

Access Chapter 02

Using Design View, Data Validation, and Relationships

True / False Questions

1. You can add a new table into a database from the *Create* tab.

True False

2. New tables always open in *Design* view.

True False

3. New tables do not contain any fields.

True False

4. When you add a new field, you must give the field a name, but you do not have to assign a data type.

True False

5. Field names must be unique and are limited to 32 characters.

True False

6. Before adding a new field between an existing field in a table, you must insert a new row.

True False

7. When you insert a new row between fields, the new row is inserted below the selected field.

True False

8. A primary key is a field that contains a unique value for each record.

True False

9. *Design* view is used to enter records into a table.

True False

10. When you make changes to field properties, you must save the table for the changes to be permanent.

True False

11. A *Short Text* field can have a size from 0-50.

True False

12. A number field can have seven possible field sizes depending on the number data type.

True False

13. The *Format* property indicates the way a field displays in a table; it doesn't change what is actually stored.

True False

14. If you don't select a format, Access uses the *Currency* format for a number field.

True False

15. If a field must have a value you should set the *Required* property to *Yes*.

True False

16. The process of verifying the accuracy, or integrity, of data is known as data integrity.

True False

17. Data integrity rules are included as part of the metadata, the descriptions about what the different data fields represent and their formats.

True False

18. One of the key advantages to a database is that the DBMS automatically uses the metadata for the data integrity rules to perform data validation.

True False

19. It is possible to create validation rules in *Design* view, but not in *Datasheet* view.

True False

20. Access checks field validation rules when a user navigates out of a field.

True False

21. Expressions written for a record validation rule cannot use the same operators and wildcard characters used in field level validation rules.

True False

22. When using validation rules it is important that the rules are tested.

True False

23. When data is entered that violates a validation rule, Access automatically displays a message box alerting the user to the problem.

True False

24. Lookup fields allow the user to type a value into a field.

True False

25. An input mask forces a user to enter data using a specific format.

True False

26. An input mask only displays when a user clicks into that field.

True False

27. One-to-many is the only type of relationship that may exist between tables in a database.

True False

28. The notation 1:1 is used to describe the one-to-many relationship.

True False

29. It is possible to import data from an Excel file into an Access table.

True False

30. Access tables can be printed in a portrait orientation, but not in a landscape orientation.

True False

Multiple Choice Questions

31. Which of the following should you use to create a table from scratch?

A. *Datasheet* view

B. *Design* view

C. *Lookup* view

D. Validation view

32. Which of the following must you do before adding a field between existing fields?

- A. enter a field name
- B. enter a data type
- C. select a primary key
- D. insert a new row

33. Which of the following contains a unique value for each record?

- A. primary key
- B. lookup field
- C. input mask
- D. metadata

34. Which of the following is used to enter records into a table?

- A. *Datasheet* view
- B. *Design* view
- C. *Lookup* view
- D. *Validation* view

35. Which of the following number data types stores numbers from -32,768 to 32,767?

- A. *Byte*
- B. *Integer*
- C. *Long Integer*
- D. *Decimal*

36. Which of the following number data types stores numbers from 0 to 255?

- A. *Byte*
- B. *Integer*
- C. *Long Integer*
- D. *Decimal*

37. Which of the following number data types stores numbers from -10^{28} to 10^{28} with a precision of 28 significant digits?

- A. *Byte*
- B. *Integer*
- C. *Long Integer*
- D. *Decimal*

38. Which of the following properties indicates the way a field displays in a table?

- A. *Format* property
- B. *Lookup* property
- C. *Required* property
- D. *Caption* property

39. Which of the following characters causes characters to display in lowercase in a short text and long text field?

- A. <
- B. >
- C. @
- D. [color]

40. Which of the following characters causes characters to display in uppercase in a short text and long text field?

- A. <
- B. >
- C. @
- D. [color]

41. Which of the following properties contains the text that displays in the column header to identify a field in *Datasheet* view?

- A. *Format* property
- B. *Lookup* property
- C. *Default Value* property
- D. *Caption* property

42. Which of the following properties automatically inserts a specified value into a new record in a table?

- A. *Format* property
- B. *Lookup* property
- C. *Default Value* property
- D. *Caption* property

43. Which of the following refers to the process of verifying the accuracy, or integrity, of data?

- A. data validation
- B. metadata testing
- C. data integrity testing
- D. relationship testing

44. In Access, what are field validation rules called?

- A. input masks
- B. expressions
- C. metadata
- D. foreign keys

45. Which of the following field validation rules requires the user to enter a value that is less than 5?

- A. <5
- B. <> 0
- C. "M" or "F"
- D. Not Null

46. Which of the following field validation rules prevents the user from typing 0 into a field?

- A. <5
- B. <> 0
- C. "M" or "F"
- D. Not Null

47. Which of the following field validation rules requires the user to fill in a field?

- A. <5
- B. <> 0
- C. "M" or "F"
- D. Not Null

48. How does Access store a *Yes* response for the *Yes/No* data type?

- A. -2
- B. -1
- C. 0
- D. 1

49. Which of the following wildcard characters does Access use in validation rules to match any single character, which also includes numbers?

- A. ?
- B. *
- C. #
- D. \$

50. Which of the following wildcard characters does Access use in validation rules to match any number of characters?

- A. ?
- B. *
- C. #
- D. \$

51. Which of the following wildcard characters does Access use in validation rules to match any single numeric digit?

- A. ?
- B. *
- C. #
- D. \$

52. When using wildcards in validation rules, which of the following must surround the criteria of your expression?

- A. &
- B. ()
- C. " "
- D. !

53. Which of the following record validation rules requires the user to enter a value into either *Field1* or *Field2*, but not into both fields?

- A. ([Field1] is Null) XOR ([Field2] is Null)
- B. [Field1] <> [Field2]
- C. (([Field1] > [Field2]) AND [Field2]>10))
- D. none of the above

54. Which of the following record validation rules prevents the user from entering the same value into both *Field1* and *Field2*?

- A. ([Field1] is Null) XOR ([Field2] is Null)
- B. [Field1] <> [Field2]
- C. (([Field1] > [Field2]) AND [Field2]>10))
- D. none of the above

55. Which of the following record validation rules requires the user to enter a value into *Field1* that is greater than *Field2*, and *Field2* must have a value greater than 10?

- A. ([Field1] is Null) XOR ([Field2] is Null)
- B. [Field1] <> [Field2]
- C. (([Field1] > [Field2]) AND [Field2]>10))
- D. none of the above

56. What does Access do when data is entered that violates a validation rule?

- A. displays the *Lookup* tab
- B. zooms in on the error
- C. switches to datasheet view
- D. displays a message box

57. Which of the following displays a list of data values from which the user can choose?

- A. *Lookup* field
- B. text box
- C. input mask
- D. combo box

58. Which of the following displays the contents of a field and also allows the user to type in a value into that field?

- A. *Lookup* field
- B. text box
- C. input mask
- D. combo box

59. Which of the following displays a drop-down list in both table view and form view when the field's arrow is clicked?

- A. *Lookup* field
- B. text box
- C. input mask
- D. combo box

60. Which of the following forces a user to enter data using a specific format?

- A. *Lookup* field
- B. text box
- C. input mask
- D. combo box

61. Which of the following input mask characters requires a user to enter a number?

- A. 0
- B. L
- C. A
- D. a

62. Which of the following input mask characters requires a user to enter a letter or a number?

- A. 0
- B. L
- C. A
- D. a

63. Which of the following input mask characters requires a user to enter a letter?

- A. 0
- B. L
- C. A
- D. a

64. How many parts are there in an input mask?

- A. 1
- B. 3
- C. 5
- D. 7

65. Which of the following characters separates the parts of an input mask?

- A. #
- B. \$
- C. ;
- D. []

66. In what is data in a relational database system organized?

- A. fields
- B. records
- C. tables
- D. *Design* view

67. In Access, which of the following is used to relate, or connect, tables?

- A. field
- B. record
- C. table
- D. metadata

68. What is a primary key called that is made up of more than one field?

- A. primary key
- B. foreign key
- C. concatenated key
- D. combined key

69. Which of the following relationships describes one row of data in *Table A* being associated with only one row of data in *Table B*?
- A. one-to-one
 - B. one-to-many
 - C. many-to-many
 - D. none of the above
70. Which of the following relationships describes many rows of data in *Table A* associated with many rows of data in *Table B*?
- A. one-to-one
 - B. one-to-many
 - C. many-to-many
 - D. none of the above
71. Which of the following relationships describes one row of data in *Table A* associated with many rows of data in *Table B*?
- A. one-to-one
 - B. one-to-many
 - C. many-to-many
 - D. none of the above

72. In Access, which of the following indicates the many sides of a relationship?

- A. foreign key
- B. infinity symbol
- C. metadata
- D. many symbol

73. What is a table called that matches up the records across two other tables?

- A. foreign table
- B. joining table
- C. infinity table
- D. junction table

74. Which of the following ensures that records in associated tables have consistent data?

- A. referential integrity
- B. primary key
- C. foreign key
- D. *Compact & Repair* utility

75. What must you do if you make any changes to the relationships between tables?

- A. print them
- B. save them
- C. copy them
- D. delete them

76. What must you do if you create a relationship in error?

- A. print it
- B. save it
- C. copy it
- D. delete it

77. What can you do if the data records that you want to use in Access are stored in another file?

- A. copy them
- B. cut them
- C. paste them
- D. import them

78. Which of the following print options sends the contents of the current object immediately to the printer?

- A. *Quick Print*
- B. *Print*
- C. *Print Preview*
- D. none of the above

79. Which of the following print options allows you to select different print options before sending the contents of the current object immediately to the printer?

- A. *Quick Print*
- B. *Print*
- C. *Print Preview*
- D. none of the above

80. Which of the following print options should you use to check that the formatting of a table is appropriate and to make changes to any settings before printing?

- A. *Quick Print*
- B. *Print*
- C. *Print Preview*
- D. none of the above

81. Which of the following print options bypasses the *Print* dialog box?

- A. *Quick Print*
- B. *Print*
- C. *Print Preview*
- D. none of the above

82. Which of the following can you use to reduce the chances of corruption in your database?

- A. referential integrity
- B. primary key
- C. foreign key
- D. *Compact & Repair* utility

83. When importing data records from Excel, what must be true?

- A. The Excel file must have been created within the past month.
- B. The Excel file must contain the same number of fields as in the Access file.
- C. The first row of the Excel file must contain the field names from the Access table.
- D. The first row of the Excel file must contain the same number of fields as in the Access table.

84. Which of the following options enables you to import data records from Excel?

- A. *Add* option
- B. *Append* option
- C. *Attribute* option
- D. *Amplify* option

85. Which of the following must you use to print the contents of a database?

- A. *File* tab
- B. *View* tab
- C. *Backstage* view
- D. none of the above

86. Which of the following is a problem that can happen to larger databases?

- A. adding and deleting records takes longer
- B. querying tables takes longer
- C. running reports takes longer
- D. all of the above

87. When printing, which of the following is affected by page orientation?

- A. paper size
- B. margins
- C. the direction of printing on the page
- D. the number of copies

88. Which of the following would you need to change to increase the white space that prints on the edges of the printed page?

- A. paper size
- B. margins
- C. the direction of printing on the page
- D. the number of copies

89. What must be added into a table before relationships between tables can be established?

- A. primary key
- B. foreign key
- C. relationships
- D. none of the above

90. Which of the following might be necessary in order to override the constraints imposed by enforcing referential integrity?

- A. control changes
- B. create new table relationships
- C. combine tables
- D. cascade updates and deletes

Essay Questions

91. What is the significance of the primary key and why is it especially important to know about it when creating a table in *Design* view? Also, when might you need to use the *AutoNumber* data type?

92. In Access, what are field properties and why is it important to know how to set field properties?

93. What is the *Caption* property and when might you want to use it?

94. When might you want to use the *Default Value* property?

95. Using Access, what is the significance of data integrity and data validation? What are data integrity rules?

96. What is an input mask and what are its three parts?

97. To be considered relational, a database must meet certain specifications. What are these specifications?
98. What steps are required to design a relational database?
99. Describe the following relationships: a one-to-one relationship, a one-to-many relationship, and a many-to-many relationship. Provide an example of when each type is useful.

100. As a database grows larger, what are three concerns you should be aware of?

Access Chapter 02 Using Design View, Data Validation, and Relationships **Answer Key**

True / False Questions

1. You can add a new table into a database from the *Create* tab.

(p. A2-

75)

TRUE

You can add a new table into a database from the *Create* tab.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-01

Skill: Create a New Table in Design View

2. New tables always open in *Design* view.

(p. A2-

75)

TRUE

New tables always open in *Design* view.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-01

Skill: Create a New Table in Design View

3. New tables do not contain any fields.

(p. A2-

75)

TRUE

New tables do not contain any fields.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-01

Skill: Create a New Table in Design View

4. When you add a new field, you must give the field a name, but you do not have to assign a data type.

(p. A2-

76)

FALSE

When you add a new field, you must enter values for the *Field Name* and *Data Type* properties.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-01

Skill: Add New Fields

5. Field names must be unique and are limited to 32 characters.

(p. A2-

76)

FALSE

Field names must be unique and are limited to 64 characters.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-01

Skill: Add New Fields

6. Before adding a new field between an existing field in a table, you must insert a new row.

(p. A2-

76)

TRUE

Before adding a new field between an existing field in a table, you must insert a new row.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-01

Skill: Add New Fields

7. When you insert a new row between fields, the new row is inserted below the selected field.

(p. A2-

77)

FALSE

When you insert a new row between fields, the new row is inserted above the selected field.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-01

Skill: Add New Fields

8. A primary key is a field that contains a unique value for each record.

(p. A2-

77)

TRUE

A primary key is a field that contains a unique value for each record.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-01

Skill: Define a Primary Key

9. *Design* view is used to enter records into a table.

(p. A2-
78)

FALSE

Datasheet view is used to enter records into a table.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-01

Skill: Switch between Datasheet and Design Views

10. When you make changes to field properties, you must save the table for the changes to be

(p. A2-
79) permanent.

TRUE

When you make changes to field properties, you must save the table for the changes to be permanent.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-02

Skill: Setting Field Properties

11. A *Short Text* field can have a size from 0-50.

(p. A2-
79)

FALSE

A *Short Text* field can have a size from 0-255.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-02

Skill: Set the Field Size

12. A number field can have seven possible field sizes depending on the number data type.

(p. A2-

79)

TRUE

A number field can have seven possible field sizes depending on the number data type.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-02

Skill: Set the Field Size

13. The *Format* property indicates the way a field displays in a table; it doesn't change what is

(p. A2- actually stored.

80)

TRUE

The *Format* property indicates the way a field displays in a table; it doesn't change what is actually stored.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-02

Skill: The Format Property

14. If you don't select a format, Access uses the *Currency* format for a number field.

(p. A2-

80)

FALSE

If you don't select a format, Access uses the *General Number* format for a number field.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-02

15. If a field must have a value you should set the *Required* property to *Yes*.

(p. A2-

82)

TRUE

If a field must have a value you should set the *Required* property to *Yes*.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-02

Skill: Set Required Field

16. The process of verifying the accuracy, or integrity, of data is known as data integrity.

(p. A2-

86)

FALSE

The process of verifying the accuracy, or integrity, of data is known as data validation.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-03

Skill: Understanding Data Integrity and Data Validation

17. Data integrity rules are included as part of the metadata, the descriptions about what the

(p. A2- different data fields represent and their formats.

86)

TRUE

Data integrity rules are included as part of the metadata, the descriptions about what the different data fields represent and their formats.

Blooms: Remember

Difficulty: 1 Easy

18. One of the key advantages to a database is that the DBMS automatically uses the metadata for the data integrity rules to perform data validation.
(p. A2-87)

TRUE

One of the key advantages to a database is that the DBMS automatically uses the metadata for the data integrity rules to perform data validation.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-03

Skill: Data Integrity Rules

19. It is possible to create validation rules in *Design* view, but not in *Datasheet* view.
(p. A2-87)

FALSE

It is possible to create validation rules in *Design* view and *Datasheet* view.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-04

Skill: Integrating Data Validation in Tables

20. Access checks field validation rules when a user navigates out of a field.
(p. A2-87)

TRUE

Access checks field validation rules when a user navigates out of a field.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-04

Skill: Field Validation Rules

21. Expressions written for a record validation rule cannot use the same operators and wildcard characters used in field level validation rules.
(p. A2-90)

FALSE

Expressions written for a record validation rule can use the same operators and wildcard characters used in field level validation rules.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-04

Skill: Record Validation Rules

22. When using validation rules it is important that the rules are tested.
(p. A2-91)

TRUE

When using validation rules it is important that the rules are tested.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-04

Skill: Test Validation Rules

23. When data is entered that violates a validation rule, Access automatically displays a message box alerting the user to the problem.
(p. A2-92)

TRUE

When data is entered that violates a validation rule, Access automatically displays a message box alerting the user to the problem.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-04

Skill: Create Validation Text

24. Lookup fields allow the user to type a value into a field.
(p. A2-93)

FALSE

Lookup fields display a list of data values from which the user can choose.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-04

Skill: Create a Lookup Field

25. An input mask forces a user to enter data using a specific format.
(p. A2-96)

TRUE

An input mask forces a user to enter data using a specific format.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-04

Skill: Define an Input Mask

26. An input mask only displays when a user clicks into that field.

(p. A2-

99)

TRUE

An input mask only displays when a user clicks into that field.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-04

Skill: Define an Input Mask

27. One-to-many is the only type of relationship that may exist between tables in a database.

(p. A2-

106)

FALSE

There are three types of relationships that may exist between tables in a database: one-to-one, one-to-many, and many-to-many.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-06

Skill: Three Types of Relationships

28. The notation 1:1 is used to describe the one-to-many relationship.

(p. A2-

107)

FALSE

The notation 1:M is used to describe the one-to-many relationship.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-06

Skill: Three Types of Relationships

29. It is possible to import data from an Excel file into an Access table.

(p. A2-

117)

TRUE

It is possible to import data from an Excel file into an Access table.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-07

Skill: Importing Data Records from Excel

30. Access tables can be printed in a portrait orientation, but not in a landscape orientation.

(p. A2-

119)

FALSE

Access tables can be printed using either portrait or landscape orientation.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-08

Skill: Preview the Data Records

Multiple Choice Questions

31. Which of the following should you use to create a table from scratch?

(p. A2-
75)

- A. *Datasheet* view
- B. *Design* view**
- C. *Lookup* view
- D. Validation view

Design view is used to create a table from scratch.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-01

Skill: Creating a Table in Design View

32. Which of the following must you do before adding a field between existing fields?

(p. A2-
76)

- A. enter a field name
- B. enter a data type
- C. select a primary key
- D. insert a new row**

To add a new field between existing fields, you must first insert a new row.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-01

Skill: Add New Fields

33. Which of the following contains a unique value for each record?

(p. A2-77)

- A. primary key
- B. lookup field
- C. input mask
- D. metadata

A primary key is a field that contains a unique value for each field.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-01

Skill: Define a Primary Key

34. Which of the following is used to enter records into a table?

(p. A2-78)

- A. *Datasheet* view
- B. *Design* view
- C. *Lookup* view
- D. *Validation* view

Datasheet view is used to enter records into a table.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-01

Skill: Switch between Datasheet and Design Views

35. Which of the following number data types stores numbers from -32,768 to 32,767?

(p. A2-79)

- A. *Byte*
- B. *Integer*
- C. *Long Integer*
- D. *Decimal*

The *Integer* data type stores numbers from -32,768 to 32,767.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-02

Skill: Set the Field Size

36. Which of the following number data types stores numbers from 0 to 255?

(p. A2-79)

- A. *Byte*
- B. *Integer*
- C. *Long Integer*
- D. *Decimal*

The *Byte* data type stores numbers from 0 to 255.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-02

Skill: Set the Field Size

37. Which of the following number data types stores numbers from -10^{28} to 10^{28} with a precision of 28 significant digits?
(p. A2-79)

- A. *Byte*
- B. *Integer*
- C. *Long Integer*
- D. *Decimal*

The *Decimal* data type stores numbers from -10^{28} to 10^{28} with a precision of 28 significant digits.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-02

Skill: Set the Field Size

38. Which of the following properties indicates the way a field displays in a table?
(p. A2-80)

- A. *Format* property
- B. *Lookup* property
- C. *Required* property
- D. *Caption* property

The *Format* property indicates the way a field displays in table.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-02

Skill: The Format Property

39. Which of the following characters causes characters to display in lowercase in a short text and long text field?
(p. A2-81)

- A. <
- B. >
- C. @
- D. [color]

The < character causes characters to display in lowercase in a short text and long text field.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-02

Skill: The Format Property

40. Which of the following characters causes characters to display in uppercase in a short text and long text field?
(p. A2-81)

- A. <
- B. >
- C. @
- D. [color]

The < character causes characters to display in lowercase in a short text and long text field.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-02

Skill: The Format Property

41. Which of the following properties contains the text that displays in the column header to identify a field in *Datasheet* view?
(p. A2-81)

- A. *Format* property
- B. *Lookup* property
- C. *Default Value* property
- D. *Caption* property

The *Caption* property contains the text that displays in the column header to identify a field in *Datasheet* view.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-02

Skill: The Caption Property

42. Which of the following properties automatically inserts a specified value into a new record in a table?
(p. A2-82)

- A. *Format* property
- B. *Lookup* property
- C. *Default Value* property
- D. *Caption* property

The *Default Value* property automatically inserts a specified value into a new record in a table.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-02

Skill: Set the Default Value

43. Which of the following refers to the process of verifying the accuracy, or integrity, of data?

(p. A2-86)

- A. data validation
- B. metadata testing
- C. data integrity testing
- D. relationship testing

Data validation refers to the process of verifying the accuracy, or integrity, of data.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-03

Skill: Understanding Data Integrity and Data Validation

44. In Access, what are field validation rules called?

(p. A2-87)

- A. input masks
- B. expressions
- C. metadata
- D. foreign keys

In Access, field validation rules are called expressions.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-04

Skill: Field Validation Rules

45. Which of the following field validation rules requires the user to enter a value that is less than

(p. A2- 5?

88)

- A. <5
- B. <> 0
- C. "M" or "F"
- D. Not Null

The validation rule "<5" requires the user to enter a value that is less than 5.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-04

Skill: Field Validation Rules

46. Which of the following field validation rules prevents the user from typing 0 into a field?

(p. A2-

88)

- A. <5
- B. <> 0
- C. "M" or "F"
- D. Not Null

The validation rule "<> 0" prevents the user from typing 0 into a field.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-04

Skill: Field Validation Rules

47. Which of the following field validation rules requires the user to fill in a field?

(p. A2-88)

- A. <5
- B. <> 0
- C. "M" or "F"
- D.** Not Null

The validation rule "Not Null" requires the user to fill in a field.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-04

Skill: Field Validation Rules

48. How does Access store a *Yes* response for the *Yes/No* data type?

(p. A2-88)

- A. -2
- B.** -1
- C. 0
- D. 1

Access stores a *Yes* response for the *Yes/No* data type as -1.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-04

Skill: Field Validation Rules

49. Which of the following wildcard characters does Access use in validation rules to match any single character, which also includes numbers?
(p. A2-88)

- A. ?
- B. *
- C. #
- D. \$

Access uses the ? wildcard character in validation rules to match any single character.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-04

Skill: Field Validation Rules

50. Which of the following wildcard characters does Access use in validation rules to match any number of characters?
(p. A2-88)

- A. ?
- B. *
- C. #
- D. \$

Access uses the * wildcard character in validation rules to match any number of characters.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-04

Skill: Field Validation Rules

51. Which of the following wildcard characters does Access use in validation rules to match any single numeric digit?
(p. A2-88)

- A. ?
- B. *
- C. #**
- D. \$

Access uses the # wildcard character in validation rules to match any single numeric digit.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-04

Skill: Field Validation Rules

52. When using wildcards in validation rules, which of the following must surround the criteria of your expression?
(p. A2-88)

- A. &
- B. ()
- C. " "**
- D. !

When using wildcards in validation rules, the criteria of your expression must be surrounded by quotation marks.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-04

Skill: Field Validation Rules

53. Which of the following record validation rules requires the user to enter a value into either

(p. A2-90) *Field1* or *Field2*, but not into both fields?

- A. ([Field1] is Null) XOR ([Field2] is Null)
- B. [Field1] <> [Field2]
- C. (([Field1] > [Field2]) AND [Field2]>10))
- D. none of the above

"([Field1] is Null) XOR ([Field2] is Null)" requires the user to enter a value into either *Field1* or *Field2*, but not into both fields.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-04

Skill: Field Validation Rules

54. Which of the following record validation rules prevents the user from entering the same value

(p. A2-90) into both *Field1* and *Field2*?

- A. ([Field1] is Null) XOR ([Field2] is Null)
- B. [Field1] <> [Field2]
- C. (([Field1] > [Field2]) AND [Field2]>10))
- D. none of the above

"[Field1] <> [Field2]" prevents the user from entering the same value into both *Field1* and *Field2*.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-04

Skill: Field Validation Rules

55. Which of the following record validation rules requires the user to enter a value into *Field1* that is greater than *Field2*, and *Field2* must have a value greater than 10?
(p. A2-90)

- A. ([Field1] is Null) XOR ([Field2] is Null)
- B. [Field1] <> [Field2]
- C. (([Field1] > [Field2]) AND [Field2]>10))
- D. none of the above

"((([Field1] > [Field2]) AND [Field2]>10))" requires the user to enter a value into *Field1* that is greater than *Field2*, and *Field2* must have a value greater than 10.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-04

Skill: Field Validation Rules

56. What does Access do when data is entered that violates a validation rule?
(p. A2-92)

- A. displays the *Lookup* tab
- B. zooms in on the error
- C. switches to datasheet view
- D. displays a message box

When data is entered in Access that violates a validation rule, a message box displays.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-04

Skill: Create Validation Text

57. Which of the following displays a list of data values from which the user can choose?

(p. A2-93)

- A. Lookup field
- B. text box
- C. input mask
- D. combo box

Lookup fields display a list of data values from which the user can choose.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-04

Skill: Create a Lookup Field

58. Which of the following displays the contents of a field and also allows the user to type in a value into that field?

(p. A2-93)

- A. Lookup field
- B. text box
- C. input mask
- D. combo box

Text boxes display the contents of a field and also allow the user to type in a value into that field.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-04

Skill: Create a Lookup Field

59. Which of the following displays a drop-down list in both table view and form view when the field's arrow is clicked?
(p. A2-93)

- A. *Lookup* field
- B. text box
- C. input mask
- D. combo box

A combo box displays a drop-down list in both table view and form view when the field's arrow is clicked.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-04

Skill: Create a Lookup Field

60. Which of the following forces a user to enter data using a specific format?
(p. A2-96)

- A. *Lookup* field
- B. text box
- C. input mask
- D. combo box

An input mask forces a user to enter data using a specific format.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-04

Skill: Define an Input Mask

61. Which of the following input mask characters requires a user to enter a number?

(p. A2-96)

- A. 0
- B. L
- C. A
- D. a

The "0" input mask character requires a user to enter a number.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-04

Skill: Define an Input Mask

62. Which of the following input mask characters requires a user to enter a letter or a number?

(p. A2-96)

- A. 0
- B. L
- C. A
- D. a

The "A" input mask character requires a user to enter a letter or a number.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-04

Skill: Define an Input Mask

63. Which of the following input mask characters requires a user to enter a letter?

(p. A2-96)

- A. 0
- B. L**
- C. A
- D. a

The "L" input mask character requires a user to enter a letter.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-04

Skill: Define an Input Mask

64. How many parts are there in an input mask?

(p. A2-96)

- A. 1
- B. 3**
- C. 5
- D. 7

An input mask contains three parts.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-04

Skill: Define an Input Mask

65. Which of the following characters separates the parts of an input mask?

(p. A2-96)

- A. #
- B. \$
- C. ;**
- D. []

The three parts of an input mask are separated by a semicolon (;).

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-04

Skill: Define an Input Mask

66. In what is data in a relational database system organized?

(p. A2-104)

- A. fields
- B. records
- C. tables**
- D. *Design* view

The data in a relational database is organized into a collection of related tables.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-06

Skill: Relational Principles

67. In Access, which of the following is used to relate, or connect, tables?

(p. A2-105)

- A. field
- B. record
- C. table
- D. metadata

Tables in a relational database system are related, or connected, to each other through common fields.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-06

Skill: Relational Principles

68. What is a primary key called that is made up of more than one field?

(p. A2-105)

- A. primary key
- B. foreign key
- C. concatenated key
- D. combined key

If a primary key is made up of more than one field, it is called a concatenated key (or composite key).

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-06

Skill: Relational Principles

69. Which of the following relationships describes one row of data in *Table A* being associated with only one row of data in *Table B*?
(p. A2-107)

- A. one-to-one
- B. one-to-many
- C. many-to-many
- D. none of the above

In a one-to-one relationship, one row of data in *Table A* is associated with only one row of data in *Table B*.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-06

Skill: One-to-One Relationship

70. Which of the following relationships describes many rows of data in *Table A* associated with many rows of data in *Table B*?
(p. A2-107)

- A. one-to-one
- B. one-to-many
- C. many-to-many
- D. none of the above

In a many-to-many relationship, many rows of data in *Table A* are associated with many rows of data in *Table B*.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-06

Skill: Many-to-Many Relationship

71. Which of the following relationships describes one row of data in *Table A* associated with many rows of data in *Table B*?
(p. A2-107)

- A. one-to-one
- B. one-to-many
- C. many-to-many
- D. none of the above

In a one-to-many relationship, one row of data in *Table A* is associated with many rows of data in *Table B*.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-06

Skill: One-to-Many Relationship

72. In Access, which of the following indicates the many sides of a relationship?
(p. A2-107)

- A. foreign key
- B. infinity symbol
- C. metadata
- D. many symbol

In Access, the many sides of a relationship are indicated with the infinity symbol.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-06

Skill: One-to-Many Relationship

73. What is a table called that matches up the records across two other tables?

(p. A2-108)

- A. foreign table
- B. joining table
- C. infinity table
- D. junction table

A table that matches up the records across two other tables is called a junction or intersection table.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-06

Skill: Many-to-Many Relationship

74. Which of the following ensures that records in associated tables have consistent data?

(p. A2-111)

- A. referential integrity
- B. primary key
- C. foreign key
- D. *Compact & Repair* utility

Referential integrity ensures that records in associated tables have consistent data.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-06

Skill: Enforce Referential Integrity

75. What must you do if you make any changes to the relationships between tables?

(p. A2-112)

- A. print them
- B. save them**
- C. copy them
- D. delete them

If you have made any changes to the relationships between tables, you need to save those changes.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-06

Skill: Save a Relationship

76. What must you do if you create a relationship in error?

(p. A2-112)

- A. print it
- B. save it**
- C. copy it
- D. delete it

If you create a relationship in error, you must delete it.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-06

Skill: Delete a Relationship between Tables

77. What can you do if the data records that you want to use in Access are stored in another file?

(p. A2-116)

- A. copy them
- B. cut them
- C. paste them
- D. import them

If the data records that you want to use in Access are stored in another file, you can import them.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-07

Skill: Importing Data Records from Excel

78. Which of the following print options sends the contents of the current object immediately to the printer?

(p. A2-118)

- A. Quick Print
- B. Print
- C. Print Preview
- D. none of the above

Quick Print sends the contents of the current object immediately to the printer.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-08

Skill: Printing the Contents of a Table

79. Which of the following print options allows you to select different print options before sending the contents of the current object immediately to the printer?
(p. A2-118)

- A. *Quick Print*
- B. *Print***
- C. *Print Preview*
- D. none of the above

The *Print* option allows you to select different print options before sending the contents of the current object immediately to the printer.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-08

Skill: Printing the Contents of a Table

80. Which of the following print options should you use to check that the formatting of a table is appropriate and to make changes to any settings before printing?
(p. A2-119)

- A. *Quick Print*
- B. *Print*
- C. *Print Preview***
- D. none of the above

To check that the formatting of a table is appropriate and to make changes to any settings before printing, use the *Print Preview* option.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-08

Skill: Preview the Data Records

81. Which of the following print options bypasses the *Print* dialog box?

(p. A2-
120)

- A. *Quick Print*
- B. *Print*
- C. *Print Preview*
- D. none of the above

The *Quick Print* option bypasses the *Print* dialog box.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-08

Skill: Print the Data Records without Previewing

82. Which of the following can you use to reduce the chances of corruption in your database?

(p. A2-
121)

- A. referential integrity
- B. primary key
- C. foreign key
- D. *Compact & Repair* utility

The *Compact & Repair* utility helps to reduce the chances of corruption in your database.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-09

Skill: Managing a Database Using the Compact & Repair Database Utility

83. When importing data records from Excel, what must be true?

(p. A2-117)

- A. The Excel file must have been created within the past month.
- B. The Excel file must contain the same number of fields as in the Access file.
- C. The first row of the Excel file must contain the field names from the Access table.
- D. The first row of the Excel file must contain the same number of fields as in the Access table.

When importing data records from Excel, the first row of the Excel file must contain the field names from the Access table.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-07

Skill: Importing Data Records from Excel

84. Which of the following options enables you to import data records from Excel?

(p. A2-117)

- A. *Add* option
- B. *Append* option
- C. *Attribute* option
- D. *Amplify* option

You can import data records from an Excel file into an Access table with the *Append* option.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-07

Skill: Importing Data Records from Excel

85. Which of the following must you use to print the contents of a database?

(p. A2-
118)

- A. *File* tab
- B. *View* tab
- C. *Backstage* view
- D. none of the above

On the *Backstage* view you can print the contents of a table.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-08

Skill: Printing the Contents of a Table

86. Which of the following is a problem that can happen to larger databases?

(p. A2-
121)

- A. adding and deleting records takes longer
- B. querying tables takes longer
- C. running reports takes longer
- D. all of the above

In larger databases, functions such as adding and deleting records, querying tables, and running reports takes longer.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-09

Skill: Managing a Database Using the Compact & Repair Database Utility

87. When printing, which of the following is affected by page orientation?

(p. A2-
119)

- A. paper size
- B. margins
- C. the direction of printing on the page
- D. the number of copies

Changing page orientation affects the direction of printing on the page.

Blooms: Understand

Difficulty: 1 Easy

SLO: 02-08

Skill: Preview the Data Records

88. Which of the following would you need to change to increase the white space that prints on the edges of the printed page?

(p. A2-
119)

- A. paper size
- B. margins
- C. the direction of printing on the page
- D. the number of copies

You would need to change margins to increase the white space that prints on the edges of the printed page.

Blooms: Understand

Difficulty: 1 Easy

SLO: 02-08

Skill: Preview the Data Records

89. What must be added into a table before relationships between tables can be established?

(p. A2-105)

- A. primary key
- B. foreign key**
- C. relationships
- D. none of the above

A foreign key must be added into a table before relationships between tables can be established.

Blooms: Remember

Difficulty: 1 Easy

SLO: 02-06

Skill: Relational Principles

90. Which of the following might be necessary in order to override the constraints imposed by enforcing referential integrity?

(p. A2-111)

- A. control changes
- B. create new table relationships
- C. combine tables
- D. cascade updates and deletes**

To override the constraints imposed by enforcing referential integrity, it might be necessary to cascade updates and deletes.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-06

Skill: Enforce Referential Integrity

Essay Questions

91. What is the significance of the primary key and why is it especially important to know about it when creating a table in *Design* view? Also, when might you need to use the *AutoNumber* data type?
- (p. A2-77)

A primary key is a field that contains a unique value for each record. When a table is created in *Design* view, a primary key field is not automatically assigned. You must determine which of the fields in your table uniquely identifies each record. If needed, add an additional field with an *AutoNumber* data type to serve as the primary key.

Blooms: Understand

Difficulty: 2 Medium

SLO: 02-01

Skill: Define a Primary Key

92. In Access, what are field properties and why is it important to know how to set field properties?
- (p. A2-79)

Field properties describe the specific details of each field. When you add a field into the table, you enter values for the field name, data type, and description properties. You can set many additional field properties depending on the needs of your database. The available properties vary based on the data type of the field. Field properties are grouped into *General* and *Lookup* properties, and are displayed on their respective tabs in the *Field Properties* area in the lower half of the *Design* view window.

Blooms: Understand

Difficulty: 2 Medium

SLO: 02-02

93. What is the *Caption* property and when might you want to use it?

(p. A2-81)

The *Caption* property contains the text that displays in the column header to identify a field in *Datasheet* views of tables, forms, queries, and reports. Captions often include spaces and multiple words as compared to the field name. Access displays the field name as the caption if you do not enter a caption value. To enter a value for the *Caption* property, click in the **Caption** property box and type in the desired value.

Blooms: Understand

Difficulty: 2 Medium

SLO: 02-02

Skill: The Caption Property

94. When might you want to use the *Default Value* property?

(p. A2-82)

You can use the *Default Value* property to automatically insert a specified value into a new record in a table. For example, Access can enter today's date into an *OrderDate* field. Or if most of a company's customers live in California, a default value of *CA* can be entered for the *State* field. Using a default value doesn't prevent the user from changing that value if needed (e.g., when a customer is from NV instead of CA).

Blooms: Understand

Difficulty: 2 Medium

SLO: 02-02

Skill: Set the Default Value

95. Using Access, what is the significance of data integrity and data validation? What are data integrity rules?
(p. A2-86)

The usefulness of your database depends on the quality of the data being stored. It is critical that all data entered into a table is verified to make sure that it is accurate. The process of verifying the accuracy, or integrity, of the data is known as data validation. Data validation uses the data integrity rules that have been defined in the field and table properties. Data integrity rules ensure that the data in a database is accurate and consistent.

Blooms: Understand

Difficulty: 2 Medium

SLO: 02-03

Skill: Understanding Data Integrity and Data Validation

96. What is an input mask and what are its three parts?
(p. A2-96)

An input mask forces a user to enter data using a specific format. For example, you can require a user to enter a phone number with an area code in the (123) 123-4567 format. Input masks help enforce data format integrity rules. The first part of an input mask is mandatory and shows the desired formatting. The second part of the input mask is optional and indicates whether the mask characters, such as parenthesis, dashes, etc., are stored with the data. The third part of the mask is also optional and specifies what symbol displays in the mask as the user enters the data.

Blooms: Understand

Difficulty: 2 Medium

SLO: 02-04

Skill: Define an Input Mask

97. To be considered relational, a database must meet certain specifications. What are these specifications?
(p. A2-105)

First, the data in the database must be stored in tables. Second, the rows of the table must represent records. Third, the columns of the table must represent fields. Next, each row must have a unique identifier or primary key. Finally, each table must have a relationship with at least one other table. In order to have a relationship, the two tables must have a field in common with the other table.

Blooms: Understand

Difficulty: 2 Medium

SLO: 02-06

Skill: Relational Principles

98. What steps are required to design a relational database?
(p. A2-105)

For a database to be of value to an organization it must be well designed. The following seven steps will help you create a well-designed database: (1) Determine the purpose of the database and the scope of the functions that will be performed. (2) Determine the major objects that are needed in the database to support its purpose and functions. (3) Determine the specific details you need to capture about each object. (4) Determine which field in each table is the primary key. (5) Determine the data type and size of each field. (6) Determine any additional restrictions on what kinds of data can be stored in the fields. (7) Determine how the different tables are related to each other.

Blooms: Remember

Difficulty: 2 Medium

SLO: 02-06

Skill: The Steps to Design a Relational Database

99. Describe the following relationships: a one-to-one relationship, a one-to-many relationship, and a many-to-many relationship. Provide an example of when each type is useful.
(p. A2-107)

In a one-to-one relationship, one row of data in *Table A* may be associated with only one row of data in *Table B*. For example, a business may have a table containing information about employees. Since the employees frequently travel internationally, they also have another table to store information about employee passports. Each employee has only one passport and a passport belongs to only one employee. In a one-to-many relationship, one row of data in *Table A* may be associated with many rows of data in *Table B*. In a database named *Mary's Rentals*, for example, there is a one-to-many relationship between the *Customer* and *Order* tables. A customer can have many orders, but a particular order is associated with only one customer. In a many-to-many relationship, many rows of data in *Table A* may be associated with many rows of data in *Table B*. In *Mary's Rentals* there is a many-to-many relationship between the *Order* and *Equipment* tables. An order can be for many different pieces of equipment, and a particular piece of equipment can be on many different orders.

Blooms: Understand

Difficulty: 3 Hard

SLO: 02-06

Skill: Three Types of Relationships

100. As a database grows larger, what are three concerns you should be aware of?

(p. A2-
121)

Over time, as you use your database, the database file becomes larger. Much of this is due to additional records being added into the tables. However, some of the increased size is due to certain ways that Access operates. In order to accomplish some functions, Access creates temporary objects. These objects are not always automatically deleted when the function has been performed. Additionally, when you delete database objects, that space is not always released. Second, as the database file grows, it takes longer to perform tasks such as adding and deleting records, querying tables, and printing reports. With really large databases this can result in a significant decrease in processing speed. Finally, over time a database may become corrupted. In Access this is most likely to occur if the database is shared over a network and numerous users make frequent edits to *Long Text* fields. A corrupted database doesn't typically result in lost data; rather, some of the code or forms may be lost or become unusable.

Blooms: Understand

Difficulty: 3 Hard

SLO: 02-09

Skill: Managing a Database Using the Compact & Repair Database Utility