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| 1. The Import Spreadsheet Wizard helps you import Excel data into Access.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *DIFFICULTY:* | NPAC 2-28 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.1.3 - Import data into tables. | | *CORPORATE STANDARDS:* | 2375 - Import data from an Excel workbook into an existing Access table. | | *TOPICS:* | New Perspectives Series: Importing Data from an Excel Worksheet | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 2:08 AM | | *DATE MODIFIED:* | 8/1/2019 2:20 AM | |

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| 2. When you import Excel data, you create a link to the data in the Access database.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-28 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.1.3 - Import data into tables. | | *CORPORATE STANDARDS:* | 2374 - Import data from an Excel workbook into a new Access table. | | *TOPICS:* | New Perspectives Series: Importing Data from an Excel Worksheet | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 1:23 AM | | *DATE MODIFIED:* | 7/31/2019 1:29 AM | |

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| 3. The linking field on the “many” side of a one-to-many relationship is called the foreign key field.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-45 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.2.2.1 - Create and modify relationships. | | *CORPORATE STANDARDS:* | 1563 - Create a relationship between two tables. | | *TOPICS:* | New Perspectives Series: Defining Table Relationships | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 2:21 AM | | *DATE MODIFIED:* | 8/1/2019 2:31 AM | |

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| 4. Which field is always on the "one" side of a one-to-many relationship between two tables?   |  |  |  | | --- | --- | --- | |  | a. | primary key field | |  | b. | foreign key field | |  | c. | AutoNumber field | |  | d. | first field in Table Design view |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-45 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.2.2.1 - Create and modify relationships. | | *CORPORATE STANDARDS:* | 1563 - Create a relationship between two tables. | | *TOPICS:* | New Perspectives Series: Defining Table Relationships | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 1:53 AM | | *DATE MODIFIED:* | 7/31/2019 1:56 AM | |

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| 5. If you move the City column in a table datasheet, \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | the City field also moves in Table Design view | |  | b. | you must switch to Table Design view and move the City field | |  | c. | you change the appearance of the table but not the structure | |  | d. | you must reassign properties for the City field |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.4.5 - Move table fields. | | *CORPORATE STANDARDS:* | 2885 - Move a field in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Modifying the Structure of an Access Table | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 2:23 AM | | *DATE MODIFIED:* | 7/31/2019 2:26 AM | |

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| 6. Characteristics, such as Field Name and Data Type, are\_\_\_\_\_ that define a field.   |  |  |  | | --- | --- | --- | |  | a. | descriptions | |  | b. | definitions | |  | c. | properties | |  | d. | formats |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.4.10 - Change field data types. | | *CORPORATE STANDARDS:* | 3866 - Set a field's data type in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Modifying the Structure of an Imported Table | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 2:27 AM | | *DATE MODIFIED:* | 7/31/2019 2:30 AM | |

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| 7. The goal of building one-to-many relationships between tables is to minimize \_\_\_\_\_ data.   |  |  |  | | --- | --- | --- | |  | a. | misspelled | |  | b. | rarely used | |  | c. | numeric | |  | d. | redundant |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-45 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.2.2.1 - Create and modify relationships. | | *CORPORATE STANDARDS:* | 1563 - Create a relationship between two tables. | | *TOPICS:* | New Perspectives Series: Defining Table Relationships | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 2:30 AM | | *DATE MODIFIED:* | 7/31/2019 2:33 AM | |

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| 8. \_\_\_\_\_ is a set of Access rules that governs data entry and helps ensure data accuracy.   |  |  |  | | --- | --- | --- | |  | a. | A one-to-many relationship | |  | b. | A common field | |  | c. | Referential integrity | |  | d. | Data redundancy |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-45 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.2.2.1 - Create and modify relationships. | | *CORPORATE STANDARDS:* | 1563 - Create a relationship between two tables. | | *TOPICS:* | New Perspectives Series: Defining Table Relationships | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:34 AM | | *DATE MODIFIED:* | 7/31/2019 2:37 AM | |

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| 9. \_\_\_\_ makes a duplicate copy of the data in the Access database.   |  |  |  | | --- | --- | --- | |  | a. | Linking | |  | b. | Compacting | |  | c. | Importing | |  | d. | Relating |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-28 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.1.3 - Import data into tables. | | *CORPORATE STANDARDS:* | 2374 - Import data from an Excel workbook into a new Access table. | | *TOPICS:* | New Perspectives Series: Importing Data from an Excel Worksheet | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:38 AM | | *DATE MODIFIED:* | 7/31/2019 2:40 AM | |

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| 10. You can use the \_\_\_\_\_ to copy data from Excel to Access.   |  |  |  | | --- | --- | --- | |  | a. | Linking Spreadsheet Wizard | |  | b. | Import Spreadsheet Wizard | |  | c. | Edit Relationships dialog box | |  | d. | Copy Data dialog box |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-28 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.1.3 - Import data into tables. | | *CORPORATE STANDARDS:* | 2375 - Import data from an Excel workbook into an existing Access table. | | *TOPICS:* | New Perspectives Series: Importing Data from an Excel Worksheet | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:40 AM | | *DATE MODIFIED:* | 7/31/2019 2:42 AM | |

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| 11. To link the data from one table to another in an Access relational database, a(n) \_\_\_\_ must be common to each table.   |  |  |  | | --- | --- | --- | |  | a. | field | |  | b. | record | |  | c. | data type | |  | d. | property |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-45 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.2.2.1 - Create and modify relationships. | | *CORPORATE STANDARDS:* | 1563 - Create a relationship between two tables. | | *TOPICS:* | New Perspectives Series: Defining Table Relationships | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 2:43 AM | | *DATE MODIFIED:* | 8/6/2019 6:29 AM | |

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| 12. A relational database can best be described as a collection of related \_\_\_\_\_ designed to minimize redundant data.   |  |  |  | | --- | --- | --- | |  | a. | properties | |  | b. | links | |  | c. | tables | |  | d. | keys |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-45 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.2.2.1 - Create and modify relationships. | | *CORPORATE STANDARDS:* | 1563 - Create a relationship between two tables. | | *TOPICS:* | New Perspectives Series: Defining Table Relationships | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:45 AM | | *DATE MODIFIED:* | 7/31/2019 2:47 AM | |

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| 13. The \_\_\_\_\_ key field is the linking field on the “many” side of the relationship.   |  |  |  | | --- | --- | --- | |  | a. | primary | |  | b. | referential | |  | c. | AutoNumber | |  | d. | foreign |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-45 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.2.2.1 - Create and modify relationships. | | *CORPORATE STANDARDS:* | 1563 - Create a relationship between two tables. | | *TOPICS:* | New Perspectives Series: Defining Table Relationships | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 2:48 AM | | *DATE MODIFIED:* | 7/31/2019 2:56 AM | |

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| 14. Which of the following are good candidates for a primary key field for a Customer table? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | CustomerNumber | |  | b. | LastName | |  | c. | CustomerID | |  | d. | IdentificationNumber |  |  |  | | --- | --- | | *ANSWER:* | a, c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-45 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.2.2.1 - Create and modify relationships. | | *CORPORATE STANDARDS:* | 1563 - Create a relationship between two tables. | | *TOPICS:* | New Perspectives Series: Defining Table Relationships | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:03 AM | | *DATE MODIFIED:* | 7/31/2019 3:06 AM | |

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| 15. What can you do with the data that you import from an Excel workbook into Access? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Import the data into a new table. | |  | b. | Append the data to an existing table. | |  | c. | Link to the workbook by creating a linked table. | |  | d. | Import the data into a new report. |  |  |  | | --- | --- | | *ANSWER:* | a, b, c | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-28 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.1.3 - Import data into tables. | | *CORPORATE STANDARDS:* | 2374 - Import data from an Excel workbook into a new Access table. | | *TOPICS:* | New Perspectives Series: Importing Data from an Excel Worksheet | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:07 AM | | *DATE MODIFIED:* | 7/31/2019 3:09 AM | |

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| 16. Which of the following statements are true about one-to-many relationships? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | The primary key field is on the “one” side of a one-to-many relationship. between two tables. | |  | b. | A linking table connects the two related tables. | |  | c. | A record in one table may be related to many records in another table. | |  | d. | The foreign key field is on the “many” side of a one-to-many relationship. |  |  |  | | --- | --- | | *ANSWER:* | a, c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-45 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.2.2.1 - Create and modify relationships. | | *CORPORATE STANDARDS:* | 1563 - Create a relationship between two tables. | | *TOPICS:* | New Perspectives Series: Defining Table Relationships | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 3:10 AM | | *DATE MODIFIED:* | 8/9/2019 11:16 AM | |

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| 17. You can import table data from \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | another Access database | |  | b. | a PDF file | |  | c. | a Word document | |  | d. | an email message |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-32 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.1.6 - Import tables from other databases. | | *CORPORATE STANDARDS:* | 2362 - Import a table from another Access database. | | *TOPICS:* | New Perspectives Series: Creating a Table by Importing an Existing Table or Table Structure | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 3:18 AM | | *DATE MODIFIED:* | 7/31/2019 3:21 AM | |

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| 18. You can import Access table data from which of the following Office apps? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | PowerPoint | |  | b. | Access | |  | c. | Excel | |  | d. | Outlook |  |  |  | | --- | --- | | *ANSWER:* | b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-32 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.1.6 - Import tables from other databases. | | *CORPORATE STANDARDS:* | 2362 - Import a table from another Access database. | | *TOPICS:* | New Perspectives Series: Creating a Table by Importing an Existing Table or Table Structure | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 3:22 AM | | *DATE MODIFIED:* | 7/31/2019 3:25 AM | |

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| 19. When can you rename a table?   |  |  |  | | --- | --- | --- | |  | a. | immediately after you open the table | |  | b. | after you close the table | |  | c. | when you open the table in Datasheet view | |  | d. | when you open the table in Design view |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.2.6 - Rename tables and table fields. | | *CORPORATE STANDARDS:* | 3339 - Rename a table in the Navigation pane. | | *TOPICS:* | New Perspectives Series: Modifying the Structure of an Imported Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 3:29 AM | | *DATE MODIFIED:* | 7/31/2019 3:31 AM | |

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| 20. If the query design grid contains three fields named ProductName, Price, and DateOrdered, how does the datasheet list records if you add a descending sort to the Price field?   |  |  |  | | --- | --- | --- | |  | a. | in alphabetic order by ProductName | |  | b. | from the most recent to the oldest DateOrdered | |  | c. | from lowest to highest Price | |  | d. | from highest to lowest Price |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 3-35 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.4.2.11 - Sort data within queries. | | *CORPORATE STANDARDS:* | 187 - Add a single field sort to a query in Query Design view. | | *TOPICS:* | New Perspectives Series: Defining Multiple Selection Criteria for Queries | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:32 AM | | *DATE MODIFIED:* | 7/31/2019 3:34 AM | |

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| 21. You can set the Field Size property for a field with a Short Text data type.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-8 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.4.9 - Change table field sizes. | | *CORPORATE STANDARDS:* | 3874 - Set a field's Field Size property in Table Design view. | | *TOPICS:* | New Perspectives Series: Guidelines for Setting Field Properties | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:35 AM | | *DATE MODIFIED:* | 7/31/2019 3:37 AM | |

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| 22. Access sets the number of decimal places in a Number field, and you cannot change it.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-12 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.4.13 - Apply field formatting in a table. | | *CORPORATE STANDARDS:* | 1709 - Decrease the decimal places in a Number field in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Modifying a Table in Design View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:37 AM | | *DATE MODIFIED:* | 7/31/2019 3:39 AM | |

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| 23. You cannot modify the Field Size property of a Short Text field.   |  |  | | --- | --- | | *ANSWER:* | False - can  False - can  False - CAN | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-7 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.4.9 - Change table field sizes. | | *CORPORATE STANDARDS:* | 3874 - Set a field's Field Size property in Table Design view. | | *TOPICS:* | New Perspectives series: Guidelines for Setting Field Properties | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:48 AM | | *DATE MODIFIED:* | 7/31/2019 3:51 AM | |

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| 24. If you set the Decimal Places property to 0 for a Price field, and then enter **750.25** in the field, what does Access display in the datasheet?   |  |  |  | | --- | --- | --- | |  | a. | 750.25 | |  | b. | 750.2 | |  | c. | 750 | |  | d. | 751 |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.4.13 - Apply field formatting in a table. | | *CORPORATE STANDARDS:* | 1709 - Decrease the decimal places in a Number field in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Modifying a Table in Design View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:51 AM | | *DATE MODIFIED:* | 7/31/2019 3:54 AM | |

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| 25. What Field Size should you set for a State field that stores two-character state abbreviations?   |  |  |  | | --- | --- | --- | |  | a. | 255 | |  | b. | 5 | |  | c. | 2 | |  | d. | 0 |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.4.9 - Change table field sizes. | | *CORPORATE STANDARDS:* | 3874 - Set a field's Field Size property in Table Design view. | | *TOPICS:* | New Perspectives Series: Guidelines for Setting Field Properties | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:56 AM | | *DATE MODIFIED:* | 7/31/2019 3:59 AM | |

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| 26. If a field named Price displays values with three decimal places, what should you do to display the values accurately?   |  |  |  | | --- | --- | --- | |  | a. | Increase the number of decimal places. | |  | b. | Re-enter the field values. | |  | c. | Change the data type of the field. | |  | d. | Decrease the number of decimal places. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-12 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.4.13 - Apply field formatting in a table. | | *CORPORATE STANDARDS:* | 1709 - Decrease the decimal places in a Number field in Table Datasheet view. | | *TOPICS:* | New Perspectives series: Modifying a Table in Design View | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 3:59 AM | | *DATE MODIFIED:* | 7/31/2019 4:01 AM | |

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| 27. The \_\_\_\_\_ property controls how many characters can be entered into the field.   |  |  |  | | --- | --- | --- | |  | a. | Format | |  | b. | Required | |  | c. | Input Mask | |  | d. | Field Size |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-8 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.4.9 - Change table field sizes. | | *CORPORATE STANDARDS:* | 3874 - Set a field's Field Size property in Table Design view. | | *TOPICS:* | New Perspectives Series: Guidelines for Setting Field Properties | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 4:06 AM | | *DATE MODIFIED:* | 7/31/2019 4:10 AM | |

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| 28. Which of the following are possible entries for the Field Size property of a Number field? Select all the options that apply.   |  |  |  | | --- | --- | --- | |  | a. | Currency | |  | b. | Long Integer | |  | c. | Byte | |  | d. | Single |  |  |  | | --- | --- | | *ANSWER:* | b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-8 | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.4.9 - Change table field sizes. | | *CORPORATE STANDARDS:* | 3874 - Set a field's Field Size property in Table Design view. | | *TOPICS:* | New Perspectives Series: Guidelines for Setting Field Properties | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 4:14 AM | | *DATE MODIFIED:* | 7/31/2019 4:16 AM | |

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| 29. To delete a field in Table Datasheet view, you click \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | any value in the field | |  | b. | the first value in the column | |  | c. | the record selector for any record | |  | d. | the column heading for the field |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-36 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.4.15 - Delete table fields. | | *CORPORATE STANDARDS:* | 1754 - Delete a field from a table in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Modifying the Structure of an Imported Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 6:37 AM | | *DATE MODIFIED:* | 7/31/2019 6:41 AM | |

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| 30. What happens if you delete a field from a table that contains data?   |  |  |  | | --- | --- | --- | |  | a. | Access stores the deleted data in a new table. | |  | b. | Access stores the deleted data in a new field in the same table. | |  | c. | You can append the deleted data to an existing table. | |  | d. | You delete all the data in the field. |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-36 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.4.15 - Delete table fields. | | *CORPORATE STANDARDS:* | 1754 - Delete a field from a table in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Modifying the Structure of an Imported Table | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 6:41 AM | | *DATE MODIFIED:* | 7/31/2019 6:44 AM | |

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| 31. To rename a table, you must use the Navigation Pane.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-38 | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.2.6 - Rename tables and table fields. | | *CORPORATE STANDARDS:* | 3339 - Rename a table in the Navigation pane. | | *TOPICS:* | New Perspectives Series: Modifying the Structure of an Imported Table | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 6:44 AM | | *DATE MODIFIED:* | 7/31/2019 6:46 AM | |

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| 32. How do you rename a table?   |  |  |  | | --- | --- | --- | |  | a. | Right-click the object tab in the Access window, and then click Rename. | |  | b. | Right-click the table in the Navigation Pane, and then click Rename. | |  | c. | Click the table in the Navigation Pane, and then click the Rename button. | |  | d. | Open the table in Table Datasheet view, and then click the Rename button. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-38 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.2.6 - Rename tables and table fields. | | *CORPORATE STANDARDS:* | 3339 - Rename a table in the Navigation pane. | | *TOPICS:* | New Perspectives Series: Modifying the Structure of an Imported Table | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 7/31/2019 6:46 AM | | *DATE MODIFIED:* | 7/31/2019 6:49 AM | |

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| 33. To move a field in the query design grid, click its\_\_\_\_\_, and then drag it left or right.   |  |  |  | | --- | --- | --- | |  | a. | field tag | |  | b. | field key | |  | c. | field string | |  | d. | field selector |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.4.2.10 - Move fields within queries. | | *CORPORATE STANDARDS:* | 2884 - Move a field in Query Design view. | | *TOPICS:* | New Perspectives Series: Modifying the Structure of an Access Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 7/31/2019 7:09 AM | | *DATE MODIFIED:* | 7/31/2019 7:12 AM | |

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| 34. When you import Excel data into an existing Access table, you relate the data to the table.   |  |  | | --- | --- | | *ANSWER:* | False - append  False - Append  False - APPEND | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-28 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.1.3 - Import data into tables. | | *CORPORATE STANDARDS:* | 2375 - Import data from an Excel workbook into an existing Access table. | | *TOPICS:* | New Perspectives Series: Importing Data from an Excel Worksheet | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/1/2019 2:31 AM | | *DATE MODIFIED:* | 8/1/2019 2:34 AM | |

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| 35. To move a field in Table Datasheet view, you select the column and then \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | copy and paste it at the end of the table | |  | b. | drag it to a new location | |  | c. | click the Move button on the Fields tab | |  | d. | right-click the field and select a new location |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-16 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.4.5 - Move table fields. | | *CORPORATE STANDARDS:* | 2885 - Move a field in Table Datasheet view. | | *TOPICS:* | New Perspectives Series: Modifying the Structure of an Access Table | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/1/2019 2:35 AM | | *DATE MODIFIED:* | 8/1/2019 2:37 AM | |

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| 36. To relate two fields in a one-to-many relationship, you connect them using a \_\_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | subdatasheet | |  | b. | common field | |  | c. | field key | |  | d. | data type |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-45 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.2.2.1 - Create and modify relationships. | | *CORPORATE STANDARDS:* | 1563 - Create a relationship between two tables. | | *TOPICS:* | New Perspectives Series: Defining Table Relationships | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 2:48 AM | | *DATE MODIFIED:* | 8/1/2019 2:53 AM | |

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| 37. To import data from Excel to Access, you would begin by clicking the \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | Edit Relationships button | |  | b. | Property Sheet button | |  | c. | Relationships tab | |  | d. | External Data tab |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-28 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.1.3 - Import data into tables. | | *CORPORATE STANDARDS:* | 2374 - Import data from an Excel workbook into a new Access table. | | *TOPICS:* | New Perspectives Series: Importing Data from an Excel Worksheet | | *KEYWORDS:* | Bloom's: Apply | | *DATE CREATED:* | 8/1/2019 2:54 AM | | *DATE MODIFIED:* | 8/1/2019 2:56 AM | |

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| 38. Which process is most like copying and pasting?   |  |  |  | | --- | --- | --- | |  | a. | importing | |  | b. | relating | |  | c. | querying | |  | d. | linking |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-28 | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.1.3 - Import data into tables. | | *CORPORATE STANDARDS:* | 2375 - Import data from an Excel workbook into an existing Access table. | | *TOPICS:* | New Perspectives Series: Importing Data from an Excel Worksheet | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/1/2019 3:01 AM | | *DATE MODIFIED:* | 8/7/2019 1:04 AM | |

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| 39. When a record from one table is related to several records in another table, the tables have a one-to-many relationship.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-45 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.2.2.1 - Create and modify relationships. | | *CORPORATE STANDARDS:* | 1563 - Create a relationship between two tables. | | *TOPICS:* | New Perspectives Series: Defining Table Relationships | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/7/2019 12:55 AM | | *DATE MODIFIED:* | 8/7/2019 12:57 AM | |

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| 40. If a City field displays the value "Chicago" for a new record, that means the Default Value property for the City field has been set.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-41 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.3.4.11 - Set default values for table fields. | | *CORPORATE STANDARDS:* | 3872 - Set a field's Default Value property in Table Design view. | | *TOPICS:* | New Perspectives Series: Setting the Default Value Property for a Field | | *KEYWORDS:* | Bloom's: Understand | | *DATE CREATED:* | 8/7/2019 1:05 AM | | *DATE MODIFIED:* | 8/7/2019 1:07 AM | |

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| 41. To move a field in Query Design view, you drag the field by its field selector.   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | NPAC 2-16 | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *LEARNING OBJECTIVES:* | NPAC.CARE.20.4.2.10 - Move fields within queries. | | *CORPORATE STANDARDS:* | 2884 - Move a field in Query Design view. | | *TOPICS:* | New Perspectives Series: Modifying the Structure of an Access Table | | *KEYWORDS:* | Bloom's: Remember | | *DATE CREATED:* | 8/7/2019 1:11 AM | | *DATE MODIFIED:* | 8/7/2019 1:14 AM | |