

Your Office: Microsoft Office 2013, Access Comprehensive (Kinser et al.)
Module 1 Workshop 2 Tables, Keys, and Relationships

1) Which of the following is NOT one of the three steps in database design?

- A) Identify your entities.
- B) Identify the attributes.
- C) Specify the relationships between the tables.
- D) Determine the queries you want to create.

Answer: D

Diff: 1 Page Ref: 84

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

2) Which of the following is NOT true regarding database design?

- A) An entity is a person, place, item, or event that you want to keep data about.
- B) A field is an instance of an entity.
- C) An attribute is information about the entity.
- D) A relationship is an association between tables based on common fields.

Answer: B

Diff: 1 Page Ref: 84

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

3) Which of the following is true when breaking compound fields into smaller parts?

- A) Break names into first name and last name fields.
- B) Leave city, state, and zip code together in one field.
- C) For faster sorting, include the street address in the same field as the city, state, and zip code field.
- D) Always separate the area code from the phone number field.

Answer: A

Diff: 2 Page Ref: 85

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

4) Illustrating some of the basic principles of database design, notice that a person's name is split into two fields and the address is _____.

- A) left as one field
- B) split into two fields
- C) split into three fields
- D) split into four fields

Answer: D

Diff: 1 Page Ref: 85

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

- 5) Which of the following is NOT true when creating fields and entering data in those fields?
- A) When you have fields such as name or address that are composed of several smaller fields, you should split them into their component parts.
 - B) Consider whether you might want to report on smaller parts of the field to determine what fields to create.
 - C) Enter first and last names in alphabetical order in case two people have the same last name.
 - D) Splitting fields into smaller parts allows for more flexibility for reporting.

Answer: C

Diff: 1 Page Ref: 85

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

- 6) Which of the following is NOT true when dealing with international data?
- A) Not all cultures around the world break names into first and last.
 - B) Design the database in such a way that other naming practices can fit into the database.
 - C) Designing database fields to accommodate all of the different cultures in the world is challenging.
 - D) Because businesses today are global, designing a database sensitive to all global cultures is imperative.

Answer: D

Diff: 1 Page Ref: 86

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

- 7) Which of the following is NOT true about tables?
- A) The upper pane of Design view has four columns: Field Name, Data Type, Length, and Description.
 - B) Datasheet view shows the values of the data within the table.
 - C) Design view shows the structure of the table with the fields and their definitions.
 - D) The Field Properties pane in Design view gives more information on how the data is stored, entered, and processed.

Answer: A

Diff: 2 Page Ref: 86-87

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

- 8) _____ define the kind of data that can be entered into a field, such as numbers, text, or dates.
- A) Field names
 - B) Description
 - C) Data types
 - D) Field properties

Answer: C

Diff: 1 Page Ref: 87

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

9) _____ give more information on how the data is stored, entered, and processed.

- A) Field names
- B) Description
- C) Data types
- D) Field properties

Answer: D

Diff: 1 Page Ref: 87

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

10) The most appropriate data type to use for a Street Address field is the _____ data type, so a street address can contain numbers, letters, and special characters.

- A) Long Text
- B) Number
- C) Short Text
- D) Calculated

Answer: C

Diff: 1 Page Ref: 87

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

11) Data stored as a(n) _____ file cannot be imported into a table in Access.

- A) Excel
- B) Adobe PDF
- C) Access
- D) Notepad

Answer: B

Diff: 1 Page Ref: 87

Objective: Import Data from Other Sources

Text: Your Office: Microsoft Access 2013 Comprehensive

12) Which of the following is NOT true when copying and pasting data from Excel into Access?

- A) There cannot be missing columns or columns in different orders between the two files.
- B) Copying and pasting requires that the columns be exactly the same in Excel and Access.
- C) If you have any doubt about the data being compatible, use the Append feature to add the data to the table.
- D) You cannot paste fields that are nonnumeric into numeric fields.

Answer: C

Diff: 2 Page Ref: 89

Objective: Import Data from Other Sources

Text: Your Office: Microsoft Access 2013 Comprehensive

13) Access allows you to import a smaller portion of a worksheet, known as a _____, into a table.

- A) cell address
- B) delimiter
- C) named range
- D) range address

Answer: C

Diff: 2 Page Ref: 91

Objective: Import Data from Other Sources

Text: Your Office: Microsoft Access 2013 Comprehensive

14) A _____ is a character such as a tab or comma that separates the fields.

- A) cell address
- B) delimiter
- C) named range
- D) range address

Answer: B

Diff: 2 Page Ref: 92

Objective: Import Data from Other Sources

Text: Your Office: Microsoft Access 2013 Comprehensive

15) Which of the following is NOT true when entering data manually?

- A) If the data does not already exist in another form, you can type the data directly into Access.
- B) Data can be directly entered into a table.
- C) Data can be entered in a form.
- D) When you open a table in Design view, you can type data directly into the table.

Answer: D

Diff: 2 Page Ref: 95

Objective: Enter Data Manually

Text: Your Office: Microsoft Access 2013 Comprehensive

16) A(n) _____ key field is a field that uniquely identifies the record.

- A) primary
- B) identity
- C) foreign
- D) entity

Answer: A

Diff: 2 Page Ref: 98

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

17) _____ indicates the maximum length of a data field.

- A) Input mask
- B) Format
- C) Field size
- D) Validation Rule

Answer: C

Diff: 1 Page Ref: 99

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

18) Which of the following is NOT true when determining the field size?

- A) Whenever you use a Text data type, you should determine the minimum number of text characters that can exist in the field.
- B) Limiting the field size will limit errors in the data.
- C) If you need more than 255 characters, use a Long Text data type.
- D) You should use the number size that best suits your needs.

Answer: A

Diff: 1 Page Ref: 99-100

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

19) Which of the following is NOT true when changing the data type in an existing field?

- A) You can change the size of a field in Datasheet view and Design view.
- B) If you decide that a field length needs to be longer, you can change the field without concern.
- C) If you make a field length shorter and there were data that needed the longer length, you may truncate those values.
- D) Access will always warn you that data may be lost if you change the length to a smaller size.

Answer: A

Diff: 1 Page Ref: 101

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

20) Which of the following is NOT true regarding input masks?

- A) An input mask provides the punctuation so you do not have to type it.
- B) An input mask defines a consistent template.
- C) Access has a wizard that creates automatic masks for Social Security numbers, zip codes, passwords, extensions, dates, and times.
- D) Input masks do not affect how data is stored.

Answer: D

Diff: 2 Page Ref: 102

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

21) Which of the following is NOT true regarding table formatting?

- A) In a table design, you can define a Format field property that customizes how data is displayed and printed in tables, queries, reports, and forms.
- B) The Format property tells Access how data is to be displayed.
- C) You can define your own custom formats for Currency and Number fields.
- D) Formatting does not affect the way the data is stored.

Answer: C

Diff: 2 Page Ref: 103

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

22) _____ is an example of the Long Date format.

- A) 11/9/2015 10:10:10 PM
- B) Wednesday, November 9, 2015
- C) 9-Nov-15 10:10:10 PM
- D) Wednesday, November 9, 2015 10:10 PM

Answer: B

Diff: 2 Page Ref: 104

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

23) _____ is an example of the General Date format.

- A) 11/9/2015 10:10:10 PM
- B) Wednesday, November 9, 2015
- C) 9-Nov-15 10:10:10 PM
- D) Wednesday, November 9, 2015 10:10 PM

Answer: A

Diff: 2 Page Ref: 104

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

24) 4.5E + 13 is an example of the _____ format.

- A) Scientific
- B) Fixed
- C) Standard
- D) Percent

Answer: A

Diff: 2 Page Ref: 104

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

25) The _____ format displays at least one digit after the decimal point.

- A) Scientific
- B) Fixed
- C) Standard
- D) Percent

Answer: B

Diff: 2 Page Ref: 104

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

26) Which of the following is NOT true regarding keys?

- A) Each table should have a primary key to uniquely identify each of the records in the table.
- B) A foreign key is a value in a table that is the primary key of another table.
- C) The primary and foreign keys form the common field between tables that allow you to form a relationship between the two tables.
- D) To define a foreign key, select the foreign key field and then click the Key button on the Ribbon.

Answer: D

Diff: 2 Page Ref: 105

Objective: Understand and Designate Keys

Text: Your Office: Microsoft Access 2013 Comprehensive

27) Which of the following is NOT true regarding primary keys?

- A) The primary key field is the field that identifies each record in a table.
- B) When you define a primary key for a table, the field can be left blank until you have the opportunity to enter the data.
- C) A common way of defining a primary key is to use a field specifically designed to identify the entity.
- D) A numeric key is often assigned an AutoNumber data type that Access will fill as the data is entered.

Answer: B

Diff: 2 Page Ref: 106

Objective: Understand and Designate Keys

Text: Your Office: Microsoft Access 2013 Comprehensive

28) Which of the following is NOT true regarding foreign keys?

- A) The AutoNumber data type is typically used for foreign key fields.
- B) A foreign key is a field in a table that stores a value that is the primary key in another table.
- C) It is called foreign because it identifies a record in another table.
- D) Foreign keys do not need to be unique in the table.

Answer: A

Diff: 2 Page Ref: 106

Objective: Understand and Designate Keys

Text: Your Office: Microsoft Access 2013 Comprehensive

29) Two fields needed to uniquely identify a record are called a _____ key.

- A) composite
- B) natural primary
- C) foreign
- D) primary

Answer: A

Diff: 1 Page Ref: 107

Objective: Understand and Designate Keys

Text: Your Office: Microsoft Access 2013 Comprehensive

30) A university identifies a class by subject area and course number. The university has classes Math 101, Math 102, and MIS 101. It takes both subject and course number to identify a single course. The combination of the two fields is called a _____ key.

- A) foreign
- B) natural primary
- C) composite
- D) primary

Answer: C

Diff: 2 Page Ref: 107

Objective: Understand and Designate Keys

Text: Your Office: Microsoft Access 2013 Comprehensive

31) Sometimes your data will have a unique identifier that is already a part of your data. When that is true, you can use the field as a _____ key.

- A) foreign
- B) natural primary
- C) composite
- D) primary

Answer: B

Diff: 2 Page Ref: 108

Objective: Understand and Designate Keys

Text: Your Office: Microsoft Access 2013 Comprehensive

32) _____ is the process of minimizing the duplication of information in a relational database through effective database design.

- A) Formatting
- B) Defining keys
- C) Establishing relationships
- D) Normalization

Answer: D

Diff: 2 Page Ref: 110

Objective: Understand Basic Principles of Normalization

Text: Your Office: Microsoft Access 2013 Comprehensive

33) Which of the following is NOT true regarding normalization?

- A) When you normalize a database, you will have larger tables, each representing a different thing.
- B) If you know the primary key of an entity in a normalized database, each of the attributes will have just one value.
- C) There will be no redundant data in the tables.
- D) Normalization is the process of minimizing duplicate data.

Answer: A

Diff: 2 Page Ref: 110

Objective: Understand Basic Principles of Normalization

Text: Your Office: Microsoft Access 2013 Comprehensive

34) Which of the following is NOT true regarding redundancy?

- A) Redundancy occurs when data is repeated several times in a database.
- B) When you normalize a database, you eliminate redundancy.
- C) Foreign keys are redundant, but no other data about the entity is repeated.
- D) Normalization is the process of minimizing duplicate data.

Answer: B

Diff: 2 Page Ref: 111

Objective: Understand Basic Principles of Normalization

Text: Your Office: Microsoft Access 2013 Comprehensive

35) Which of the following is NOT true regarding a one-to-many relationship?

- A) A one-to-many relationship is a relationship between two tables where one record in the first table corresponds to many records in the second table.
- B) One-to-many is called the cardinality of the relationship.
- C) Access uses the tilde and infinity symbols to indicate a one-to-many relationship.
- D) Cardinality indicates the number of instances of one entity that relates to one instance of another entity.

Answer: C

Diff: 2 Page Ref: 112

Objective: Understand Relationships Between Tables

Text: Your Office: Microsoft Access 2013 Comprehensive

36) A _____ relationship is a relationship between two tables where one record in the first table corresponds to many records in the second table.

- A) one-to-many
- B) one-to-one
- C) many-to-many
- D) This doesn't apply to any relationship type.

Answer: A

Diff: 2 Page Ref: 112

Objective: Understand Relationships Between Tables

Text: Your Office: Microsoft Access 2013 Comprehensive

37) A _____ relationship is a relationship between tables in which one record in one table has many matching records in a second table, and one record in the related table has many matching records in the first table.

- A) one-to-many
- B) one-to-one
- C) many-to-many
- D) This doesn't apply to any relationship type.

Answer: C

Diff: 2 Page Ref: 113

Objective: Understand Relationships Between Tables

Text: Your Office: Microsoft Access 2013 Comprehensive

38) A _____ relationship is a relationship between tables where a record in one table has only one matching record in the second table.

- A) one-to-many
- B) one-to-one
- C) many-to-many
- D) This doesn't apply to any relationship type.

Answer: B

Diff: 2 Page Ref: 113

Objective: Understand Relationships Between Tables

Text: Your Office: Microsoft Access 2013 Comprehensive

39) Which of the following is NOT a step in creating a one-to-many relationship?

- A) Make sure the two tables have a field in common.
- B) Form the relationship in the Relationships window.
- C) Populate the foreign key by adding data to the foreign key in the many side table.
- D) Use the foreign key from the one side, and add it as a primary key in the many side table.

Answer: D

Diff: 2 Page Ref: 114

Objective: Create a One-to-Many Relationship

Text: Your Office: Microsoft Access 2013 Comprehensive

40) Which of the following is NOT a step in creating a many-to-many relationship?

- A) Create a junction table.
- B) The junction table is on the many side of both relationships.
- C) Populate the junction table after the relationships have been created.
- D) Only add the keys to the junction table.

Answer: D

Diff: 2 Page Ref: 119

Objective: Create a Many-to-Many Relationship

Text: Your Office: Microsoft Access 2013 Comprehensive

41) _____ is a database concept that ensures that relationships between tables remain consistent.

- A) A junction table
- B) Normalization
- C) Referential integrity
- D) Redundancy

Answer: C

Diff: 2 Page Ref: 122

Objective: Understand Referential Integrity

Text: Your Office: Microsoft Access 2013 Comprehensive

42) Datasheet view shows the values of the data within the table.

Answer: TRUE

Diff: 1 Page Ref: 86

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

43) Design view shows the structure of the table with the fields and their definitions.

Answer: TRUE

Diff: 1 Page Ref: 86

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

44) The lower pane of Design view has three columns: Field Name, Data Type, and Description.

Answer: FALSE

Diff: 1 Page Ref: 87

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

45) The Navigation Pane in Design view gives more information on how the data is stored, entered, and processed.

Answer: FALSE

Diff: 1 Page Ref: 87

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

46) A defined range is a group of cells that have been given a name that can then be used within a formula or function.

Answer: FALSE

Diff: 1 Page Ref: 91

Objective: Import Data from Other Sources

Text: Your Office: Microsoft Access 2013 Comprehensive

47) A delimiter is a character such as a tab or comma that separates the fields.

Answer: TRUE

Diff: 1 Page Ref: 92

Objective: Import Data from Other Sources

Text: Your Office: Microsoft Access 2013 Comprehensive

48) When you open a table in Design view, you can type data directly into the table.

Answer: FALSE

Diff: 1 Page Ref: 95

Objective: Enter Data Manually

Text: Your Office: Microsoft Access 2013 Comprehensive

49) When you delete records from a table and realize you made a mistake, you can undo the deletion by clicking Undo in the Quick Access toolbar.

Answer: FALSE

Diff: 1 Page Ref: 96

Objective: Enter Data Manually

Text: Your Office: Microsoft Access 2013 Comprehensive

50) A primary key field is a field that uniquely identifies the record.

Answer: TRUE

Diff: 1 Page Ref: 98

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

51) The Long Text data type is used to store textual or character information.

Answer: FALSE

Diff: 1 Page Ref: 98

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

52) The AutoNumber data type is used for keys.

Answer: TRUE

Diff: 1 Page Ref: 99

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

53) The field size indicates the maximum length of a data field.

Answer: TRUE

Diff: 1 Page Ref: 99

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

54) The Byte field size is used for integers that range from -32,768 to +32,767.

Answer: FALSE

Diff: 1 Page Ref: 100

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

55) The Single field size is used for large numbers with up to seven significant digits.

Answer: TRUE

Diff: 1 Page Ref: 100

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

56) An input mask defines a consistent template and provides the punctuation, so you do not have to type it.

Answer: TRUE

Diff: 1 Page Ref: 102

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

57) Input masks do not affect how data is stored.

Answer: FALSE

Diff: 1 Page Ref: 102

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

58) The Format property tells Access how data is to be displayed.

Answer: TRUE

Diff: 1 Page Ref: 103

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

59) A primary key is a value in a table that is the foreign key of another table.

Answer: FALSE

Diff: 1 Page Ref: 105

Objective: Understand and Designate Keys

Text: Your Office: Microsoft Access 2013 Comprehensive

60) When defining keys, the combination of two fields is called a natural primary key.

Answer: FALSE

Diff: 1 Page Ref: 107

Objective: Understand and Designate Keys

Text: Your Office: Microsoft Access 2013 Comprehensive

61) If your data has a unique identifier that is a natural part of your data, you can use the field as a natural primary key.

Answer: TRUE

Diff: 1 Page Ref: 108

Objective: Understand and Designate Keys

Text: Your Office: Microsoft Access 2013 Comprehensive

62) Normalization is the process of minimizing the duplication of information in a relational database through effective database design.

Answer: TRUE

Diff: 1 Page Ref: 110

Objective: Understand Basic Principles of Normalization

Text: Your Office: Microsoft Access 2013 Comprehensive

63) Redundancy occurs when data is repeated several times in a database.

Answer: TRUE

Diff: 1 Page Ref: 111

Objective: Understand Basic Principles of Normalization

Text: Your Office: Microsoft Access 2013 Comprehensive

64) A many-to-many relationship is a relationship between tables in which one record in one table has many matching records in a second table, and one record in the related table has many matching records in the first table.

Answer: TRUE

Diff: 1 Page Ref: 113

Objective: Understand Basic Principles of Normalization

Text: Your Office: Microsoft Access 2013 Comprehensive

65) A junction table breaks down the many-to-many relationship into two one-to-many relationships.

Answer: FALSE

Diff: 1 Page Ref: 117

Objective: Create a Many-to-Many Relationship

Text: Your Office: Microsoft Access 2013 Comprehensive

66) Redundancy is a database concept that ensures that relationships between tables remain consistent.

Answer: FALSE

Diff: 1 Page Ref: 122

Objective: Understand Referential Integrity

Text: Your Office: Microsoft Access 2013 Comprehensive

67) If you select Cascade Update Related Fields when you define a relationship, then when the primary key of a record in the one side table changes, Access automatically changes the foreign keys in all related records.

Answer: TRUE

Diff: 1 Page Ref: 125

Objective: Understand Referential Integrity

Text: Your Office: Microsoft Access 2013 Comprehensive

68) A(n) _____ is a person, place, item, or event that you want to keep data about.

Answer: entity

Diff: 1 Page Ref: 84

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

69) A(n) _____ is information about the entity.

Answer: attribute

Diff: 1 Page Ref: 84

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

70) A(n) _____ is an association between tables based on common fields.

Answer: relationship

Diff: 1 Page Ref: 84

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

71) _____ view shows the values of the data within the table.

Answer: Datasheet

Diff: 1 Page Ref: 86

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

72) _____ view shows the structure of the table with the fields and their definitions.

Answer: Design

Diff: 1 Page Ref: 86

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

73) _____ define the kind of data that can be entered into a field, such as numbers, text, or dates.

Answer: Data types

Diff: 1 Page Ref: 87

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

74) Excel _____ are frequently imported as field names.

Answer: column headings

Diff: 2 Page Ref: 89

Objective: Import Data from Other Sources

Text: Your Office: Microsoft Access 2013 Comprehensive

75) Access allows you to import a smaller portion of a worksheet, known as a(n) _____, into a table.

Answer: named range

Diff: 1 Page Ref: 91

Objective: Import Data from Other Sources

Text: Your Office: Microsoft Access 2013 Comprehensive

76) A(n) _____ is a character such as a tab or comma that separates the fields.

Answer: delimiter

Diff: 1 Page Ref: 92

Objective: Import Data from Other Sources

Text: Your Office: Microsoft Access 2013 Comprehensive

77) _____ fields can store up to 1 gigabyte of characters, of which you can display 65,535 characters in a control on a form or report.

Answer: Long Text

Diff: 1 Page Ref: 98

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

78) _____ fields have an upper limit of 255 characters.

Answer: Short Text

Diff: 1 Page Ref: 98

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

79) The _____ data type is used for keys.

Answer: AutoNumber

Diff: 1 Page Ref: 99

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

80) A(n) _____ means that when you open the item, you open it in its original application such as Excel.

Answer: OLE object

Diff: 1 Page Ref: 99

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

81) A(n) _____ lists either values retrieved from a table or query, or a set of values that you specified when you created the field.

Answer: Lookup Wizard

Diff: 1 Page Ref: 99

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

82) The field size indicates the _____ length of a data field.

Answer: maximum

Diff: 1 Page Ref: 99

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

83) The _____ field size is used for large numbers with up to seven significant digits.

Answer: Single

Diff: 1 Page Ref: 100

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

84) The _____ field size is used for integers that range from 0 to 255.

Answer: Byte

Diff: 1 Page Ref: 100

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

85) The _____ field size is used for very large numbers with up to 15 significant digits.

Answer: Double

Diff: 1 Page Ref: 100

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

86) A(n) _____ defines a consistent template and provides the punctuation, so you do not have to type it.

Answer: input mask

Diff: 1 Page Ref: 102

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

87) The _____ property tells Access how data is to be displayed.

Answer: Format

Diff: 1 Page Ref: 103

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

88) The _____ number format displays the number as entered.

Answer: General

Diff: 1 Page Ref: 104

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

89) The _____ number format displays at least one digit after the decimal point.

Answer: Fixed

Diff: 1 Page Ref: 104

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

90) The _____ number format uses the regional settings preset in Windows for the thousands divider.

Answer: Standard

Diff: 1 Page Ref: 104

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

91) _____ is the process of minimizing the duplication of information in a relational database through effective database design.

Answer: Normalization

Diff: 1 Page Ref: 110

Objective: Understand Basic Principles of Normalization

Text: Your Office: Microsoft Access 2013 Comprehensive

92) _____ occurs when data is repeated several times in a database.

Answer: Redundancy

Diff: 1 Page Ref: 111

Objective: Understand Basic Principles of Normalization

Text: Your Office: Microsoft Access 2013 Comprehensive

93) A(n) _____ relationship is a relationship between tables in which one record in one table has many matching records in a second table, and one record in the related table has many matching records in the first table.

Answer: many-to-many

Diff: 1 Page Ref: 113

Objective: Understand Basic Principles of Normalization

Text: Your Office: Microsoft Access 2013 Comprehensive

94) If you select _____ Related Fields when you define a relationship, then when the primary key of a record in the one side table changes, Access automatically changes the foreign keys in all related records.

Answer: Cascade Update

Diff: 1 Page Ref: 125

Objective: Understand Referential Integrity

Text: Your Office: Microsoft Access 2013 Comprehensive

95) If you select _____ Related Fields when you define a relationship, any time that you delete records from the one side table, the related records in the many side table are also deleted.

Answer: Cascade Delete

Diff: 1 Page Ref: 125

Objective: Understand Referential Integrity

Text: Your Office: Microsoft Access 2013 Comprehensive

96) Match the following terms with their definition.

- I. Entity
- II. Attribute
- III. Relationship
- IV. Data type
- V. Delimiter

- A. Define data
- B. A character such as a tab or comma
- C. An association between tables
- D. A person, place, item, or event
- E. A field

Answer: D, E, C, A, B

Diff: 1 Page Ref: 84-92

Objective: Understand Database Design

Text: Your Office: Microsoft Access 2013 Comprehensive

97) Match the following data types with their description.

- I. Short text
- II. Long text
- III. Number
- IV. AutoNumber
- V. OLE object

- A. Can store up to 1 gigabyte of characters
- B. Used for numeric data
- C. Upper limit of 255 characters
- D. Allows cross-application editing
- E. Used for keys

Answer: C, A, B, E, D

Diff: 1 Page Ref: 98-99

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

98) Match the following number field sizes with their description.

- I. Byte
- II. Integer
- III. Long integer
- IV. Single
- V. Double

- A. For integers that range from -2,147,483,648 to +2,147,483,647
- B. For integers that range from -32,768 to +32,767
- C. For integers that range from 0 to 255
- D. For large numbers with up to seven significant digits
- E. For very large numbers with up to 15 significant digits

Answer: C, B, A, D, E

Diff: 1 Page Ref: 100

Objective: Create a Table in Design View

Text: Your Office: Microsoft Access 2013 Comprehensive

99) Match the following Date/Time format field properties with the appropriate example.

- I. General Date
- II. Long Date
- III. Medium Date
- IV. Long Time
- V. Medium Time

- A. 10:10 PM
- B. 11/9/2015 10:10:10 PM
- C. 10:10:10 PM
- D. Wednesday, November 9, 2015
- E. 9-Nov-15

Answer: B, D, E, C, A

Diff: 2 Page Ref: 104

Objective: Understand Masks and Formatting

Text: Your Office: Microsoft Access 2013 Comprehensive

100) Match the following terms with their definition.

- I. Primary key
 - II. Numeric key
 - III. Composite key
 - IV. Natural primary key
 - V. Foreign key
-
- A. Identifies a record in another table
 - B. Represents an individual item, such as CustomerID
 - C. Unique identifier that is already a part of your data
 - D. Multiple fields used to identify each person or item
 - E. One field used to identify each person or item

Answer: E, B, D, C, A

Diff: 2 Page Ref: 106-108

Objective: Understand and Designate Keys

Text: Your Office: Microsoft Access 2013 Comprehensive