

Access Assessment Questions

1. What is the file extension for a Microsoft Access Database?
 - a. .accdb
 - b. .db1
 - c. .mad
 - d. .dat

2. Which of the following describes a Primary Key?
 - a. A database password
 - b. A unique record identifier
 - c. The first field in the table
 - d. All of the above

3. To create a relationship between two tables, the fields must...
 - a. Have the same name
 - b. Have the same data type
 - c. Both be primary keys
 - d. All of the above

4. At what point do you enforce Referential Integrity?
 - a. When designing the table
 - b. When creating a query with multiple tables
 - c. When creating a relationship between tables
 - d. When designing the form

5. An Access query can...
 - a. Sort data
 - b. Filter data
 - c. Edit data
 - d. All of the above

6. Which of the following symbols runs the query?
 - a. *
 - b. !
 - c. =
 - d. Any of the above

7. Which of the following objects does **not** allow you to edit data?
 - a. Report
 - b. Table
 - c. Query
 - d. Form

8. Reports can be based on...
 - a. Tables
 - b. Queries
 - c. A and B
 - d. None of the above

9. What does the + symbol indicate in the datasheet view of a table?
 - a. There is a related table
 - b. Online help is available
 - c. The record has been flagged for deletion
 - d. You cannot edit the record

10. Which of the following is **not** a section in an Access report?
 - a. Report Header
 - b. Page Header
 - c. Group Header
 - d. Sort Header

11. You can navigate to the next field in a table by using...
 - a. Shift + Tab
 - b. Tab
 - c. End
 - d. Page Down

12. Which of the following statements is true?
 - a. A field is a row of data
 - b. A column is a complete record
 - c. A row is a complete record
 - d. None of the above

13. Which of these statements is correct?
 - a. Tables store data
 - b. Forms store data
 - c. Queries store data
 - d. Reports store data

14. Which of the following is **not** a valid data type?
- Checkbox
 - Number
 - AutoNumber
 - Text
15. Which of the following can be stored in a number data type field?
- (703) 555-1212
 - 123-45-6789
 - Forty
 - 15
16. When you add data through a form, it is stored in a...
- Form
 - Query
 - Table
 - Document
17. Which of these is **not** a method to add a field to a query design?
- Drag and drop
 - Double click
 - Right Click
 - Choose from a drop down list
18. Which of these symbols **cannot** be used in a criterion for a query?
- *
 - ?
 - /
 - <
19. When would you see the # symbol appear in the criteria for a query?
- Numbers
 - Dates
 - Text
 - None of the above
20. Which of the following criteria will cause Access to insert the word **like**?
- A*
 - 11/15/15
 - "Smith"
 - 102