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| **Study Guide** **Access Lesson 1 - 4** |
| Student |  |
| Class |  |
| Date |  |

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| **1.** | When saving a Microsoft Access database as another file type, which ribbon contains an area of centralized tasks that are related to file management known as the backstage?  |
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| **A.** | Home ribbon  |

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| --- | --- |
| **B.** | File tab  |

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| --- | --- |
| **C.** | External Data ribbon  |

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| --- | --- |
| **D.** | Database Tools ribbon  |

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| **2.** | An address book containing all FBLA members would be an example of a:  |
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|  |  |
| --- | --- |
| **A.** | cell.  |

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|  |  |
| --- | --- |
| **B.** | database.  |

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|  |  |
| --- | --- |
| **C.** | field.  |

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|  |  |
| --- | --- |
| **D.** | record.  |

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| **3.** | Which software program is used to create a database on a computer, add, change, and delete data in the database, and create queries, forms, and reports using the data in the database?  |
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| **A.** | Microsoft Access  |

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| **B.** | Microsoft Excel  |

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| --- | --- |
| **C.** | Microsoft OneNote  |

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| --- | --- |
| **D.** | Microsoft Outlook  |

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| **4.** | Which term refers to storing the same field in more than one location in a database?  |
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| **A.** | Redundancy  |

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| --- | --- |
| **B.** | Repetition  |

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| --- | --- |
| **C.** | Replication  |

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| --- | --- |
| **D.** | Recurrence  |

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| **5.** | Curt needs to finish a database project from yesterday. What action should he take in order to start working on the database?  |
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| --- | --- |
| **A.** | Close  |

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| --- | --- |
| **B.** | Create New  |

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|  |  |
| --- | --- |
| **C.** | Open  |

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|  |  |
| --- | --- |
| **D.** | Save As  |

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| **6.** | Which type of database consists of a collection of tables, each of which contains information on a specific subject?  |
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| --- | --- |
| **A.** | Relational  |

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|  |  |
| --- | --- |
| **B.** | Interactive  |

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| --- | --- |
| **C.** | Collaborative  |

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|  |  |
| --- | --- |
| **D.** | Independent  |

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| **7.** | When a database is created, what is defined when names and data types are assigned to all data fields in a table?  |
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| **A.** | Structure  |

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|  |  |
| --- | --- |
| **B.** | Definition  |

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| --- | --- |
| **C.** | Design  |

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| --- | --- |
| **D.** | Theme  |

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| **8.** | You have been asked to develop an address book for the FBLA members. Last name and first name would be examples of:  |
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|  |  |
| --- | --- |
| **A.** | cells.  |

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|  |  |
| --- | --- |
| **B.** | databases.  |

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|  |  |
| --- | --- |
| **C.** | fields.  |

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|  |  |
| --- | --- |
| **D.** | records.  |

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| --- | --- |
| **9.** | What type of database contains multiple collections of data that are related to one another?  |
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|  |  |
| --- | --- |
| **A.** | Joined  |

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|  |  |
| --- | --- |
| **B.** | Relational  |

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|  |  |
| --- | --- |
| **C.** | Flat  |

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|  |  |
| --- | --- |
| **D.** | Managed  |

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| --- | --- |
| **10.** | Juan needs to view and access all parts of his database. Where can these objects be located **most** efficiently?  |
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| --- | --- |
| **A.** | Design View  |

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| --- | --- |
| **B.** | Form View  |

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| --- | --- |
| **C.** | Layout View  |

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| --- | --- |
| **D.** | Navigation Pane  |

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| --- | --- |
| **11.** | Individual entries in the FBLA address book would be entered into a:  |
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|  |  |
| --- | --- |
| **A.** | cell.  |

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|  |  |
| --- | --- |
| **B.** | database.  |

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|   |

|  |  |
| --- | --- |
| **C.** | field.  |

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|  |  |
| --- | --- |
| **D.** | record.  |

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| --- | --- |
| **12.** | Which area appears on the left side of Microsoft Access windows and displays a list of objects available in the database?  |
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| **A.** | Objects Pane  |

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| --- | --- |
| **B.** | Database Pane  |

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| --- | --- |
| **C.** | Navigation Pane  |

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| --- | --- |
| **D.** | List Pane  |

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| **13.** | Susie wants to locate the file name of her current document. Where she should look?  |
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|  |  |
| --- | --- |
| **A.** | Rename  |

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|  |  |
| --- | --- |
| **B.** | Navigation Pane  |

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| --- | --- |
| **C.** | Title Bar  |

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| --- | --- |
| **D.** | Status Bar  |

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| **14.** | Isabel wants to design a database for her FBLA club to include all of the member information. What data type should she use for Last Name?  |
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| --- | --- |
| **A.** | Text  |

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| --- | --- |
| **B.** | Long Text  |

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|   |

|  |  |
| --- | --- |
| **C.** | Number  |

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| --- | --- |
| **D.** | Date/Time  |

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| --- | --- |
| **15.** | Where is the command for creating a new table from Table Design view?  |
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|  |  |
| --- | --- |
| **A.** | File tab  |

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|  |  |
| --- | --- |
| **B.** | Home Ribbon  |

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| --- | --- |
| **C.** | Create Ribbon  |

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| --- | --- |
| **D.** | Database Tools Ribbon  |

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| --- | --- |
| **16.** | Which view displays the area used to create a table or to modify the structure of a table?  |
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| --- | --- |
| **A.** | Design  |

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| --- | --- |
| **B.** | Datasheet  |

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| --- | --- |
| **C.** | File  |

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| --- | --- |
| **D.** | Backstage  |

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| **17.** | What are three valid methods for saving a database in Microsoft Access?  |
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| --- | --- |
| **A.** | Alt + S, File tab Save command, Quick Access Toolbar Save command  |

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| --- | --- |
| **B.** | Alt + S, Home Ribbon Save command, Quick Access Save command  |

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| --- | --- |
| **C.** | Alt + S, File tab Save command, Shortcut Save command  |

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| --- | --- |
| **D.** | Ctrl + S, File tab Save command, Quick Access Save command  |

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| **18.** | Johnny has planned his baseball card database and determined a logical arrangement. What is his **next** step?  |
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| **A.** | Determine what information to include  |

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| --- | --- |
| **B.** | Discuss the database with users  |

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| --- | --- |
| **C.** | Gather the information  |

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|   |

|  |  |
| --- | --- |
| **D.** | Input data  |

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| --- | --- |
| **19.** | Nick wants to immediately open an employee email from his database. What data type should be used for the email address?  |
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|  |  |
| --- | --- |
| **A.** | Auto Number  |

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|   |

|  |  |
| --- | --- |
| **B.** | Currency  |

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|   |

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| --- | --- |
| **C.** | Yes/No  |

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| --- | --- |
| **D.** | Hyperlink  |

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| **20.** | Erin needs to prepare a custom table for her recipe collection. She has to include the ingredient portions. Which is the correct tool to use?  |
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| --- | --- |
| **A.** | Design view  |

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| --- | --- |
| **B.** | Template  |

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| --- | --- |
| **C.** | Sharepoint List  |

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| --- | --- |
| **D.** | Application Parts  |

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| --- | --- |
| **21.** | Matt needs to add his contacts to the Driver Education database. To do this quickly, what predefined object can he create?  |
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| --- | --- |
| **A.** | Application Parts  |

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| --- | --- |
| **B.** | Quick Start  |

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| --- | --- |
| **C.** | Sharepoint List  |

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| --- | --- |
| **D.** | Database Object  |

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| --- | --- |
| **22.** | Curt needs to create a backup to his existing database on an external hard drive. What action should he take?  |
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|  |  |
| --- | --- |
| **A.** | Close  |

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| --- | --- |
| **B.** | Create New  |

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|   |

|  |  |
| --- | --- |
| **C.** | Open from Existing  |

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|  |  |
| --- | --- |
| **D.** | Save As  |

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| --- | --- |
| **23.** | Curt needs to exit his database in order to work on another database. What action should he take **after** saving his work?  |
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|  |  |
| --- | --- |
| **A.** | Close  |

 |
|   |

|  |  |
| --- | --- |
| **B.** | Create New  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Open from Existing  |

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|   |

|  |  |
| --- | --- |
| **D.** | Save As  |

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| --- | --- |
| **24.** | Juan is creating a new database. He wants to assign field names. Which view is **best** to create the new database?  |
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| --- | --- |
| **A.** | Design View  |

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|   |

|  |  |
| --- | --- |
| **B.** | Form View  |

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|   |

|  |  |
| --- | --- |
| **C.** | Layout View  |

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|  |  |
| --- | --- |
| **D.** | Navigation Pane  |

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| **25.** | Nick wants to design a database and wants Microsoft Access to automatically assign an ID number to each record. What is auto numbering an example of?  |
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| --- | --- |
| **A.** | Data Type  |

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|   |

|  |  |
| --- | --- |
| **B.** | Description  |

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|   |

|  |  |
| --- | --- |
| **C.** | Field Name  |

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|   |

|  |  |
| --- | --- |
| **D.** | Properties  |

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| --- | --- |
| **26.** | Nick wants to design a database and wants Microsoft Access to automatically assign an ID number to each record. What data type should he use?  |
|   |

|  |  |
| --- | --- |
| **A.** | Auto Number  |

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|   |

|  |  |
| --- | --- |
| **B.** | Currency  |

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|   |

|  |  |
| --- | --- |
| **C.** | Yes/No  |

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|   |

|  |  |
| --- | --- |
| **D.** | Hyperlink  |

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| --- | --- |
| **27.** | Jenny is setting the addresses for each patient. Which data type should she use?  |
|   |

|  |  |
| --- | --- |
| **A.** | AutoNumber  |

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|   |

|  |  |
| --- | --- |
| **B.** | Currency  |

 |
|   |

|  |  |
| --- | --- |
| **C.** | Number  |

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|   |

|  |  |
| --- | --- |
| **D.** | Text  |

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| --- | --- |
| **28.** | Jenny is entering data to the medication field in the patient database and needs to constantly view patient ID numbers to input this information. What should she do?  |
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| --- | --- |
| **A.** | Format  |

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| --- | --- |
| **B.** | Freeze Fields  |

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|  |  |
| --- | --- |
| **C.** | Hide Fields  |

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| --- | --- |
| **D.** | Sort  |

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|   |   |

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| --- | --- |
| **29.** | Kori wants to know how many students in FBLA are seniors, but does not want to save the information. Which operation would she perform?  |
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|  |  |
| --- | --- |
| **A.** | Filter  |

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|   |

|  |  |
| --- | --- |
| **B.** | Find  |

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|   |

|  |  |
| --- | --- |
| **C.** | Query  |

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|  |  |
| --- | --- |
| **D.** | Sort  |

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|   |   |

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| --- | --- |
| **30.** | Chad needs to remove a student from the FBLA database. Which option should he choose?  |
|   |

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| --- | --- |
| **A.** | Add New Record  |

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|  |  |
| --- | --- |
| **B.** | Delete Record  |

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|   |

|  |  |
| --- | --- |
| **C.** | Move Field  |

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|  |  |
| --- | --- |
| **D.** | Edit Record  |

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| --- | --- |
| **31.** | Michelle needs a list of senior National Technical Honor Society members so she can order their tassels for graduation. Which tool would be **best** to identify only the seniors?  |
|   |

|  |  |
| --- | --- |
| **A.** | Form  |

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|  |  |
| --- | --- |
| **B.** | Filter  |

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|   |

|  |  |
| --- | --- |
| **C.** | Controls  |

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|  |  |
| --- | --- |
| **D.** | Theme  |

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| --- | --- |
| **32.** | Which type of relationship means that a record in the first table is related or matches more than one record in the second table?  |
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|  |  |
| --- | --- |
| **A.** | One to one  |

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|   |

|  |  |
| --- | --- |
| **B.** | Many to many  |

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|  |  |
| --- | --- |
| **C.** | One to many  |

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|   |

|  |  |
| --- | --- |
| **D.** | One to any  |

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| --- | --- |
| **33.** | The athletic director is looking for swim team purchase orders that are more than $200. What criteria would give her this information?  |
|   |

|  |  |
| --- | --- |
| **A.** | >=200 AND swimming  |

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|   |

|  |  |
| --- | --- |
| **B.** | >200 OR swimming  |

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|   |

|  |  |
| --- | --- |
| **C.** | >=200 OR swimming  |

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|   |

|  |  |
| --- | --- |
| **D.** | >200 AND swimming  |

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| --- | --- |
| **34.** | Chad needs to change a members telephone number in the FBLA database. What step should he take?  |
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|  |  |
| --- | --- |
| **A.** | Add New Record  |

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|   |

|  |  |
| --- | --- |
| **B.** | Delete Record  |

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|   |

|  |  |
| --- | --- |
| **C.** | Move Field  |

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|   |

|  |  |
| --- | --- |
| **D.** | Edit Record  |

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|   |   |

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| --- | --- |
| **35.** | Mr. Smith needs to know Jenny's address. Which command would he use?  |
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|  |  |
| --- | --- |
| **A.** | Find  |

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|   |

|  |  |
| --- | --- |
| **B.** | Select  |

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|   |

|  |  |
| --- | --- |
| **C.** | Sort Ascending  |

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|  |  |
| --- | --- |
| **D.** | Sort Descending  |

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|   |   |

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| --- | --- |
| **36.** | Eddie works for ABC Finance. He needs to view which employee has the highest sales for the month. Which command should he use?  |
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|  |  |
| --- | --- |
| **A.** | Filter  |

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|   |

|  |  |
| --- | --- |
| **B.** | Find  |

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|   |

|  |  |
| --- | --- |
| **C.** | Sort Ascending  |

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|  |  |
| --- | --- |
| **D.** | Sort Descending  |

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| --- | --- |
| **37.** | Eddie needs to know which employee(s) work(s) in the Southeast District. Which command would he use?  |
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|  |  |
| --- | --- |
| **A.** | Filter  |

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|   |

|  |  |
| --- | --- |
| **B.** | Find  |

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|   |

|  |  |
| --- | --- |
| **C.** | Sort Ascending  |

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|  |  |
| --- | --- |
| **D.** | Sort Descending  |

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| --- | --- |
| **38.** | Eddie needs to search for the specific employee that lives on 225 Mayberry Lane. What command would he use?  |
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| --- | --- |
| **A.** | Filter  |

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|   |

|  |  |
| --- | --- |
| **B.** | Find  |

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|   |

|  |  |
| --- | --- |
| **C.** | Sort Ascending  |

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|  |  |
| --- | --- |
| **D.** | Sort Descending  |

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| --- | --- |
| **39.** | In a table, which is a way of exclusively identifying each record in the database?  |
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| --- | --- |
| **A.** | Unique marker  |

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|  |  |
| --- | --- |
| **B.** | Primary Key  |

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|  |  |
| --- | --- |
| **C.** | Primary marker  |

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|  |  |
| --- | --- |
| **D.** | Primary category  |

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| --- | --- |
| **40.** | In Datasheet view, how does a user delete a record?  |
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| --- | --- |
| **A.** | Double-click the record  |

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|  |  |
| --- | --- |
| **B.** | Select the record and choose Delete from the Create Ribbon  |

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|  |  |
| --- | --- |
| **C.** | Double-click the record and choose Delete from the Database Tools Ribbon  |

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| --- | --- |
| **D.** | Select the record and choose Delete from the Home Ribbon  |

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|   |   |

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| --- | --- |
| **41.** | Keisha created a database of her music. She wants to locate only the songs by Beyoncé. What tool should she use in order to view this information without saving?  |
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| --- | --- |
| **A.** | Filters  |

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|  |  |
| --- | --- |
| **B.** | Form  |

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|  |  |
| --- | --- |
| **C.** | Query  |

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|  |  |
| --- | --- |
| **D.** | Report  |

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| --- | --- |
| **42.** | Eddie works for ABC Finance. He needs to view which employee has the lowest sales for the month. Which command should he use?  |
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| --- | --- |
| **A.** | Filter  |

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|   |

|  |  |
| --- | --- |
| **B.** | Find  |

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|   |

|  |  |
| --- | --- |
| **C.** | Sort Ascending  |

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|   |

|  |  |
| --- | --- |
| **D.** | Sort Descending  |

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| --- | --- |
| **43.** | Linda wants to ensure birth dates are entered as MM/DD/YYYY. Which field property will be used?  |
|   |

|  |  |
| --- | --- |
| **A.** | Look up  |

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|   |

|  |  |
| --- | --- |
| **B.** | Format  |

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|   |

|  |  |
| --- | --- |
| **C.** | Default Value  |

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|   |

|  |  |
| --- | --- |
| **D.** | Field Size  |

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| --- | --- |
| **44.** | Nick wants to make notes for future users of his database so they will properly use the field names and types.  Where would he make these notes?  |
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| --- | --- |
| **A.** | Data Type  |

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| --- | --- |
| **B.** | Description  |

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| --- | --- |
| **C.** | Field Name  |

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| --- | --- |
| **D.** | Properties  |

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| **45.** | Amanda wants to ensure there are only two characters for the state abbreviation. What should she do?  |
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| **A.** | Unique Identifier  |

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| **B.** | Limit field size  |

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| **C.** | Provide a description  |

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| --- | --- |
| **D.** | Provides database security  |

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| **46.** | Amanda wants to make it easier for other users to input data. What should she do to help other users understand the fields?  |
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| **A.** | Unique Identifier  |

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| **B.** | Limit field size  |

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| --- | --- |
| **C.** | Provide a caption  |

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| --- | --- |
| **D.** | Provide database security  |

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| **47.** | Dennis needs to format the numbers in his database to three decimal places. Which number format would he use?  |
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| --- | --- |
| **A.** | Currency  |

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| --- | --- |
| **B.** | Fixed  |

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| --- | --- |
| **C.** | General Number  |

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| --- | --- |
| **D.** | Text  |

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| **48.** | What are the rules that a user should follow when entering data into a table?  |
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| **A.** | Text  |

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| **B.** | Validation  |

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| **C.** | Criterion  |

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| **D.** | Properties  |

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| **49.** | Nick needs to specify two characters for the student ID field. What area of Design View would he access to specify this?  |
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| --- | --- |
| **A.** | Data Type  |

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| --- | --- |
| **B.** | Description  |

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| --- | --- |
| **C.** | Field Name  |

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| --- | --- |
| **D.** | Properties  |

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| **50.** | Which type of field enables a user to select from a list of values when updating the contents of a field?  |
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| **A.** | Calculated  |

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| **B.** | Attachment  |

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| **C.** | Lookup  |

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| --- | --- |
| **D.** | Hyperlink  |

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| **51.** | Dennis needs to format his sales amount column to show dollar signs. Which format would he use?  |
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| --- | --- |
| **A.** | Currency  |

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| --- | --- |
| **B.** | Fixed  |

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| --- | --- |
| **C.** | General Number  |

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| --- | --- |
| **D.** | Text  |

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| **52.** | Dillan wants to ensure social security numbers are entered in a proper format. Which field property will be used?  |
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| **A.** | Input Mask  |

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| --- | --- |
| **B.** | Format  |

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| --- | --- |
| **C.** | Default Value  |

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| --- | --- |
| **D.** | Field Size  |

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