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| **Access 2013 Lesson 8 - 10 Study Guide** |
| Student |  |
| Class |  |
| Date |  |

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| **1.** | Wendy needs to print to the color printer instead of the default printer on her computer. Which option would give her the choice to change the printer?  |
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| **A.** | Print Preview  |

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| --- | --- |
| **B.** | Quick Print  |

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| --- | --- |
| **C.** | Print  |

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| --- | --- |
| **D.** | Selected Records  |

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| **2.** | William has created a report. Which view could he use to see exactly how the report will look on paper?  |
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| **A.** | Report View  |

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| --- | --- |
| **B.** | Print Preview  |

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| --- | --- |
| **C.** | Design View  |

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| --- | --- |
| **D.** | Layout View  |

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| **3.** | Which group on the Form Design Tools/Arrange Ribbon allows the user to align to grid?  |
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| --- | --- |
| **A.** | Merge/Split  |

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|  |  |
| --- | --- |
| **B.** | Move  |

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| --- | --- |
| **C.** | Position  |

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| --- | --- |
| **D.** | Sizing & Ordering  |

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| **4.** | Tammy wants to add instructions by one of the fields on her form to ensure that the data is entered correctly. Which type of control will she add to the form?  |
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| --- | --- |
| **A.** | Bound  |

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|  |  |
| --- | --- |
| **B.** | Unbound  |

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|  |  |
| --- | --- |
| **C.** | Button  |

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| --- | --- |
| **D.** | Calculated  |

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| **5.** | Dean needs to add the FBLA logo to the top of his membership form. Which type of control should he use?  |
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| --- | --- |
| **A.** | Bound  |

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| --- | --- |
| **B.** | Unbound  |

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| --- | --- |
| **C.** | Button  |

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| --- | --- |
| **D.** | Calculated  |

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| **6.** | Asiah has created a senior information form from her student table. She wants the parent's home phone text box to have the exact same width as the cell phone text box. What tool would she use to ensure they are exactly the same?  |
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| --- | --- |
| **A.** | Tab Order  |

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| --- | --- |
| **B.** | View Code Add  |

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| --- | --- |
| **C.** | Add Existing Fields  |

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| --- | --- |
| **D.** | Property Sheet  |

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| --- | --- |
| **7.** | Terry's form needs to display the FBLA member's exact age based on today's date and member date of birth. Which type of control would allow Terry to display information that would change every day?  |
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|  |  |
| --- | --- |
| **A.** | Bound  |

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|  |  |
| --- | --- |
| **B.** | Unbound  |

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|  |  |
| --- | --- |
| **C.** | Button  |

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|  |  |
| --- | --- |
| **D.** | Calculated  |

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| --- | --- |
| **8.** | Helen is creating a form to gather important information about graduation requirements from her senior homeroom students. What tool would she use to ensure that the sequence in navigating the form fields so data is entered in the order she wants?  |
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| --- | --- |
| **A.** | View Code  |

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| --- | --- |
| **B.** | Add Existing Fields  |

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|  |  |
| --- | --- |
| **C.** | Tab Order  |

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| --- | --- |
| **D.** | Property Sheet  |

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| **9.** | Keton created a customer information form from his customer table. He realizes he left the e-mail address off the form. What tool would he use to add the e-mail address to the existing form?  |
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| --- | --- |
| **A.** | Tab Order  |

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|  |  |
| --- | --- |
| **B.** | Add Existing Fields  |

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|  |  |
| --- | --- |
| **C.** | View Code  |

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| --- | --- |
| **D.** | Property Sheet  |

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| --- | --- |
| **10.** | Keton wants to add a graphic by one of the fields on his form. Which type of control will he add to the form?  |
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|  |  |
| --- | --- |
| **A.** | Bound  |

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|  |  |
| --- | --- |
| **B.** | Unbound  |

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|  |  |
| --- | --- |
| **C.** | Button  |

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|  |  |
| --- | --- |
| **D.** | Calculated  |

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| --- | --- |
| **11.** | Preston's form needs to display the tax on an order. Which type of control would allow Preston to display information that would change every day?  |
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|  |  |
| --- | --- |
| **A.** | Bound  |

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|   |

|  |  |
| --- | --- |
| **B.** | Unbound  |

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|  |  |
| --- | --- |
| **C.** | Button  |

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|  |  |
| --- | --- |
| **D.** | Calculated  |

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| **12.** | Ashawn has created a table from his database to see his company's income and expenses for the year and now would like to see the totals for each category. Which table feature should he use?  |
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| --- | --- |
| **A.** | Insert a Totals Row  |

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| --- | --- |
| **B.** | Sort by Selection  |

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| --- | --- |
| **C.** | Insert a Chart  |

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| --- | --- |
| **D.** | Create a Relationship  |

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| **13.** | Carol has created a table from her database to see all information about FBLA chapters in her region. She needs to know which chapter has the **most** active members in the region. Which aggregate function should she use?  |
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|  |  |
| --- | --- |
| **A.** | Count  |

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| --- | --- |
| **B.** | Max  |

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| --- | --- |
| **C.** | Min  |

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| --- | --- |
| **D.** | Average  |

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| **14.** | Ashawn has created a table from his database to know the number of products currently available for sale in his spring catalog. Which aggregate function should he use?  |
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| --- | --- |
| **A.** | Count  |

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|  |  |
| --- | --- |
| **B.** | Max  |

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|  |  |
| --- | --- |
| **C.** | Min  |

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| --- | --- |
| **D.** | Average  |

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| **15.** | Carol has created a table from her database to see all information about FBLA chapters in her region. She needs to know the mean number of active members in the region. Which aggregate function should she use?  |
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| --- | --- |
| **A.** | Count  |

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|  |  |
| --- | --- |
| **B.** | Max  |

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|  |  |
| --- | --- |
| **C.** | Min  |

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|  |  |
| --- | --- |
| **D.** | Average  |

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| **16.** | Ashawn has created a table from his database to know which product has the lowest quantity in inventory from his spring catalog. Which aggregate function should he use?  |
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| --- | --- |
| **A.** | Count  |

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|   |

|  |  |
| --- | --- |
| **B.** | Max  |

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|   |

|  |  |
| --- | --- |
| **C.** | Min  |

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|  |  |
| --- | --- |
| **D.** | Average  |

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| **17.** | What is the purpose of a primary key in a database?  |
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| --- | --- |
| **A.** | Unique Identifier  |

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| --- | --- |
| **B.** | Limits field size  |

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| **C.** | Provides a description  |

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

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| **18.** | Susie has a relational database for her catering business. She wants to create a form which shows the customer information at the top and any orders for that customer at the bottom. The orders section of the form is a:  |
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| --- | --- |
| **A.** | main form.  |

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|  |  |
| --- | --- |
| **B.** | subform.  |

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| --- | --- |
| **C.** | hierarchical form.  |

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| --- | --- |
| **D.** | datasheet.  |

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| **19.** | Susie has a relational database for her catering business. She wants to create a form which shows the data in a customer table one record at a time. This type of form is a:  |
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|  |  |
| --- | --- |
| **A.** | main form.  |

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|   |

|  |  |
| --- | --- |
| **B.** | subform.  |

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|  |  |
| --- | --- |
| **C.** | hierarchical form.  |

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|  |  |
| --- | --- |
| **D.** | datasheet.  |

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| **20.** | Jackson is starting a new company database to manage his fall line of products. What form tool could he use to quickly create a set of tabs a user could click to access forms and reports in the database?  |
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| --- | --- |
| **A.** | Form View  |

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| --- | --- |
| **B.** | Layout View  |

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| --- | --- |
| **C.** | Design View  |

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| --- | --- |
| **D.** | Navigation Form  |

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| **21.** | Aaron needs to duplicate a field that is used in his customer table in the business database for a new form he is creating for entering customer orders. Which item from the tools group would enable him to perform this operation?  |
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| --- | --- |
| **A.** | Tab Order  |

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|   |

|  |  |
| --- | --- |
| **B.** | Add Existing Fields  |

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|  |  |
| --- | --- |
| **C.** | View Code  |

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| --- | --- |
| **D.** | Property Sheet  |

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| **22.** | Sally is the National Technical Honor Society president. She is creating a database to manage her membership information. What form tool could she use to quickly create a set of tabs a user could click to access forms and reports in the database?  |
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| --- | --- |
| **A.** | Form View  |

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|  |  |
| --- | --- |
| **B.** | Layout View  |

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|   |

|  |  |
| --- | --- |
| **C.** | Design View  |

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| --- | --- |
| **D.** | Navigation Form  |

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| **23.** | Cathy needs to duplicate a column that is used in her spring sports table in the athletic database for a new form she is creating for fall sports. Which item from the tools group would enable her to perform this operation?  |
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|  |  |
| --- | --- |
| **A.** | Tab Order  |

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|  |  |
| --- | --- |
| **B.** | Add Existing Fields  |

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|  |  |
| --- | --- |
| **C.** | View Code  |

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| --- | --- |
| **D.** | Property Sheet  |

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| **24.** | Amy would like to quickly create a form in layout view so that she can easily modify contents and formatting. Which option uses layout view and gives the user greater control over the form's appearance while displaying the data?  |
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| --- | --- |
| **A.** | Blank Form  |

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

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| --- | --- |
| **C.** | Form Wizard  |

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| --- | --- |
| **D.** | Form Tool  |

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