ACCESS 2021/365
LEVEL 1

Assessment: Database terms

1. What reduces redundant data?
    a. Normalization
    b. Reference Integrity
    c. Metadata
    d. Indexing
2. Which is a field or fields that link back to more information in a related table.
    a. Primary key
    b. Related key
    c. Foreign key
    d. Index key

Assessment answers: Database terms

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    a. **Normalization**
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    c. Metadata
    d. Indexing
2. Which is a field or fields that link back to more information in a related table.
    a. Primary key
    b. Related key
    c. **Foreign key**
    d. Index key

Assessment: Relational Databases

1. An Excel spreadsheet is what kind of a database?
    a. Relational
    b. NoSQL
    c. Flat file
    d. It's not a database
2. Which database type was developed for use over the web?
    a. NoSQL
    b. SQL
    c. WebDB
    d. Flat file
    e. Index key

Assessment answers: Relational Databases

3. An Excel spreadsheet is what kind of a database?
    a. Relational
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4. Which database type was developed for use over the web?
    a. **NoSQL**
    b. SQL
    c. WebDB
    d. Flat file

Assessment: Access interfaced and objects

1. What is the file extension for an Access database?
    a. .mbdx
    b. .accds
    c. .accdb
    d. .xlsx
2. Which is used for easier on screen input of data?
    a. Form
    b. Table
    c. Report
    d. Query

Assessment answers: Access interfaced and objects

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    c. Report
    d. Query

Assessment: Creating tables

1. You can create tables only in table Design view. True or false?
    a. True
    b. False
2. Which of the following are examples of table properties? Choose all answers that apply.
    a. Sort order

    b. Primary key

    c. Filtering

    d. Relationships

Assessment answers: Creating tables

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    a. Sort order
    b. Primary key
    c. Filtering
    d. Relationships

Assessment: Creating fields

1. In Which view can you enter filed data? Choose then one correct answer.?
    a. Datasheet view
    b. Table Design view
2. How many fields can you have in a single table? Choose the one correct answer.
    a. 10
    b. 12
    c. 144
    d. 255
3. Which of the following are properties that are common to all field types? Select all correct answers.
    a. Required
    b. Decimal places
    c. New values
    d. Caption
4. When you create a new table, Access always assigns a default primary key? True or false?
    a. True
    b. False

Assessment answers: Creating fields

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   a. True
   b. **False**

Assessment: Data validation

1. It is generally better to perform validation on tables rather than on forms? True or false?
   a. True
   b. False
2. You always use filed properties to perform data validation in tables. True or false?
   a. True
   b. False
3. Default values for fields cannot be changed by the user when entering data. Tru Cor false?
   a. True
   b. False
4. Which of the following would you use to display a message to users while entering data? Select the one correct answer.
   a. Validation text
   b. Caption property of a field

Assessment answers: Data validation

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   b. **Caption property of a field**

Assessment: Relationships and keys

1. You can change the primary key in a table from the AutoNumber ID field to some other field. True or false?
    a. True
    b. False
2. A primary key can be based on which of the following? Select the single best answer.
    a. Only on a single field.
    b. On one or a combination of two fields.
    c. On any number of fields in the table.
3. Is it appropriate to use social security numbers as a primary field?
    a. Yes
    b. No

Assessment answers: Relationships and keys

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Assessment: Creating basic queries

1. What query type has an output similar to that of a spreadsheet`? Choose the best answer.
    a. Append
    b. Crosstab
    c. Parameter
    d. Totals
2. You're reviewing a query that displays order details. Below the Category field there are two Criteria on two separate row:. "Beverages" and "Produce". What results will the query show? Choose the best response.
    a. All orders with items in both the Beverages and Produce categories.
    b. All orders with items in either the Beverages and Produce categories.
    c. All orders with Beverages but no Produce or Produce but no Beverages.
    d. No orders at all.
3. It's often best practice to add data to parameters, but it depends on the field type. True or false?
    a. True
    b. False
4. Which type of query might not work because of tables relationships rules? Choose the best response.

a. Append
b. Delete
c. Make Table
d. Update

Assessment answers: Creating basic queries

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Assessment: Modifying queries

1. What field type can't you choose a pre-made format option for in the Property Sheet pane? Choose the best response.
    a. Date/Time
    b. Number
    c. Text
    d. All the above
2. To sort by multiple values, you might need to rearrange the order of the fields in your query. True or false?
    a. True
    b. False
3. It's often better to hide a query field rather than just deleting it? True or false?
    a. True
    b. False
4. One of the entries in your CustomerName list is "Century Grocers". Which VBA string function would display it as "Century" in a query?

a. Left([CustomerName],7)
   b. Right([CustomerName],7)
   c. TrimCustomerName])
   d. Ucase([CustomerName])

Assessment answers: Modifying queries

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Assessment: Using calculated fields

1. Why is it better to put calculated fields in queries than in tables? Choose all that apply.
   a. It's easy for data to become out of sync due to later changes.
   b. It's much more work to enter a calculated field in a table than in a query.
   c. Table data should never be edited directly.
   d. Table structures should be kept as simple as possible.
2. In Expression builder, how would you write a reference to the EmployeeID field?
   a. "EmployeeID"
   b. {EmployeeID}
   c. <<EmployeeID>>
   d. [EmployeeID]
3. In a calculated text field, you don't need to do anything special to add a numeric value to a text string. True or false?
   a. True
   b. False

Assessment answers: Using calculated fields

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b. False

Assessment: Forms

1. True or false? Of the four basic database operations, forms can handle creation, deletion, and bilateral recalcitrance.

a. True

b. False

2. Which of the following statements about forms is correct?

a. An unbound form is always tied to multiple tables.

b. A bound form is tied to a specific data source.

c. A query is a type of form bound to a specific data source.

d. A split form is used to input multiple tables.

3. Layout view allows you to edit your form and see actual live data simultaneously.

a. True

b. False

4. Which view allows you to edit all forms properties as well as a header/footer?

a. Datasheet view

b. Layout view

c. Form view

d. Design view

5. When adding fields to a form, you select one or more field names in the Selected Fields list and add them to the Available list.

a. True

b. False

Assessment answers: Forms

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   a. True
   b. **False**

Assessment: Form design

1. From which central location can you change for properties?
   a. The Form Design pane.
   b. The Form Properties window.
   c. The Property Design window.
   d. The Property Sheet pane.
2. By default, a form's properties are listed in alphabetical order.
   a. True
   b. False
3. Which of these statements is correct?
   a. The Data tab is where you choose what and how records are displayed.
   b. Setting a property's value to **NO** means the user cannot select a record.
   c. The Filter property shows a subset of records designed by the Order By property.
   d. Double-clicking the Form Footer bar creates additional space to add controls.
4. Only one set of controls is displayed in the Details section, which in turn represents a single data record.
   a. True
   b. False

Assessment answers: Form design

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   a. **True**
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Assessment: Form controls

1. Which of the following statements about form control is **incorrect**?
   a. The Use Control Wizards option is located in the Control design gallery.
   b. Layout view and Design view offer a wide variety of controls in the Design tab's Control group.
   c. Each control must have a unique name, which you must assign to it.
   d. You can always change a control's size after the fact by selecting and resizing it.
2. True or false? When creating a List Box, when the number of choices exceeds the available space, scroll bars are automatically enabled by Access.
   a. True
   b. False
3. Which of the following statements is *incorrect?*
   a. Using the List Box and Combo Boc as bound controls requires setting their Row Source property.
   b. A Combo Box is a drop-down box with a pre-configured list of choices, so it takes up less space than the other list controls.
   c. An *Option Group* creates a set of buttons in which the user is permitted to pick exactly one.
   d. With the List Box, users cannot add their own choices; however, you can manually change this default setting.
4. True or false? To add a command button to a form, you must manually create an underlying macro or write SQL statements.
   a. True
   b. False
5. Which of the following is incorrect?
   a. Access sets the tab order for each control you add to the form to one number higher than the previous control.
   b. After you've created a form, if you change the order of its controls, you must manually change the tab order of each control.
   c. It's best to do all your alignment, positioning, and spacing work first, and then set the tab order.
   d. Tabbing from field to field, instead of using the mouse, is far more efficient and expedient.

Assessment answers: Form controls

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Level 2

Assessment: Creating reports

1. In which report views can you make   design changes to a report? Select all correct answers.
   a. Report view
   b. Print preview
   c. Layout view
   d. Design view

2. Which of the following are ways to specify data sources for a report? Select all correct answers.
    a. Automatically using the Report button with a table open.
    b. By using the Report Wizard.
    c. By using the Expression Builder for a report's Data Source property.
3. Which of the following approaches could you use to see only a subset of records from a table in a report?
    a. Use the report's Order By property.
    b. Use the report's Filter property.
    c. Base the report on a query.
    d. Show only certain fields in the report.
4. The Report Wizard is quick, but does not allow you to group data in a report. True or false?
    a. True
    b. False

Assessment answers: Creating reports

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4. The Report Wizard is quick, but does not allow you to group data in a report. True or false?
    a. True
    b. **False**

Assessment: Report controls

1. What is the best way to ensure that a label in a report header lines up with its associated information in the detail section? Select the one best answer.
    a. Use size options.
    b. Use Position options.
    c. Use Align options.
2. Which report sections shows once for each group of data in a report? Select the best answer.
    a. Page sections.
    b. Category sections.

      c.   Detail sections.

3. Calculated fields are useful in grouped and summary sections of a report. True or false?
    a. True
    b. False
4. You do not need to remember field names when using the Expression Builder. True or false?
    a. True
    b. False
5. You can group by only one field in a report. True or false?
    a. True
    b. False

Assessment answers: Report controls

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Assessment: Formatting reports

1. Which of the following are page Setup options for a report? Select all correct answers.
    a. Margins
    b. Data Source
    c. Size
    d. Page Layout
    e. Background Image
2. Images in a report do not have to come from your database. True or false?
    a. True
    b. False
3. Which Size Mode setting is most appropriate if you want to be sure that an entire image shows and is not distorted? Select the one best answer.
    a. Zoom

b. Clip

c. Stretch

4. Which control type do you use to display images that come from your database? Select the one best answer.

    a. Image

    b. Unbound Object Frame

    c. Bound Object Frame

5. You can customize themes and save your customization for future use. True or false?

    a. True

    b. False

Assessment answers: Formatting reports

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    a. True

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Assessment: Grouping and summarizing

1. What aggregate functions shows how much individual values in a group vary from the average? Choose he best answer.

    a. MAX

    b. MIN

    c. VAR

    d. WHERE

2. When you have both an Average total and an Expression total in your query, what order are they calculated in? Choose the best answer.

       a. Average then Expression
       b. Expression then Average
       c. Left column the right column
       d. Having both will generate an error

3. Having too many Group By fields in a Total query can give you very unfocused results? True or false?
   a. True
   b. False

Assessment answers: Grouping and summarizing

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Assessment: Updating, deleting, and relationships

1. Cascading updates and deletes can only affect two tables at most. True or false?
   a. True
   b. False
2. When you perform a cascading update or delete, Access will warn you about how many records in the current table will be altered, but may not be clear what records in other tables will be affected. True or false?
   a. True
   b. False

Assessment answers: Updating, deleting, and relationships

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a. **True**
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Assessment: Indexing for performance

1. What is the primary purpose of an index? Choose the best answer.
    a. To speed aggregate functions
    b. To speed queries
    c. To speed table updates
    d. To speed table sorting
2. What is true about the Unique property on an index? Choose the best answer.
    a. If a Unique index has two fields, each field must be unique in each record.
    b. If a Unique index has two fields, the combination of both fields must be unique in each record.
    c. There can be only one field in a Unique index.
    d. There can be only one Unique index per table.
3. One of the main benefits of indexing is that it's as easy to index a long text field as it is to index a numeric field. True or false?
    a. True
    b. False

Assessment answers: Indexing for performance

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    a. True
    b. **False**

Assessment: Specialized query types

1. What kind of query might be written in T-SQL? Choose the best response.
    a. Data Definitions
    b. Pass through
    c. Either

       d.   Neither

2. Data Definition Queries are not actually executed in Access. True or false?
       a.   True
       b.   False

3. Which of the following is true about Pass Through Queries? Choose all that apply.
       a.   They can be must faster than queries written for the Access engine.
       b.   They only provide you with read-only records.
       c.   You can only run Select queries.
       d.   You can run Select or Append queries.
       e.   You can run Select or Make table queries.

Assessment answers: Specialized query types

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Assessment: Subforms

1. A subform displays related records from the "one" side of a one-to-many relationship.
       a.   Ture
       b.   False

2. Which of these statements are *incorrect*? Choose all that apply.
       a.   The main form and subform contain properties you use to tell Access what fields links the two together.
       b.   Once those properties are set, you must sync the two forms manually.
       c.   Any time you choose to include fields from two or more tables, the Form Wizard automatically creates a form with the subform.
       d.   If you rename a subform later, its link to the main form automatically updates.

3. When using an existing form as a subform, if the two forms aren't synchronized, you must delete the form and start the procedure from scratch.
       a.   True
       b.   False

4. Which of the following statements is incorrect?

a. If an existing form has a subform of its own, using it as a subform results in each subform having a simple one-to-one relationship with main form.

b. A linked form allows you to choose the related data you wish to view, rather than having the potential clutter and confusion of viewing multiple subforms.

c. To use an existing form as a subform, drag the form you want to use as a new subform from the navigation pane onto the main form.

d. When linking forms, the original form is called the "first form," and the new, linked subform is the "second form."

Assessment answers: Subforms

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    a. The main form and subform contain properties you use to tell Access what fields links the two together.
    b. **Once those properties are set, you must sync the two forms manually.**
    c. Any time you choose to include fields from two or more tables, the Form Wizard automatically creates a form with the subform.
    d. **If you rename a subform later, its link to the main form automatically updates.**
3. When using an existing form as a subform, if the two forms aren't synchronized, you must delete the form and start the procedure from scratch.
    a. True
    b. **False**
4. Which of the following statements is incorrect?
    a. **If an existing form has a subform of its own, using it as a subform results in each subform having a simple one-to-one relationship with main form.**
    b. A linked form allows you to choose the related data you wish to view, rather than having the potential clutter and confusion of viewing multiple subforms.
    c. To use an existing form as a subform, drag the form you want to use as a new subform from the navigation pane onto the main form.
    d. When linking forms, the original form is called the "first form," and the new, linked subform is the "second form."

Assessment: Advanced controls

1. Which of the following statements *is/are incorrect*? Choose any or all that apply.
    a. A hyperlink object allows you to link to other destinations, including other database objects, an email, a file, or a webpage.
    b. It allows you to link to an email, a file, or a webpage, but not to other database objects.
    c. When linking to an email address, any text in the "text to display" box becomes the Caption property.
    d. When linking to a web address, the value from the parameter "_dpw" in the website URL displays in the search box and executes the search automatically.

2. True or false? A distraction is an easy way to expose functionally to end users that hides the complex, sophisticated manner in which the underling code runs.
    a. True
    b. False
3. Which of these statements is/are correct? Choose any or all that apply.
    a. The tools for adding as attachment control to a form are located in the Design tab's Tool group.
    b. Attachments can also be added, removed, or opened for editing from the Auxiliary Files window.
    c. The tools for adding an attachment control to a form are located in the Design tab's Controls gallery.
    d. The real benefit of a chart control is that its chart can automatically update as the data in its underlying records change.
4. True or false? If you don't like the look and feel of your chart, you can use the Microsoft Graphics application within Access, where you can directly edit your charts details.
    a. Ture
    b. False

Assessment answers: Advanced controls

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    a. **True**

b. False

Assessment: Subreports

1. Subreports do not have to be linked to the main report that contains them. True or false?
    a. True
    b. False
2. Which of the following are ways to create a report with a subreport? Choose all correct answers.
    a. On the Create tab, click the Subform/Subreport button.
    b. Place a Subform/sunbeport control on an existing report.
    c. Use the Report Wizard.
    d. Drag table, query, or report objects on an existing report.
3. There is never a good reason to have unrelated subreports in the same main report. True or false?
    a. True
    b. False

Assessment answers: Subreports

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Assessment: Advanced grouping

1. You can use the Report Wizard group by date range such as months, quarters, and years. True or false?
    a. True
    b. False
2. Renaming totals usually go to the Detail section of the report. True or false?
    a. True
    b. False
3. In which of the following objects can you use running sums? Choose all correct answers.
    a. Tables
    b. Forms
    c. Queries
    d. Reports

Assessment answers: Advanced grouping

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   d. **Reports**

Assessment: Advanced formatting

1. Banded colors are available for each section of a report. Ture or false?
   a. Ture
   b. False
2. Which function will show the user of the report's name in a report. Choose the one correct answer.
   a. User()
   b. Login()
   c. CurrentUser()
   d. CurrentLogin()
3. Which Picture Type property value should you use if you want to store an image with your database? Select the one correct answer.
   a. Linked
   b. Embedded

Assessment answers: Advanced formatting

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Assessment: Creating basic macros

1. OpenTable is an example of what? Choose the best answer.
    a. An action
    b. An event
    c. A macro
    d. an option
2. You have a form that uses both an embedded macro and a macro object. Which of the following are true?
    a. If you copy a form to another database, the embedded macro won't automatically come along.
    b. If you copy a form to another database, the embedded macro object won't automatically come along.
    c. If you delete the form, the embedded macro will be deleted with it.
    d. If you delete the form, the macro object will be deleted with it.
    e. Both are easy to reuse anywhere in the database.
3. On Click is an example of what? Choose the best response.
    a. An action
    b. An event
    c. A macro
    d. an option
4. You can make sure certain conditions are met before a table record is successfully updated by using a Before Change embedded macro. True or false?
    a. True
    b. False

Assessment answers: Creating basic macros

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    a. **True**
    b. False

Assessment: Using variables

1. A macro you're reading opens with a SetTempVar statement. Without reading anything else, what can you say about the variable it creates? Choose all that apply.
    a. It can be used in any macro.
    b. It can be used only in this macro.
    c. Its value could be any valid expression.
    d. It will be automatically deleted when the macro finishes.
    e. It may still be in memory after the macro finishes.
2. When you're setting a variable's value, you want to add a custom expression from the VBA module. Which Expression Builder node should you look in? Choose the best response.
    a. Common Expressions
    b. Functions
    c. databaseName.accdb
    d. operators
3. In Access, all variables must be declared at the beginning of the macro. True or false?
    a. True
    b. False

Assessment answers: Using variables

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Assessment: Trouble shooting Macros

1. Which OnError option is the same as not using an OnError statement at all?

a. Fail
  b. Macro name
  c. Next
  d. None of the Above
2. You want an error message to display the description generated by the error itself. What expression element would you use in the MessageBox action? Choose the best response.
  a. [Diagnostice].[Descriptionm]
  b. [MacroError].[Descrioption]
  c. [OnError].[Description]
  d. [USysApplicationLog].[Description]
3. A *logic error is* any error that causes the macro to stop and generate an error message. True or false?
  a. True
  b. False

Assessment answers: Trouble shooting Macros

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Assessment: Compact & Repair

1. True or false? Running Compact & Repair can eliminate problems caused by temporary, unused, and deleted objects, but can't fix a corrupted a database.
  a. Ture
  b. False
2. Which of the following statements *is/are incorrect*? Choose all that apply.
  a. Temporary objects remain part of a database only until you close it.
  b. When you delete database objects, the file space reserved for them isn't automatically freed up.
  c. Access isn't necessarily the best tool for environments in which many users must have simultaneous access to a single database.

      d. It's important to be able to run Compact & Repair during times when multiple users have access to a single database via a network, to ensure that all problems are resolved.

3. True or false? It's a good idea to back up your database prior to running Compact & Repair.
      a. True
      b. False
      c. False

Assessment answer: Compact & Repair

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      a. True
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Assessment: Backup & Restore

1. Which of these statements is/are correct. Choose all that apply.
      a. If there's an object with the same name already in the database. Access will import it by overwriting the object with same name.
      b. To restore a prior version of a database, click Remembrance of Database Past.
      c. To restore a prior version of a database, click Restore Database.
      d. It's important to rename any imported objects, otherwise actions related to them will not function correctly.

Assessment answers: Backup & Restore

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Assessment: Other maintenance tasks

1. True or false? If a database is password protected, and the password is forgotten, then only way to restore the file is by obtaining the password through Microsoft Support.
    a. True
    b. False
2. Which of these statements *is/are incorrect*? Choose all that apply.
    a. If no one knows the password to a password protected database, the database can't be recovered.
    b. Creating an executable file for a database creates the same level of protection an encrypting it with a password.
    c. The three methods of processing a database are by encrypting it with a password, by creating an executable file, and by saving it as an ACCDBPW file.
    d. Although executable files aren't considered as strongly encrypted as password protected files, they do keep users from opening, deleting, or modifying your VBA code, forms, and reports.
3. True or false? If you decide to back up your database, you can use the Database Documenter to recreate a database and all its objects.
    a. True
    b. False

Assessment answers: Other maintenance tasks

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