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Name:_____ Class:_____ Date:_____

Access Module 02: Building a Database and Defining Table Relationships

1. The F6 key toggles the Access table workspace between the Table Design grid and the Field Properties pane.

_____

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Session 2.1 Visual Overview

2. All fields in a database should be contained in one table.

_____

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Modifying Field Properties

3. Data redundancy should be avoided because it wastes storage space and might cause inconsistencies within the database.

_____

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Guidelines for Designing Databases

4. Access automatically assigns the Number data type to all new fields.

_____

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties

5. Access does not require a field description for every field included in a table.

_____

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Creating a Table in Design View

6. Access does not allow data to be imported from sources other than another Access database.

_____

a. True
b. False

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ANSWER: False
POINTS: 1
REFERENCES: Importing Data from an Excel Worksheet

7. The Data Type Gallery, which allows the entry of groups of fields using the Quick Start selection, is only available in Datasheet view.

_____

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Adding Fields to a Table Using the Data Type Gallery

8. Field names in a table may only be changed in Design view.

_____

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: Modifying the Structure of an Imported Table

9. When text is used as the Default Value for a field property, it is recommended that the text be enclosed within quotation marks to avoid an "invalid syntax" error message. _____

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Setting the Default Value Property for a Field

10. In order to define table relationships, each table being joined must contain a common field.

_____

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: Defining Table Relationships

11. Relationship integrity is a set of rules used by Access to maintain consistency between related tables when data in either table is updated. _____

ANSWER: False - Referential integrity
POINTS: 1
REFERENCES: Defining Table Relationships

12. The Address Quick Start selection adds a group of relationships related to an address including Address, City, State, etc. _____

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ANSWER: False - fields
POINTS: 1
REFERENCES: Adding Fields to a Table Using the Data Type Gallery

13. A key or combination of keys that complete an action more efficiently than using the mouse is called a(n) keyboard shortcut. _____
ANSWER: True
POINTS: 1
REFERENCES: Adding Records to a New Table

14. Access does not require a table to have a(n) primary key. _____
ANSWER: True
POINTS: 1
REFERENCES: Creating a Table in Design View

15. In the Database Design grid, press the Enter key to move from one property to the next property. _____
ANSWER: False - Table Design grid
POINTS: 1
REFERENCES: Session 2.1 Visual Overview

16. The field name displayed in database objects, including forms and reports, is determined by the Caption property. _____
ANSWER: True
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties

17. The Currency data type is accurate up to 4 digits on the right side of the decimal point. _____
ANSWER: True
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties

18. A primary key that consists of two or more fields is called a(n) redundant key. _____
ANSWER: False - composite key
POINTS: 1
REFERENCES: Guidelines for Designing Databases

19. ____ is the default name for a new table in an Access database.
a. My table b. Table1
c. ADB Table d. TableA
ANSWER: b
POINTS: 1
REFERENCES: Session 2.1 Visual Overview

20. The ____ property allows the database designer to explain the purpose of a field or how a field is used.

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a. Data type b. Field size
c. Required d. Description

ANSWER: d
POINTS: 1
REFERENCES: Table Window in Design View

21. A database management system is a useful tool only if it meets which of the following criteria?
a. produces reports b. contains simple records
c. meets the needs of its users d. meets the needs of the designer

ANSWER: c
POINTS: 1
REFERENCES: Guidelines for Designing Databases

22. A field used to connect one table logically with another table is called a ____ field.
a. common b. primary
c. composite d. data

ANSWER: a
POINTS: 1
REFERENCES: Guidelines for Designing Databases

23. A database system determines how to store, display, and process field values based on which of the following?
a. field names b. field properties
c. field captions d. field size

ANSWER: b
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties

24. When choosing field names, it is best to choose names that ____.
a. include both numbers and letters in the name
b. use only uppercase characters
c. describe the content or purpose of the field
d. use only lowercase letters and no spaces

ANSWER: c
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties

25. Which data type would be the best logical data type for a field named PaidDate?
a. Currency b. Number
c. Memo d. Date/Time

ANSWER: d
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties

26. The default character length for the Short Text data type is ____ characters.

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a. 55 b. 255
c. 64 d. 15

ANSWER: b
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties

27. Which data type allows both positive and negative numbers as field values?
a. Number b. Date/Time
c. AutoNumber d. Short Text

ANSWER: a
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties

28. The data type that allows both sequential and random numbering is the ____ data type.
a. Number b. Currency
c. AutoNumber d. Long Date

ANSWER: c
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties

29. The ____ data type only allows a field length of 1 character and is used to indicate the presence or absence of a condition.
a. AutoNumber b. Short Text
c. Yes/No d. Long Text

ANSWER: c
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties

30. Which of the following is the most logical data type to use if a field will contain long comments or explanations?
a. Hyperlink b. Short Text
c. Memo d. Long Text

ANSWER: d
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties

31. Which data type allows the designer to define the Field Size property?
a. Long Text b. Hyperlink
c. Memo d. AutoNumber

ANSWER: d
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties

32. The ____ property specifies the number of decimal places displayed to the right of the decimal point.
a. Decimal Places b. Input Mask

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c. Default Value d. Format

ANSWER: a
POINTS: 1
REFERENCES: Creating a Table in Design View

33. Which symbols would be used to create a custom date format that would display July 4, 2016 as 7/04/16?
a. mm/dd/yyyy b. m/ddd/yy
c. mmm/d/yyyy d. m/dd/yy

ANSWER: d
POINTS: 1
REFERENCES: Creating a Table in Design View

34. A custom date format set for a Date/Time field that contains the symbols mmm/dd/yy would display the date as ____.
a. July 4, 2016 b. 07/04/16
c. 7/4/2016 d. Jul/04/16

ANSWER: d
POINTS: 1
REFERENCES: Creating a Table in Design View

35. Which data type would be most logical to use for a field named BillPaid to indicate if an invoice has been paid?
a. Yes/No b. Memo
c. Text d. AutoNumber

ANSWER: a
POINTS: 1
REFERENCES: Creating a Table in Design View

36. A field in an Access database table that has no value is determined by Access to have a ____ value.
a. custom b. zero
c. null d. number

ANSWER: c
POINTS: 1
REFERENCES: Creating a Table in Design View

37. Changing the order of fields in a database table is an example of changing a table's ____.
a. purpose b. structure
c. data d. value

ANSWER: b
POINTS: 1
REFERENCES: Creating a Table in Design View

38. Formatting Date/Time fields changes only the way data is displayed, not the field ____.
a. values b. letters
c. numbers d. mask

ANSWER: a

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POINTS: 1
REFERENCES: Creating a Table in Design View

39. The common field between two tables in the Relationship window is indicated by a(n) ____.
a. key icon b. field name
c. join line d. infinity symbol
ANSWER: c
POINTS: 1
REFERENCES: Modified Visit table in Datasheet view

40. Which of the following would be a likely reason that an Import process from an Excel spreadsheet to an Access database might fail?
a. there is no relationship between tables
b. the Excel and Access caption property values to do not match
c. the data was entered incorrectly
d. the Access field names and the Excel worksheet column headings do not match
ANSWER: d
POINTS: 1
REFERENCES: Importing Data from an Excel Worksheet

41. To begin importing data from an Excel spreadsheet, click on the ____ tab on the ribbon.
a. Create b. Database Tools
c. External Data d. Home
ANSWER: c
POINTS: 1
REFERENCES: Importing Data from an Excel Worksheet

42. By choosing the Definition Only option in the Import Objects dialog box, the ____ of a table is imported, but not the ____.
a. data, structure b. data type, structure
c. structure, data d. structure, data type
ANSWER: c
POINTS: 1
REFERENCES: Creating a Table by Importing an Existing Table or Table Structure

43. A value set in the Field Properties pane that appears in a field automatically is the ____ for the field.
a. entered value b. changed value
c. default value d. permanent value
ANSWER: c
POINTS: 1
REFERENCES: Modifying the Structure of an Imported Table

44. It is important that data being imported from a text file into Access are separated by a character, such as a comma, which defines the text file as a(n) ____ text file.

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a. imported b. readable
c. delimited d. external

ANSWER: c
POINTS: 1
REFERENCES: Adding Data to a Table by Importing a Text File

45. A relationship between Access tables that is a relationship between one record in the first table and zero, one, or many records in the second table, and at least one record in the second table matches at most one record in the first table, is defined as a ____ relationship.

a. One-to-One b. One-to-Many
c. One-to-Most d. Many-to-One

ANSWER: b
POINTS: 1
REFERENCES: Defining Table Relationships

Case-Based Critical Thinking Questions

Interns Leah and Santana are organizing a summer camp for children ages 5-10 for their local recreation and parks agency. Participant and payment information is stored in an Excel spreadsheet as children are registered for activities. An Access database contains information about children (participants), parents, employees, as well as activity sessions and schedules. The database contains the following tables:
· Participant Information
· Parent Information
· Employees
· Activities

46. Leah and Santana have been requested to print a daily report of scheduled activities. Their supervisor needs to know if each participant has paid for the activity. The ParticipantPD field will be included in the report. Which data type will allow the report to display a true/false condition for the ParticipantPD field?

a. Short Text b. Number
c. Yes/No d. Currency

ANSWER: c
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties
TOPICS: Critical Thinking

47. After printing a report of parent information for camper pick-up monitors, Santana decides some of the field names displayed on the report are hard to read. For example, she prefers the field MotherMobilePhone to be displayed as Mother Cell on the report. Which field property should be changed to modify the field name display on the report?

a. Input Mask b. Default Value
c. Format d. Caption

ANSWER: d
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties
TOPICS: Critical Thinking

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48. One rule of _____ is that Access prevents the primary key from being changed in the primary table of a relationship if a matching record exists in a related table.
ANSWER: referential integrity
POINTS: 1
REFERENCES: Defining Table Relationships

49. Performing a(n) _____ is the process of relating tables in a database based on a common field.
ANSWER: join
POINTS: 1
REFERENCES: Defining Table Relationships

50. _____ is the process that allows data to be copied to an Access database table from a source without having to open the source file.
ANSWER: Import
Importing
POINTS: 1
REFERENCES: Importing Data from an Excel Worksheet

51. The "one" table in a one-to-many relationship is the _____ table.
ANSWER: primary
POINTS: 1
REFERENCES: Defining Table Relationships

52. Field name display in database objects such as datasheets, forms, and reports is determined by the _____ property.
ANSWER: Caption
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties

53. The _____ Field Size property of a Number field stores positive and negative numbers to precisely seven decimal places in four bytes.
ANSWER: Single
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties

54. Field value maximum storage size is defined by the Field Size property for the data types including Short Text, Number, and _____ only.
ANSWER: AutoNumber
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties

55. The _____ data type is not subject to round-off error when calculated, unlike the Number data type with decimal values.
ANSWER: Currency
POINTS: 1

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REFERENCES: Guidelines for Setting Field Properties

56. In a single table, all _____ must be unique within that table.
ANSWER: field names
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties

57. The way field values are stored, displayed, and processed in an Access database is determined by the _____.
ANSWER: field properties
POINTS: 1
REFERENCES: Modifying Field Properties

58. _____ view allows the database designer to enter both the field names and define the field properties.
ANSWER: Design
POINTS: 1
REFERENCES: Session 2.1 Visual Overview

59. The default Field Size for the Short Text data type is _____ characters.
ANSWER: 255
POINTS: 1
REFERENCES: Guidelines for Setting Field Properties

60. A primary key field from one table that is also a field in another table and is used to create a relationship between the two tables is a(n) _____ in the second table.
ANSWER: foreign key
POINTS: 1
REFERENCES: Creating a Table in Design View

61. _____ values are never allowed by Access in the primary key field.
ANSWER: Duplicate
POINTS: 1
REFERENCES: Creating a Table in Design View

62. The "many" side of a one-to-many relationship is represented by the _____ at the end of the join line.
ANSWER: infinity symbol
POINTS: 1
REFERENCES: Modified Visit table in Datasheet view

63. List six guidelines for designing databases.
ANSWER: 1. Identify all the fields needed to produce the required information.
2. Organize each piece of data into its smallest useful part.
3. Group related fields into tables.
4. Determine each table's primary key.

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5. Include a common field in related tables.
6. Avoid data redundancy.

POINTS: 1
REFERENCES: Guidelines for Designing Databases
TOPICS: Critical Thinking

64. Discuss at least three advantages of including a primary key in a table.
ANSWER: Students should include at least three of these five advantages in the answer to this question. As a part of the discussion of these advantages, students might note that Access does not require a table to have a primary key.

1. A primary key uniquely identifies each record in a table.
2. Access does not allow duplicate values in the primary key field.
3. When a primary key has been specified, Access forces the user to enter a value for the primary key field in every record in the table.
4. By default, Access displays records in order of the primary key's field values regardless of the order or when the records were added to the table.
5. Database requests are returned faster when requests for specific records are based on the primary key.

POINTS: 1
REFERENCES: Creating a Table in Design View
TOPICS: Critical Thinking

65. Explain how a one-to-many relationship is created using an Access database with two or more tables. Why is it useful to create a relationship between tables?
ANSWER: A one-to-many relationship exists between two tables when one record in the first table matches zero, one, or many records in the second table, and when one record in the second table matches at most one record in the first table. Here, the Owner and Animal tables have a one-to-many relationship because an Owner can own many animals, and each animal is associated with only one owner. The two tables are still separate tables, but because they are joined, you can use the data in them as if they were one table.

POINTS: 1
REFERENCES: Session 2.2 Visual Overview
TOPICS: Critical Thinking

Identify the letter of the choice that best matches the phrase or definition.
a. Cascade Update Related Fields Option
b. Cascade Delete Related Records Option
c. Composite key
d. data redundancy
e. Data Type gallery
f. Design
g. orphaned record
h. propagate
i. Quick Start selection
j. referential integrity

REFERENCES: Defining Table Relationships
Guidelines for Designing Databases

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Access Module 02: Building a Database and Defining Table Relationships

Adding Fields to a Table Using the Data Type Gallery
Session 2.1 Visual Overview
Modifying the Structure of an Imported Table

66. A primary key that consists of two or more fields in a table.
ANSWER: c
POINTS: 1

67. A group of fields added all at once using the Data Type gallery.
ANSWER: i
POINTS: 1

68. The process that occurs when the field Description (Optional) property is changed in Design View and the Property Update Options tool is used to update the entire database everywhere the field is used, including forms and reports.
ANSWER: h
POINTS: 1

69. The Access database view that allows users to define or modify a table structure or field properties in a table.
ANSWER: f
POINTS: 1

70. A record in a table that is related to a primary table but has no matching record established with the primary table.
ANSWER: g
POINTS: 1

71. The Access option that permits a change in the value of the primary key in a table and changes the appropriate foreign key values in the related table.
ANSWER: a
POINTS: 1

72. An Access feature available from the FIELDS tab that allows the user to add a group of related fields to a table at the same time.
ANSWER: e
POINTS: 1

73. A set of rules that Access uses to maintain consistency between related tables when data is updated in a database.
ANSWER: j
POINTS: 1

74. The Access option that deletes a record in the primary table and also deletes all records in related tables that have matching foreign key values.
ANSWER: b
POINTS: 1

75. The term used when the same data is stored in more than one place which can cause inconsistencies in the database.
ANSWER: d

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Name:_____ Class:_____ Date:_____

Access Module 02: Building a Database and Defining Table Relationships

POINTS: 1

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