate area, select the range of cells containing the numbers for a calculation you want to verify and then press and hold or double-click the AutoCalculate area to display the Customize Status Bar shortcut menu.

ANS: F PTS: 1 REF: EX 48

19. If a major error is made when typing data into a cell, tap or click the Cancel box in the formula bar or press the ESC key to erase the entire entry, and then reenter the data from the beginning.

ANS: T PTS: 1 REF: EX 50

20. With Excel in Edit mode, you can edit cell contents directly in the cell.

ANS: T PTS: 1 REF: EX 50

21. You can press the RIGHT ARROW or LEFT ARROW keys to position the insertion point during in-cell editing.

ANS: T PTS: 1 REF: EX 51

22. The Microsoft Office Specialist (MOS) program provides an opportunity for you to obtain proof that you have the Excel 2013 skills required by employers.

	ANS: T	PTS:	1 REF:	EX 52	
23.	To clear the en	tire worksheet	, tap or click the Clea	r All button on the worl	rsheet.
	ANS: F	PTS:	1 REF:	EX 52	
24.	You can clear o menu.	cell contents an	nd formatting by tapp	ing or clicking Clear Co	ontents on the Clear button
	ANS: T	PTS:	1 REF:	EX 52	
25.	You should pre	ess the SPACE	BAR to clear a cell.		
	ANS: F	PTS:	1 REF:	EX 52	
СОМ	PLETION				
1.	A(n)		_ conveys a visual re	presentation of data.	
	ANS: chart				
	PTS: 1	REF:	EX 2		
2.	Careful accurate, easy t	o read, flexibl	can reduce your e, and useful.	effort significantly and	result in a worksheet that is
	ANS: planning	5			
	PTS: 1	REF:	EX 4		
3.	The easiest way and then click.	y to select a ce	Il is to move the bloc	k	pointer to the cell
	ANS: plus sig	n			
	PTS: 1	REF:	EX 6		
4.	Worksheet	ation that helps	typically constant to group the data in	tain descriptive informa the worksheet.	tion about items in rows or
	ANS: columns	5			
	PTS: 1	REF:	EX 6		
5.	The active cell	reference appe	ears in the	on the le	ft side of the formula bar.
	ANS: Name b	ox			
	PTS: 1	REF:	EX 6		

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ANS: active

PTS: 1 REF: EX 6

.

7. As you type, Excel displays the entry (and the Cancel box and Enter box) in the

ANS: formula bar

PTS: 1 REF: EX 7

- 8. _____ corrects two initial capital letters by changing the second letter to lowercase.
 - ANS: AutoCorrect

PTS: 1 REF: EX 9

9. If the next entry you want to make is in an adjacent cell, use the ______ keys to complete the entry in the current cell and make the adjacent cell the active cell.

ANS: ARROW

PTS: 1 REF: EX 12

10. Excel's ______ function, which adds all of the numbers in a range of cells, provides a convenient means to calculate a total.

	ANS:	SUM				
	PTS:	1	REF:	EX 14		
11.	You ca often-u	n click the sed functions.			_ button arrow (HO	ME tab Editing group) to view a list of
	ANS:	Sum				
	PTS:	1	REF:	EX 15		
12.	The aut	tomatically ad	usted c	ell reference	in a pasted formula	is called a(n)
	ANS:	relative refere	nce			
	PTS:	1	REF:	EX 16		
13.	The the sour	rce area to the	destina	_ button allow ation area with	vs you to choose wh n or without formatt	ether you want to copy the values from ing.
	ANS:	Auto Fill Opti	ons			
	PTS:	1	REF:	EX 17		
14.			ind	licates how ch	naracters are emphas	sized.
	ANS:	Font style				
	PTS:	1	REF:	EX 23		
15.	The det	fault font for a	new w	orkbook is		11-point regular black.
	ANS:	Calibri				
	PTS:	1	REF:	EX 23		
16.			cel	ls involves cr	eating a single cell	by combining two or more selected cells.
	ANS:	Merging				
	PTS:	1	REF:	EX 29		
17.	Like an time.	n area chart, a(n)		chart often i	s used to illustrate changes in data over
	ANS:	line				
	PTS:	1	REF:	EX 37		
18.	You ca	n double-tap o	r doubl	e-click the		tab of the worksheet whose name you

18. You can double-tap or double-click the ______ tab of the worksheet whose name you want to change.

ANS: sheet

PTS: 1 REF: EX 42

19. ______ involves reducing the electricity consumed and environmental waste generated when using computers, mobile devices, and related technologies.

ANS: Green computing

PTS: 1 REF: EX 45

20. While typing in a cell, you can press the ______key to erase all the characters back to and including the incorrect character you just typed.

ANS: BACKSPACE

PTS: 1 REF: EX 50

MODIFIED TRUE/FALSE

1. In a worksheet, <u>columns</u> typically contain information that is similar to a list.

ANS: F, rows

PTS: 1 REF: EX 6 TOP: Critical Thinking

2. The group of adjacent cells beginning with B4 and ending with B8, written as B4:B8, is called a(n) range.

ANS: T PTS: 1 REF: EX 14 TOP: Critical Thinking

3. The opposite of merging cells is <u>splitting</u> a merged cell.

ANS: T PTS: 1 REF: EX 30 TOP: Critical Thinking

4. The <u>Top</u> status bar command is used to display the highest value in the selected range in the AutoCalculate area.

ANS: F, MaximizePTS:1REF:EX 48TOP:Critical Thinking

5. If you accidentally undo an action, you can use the <u>Redo</u> button to redo it.

ANS:	Т	PTS:	1	REF: EX 51
TOP:	Critical Thinking			

MULTIPLE RESPONSE

Modified Multiple Choice

- 1. You can insert a function in a cell by . tapping or clicking the Sum button arrow (HOME tab | Editing group) a. b. tapping or clicking the Insert Function button in the formula bar c. typing + and one or more letters and then selecting the function name from a list d. typing = and one or more letters and then selecting the function name from a list ANS: A, B, D PTS: 1 REF: EX 15 2. The characters that Excel displays on the screen are a specific _____. a. font c. size b. style d. color ANS: A, B, C, D PTS: 1 REF: EX 23 3. is an electronic image format, sometimes called a fixed format. a. XPS c. BMP b. TIF d. PDF REF: EX 45 ANS: A, D PTS: 1 4. A is information that exists on a physical medium such as paper. a. hard copy c. validation b. column d. printout ANS: A, D PTS: 1 REF: EX 45
- 5. If you have multiple Excel workbooks open, to close all open workbooks and exit Excel, _____.
 - a. press F4
 - b. press ALT+F4
 - c. press and hold the Excel app button on the taskbar and then tap 'Close all windows' on the shortcut menu
 - d. right-click the Excel app button on the taskbar and then click 'Close all windows' on the shortcut menu

ANS: B, C, D PTS: 1 REF: EX 53

MATCHING

Identify the letter of the choice that best matches the phrase or definition.

	•		-
a.	ALT+PAGE DOWN	f.	END
b.	ARROW	g.	INSERT
c.	CTRL+HOME	ĥ.	SHIFT+RIGHT ARROW
d.	HOME	i.	BACKSPACE
e.	CTRL+F	j.	SPACEBAR
		·	

- 1. Selects the cell at the beginning of the row that contains the active cell.
- 2. Displays the Find dialog box.

- 3. Selects the cell one worksheet window to the right.
- 4. Selects the adjacent cell in the direction of the arrow on the key.
- 5. Highlights one or more adjacent characters to the right.
- 6. Should not be used to clear a cell.
- 7. Deletes characters to the left of the insertion point.
- 8. Selects cell A1.
- 9. Toggles between Insert and Overtype mode.
- 10. Moves the insertion point to the end of data in a cell.

1.	ANS:	D	PTS:	1	REF:	EX 36
2.	ANS:	Е	PTS:	1	REF:	EX 36
3.	ANS:	А	PTS:	1	REF:	EX 36
4.	ANS:	В	PTS:	1	REF:	EX 36
5.	ANS:	Η	PTS:	1	REF:	EX 51
6.	ANS:	J	PTS:	1	REF:	EX 52
7.	ANS:	Ι	PTS:	1	REF:	EX 51
8.	ANS:	С	PTS:	1	REF:	EX 36
9.	ANS:	G	PTS:	1	REF:	EX 50
10.	ANS:	F	PTS:	1	REF:	EX 51

ESSAY

1. List and briefly describe six chart types from which you can choose in Excel. Mention how you select the appropriate type of chart.

ANS:

Excel includes 10 chart types from which you can choose, including column, line, pie, bar, area, X Y (scatter), stock, surface, bubble, and radar. The type of chart you choose depends on the type of data that you have, how much data you have, and the message you want to convey.

A line chart often is used to illustrate changes in data over time. Pie charts show the contribution of each piece of data to the whole, or total, of the data. Area charts, like line charts, illustrate changes over time, but often are used to compare more than one set of data, and the area below the lines is filled in with a different color for each set of data. An X Y (scatter) chart is used much like a line chart, but each piece of data is represented by a dot and is not connected with a line. A stock chart provides a number of methods commonly used in the financial industry to show stock market data. A surface chart compares data from three columns and/or rows in a three-dimensional manner. A bubble chart is much like an X Y (scatter) chart, but a third set of data results indicates how large each individual dot, or bubble, is on the chart. A radar chart can compare several sets of data in a manner that resembles a radar screen, with each set of data represented by a different color. A column or cylinder chart is a good way to compare values side by side. A pie chart can go even further in comparing values across categories by showing each pie piece in comparison with the others.

- PTS: 1 REF: EX 37 TOP: Critical Thinking
- 2. Discuss document properties. Include definitions of these terms: *standard properties* and *automatically updated properties*. Be sure to give at least two reasons why document properties are valuable.

ANS:

Excel helps you organize and identify your files by using document properties, which are the details about a file such as the project author, title, and subject. For example, a class name or document topic can describe the file's purpose or content

Document properties are valuable for a variety of reasons:

(1) Users can save time locating a particular file because they can view a file's document properties without opening the workbook.

(2) By creating consistent properties for files having similar content, users can better organize their workbooks.

(3) Some organizations require Excel users to add document properties so that other employees can view details about these files.

The more common document properties are standard and automatically updated properties. Standard properties are associated with all Microsoft Office files and include author, title, and subject. Automatically updated properties include file system properties, such as the date you create or change a file, and statistics, such as the file size.

PTS: 1 REF: EX 44 TOP: Critical Thinking

3. Discuss how to correct errors after entering data into a cell using in-cell editing.

ANS:

If the entry in the cell is long and the errors are minor, using Edit mode may be a better choice than retyping the cell entry. Double-tap or double-click the cell containing the error to switch Excel to Edit mode. In Edit mode, Excel displays the active cell entry in the formula bar and a flashing insertion point in the active cell.

With Excel in Edit mode, you can edit the contents directly in the cell — a procedure called in-cell editing. Make changes using in-cell editing, as indicated below.

To insert new characters between two characters, place the insertion point between the two characters and begin typing. Excel inserts the new characters at the location of the insertion point.
 To delete a character in the cell, move the insertion point to the left of the character you want to delete and then press the DELETE key or place the insertion point to the right of the character you want to delete and then press the BACKSPACE key. You also can drag to select the character or adjacent characters you want to delete and then press the DELETE key or CTRL+X, or tap or click the Cut button (HOME tab | Clipboard group).

(3) When you are finished editing an entry, tap or click the Enter box or press the ENTER key.

PTS: 1 REF: EX 50 TOP: Critical Thinking

CASE

Critical Thinking Questions Case 1-1

Perry has recently expanded his business and hired two employees. As a result of this expansion, he is considering carefully how to establish policies and procedures for creating workbooks.

1. Perry decides that before either of his employees creates a new workbook he must give them a _____.

	a. b.	requirements o USB flash driv	docume ve	nt		c. d.	file name table of keyboard shortcuts
	ANS: A						
	PTS:	1	REF:	EX 3	TOP:	Cri	tical Thinking
2.	Perry	also decides that	at he sho	ould approve	of a	any	proposed worksheet.
	a. b.	the font and fo a chart	ont size			c. d.	a sketch the title and subtitle text
	ANS: C						
	PTS:	1	REF:	EX 4	TOP:	Cri	tical Thinking
	Critic Case 1	al Thinking Q 1-2	uestion	S			
	Anita offers	is new to Micro many features	osoft Ex to help l	cel 2013. As sh her save time a	ne uses nd be n	the nore	application, she is beginning to see that Excel productive.
3.	Which	n of the following	ng featu	res helps Anita	be mo	re p	roductive by automatically reducing the number
	a. b.	AutoComplete AutoCalculate	e e	jius:		c. d.	AutoCorrect Auto Fill
	ANS: C						
	PTS:	1	REF:	EX 9	TOP:	Cri	tical Thinking
4.	Which organi	of the followin ze and identify	ng Exce her wo	l features helps rkbook files?	Anita	be r	nore productive by helping her more easily
	a. b.	Shortcut menu Document pro	ıs perties			c. d.	Contextual tabs Enhanced ScreenTips
	ANS: B						

TOP: Critical Thinking

PTS: 1

REF: EX 44

Access Chapter 1 — Databases and Database Objects: An Introduction

MULTIPLE CHOICE

1.	Access is a				
	a. word processing	softwar	e tool	C.	workbook management system
	b. file management	system		d.	database management system
	ANS: D	PTS:	1	REF:	AC 2
2.	In a(n) databas each of which contai a. tabular b. record	e such a ns infor	s those mainta mation on a sp	ined by becific su c. d.	Access, a database consists of a collection of tables, ubject. attribute relational
	ANS: D	PTS:	1	REF:	AC 2
3.	A(n) contains i a. attribute b. record	nformat	ion about a giv	ven pers c. d.	on, product, or event. field column
	ANS: B	PTS:	1	REF:	AC 3
4.	words are word fields.	ls that h	ave a special r	neaning	to Access and cannot be used for the names of
	b. Restricted			с. d.	Tagged
	ANS: A	PTS:	1	REF:	AC 4
5.	In Access, table and	field na	mes can be up	to	characters in length.
	a. 256			с. d	64
	0. 128	DTG	1	u.	32
	ANS: C	PIS:	1	KEF:	AC 8
6.	A field whose data ty a. Alpha b. Character	ype is	can contai	n any ch c. d.	aracters. Normal Short Text
	ANS: D	PTS:	1	REF:	AC 9
7.	A(n) data type total number of char.	can stor acters m	e a variable ar av exceed 255	nount of	f text or combination of text and numbers where the
	a. Memo			с.	Variable
	b. Long Text			d.	Character
	ANS: B	PTS:	1	REF:	AC 9
8.	A field with the Access will increment a. Sequential	_ data ty nt the nu	pe can store a mber by 1 as	unique each nev c.	sequential number that Access assigns to a record. w record is added. Incremental
	b. ValueIncrement			d.	AutoNumber

	ANS: D	PTS:	1	REF:	AC 9
9.	A field with the spreadsheet.	_ data ty	/pe c	an contain an atta	ched file, such as an image, document, chart, or
	a. Attachmentb. File			c. d.	Document Extend
	ANS: A	PTS:	1	REF:	AC 9
10.	A field whose data t the table.	ype is _		can store an OLE	object, which is an object linked to or embedded in
	a. Illustrationb. Image			c. d.	Bitmap OLE object
	ANS: D	PTS:	1	REF:	AC 9
11.	A field whose data t a. URL b. Web	ype is _		can store text that c. d.	can be used as a hyperlink address. Placeholder Hyperlink
	ANS: D	PTS:	1	REF:	AC 9
12.	When you assign a(n name, in datasheets a. alternate b. caption	n) and in fo	to a orms	field, Access will s. c. d.	display the value you assign, rather than the field abbreviation tag
	ANS: B	PTS:	1	REF:	AC 10
13.	When you create a ta field in the table.	able in I	Data	sheet view, Access	automatically adds a field called as the first
	a. AutoNumberb. AutoFill			c. d.	ID PrimaryID
	ANS: C	PTS:	1	REF:	AC 11
14.	To define an additio a. New Field b. Add Field	nal field	in I	Datasheet view, tap c. d.	o or click the column heading. Click to Add Insert Field
	ANS: C	PTS:	1	REF:	AC 14
15.	To undo the most re Toolbar.	cent cha	nge	to a table structure	e, tap or click the button on the Quick Access
	a. Cancelb. Reverse			c. d.	Back Undo
	ANS: D	PTS:	1	REF:	AC 15
16.	To delete a field in a	i table, p	oress	and hold or right-	click the column heading for the field, and then tap
	a. Remove Field b. Delete Field	SHOLLCU	i me	c. d.	Delete Column Remove Column

	ANS: B	PTS:	1	REF:	AC 15
17.	To change the name click on the sho a. Change Column b. Rename Column	of a fiel ortcut m	d, press and ho enu, and then t	ld or rig ype the c. d.	ght-click the column heading for the field, tap or desired field name. Change Field Rename Field
	ANS: D	PTS:	1	REF:	AC 15
18.	To show the symbol whose data type is C a. Field Size b. Format	for the urrency	Euro instead of	the dol c. d.	lar sign, change the property for the field Caption Description
	ANS: B	PTS:	1	REF:	AC 15
19.	To insert a field betw that will follow the n a. Insert Column b. Insert Field	veen exi new field	sting fields, pro	ess and or click c. d.	hold or right-click the column heading for the field on the shortcut menu. Add Column Add Field
	ANS: B	PTS:	1	REF:	AC 15-AC 16
20.	To open a table in Do tap or click on a. Table Design	esign vi the shor	ew, press and h tcut menu	old or 1 c.	right-click the table in the Navigation Pane and then Structure View
	b. Layout View			d.	Design View
	ANS: D	PTS:	1	REF:	AC 17

			X1015 20015	P	delation - Patchese - Callered CC	
			TABLE TOOLS	Bavant Pi	iblishing: Database- C:\Users\SC	Series/Documents/CIS 101/Access/b
LE HOME CREATE	EXTERNAL DATA DA	ATABASE TOOLS	5 DESIGN			
112 🛛	š≕ Insert Rows ➤ Delete Rows			_	=== III	
w Primary Builder Test Validatio Key Rules	an 🛃 Modify Lookups	Property Inde Sheet	xes Create Data Macros ~ (Rename/ Delete Macr	o Relationships Object Dependencies	
ws Tools		Show/Hide	Field, Record &	k Table Ever	ts Relationships	
LAccess Obie 🛛 🖲 «	I Book Rep					
r Access Obje o	Field Na	ame	Data Typ	e		Descript
n	🌮 Book Rep Numbe	er 👘	Short Text		Unique identifier of book re	ep
ples Là 🌣	Last Name		Short Text			
Book Rep	First Name		Short Text			
	Street		Short Text			
	City		Short Text			
	State		Short Text			
	Postal Code		Short Text			
	Start Date		Date/Time			
/	Salary		Currency			
	Bonus Rate		Number			
	10					
						ield Properties
	General Lookup					
	Field Size	2				
	Format					
	Input Mask Caption	80.0				
	Default Value	£K≠				
	Validation Rule					
	Text			State of the local division of the local div		

21. In the accompanying figure, the key symbol that appears in the row selector for the Book Rep Number field indicates that Book Rep Number is the _____ for the table.

	a. principal keyb. foreign key		c. d.	main key primary key
	ANS: D	PTS: 1	REF:	AC 17
22.	In the accompanying	figure, the Book Rep	table di	splays in
	a. Structure view		с.	Layout view
	b. Design view		d.	Table view
	ANS: B	PTS: 1	REF:	AC 17
23.	In the accompanying a. row selector	figure, the small box o	or bar to c.	the left of each field is called the field bar
	b. field selector		d.	current field bar
	ANS: A	PTS: 1	REF:	AC 18
24.	To add a record to a t	able, tap or click the _	rec	cord button.
	a. Add New		c.	Last
	b. New (blank)		d.	Insert (New)
	ANS: B	PTS: 1	REF:	AC 23

25. You can place an insertion point by tapping or clicking in the field or by pressing _____.

	a. F2 b. F3	c. d.	F4 F5
	ANS: A PTS: 1	REF:	AC 23
26.	To delete a record, tap or click t a. CTRL+DELETE b. CTRL+Y	the record selector f c. d.	for the record, and then press the key(s). DELETE CTRL+K
	ANS: C PTS: 1	REF:	AC 23
27.	To specify AutoCorrect rules an view, tap or click, and the a. Customize b. Manage	nd exceptions to the en tap or click Proo c. d.	e rules, tap or click FILE to open the Backstage fing in the dialog box that displays. Options Grammar
	ANS: C PTS: 1	REF:	AC 23
28.	To save the changes to the layou a. status bar b. TABLE TOOLS tab	ut of a table, tap or c. d.	click the Save button on the Navigation Pane Quick Access Toolbar
	ANS: D PTS: 1	REF:	AC 28
29.	To change the print orientation PREVIEW tab.	from portrait to lan	dscape, tap or click the button on the PRINT
	a. Portrait/Landscapeb. Orientation	c. d.	Switch Orientation Landscape
	ANS: D PTS: 1	REF:	AC 31
30.	To import data to a table, tap or a. DATABASE TOOLS b. FILE	click the tab c. d.	on the ribbon. EXTERNAL DATA IMPORT
	ANS: C PTS: 1	REF:	AC 33
31.	To open the Navigation Pane, ta a. Open Navigation Pane b. Open Pane	ap or click the c. d.	Button. Shutter Bar Open/Close Navigation Bar Show/Hide
	ANS: C PTS: 1	REF:	AC 40
32.	To create a query using the Que Wizard button.	ery Wizard, tap or c	lick on the ribbon and then click the Query
	a. CREATEb. INSERT	c. d.	NEW OBJECT REPORT
	ANS: A PTS: 1	REF:	AC 40
33.	To view the results of a saved q and tap or click on the sho	uery, press and hole	d or right-click the query in the Navigation Pane
	a. Datasheet View b. Open	c. d.	Results View Run

	ANS: B	PTS:	1	REF:	AC 42-AC 43
34.	To change the design then tap or click	n of a qu on the	ery, press and shortcut menu	hold or	right-click the query in the Navigation Pane and
	a. Open b. SQL	_		c. d.	Query Window Design View
	ANS: D	PTS:	1	REF:	AC 42
35.	To create an initial re a. Layout b. Report Layout	eport the	at can be modif	ied in I c. d.	Layout view, tap or click on the CREATE tab. Report Simple Report
	ANS: C	PTS:	1	REF:	AC 49
36.	To exit Access, tap o a. Quit b. Stop	or click 1	the button	on the c. d.	right side of the title bar. End Close
	ANS: D	PTS:	1	REF:	AC 56
37.	To back up the datab Backstage view. a. Close and Back b. Back Up Current	ase that Up t	is currently op	en, use c. d.	the command on the Save As tab in the Save As Back Up Back Up Database
	ANS: D	PTS:	1	REF:	AC 56
38.	To compact and repa a. Restore b. Fix	ir a data	abase, tap or cli	ck the c. d.	button in the Info gallery in the Backstage view. Compaction Compact & Repair
	ANS: D	PTS:	1	REF:	AC 57
39.	To delete a database or click on the	object, shortcut	press and hold t menu.	or right	t-click the object in the Navigation Pane and then tap
	b. Trash			d.	Remove
	ANS: C	PTS:	1	REF:	AC 58
40.	To rename a databas tap or click on	e object the shor	, press and hold tcut menu.	d or rig	ht-click the object in the Navigation Pane and then
	a. New Name b. Redefine			c. d.	Rename Save Name
	ANS: C	PTS:	1	REF:	AC 58
MUL	TIPLE RESPONSE				

Modified Multiple Choice

1. File names cannot contain a(n) _____.

	a. question marb. colon (:)	k (?)	c. d.	space underscore (_)
	ANS: A, B	PTS: 1	REF:	AC 7
2.	Field names canr a. square brack b. periods (.)	not contain ets ([])	с. d.	hyphens (-) accent graves (')
	ANS: A, B, D	PTS: 1	REF:	AC 8
3.	The Access wind a. Navigation P b. Content pane	low consists of a ane	variety of compo c. d.	nents. These include the Object tabs Quick Access Toolbar
	ANS: A, C, D	PTS: 1	REF:	AC 8
4.	A field with a Ye a. True/False b. One/Zero	es/No data type c	c. d.	of two values. The choices are Yes/No On/Off
	ANS: A, C, D	PTS: 1	REF:	AC 9
5.	You can create a a. Design view b. Blank view	table in	c. d.	Layout view Datasheet view
	ANS: A, D	PTS: 1	REF:	AC 10
TRU	E/FALSE			
1.	In Access, the co	lumns in a table	are called records	
	ANS: F	PTS: 1	REF:	AC 3
2.	A unique identifi	er also is called	a primary key.	
	ANS: T	PTS: 1	REF:	AC 3
3.	In Access, field r	names cannot con	ntain digits.	
	ANS: F	PTS: 1	REF:	AC 8
4.	The Navigation I	Pane contains a li	ist of all the objec	ts in the database.
	ANS: T	PTS: 1	REF:	AC 8
5.	In Datasheet view	w, a table is repre	esented as a collec	tion of rows and columns called a list.
	ANS: F	PTS: 1	REF:	AC 8
6.	The maximum nu	umber of charact	ers allowed in a fi	eld whose data type is Short Text is 255 characters.

ANS: T PTS: 1 REF: AC 9

7. Fields that contain numbers but will not be used for arithmetic operations usually are assigned a data type of Memo.

ANS: F PTS: 1 REF: AC 9

8. The Currency data type is used for fields that contain only monetary data.

ANS: T PTS: 1 REF: AC 9

9. The Character data type is used for a field that can store a variable amount of text or combinations of text and numbers where the total number of characters may exceed 255.

ANS: F PTS: 1 REF: AC 9

10. When Access first creates a database, it automatically creates a table.

ANS: T PTS: 1 REF: AC 11

11. One way to undo changes to a field is to click the Undo button on the status bar.

ANS: F PTS: 1 REF: AC 15

12. The AutoError Correction feature of Access corrects common data entry errors.

ANS: F PTS: 1 REF: AC 23

AB 6	3 5 - 6 - 1	- v			TABLE T	OOLS	Bavant Pi	ublishing : Databa	se- C:\Users\SC	Series\Documents\	CIS 101\Access\Bavant Pub
FILE	HOME C	REATE EXTER	INAL DATA D	ATABASE TOOLS	FIELDS	TABLE					
	Cut	Y	Ascending A Descending	Selection *		Save	∑ Totals		Calib io To *	ri (Detail) -	11 • ⊟ ⊟ ∈
View	Paste & Forma	at Painter	A Remove So	rt 🍸 Toggle Filter	All - >	CDelete 🔹	More *	Find Is S	elect *	IU 🔺 - 🖄 -	
Views	Clipboard	9	Sert & F	Filter		Records		Find		Tex	t Formatting
* 1	BookRep										
	BR# -	Last Name +	First Name +	Street -	City	- St	ate -	Postal Code +	Start Date	 Salary 	Bonus Rate + Click
	53	Chin	Robert	265 Maxwell St	Gossett	PA		19157	6/1/20	13 \$26,250.00	0.19
*										\$0.00	0.00
	-					_	_				
R	ecord: H 4 2 of 2	> H > 15 Th	No Filter Seard	h							
Unique	identifier of book re	2p									

13. As shown in the accompanying figure, you can move to the end of a table to a position for entering a new record by clicking the Insert record Navigation button.

ANS: F PTS: 1 REF: AC 26

14. As shown in the accompanying figure, you can use the Last record button to move to the last record in the table.

ANS: T PTS: 1 REF: AC 26

15. As shown in the accompanying figure, you can move to the first record in a table by clicking the Start record Navigation button.

ANS: F PTS: 1 REF: AC 26

16. Changing the column width in a datasheet changes the structure of a table.

ANS: F PTS: 1 REF: AC 28

17. Landscape orientation means the printout is across the length (height) of the page.

ANS: T PTS: 1 REF: AC 29

18. To print a wide database table, a table whose contents do not fit on the screen, you will need portrait orientation.

ANS: F PTS: 1 REF: AC 29

19. To preview and then print the contents of a table, use Table Preview.

ANS: F PTS: 1 REF: AC 30

20. Form view displays a single record at a time.

ANS: T PTS: 1 REF: AC 45

21. Layout view shows a report on the screen and allows the user to make changes to the report.

ANS: T PTS: 1 REF: AC 50

22. Standard properties are associated with all Microsoft Office documents and include author, title, and subject.

ANS: T PTS: 1 REF: AC 54

23. The DATABASE TOOLS tab provides commands to save a database with another name.

ANS: F PTS: 1 REF: AC 57

24. Each customer has one book rep, but each book rep can have many customers. This is an example of a one-to-many relationship.

ANS: T PTS: 1 REF: AC 62

25. Redundancy means storing the same fact in more than one place.

ANS: T PTS: 1 REF: AC 62

MODIFIED TRUE/FALSE

1. The term <u>list</u> database describes a database that consists of a collection of tables, each of which contains information on a specific subject.

ANS: F, relational

PTS: 1 REF: AC 2

2. A field that has the <u>Calculated</u> data type can store a unique sequential number that Access assigns to a record.

ANS: F, AutoNumber

PTS: 1 REF: AC 9

3. To change the name of a field, press and hold or right-click the column heading for the field, and then tap or click <u>Rename</u> Field on the shortcut menu.

ANS: T PTS: 1 REF: AC 15

4. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click Insert <u>Column</u> on the shortcut menu.

ANS: F, Field

PTS: 1 REF: AC 15-AC 16

5. To delete a field, press and hold or right-click the column heading for the field, and then tap or click <u>Remove</u> Field on the shortcut menu.

ANS: F, Delete

PTS: 1 REF: AC 15

COMPLETION

1. A(n) is software that can be used to create a database; add, change, and delete data in the database; ask and answer questions concerning the data in the database; and create forms and reports using the data.

ANS: database management system

PTS: 1 REF: AC 2

2.	The rows in the tables are called								
	ANS:	records							
	PTS:	1	REF:	AC 3					
3.	A(n)_			_ contains a specific piece of information within a record.					
	ANS:	field							

PTS: 1 REF: AC 3

4. A unique identifier also is called a(n) ______.

ANS: primary key

PTS: 1 REF: AC 3



5. In the accompanying figure, the _____ Pane contains a list of all the objects in the database.

ANS: Navigation

PTS: 1 REF: AC 7

6. In the accompanying figure, the words Datasheet View at the lower left of the screen appear on the

ANS: status bar

	PTS:	1	REF:	AC 7
7.	In the	accompanying	figure, wo	the entire area that displays on the screen is called the rk area.
	ANS:	Access		
	PTS:	1	REF:	AC 7
8.	In the work a	accompanying area.	figure,	for the open objects appear at the top of the
	ANS:	object tabs		
	PTS:	1	REF:	AC 7
9.	In the	accompanying	figure,	the database name, Bavant Publishing appears on the
	ANS:	title bar	•	
	PTS:	1	REF:	AC 7
10.	In the	accompanying	figure, but	the buttons at the bottom-right edge of the screen are tons, which you use to change the view that is currently displayed.
	ANS:	View		
	PTS:	1	REF:	AC 7
11.	The			_ data type in Access is referred to as Money in SQL Server.
	ANS:	Currency		
	PTS:	1	REF:	AC 9
12.	The Sh Access	nort Text data t 5.	ype rep	laces the data type in previous editions of
	ANS:	Text		
	PTS:	1	REF:	AC 9
13.	<u> </u>		vie	w has more functionality for creating a table than Datasheet view.
	ANS:	Design		
	PTS:	1	REF:	AC 10
14.	To def	ine an addition	al field	in Datasheet view, tap or click the column

heading, select the data type, and then type the field name.

	ANS:	Click to Add		
	PTS:	1	REF:	AC 14
15.	To ins that w	ert a field betw ill follow the n	veen exi ew field	sting fields, press and hold or right-click the column heading for the field d, and then tap or click on the shortcut menu.
	ANS:	Insert Field		
	PTS:	1	REF:	AC 15-AC 16
16.	Societ reduci device	y encourages under the electricities, and related to	isers to ity const technolo	contribute to computing, which involves umed and environmental waste generated when using computers, mobile ogies.
	ANS:	green		
	PTS:	1	REF:	AC 29
17.	A hard paper.	d copy or		is information that exists on a physical medium such as
	ANS:	printout		
	PTS:	1	REF:	AC 29
18.	databa	use.	ref	ers to the process of determining the tables and fields that make up the
	ANS:	Database desi	gn	
	PTS:	1	REF:	AC 58
19.	The de	etermination of	f databa	se requirements is part of a process known as
	ANS:	systems analy	vsis	
	PTS:	1	REF:	AC 58
20.	Desig	gning to omit _		will help to produce good and valid database designs.
	ANS:	redundancy		
	PTS:	1	REF:	AC 63
MAT	CHINO	3		

Identify the letter of the choice that best matches the phrase or definition. a. AutoNumber f. Currency

g. Metadata b. Layout view

- c. DBDL
- d. Report view
- e. Long Text

- h. Print Preview
- i. Short Text
- j. status bar
- 1. Field can store a variable amount of text or combinations of text and numbers where the total number of characters may exceed 255.
- 2. Presents information about the database object, the progress of current tasks, and the status of certain commands and keys.
- 3. Field can contain any characters and the total numbers of characters cannot exceed 255.
- 4. Field can contain only monetary data.
- 5. Field can store a unique sequential number that Access assigns to the record.
- 6. A commonly accepted shorthand representation for showing the structure of a relational database.
- 7. View that shows a report as it will appear when printed.
- 8. View that shows a report on the screen and allows changes to the report.
- 9. View that shows a report on the screen and does not allow changes to the report.
- 10. Can include such information as the file's author, title, or subject.

1.	ANS:	Е	PTS:	1	REF:	AC 9
2.	ANS:	J	PTS:	1	REF:	AC 8
3.	ANS:	Ι	PTS:	1	REF:	AC 9
4.	ANS:	F	PTS:	1	REF:	AC 9
5.	ANS:	А	PTS:	1	REF:	AC 9
6.	ANS:	С	PTS:	1	REF:	AC 58
7.	ANS:	Η	PTS:	1	REF:	AC 50
8.	ANS:	В	PTS:	1	REF:	AC 50
9.	ANS:	D	PTS:	1	REF:	AC 50
10.	ANS:	G	PTS:	1	REF:	AC 54

ESSAY

1. Discuss the difference between the way Access saves a record and the way Excel saves a row in a worksheet.

ANS:

In Access, as soon as you move to another record, the record is saved. No separate save step exists. In *Excel, data entered into rows is not saved until the entire worksheet is saved.*

PTS: 1 REF: AC 22 TOP: Critical Thinking

Customer Number	Customer Name	Street	 Book Rep Number	Last Name	First Name
ASU37	Applewood State University	300 University Ave.	 42	Perez	Melina
BCJ21	Brodkin Junior College	4806 Park Dr.	 42	Perez	Melina
CSD25	Cowpens ISD	829 Wooster Ave.	 53	Chin	Robert
CSU10	Camellia State University	725 Camellia St.	 53	Chin	Robert
DCC34	Dartt Community College	3827 Burgess Dr.	 65	Rogers	Tracy
	•••		 		

2. In the accompanying figure, book rep names appear more than once in the table. Storing this data on multiple records is an example of redundancy which can cause several problems.

What are these problems? What is the solution to the problem?

ANS:

Redundancy causes the following problems:

Wasted storage space. The same name is stored more than once. It should be stored only once.
 More complex database updates. If the same name is stored more than once and the individual's name changes, then the name would need to be changed in several different places.
 A possibility of inconsistent data. There is nothing to prohibit a name being changed on one record and not on another.

The solution to the problem is to place the redundant data in a separate table.

PTS: 1 REF: AC 63 TOP: Critical Thinking

3. When you create a database, you should follow some general guidelines for database design. What are these nine guidelines?

ANS:

The nine guidelines are:

- 1. Identify the tables that will be included in the database.
- 2. Determine the primary keys for each of the tables.
- 3. Determine the additional fields that should be included in each of the tables.
- 4. Determine relationships between the tables.
- 5. Determine data types for the fields in the tables.
- 6. Determine additional properties for fields.
- 7. Identify and remove any unwanted redundancy.
- 8. Determine a storage location for the database.
- 9. Determine the best method for distributing the database objects.

PTS: 1 REF: AC 64 TOP: Critical Thinking

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CASE

Critical Thinking Questions Case 1-1

Joe has been asked to create a Special Projects database for his company. The database is to track employees and the special projects to which the employees may be assigned. A special project can have between 2 and 5 employees assigned to it. He has determined that he needs the following tables:

Employee (Social Security Number, Last Name, First Name, Street Address, City, State, Postal Code, Hourly Pay Rate, Project Code) Project (Project Code, Project Name, Total Hours, Completion Date)

1. Which field in the Employee table should be the primary key and why?

ANS:

Social Security Number should be the primary key because the values in the field will be unique for each record.

PTS: 1 REF: AC 60 TOP: Critical Thinking

2. Which field in the Project table should be the primary key and why?

ANS:

Project Code should be the primary key because you can assign unique values to the field.

PTS: 1 REF: AC 60 TOP: Critical Thinking

Critical Thinking Questions Case 1-2

Now that Joe has created the tables and determined the primary and foreign keys, he needs to determine the data types for the fields in each table.

3. What data type should Joe use for the Completion Date field?

ANS:

Joe should use the Date & Time data type because dates will be stored in the field.

PTS: 1 REF: AC 9 TOP: Critical Thinking

4. What data type should Joe use for the Social Security Number field? Why?

ANS:

Joe should use the Short Text data type. Even though the field contains numbers, the field will not be used for arithmetic operations.

PTS: 1 REF: AC 9 TOP: Critical Thinking