

## Access 2007/2010 Assessment Questions

1. What is the file extension for a Microsoft Access Database?
  - a. .accdb
  - b. .dbl
  - 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\*
  - 11/15/99
  - "Smith"
  - 102