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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? |
|  | |  |  | | --- | --- | | **A.** | Home ribbon | |
|  | |  |  | | --- | --- | | **B.** | File tab | |
|  | |  |  | | --- | --- | | **C.** | External Data ribbon | |
|  | |  |  | | --- | --- | | **D.** | Database Tools ribbon | |
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| **2.** | An address book containing all FBLA members would be an example of a: |
|  | |  |  | | --- | --- | | **A.** | cell. | |
|  | |  |  | | --- | --- | | **B.** | database. | |
|  | |  |  | | --- | --- | | **C.** | field. | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Microsoft Access | |
|  | |  |  | | --- | --- | | **B.** | Microsoft Excel | |
|  | |  |  | | --- | --- | | **C.** | Microsoft OneNote | |
|  | |  |  | | --- | --- | | **D.** | Microsoft Outlook | |
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| **4.** | Which term refers to storing the same field in more than one location in a database? |
|  | |  |  | | --- | --- | | **A.** | Redundancy | |
|  | |  |  | | --- | --- | | **B.** | Repetition | |
|  | |  |  | | --- | --- | | **C.** | Replication | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Close | |
|  | |  |  | | --- | --- | | **B.** | Create New | |
|  | |  |  | | --- | --- | | **C.** | Open | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Relational | |
|  | |  |  | | --- | --- | | **B.** | Interactive | |
|  | |  |  | | --- | --- | | **C.** | Collaborative | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Structure | |
|  | |  |  | | --- | --- | | **B.** | Definition | |
|  | |  |  | | --- | --- | | **C.** | Design | |
|  | |  |  | | --- | --- | | **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: |
|  | |  |  | | --- | --- | | **A.** | cells. | |
|  | |  |  | | --- | --- | | **B.** | databases. | |
|  | |  |  | | --- | --- | | **C.** | fields. | |
|  | |  |  | | --- | --- | | **D.** | records. | |
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| **9.** | What type of database contains multiple collections of data that are related to one another? |
|  | |  |  | | --- | --- | | **A.** | Joined | |
|  | |  |  | | --- | --- | | **B.** | Relational | |
|  | |  |  | | --- | --- | | **C.** | Flat | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Design View | |
|  | |  |  | | --- | --- | | **B.** | Form View | |
|  | |  |  | | --- | --- | | **C.** | Layout View | |
|  | |  |  | | --- | --- | | **D.** | Navigation Pane | |
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| **11.** | Individual entries in the FBLA address book would be entered into a: |
|  | |  |  | | --- | --- | | **A.** | cell. | |
|  | |  |  | | --- | --- | | **B.** | database. | |
|  | |  |  | | --- | --- | | **C.** | field. | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Objects Pane | |
|  | |  |  | | --- | --- | | **B.** | Database Pane | |
|  | |  |  | | --- | --- | | **C.** | Navigation Pane | |
|  | |  |  | | --- | --- | | **D.** | List Pane | |
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| **13.** | Susie wants to locate the file name of her current document. Where she should look? |
|  | |  |  | | --- | --- | | **A.** | Rename | |
|  | |  |  | | --- | --- | | **B.** | Navigation Pane | |
|  | |  |  | | --- | --- | | **C.** | Title Bar | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Text | |
|  | |  |  | | --- | --- | | **B.** | Long Text | |
|  | |  |  | | --- | --- | | **C.** | Number | |
|  | |  |  | | --- | --- | | **D.** | Date/Time | |
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| **15.** | Where is the command for creating a new table from Table Design view? |
|  | |  |  | | --- | --- | | **A.** | File tab | |
|  | |  |  | | --- | --- | | **B.** | Home Ribbon | |
|  | |  |  | | --- | --- | | **C.** | Create Ribbon | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Design | |
|  | |  |  | | --- | --- | | **B.** | Datasheet | |
|  | |  |  | | --- | --- | | **C.** | File | |
|  | |  |  | | --- | --- | | **D.** | Backstage | |
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| **17.** | What are three valid methods for saving a database in Microsoft Access? |
|  | |  |  | | --- | --- | | **A.** | Alt + S, File tab Save command, Quick Access Toolbar Save command | |
|  | |  |  | | --- | --- | | **B.** | Alt + S, Home Ribbon Save command, Quick Access Save command | |
|  | |  |  | | --- | --- | | **C.** | Alt + S, File tab Save command, Shortcut Save command | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Determine what information to include | |
|  | |  |  | | --- | --- | | **B.** | Discuss the database with users | |
|  | |  |  | | --- | --- | | **C.** | Gather the information | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Auto Number | |
|  | |  |  | | --- | --- | | **B.** | Currency | |
|  | |  |  | | --- | --- | | **C.** | Yes/No | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Design view | |
|  | |  |  | | --- | --- | | **B.** | Template | |
|  | |  |  | | --- | --- | | **C.** | Sharepoint List | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Application Parts | |
|  | |  |  | | --- | --- | | **B.** | Quick Start | |
|  | |  |  | | --- | --- | | **C.** | Sharepoint List | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Close | |
|  | |  |  | | --- | --- | | **B.** | Create New | |
|  | |  |  | | --- | --- | | **C.** | Open from Existing | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Close | |
|  | |  |  | | --- | --- | | **B.** | Create New | |
|  | |  |  | | --- | --- | | **C.** | Open from Existing | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Design View | |
|  | |  |  | | --- | --- | | **B.** | Form View | |
|  | |  |  | | --- | --- | | **C.** | Layout View | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Data Type | |
|  | |  |  | | --- | --- | | **B.** | Description | |
|  | |  |  | | --- | --- | | **C.** | Field Name | |
|  | |  |  | | --- | --- | | **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 | |
|  | |  |  | | --- | --- | | **B.** | Currency | |
|  | |  |  | | --- | --- | | **C.** | Yes/No | |
|  | |  |  | | --- | --- | | **D.** | Hyperlink | |
|  |  |

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| **27.** | Jenny is setting the addresses for each patient. Which data type should she use? |
|  | |  |  | | --- | --- | | **A.** | AutoNumber | |
|  | |  |  | | --- | --- | | **B.** | Currency | |
|  | |  |  | | --- | --- | | **C.** | Number | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Format | |
|  | |  |  | | --- | --- | | **B.** | Freeze Fields | |
|  | |  |  | | --- | --- | | **C.** | Hide Fields | |
|  | |  |  | | --- | --- | | **D.** | Sort | |
|  |  |

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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? |
|  | |  |  | | --- | --- | | **A.** | Filter | |
|  | |  |  | | --- | --- | | **B.** | Find | |
|  | |  |  | | --- | --- | | **C.** | Query | |
|  | |  |  | | --- | --- | | **D.** | Sort | |
|  |  |

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| **30.** | Chad needs to remove a student from the FBLA database. Which option should he choose? |
|  | |  |  | | --- | --- | | **A.** | Add New Record | |
|  | |  |  | | --- | --- | | **B.** | Delete Record | |
|  | |  |  | | --- | --- | | **C.** | Move Field | |
|  | |  |  | | --- | --- | | **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 | |
|  | |  |  | | --- | --- | | **B.** | Filter | |
|  | |  |  | | --- | --- | | **C.** | Controls | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | One to one | |
|  | |  |  | | --- | --- | | **B.** | Many to many | |
|  | |  |  | | --- | --- | | **C.** | One to many | |
|  | |  |  | | --- | --- | | **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 | |
|  | |  |  | | --- | --- | | **B.** | >200 OR swimming | |
|  | |  |  | | --- | --- | | **C.** | >=200 OR swimming | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Add New Record | |
|  | |  |  | | --- | --- | | **B.** | Delete Record | |
|  | |  |  | | --- | --- | | **C.** | Move Field | |
|  | |  |  | | --- | --- | | **D.** | Edit Record | |
|  |  |

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| **35.** | Mr. Smith needs to know Jenny's address. Which command would he use? |
|  | |  |  | | --- | --- | | **A.** | Find | |
|  | |  |  | | --- | --- | | **B.** | Select | |
|  | |  |  | | --- | --- | | **C.** | Sort Ascending | |
|  | |  |  | | --- | --- | | **D.** | Sort Descending | |
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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? |
|  | |  |  | | --- | --- | | **A.** | Filter | |
|  | |  |  | | --- | --- | | **B.** | Find | |
|  | |  |  | | --- | --- | | **C.** | Sort Ascending | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Filter | |
|  | |  |  | | --- | --- | | **B.** | Find | |
|  | |  |  | | --- | --- | | **C.** | Sort Ascending | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Filter | |
|  | |  |  | | --- | --- | | **B.** | Find | |
|  | |  |  | | --- | --- | | **C.** | Sort Ascending | |
|  | |  |  | | --- | --- | | **D.** | Sort Descending | |
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| **39.** | In a table, which is a way of exclusively identifying each record in the database? |
|  | |  |  | | --- | --- | | **A.** | Unique marker | |
|  | |  |  | | --- | --- | | **B.** | Primary Key | |
|  | |  |  | | --- | --- | | **C.** | Primary marker | |
|  | |  |  | | --- | --- | | **D.** | Primary category | |
|  |  |

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| **40.** | In Datasheet view, how does a user delete a record? |
|  | |  |  | | --- | --- | | **A.** | Double-click the record | |
|  | |  |  | | --- | --- | | **B.** | Select the record and choose Delete from the Create Ribbon | |
|  | |  |  | | --- | --- | | **C.** | Double-click the record and choose Delete from the Database Tools Ribbon | |
|  | |  |  | | --- | --- | | **D.** | Select the record and choose Delete from the Home Ribbon | |
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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? |
|  | |  |  | | --- | --- | | **A.** | Filters | |
|  | |  |  | | --- | --- | | **B.** | Form | |
|  | |  |  | | --- | --- | | **C.** | Query | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Filter | |
|  | |  |  | | --- | --- | | **B.** | Find | |
|  | |  |  | | --- | --- | | **C.** | Sort Ascending | |
|  | |  |  | | --- | --- | | **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 | |
|  | |  |  | | --- | --- | | **B.** | Format | |
|  | |  |  | | --- | --- | | **C.** | Default Value | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Data Type | |
|  | |  |  | | --- | --- | | **B.** | Description | |
|  | |  |  | | --- | --- | | **C.** | Field Name | |
|  | |  |  | | --- | --- | | **D.** | Properties | |
|  |  |

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| **45.** | Amanda wants to ensure there are only two characters for the state abbreviation. What should she do? |
|  | |  |  | | --- | --- | | **A.** | Unique Identifier | |
|  | |  |  | | --- | --- | | **B.** | Limit field size | |
|  | |  |  | | --- | --- | | **C.** | Provide a description | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Unique Identifier | |
|  | |  |  | | --- | --- | | **B.** | Limit field size | |
|  | |  |  | | --- | --- | | **C.** | Provide a caption | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Currency | |
|  | |  |  | | --- | --- | | **B.** | Fixed | |
|  | |  |  | | --- | --- | | **C.** | General Number | |
|  | |  |  | | --- | --- | | **D.** | Text | |
|  |  |

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| **48.** | What are the rules that a user should follow when entering data into a table? |
|  | |  |  | | --- | --- | | **A.** | Text | |
|  | |  |  | | --- | --- | | **B.** | Validation | |
|  | |  |  | | --- | --- | | **C.** | Criterion | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Data Type | |
|  | |  |  | | --- | --- | | **B.** | Description | |
|  | |  |  | | --- | --- | | **C.** | Field Name | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Calculated | |
|  | |  |  | | --- | --- | | **B.** | Attachment | |
|  | |  |  | | --- | --- | | **C.** | Lookup | |
|  | |  |  | | --- | --- | | **D.** | Hyperlink | |
|  |  |

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| **51.** | Dennis needs to format his sales amount column to show dollar signs. Which format would he use? |
|  | |  |  | | --- | --- | | **A.** | Currency | |
|  | |  |  | | --- | --- | | **B.** | Fixed | |
|  | |  |  | | --- | --- | | **C.** | General Number | |
|  | |  |  | | --- | --- | | **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? |
|  | |  |  | | --- | --- | | **A.** | Input Mask | |
|  | |  |  | | --- | --- | | **B.** | Format | |
|  | |  |  | | --- | --- | | **C.** | Default Value | |
|  | |  |  | | --- | --- | | **D.** | Field Size | |
|  |  |