

## Access 2003: Level 1

1.) Multiple Choice:

Q.) A field contains which of the following?

- A. Table
- B. Element
- C. Record
- D. Value

2.) Multiple Choice:

Q.) Which of the following is not part of the Access environment when you launch the application?

- A. Microsoft Office Suite
- B. Task Pane
- C. Main menu
- D. Toolbar

3.) Multiple Choice:

Q.) Which of the following is not an object in the Database window?

- A. Tables
- B. Inquiries
- C. Queries
- D. Forms

4.) Multiple Choice:

Q.) Which of the following views displays the components that make up the table or query?

- A. Design
- B. Form
- C. Table
- D. Datasheet

5.) Multiple Choice:

Q.) How many records can a form view at a time?

- A. Two
- B. Five
- C. One
- D. Three

6.) Multiple Choice:

Q.) Which of the symbols indicates the current record in a table?

- A. asterisk
- B. right pointing arrow
- C. plus sign
- D. ampersand

7.) Multiple Choice:

Q.) An entire column can be selected by clicking which of the following?

- A. The navigation bar.
- B. The record indicator.
- C. Any field in the column.
- D. The column header.

8.) Multiple Choice:

Q.) The Toolbar selection that allows you to display a set of records is which of the following?

- A. Filter By Selection
- B. Sort By Set
- C. Sort By Selection
- D. Display Record Set

9.) Multiple Choice:

Q.) When a record is being edited, the Record Indicator changes to which of the following?

- A. Ampersand
- B. Asterisk
- C. Pencil
- D. Pound Sign

10.) Multiple Choice:

Q.) From which of the following can you run a report?

- A. Right pane of the Database window.
- B. Main menu of the Access application.
- C. Left pane of the Database window.
- D. Task Pane.

11.) Multiple Choice:

Q.) When the Relationships window is open, which of the following is displayed at the top of the list in each table?

- A. Foreign key
- B. Main key
- C. Primary key
- D. Master key

12.) Multiple Choice:

Q.) How many types of keys may be used to terminate linked tables?

- A. Four
- B. Five
- C. Three
- D. Two

13.) Multiple Choice:

Q.) The record indicator that signifies a subdatasheet is available, is which of the following?

- A. Greater than symbol
- B. Asterisk
- C. Plus sign
- D. Ampersand

14.) Multiple Choice:

Q.) Which of the following is the most commonly used query type?

- A. Select query
- B. Delete query
- C. Append query
- D. Crosstab query

15.) Multiple Choice:

Q.) Which of the following is not a valid Access Comparison operator?

- A. >=
- B. <
- C. >
- D. +

16.) Multiple Choice:

Q.) Which of the following is not a valid Access arithmetic operator?

- A. +
- B. \*
- C. /
- D. &

17.) Multiple Choice:

Q.) Which of the following toolbar buttons adds the sum row to the query, in Design view?

- A. Totals button
- B. Properties button
- C. Query Type button
- D. Build button

18.) Multiple Choice:

Q.) Which of the following is not a Form wizard layout format?

- A. Tabular
- B. Columnar
- C. Justified
- D. Bolded

19.) Multiple Choice:

Q.) Which of the following is correct?

- A. An AutoReport prints only the first record in a table.
- B. An AutoReport prints all the records in a table.
- C. An AutoReport prints the first 10 records in a table.
- D. An AutoReport prints the records designated by the user.

20.) Multiple Choice:

Q.) Which of the following is not a valid symbol for moving fields in the Form wizard?

- A. <+
- B. <
- C. >
- D. <<

21.) Multiple Choice:

Q.) If a form's text box control was used to input a customer's name, which of the following would be an appropriate label?

- A. Customer:
- B. Control1
- C. Label1
- D. Text\_Label\_1

22.) Multiple Choice:

Q.) The AutoReport feature is launched from which toolbar button drop-down list?

- A. The NewObjects: AutoReports button

- B. The Officelinks button
- C. The Analyze button
- D. The Properties button

23.) Multiple Choice:

- Q.) When using the Report wizard with a database containing linked tables, what is the maximum number of tables the wizard allows you to select for use in your report?
- A. There is no limit.
  - B. Four.
  - C. One.
  - D. Two.

24.) Multiple Choice:

- Q.) Which of the following can be used to modify any existing report?
- A. Report wizard
  - B. AutoReport
  - C. Report Design view
  - D. AutoFormat

25.) Multiple Choice:

- Q.) Which of the following was the default output for your calculation?
- A. \$100.00
  - B. %100.00
  - C. #100.00
  - D. 100.00

26.) Multiple Choice:

- Q.) In the Properties, Format drop-down list, there were two types of currency formats. The dollar, which you used, and one other. Which of the following was included in the list?
- A. Euro
  - B. Yen
  - C. Pfenning
  - D. Ruble

27.) Multiple Choice:

- Q.) How many default formats are in the AutoFormat feature?
- A. Six
  - B. Eight
  - C. Twelve
  - D. Four

28.) Multiple Choice:

- Q.) If a report's margins are set too wide, what will the result be?
- A. A computer crash.
  - B. An error message from the operating system.
  - C. Printer jam.
  - D. Blank pages between the printed pages.