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| **Access 2013 Lessons ( 11 - 15) Study Guide** | |
| Student |  |
| Class |  |
| Date |  |

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| **1.** | Frank needs an estimated number of services his company performs each month. Using a calculated field, which total function would he use to answer his question? |
|  | |  |  | | --- | --- | | **A.** | Average | |
|  | |  |  | | --- | --- | | **B.** | Count | |
|  | |  |  | | --- | --- | | **C.** | Max | |
|  | |  |  | | --- | --- | | **D.** | Sum | |
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| **2.** | Margaret wants to send an address change to all the customers in her current database. She wants to create address labels to accomplish this. Which would she use? |
|  | |  |  | | --- | --- | | **A.** | Form | |
|  | |  |  | | --- | --- | | **B.** | Report | |
|  | |  |  | | --- | --- | | **C.** | Table | |
|  | |  |  | | --- | --- | | **D.** | Query | |
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| **3.** | Which type of operation performs mathematical functions, such as MAX, MIN, or COUNT, on a group of records? |
|  | |  |  | | --- | --- | | **A.** | Statistical | |
|  | |  |  | | --- | --- | | **B.** | Geometric | |
|  | |  |  | | --- | --- | | **C.** | Aggregate | |
|  | |  |  | | --- | --- | | **D.** | Algebraic | |
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| **4.** | Frank needs to know the number of service calls he has received from 123 Walnut Street in one week. Using a calculated field, which total function would he use to answer this question? |
|  | |  |  | | --- | --- | | **A.** | Average | |
|  | |  |  | | --- | --- | | **B.** | Count | |
|  | |  |  | | --- | --- | | **C.** | Max | |
|  | |  |  | | --- | --- | | **D.** | Sum | |
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| **5.** | Mrs. Wilson needs to create a report that lists students by their homeroom teacher. Each teacher needs a separate list for attendance. Which option would allow Mrs. Wilson to put students together by homeroom on separate sections of the report? |
|  | |  |  | | --- | --- | | **A.** | Sort | |
|  | |  |  | | --- | --- | | **B.** | Filter | |
|  | |  |  | | --- | --- | | **C.** | Conditional Formatting | |
|  | |  |  | | --- | --- | | **D.** | Grouping | |
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| **6.** | The manager of Doggie Donuts needs to group inventory by types of dog food in stock. He needs a subtotal for each group. Which query action will display this information? |
|  | |  |  | | --- | --- | | **A.** | Select query | |
|  | |  |  | | --- | --- | | **B.** | Delete query | |
|  | |  |  | | --- | --- | | **C.** | Crosstab query | |
|  | |  |  | | --- | --- | | **D.** | Append query | |
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| **7.** | What action would Donna perform to create a new table named Customer Appreciation from the existing Customer Information table and Order History table? |
|  | |  |  | | --- | --- | | **A.** | Delete query | |
|  | |  |  | | --- | --- | | **B.** | Update query | |
|  | |  |  | | --- | --- | | **C.** | Append query | |
|  | |  |  | | --- | --- | | **D.** | Make table query | |
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| **8.** | What type of query enables a user to add the results of a query to an existing table in a database? |
|  | |  |  | | --- | --- | | **A.** | Update | |
|  | |  |  | | --- | --- | | **B.** | Append | |
|  | |  |  | | --- | --- | | **C.** | Action | |
|  | |  |  | | --- | --- | | **D.** | Make table | |
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| **9.** | Which type of operator enables a user to compare two values in a query criterion? |
|  | |  |  | | --- | --- | | **A.** | Assessment | |
|  | |  |  | | --- | --- | | **B.** | Evaluation | |
|  | |  |  | | --- | --- | | **C.** | Comparison | |
|  | |  |  | | --- | --- | | **D.** | Appraisal | |
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| **10.** | Sam enters a numeric criterion in a query to find out which UNC schools have an enrollment that equals 5,000 or greater. What would he enter? |
|  | |  |  | | --- | --- | | **A.** | ='5000' | |
|  | |  |  | | --- | --- | | **B.** | 5000 | |
|  | |  |  | | --- | --- | | **C.** | '<5000' | |
|  | |  |  | | --- | --- | | **D.** | =>'5000' | |
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| **11.** | John wants to create a query that will display the total number of hamburger patties in stock at two different locations. The results should display the sum of the values from each location. Which solution should John use for his query? |
|  | |  |  | | --- | --- | | **A.** | Crosstab Query | |
|  | |  |  | | --- | --- | | **B.** | Expression Builder | |
|  | |  |  | | --- | --- | | **C.** | Simple Query | |
|  | |  |  | | --- | --- | | **D.** | Totals | |
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| **12.** | What type of query enables a user to make the same change to all records satisfying a certain criterion? |
|  | |  |  | | --- | --- | | **A.** | Update | |
|  | |  |  | | --- | --- | | **B.** | Append | |
|  | |  |  | | --- | --- | | **C.** | Action | |
|  | |  |  | | --- | --- | | **D.** | Make table | |
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| **13.** | Maria needs to share a form from her database to other members of her work team, but she is not sure everyone has Microsoft Access. In which file format should she save the form to ensure everyone can read the information? |
|  | |  |  | | --- | --- | | **A.** | PDF | |
|  | |  |  | | --- | --- | | **B.** | XPS | |
|  | |  |  | | --- | --- | | **C.** | Either PDF or XPS | |
|  | |  |  | | --- | --- | | **D.** | DOC | |
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| **14.** | Juan is creating a chart that graphs attendance at FBLA State Leadership conferences from the past five years, which he has in a database. He wants to remove the y-axis value. Which tab in Chart Options would he select? |
|  | |  |  | | --- | --- | | **A.** | Titles | |
|  | |  |  | | --- | --- | | **B.** | Axes | |
|  | |  |  | | --- | --- | | **C.** | Data Labels | |
|  | |  |  | | --- | --- | | **D.** | Legend | |
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| **15.** | Juan is creating a chart graphing his inventory database. He needs to name the chart “August Inventory Report.” Which tab in Chart Options would he select? |
|  | |  |  | | --- | --- | | **A.** | Titles | |
|  | |  |  | | --- | --- | | **B.** | Axes | |
|  | |  |  | | --- | --- | | **C.** | Data Labels | |
|  | |  |  | | --- | --- | | **D.** | Legend | |
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| **16.** | Juan is creating a chart which graphs attendance at FBLA State Leadership conferences from the past five years which he has in a database. He wants to show individual data values. Which tab in Chart Options would he select? |
|  | |  |  | | --- | --- | | **A.** | Titles | |
|  | |  |  | | --- | --- | | **B.** | Axes | |
|  | |  |  | | --- | --- | | **C.** | Data Labels | |
|  | |  |  | | --- | --- | | **D.** | Legend | |
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| **17.** | Juan is creating a chart which graphs attendance at FBLA State Leadership conferences from the past five years from his database. He wants to display a list of colors, shapes, or patterns used as categories in a chart on the right side. Which tab in Chart Options would he select? |
|  | |  |  | | --- | --- | | **A.** | Titles | |
|  | |  |  | | --- | --- | | **B.** | Axes | |
|  | |  |  | | --- | --- | | **C.** | Data Labels | |
|  | |  |  | | --- | --- | | **D.** | Legend | |
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| **18.** | Which is **not** a file type that may be imported into Microsoft Access? |
|  | |  |  | | --- | --- | | **A.** | Text files (TXT) | |
|  | |  |  | | --- | --- | | **B.** | HTML files (HTM or HTML) | |
|  | |  |  | | --- | --- | | **C.** | Microsoft Publisher files (PUB) | |
|  | |  |  | | --- | --- | | **D.** | Microsoft Excel files (XSLX) | |
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| **19.** | What is the process of transferring data from an Microsoft Access database for use in another application called? |
|  | |  |  | | --- | --- | | **A.** | Exporting | |
|  | |  |  | | --- | --- | | **B.** | Importing | |
|  | |  |  | | --- | --- | | **C.** | Pasting | |
|  | |  |  | | --- | --- | | **D.** | Distributing | |
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| **20.** | Which file type places each record on a separate line and uses a special character to separate fields? |
|  | |  |  | | --- | --- | | **A.** | Bound | |
|  | |  |  | | --- | --- | | **B.** | Defined | |
|  | |  |  | | --- | --- | | **C.** | Delimited | |
|  | |  |  | | --- | --- | | **D.** | Isolated | |
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| **21.** | Mary needs to export the table of FBLA members from the Southeast Region database to a document that does **not** allow editing. Which format should she use? |
|  | |  |  | | --- | --- | | **A.** | DOC | |
|  | |  |  | | --- | --- | | **B.** | PDF | |
|  | |  |  | | --- | --- | | **C.** | RTF | |
|  | |  |  | | --- | --- | | **D.** | TXT | |
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| **22.** | Ali has worked for years cataloging his comic book collection into a database. Recently his computer crashed, but fortunately he has a backup in his OneDrive cloud storage. Which method should he use to restore his database on his new computer? |
|  | |  |  | | --- | --- | | **A.** | Backup | |
|  | |  |  | | --- | --- | | **B.** | Recover from Backup | |
|  | |  |  | | --- | --- | | **C.** | Save to External Locations | |
|  | |  |  | | --- | --- | | **D.** | Previous Version | |
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| **23.** | Marty has spent a lot of time creating a database to track her sales contacts.She has been asked by management to share the database with her colleagues as an example to follow. What would be the **best** method of sharing the structure of a database, including relevant tables, queries, and forms? |
|  | |  |  | | --- | --- | | **A.** | Save As | |
|  | |  |  | | --- | --- | | **B.** | Save as Database Template | |
|  | |  |  | | --- | --- | | **C.** | Create a Backup | |
|  | |  |  | | --- | --- | | **D.** | Save as PDF | |
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| **24.** | Kurt has worked for years cataloging his music collection into a database. During a recent storm, Kurt's computer was damaged, but fortunately he has a backup on his flash drive. Which method should he use to restore his database on his new computer? |
|  | |  |  | | --- | --- | | **A.** | Backup | |
|  | |  |  | | --- | --- | | **B.** | Previous Version | |
|  | |  |  | | --- | --- | | **C.** | Save to External Locations | |
|  | |  |  | | --- | --- | | **D.** | Recover from Backup | |
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| **25.** | What term describes the process of repairing and removing wasted space from a database? |
|  | |  |  | | --- | --- | | **A.** | Recovery | |
|  | |  |  | | --- | --- | | **B.** | Backing up | |
|  | |  |  | | --- | --- | | **C.** | Installation | |
|  | |  |  | | --- | --- | | **D.** | Compacting | |
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| **26.** | Rachel has spent a lot of time creating a membership database for her FBLA chapter, which she has been asked to share with other chapters in her region as an example. What would be the **best** method of sharing the structure of a database, including relevant tables, queries, and forms? |
|  | |  |  | | --- | --- | | **A.** | Save As | |
|  | |  |  | | --- | --- | | **B.** | Save as Database Template | |
|  | |  |  | | --- | --- | | **C.** | Create a Backup | |
|  | |  |  | | --- | --- | | **D.** | Save as PDF | |
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