

SECTION 1: COURSE INTRODUCTION

1. Microsoft Access 2021 is part of your existing Microsoft 365 subscription?
 - a. TRUE
 - b. **FALSE**
2. Which of the following is a new feature of Access 2021?
 - a. Form Wizard
 - b. **Linked Table Manager**
 - c. Datasheet View
 - d. Table Design

SECTION 2: GET STARTED WITH ACCESS 2021

1. What key do we press to show shortcut letters and numbers on the commands and ribbons in Access?
 - a. SHIFT
 - b. CTRL
 - c. **ALT**
 - d. CTRL+SHIFT
2. What is the name of the part of Access that allows us to find our frequently used commands quickly?
 - a. Right-click menu
 - b. Contextual menu
 - c. Pane
 - d. **Quick Access Toolbar**

SECTION 3: WORK WITH TABLES

1. The difference between 'Table' and 'Table Design' is that 'Table Design' creates a table with an ID field and 'Table' doesn't.
 - a. TRUE
 - b. **FALSE**
2. Which of the following fields would we not set to 'Indexed' in Field Properties?
 - a. Product Number
 - b. Product Name
 - c. Order Date
 - d. **Product Description**

SECTION 4: IMPORT DATA

1. To successfully import data from an Excel spreadsheet into an Access table, the column headings in Excel and the fields in Access must be identical.
 - a. **TRUE**
 - b. FALSE

2. If we import data frequently, we can speed up this process by doing what?
 - a. **Saving the import steps.**
 - b. Creating a link to the folder where the Excel file is stored.
 - c. Dragging and dropping the file to Access.
 - d. Copying and pasting.

SECTION 5: DATASHEET VIEW

1. It is not possible to modify Field Properties in Datasheet View.
 - a. TRUE
 - b. **FALSE**
2. Toggle Filter is the same as Clear Filter.
 - a. TRUE
 - b. **FALSE**

SECTION 6: CREATE RELATIONSHIPS

1. What are the technical terms used to differentiate the main table that contains the most data with other tables?
 - a. Main table and subtables
 - b. **Fact and Dimension tables**
 - c. Big table and small tables
 - d. Priority table and subtables
2. Only one field can be the primary key field.
 - a. TRUE
 - b. **FALSE**

SECTION 7: FORMS

1. Which view displays multiple records in a form?
 - a. **Continuous view**
 - b. Single form view
 - c. Datasheet view
 - d. Layout view
2. It is not possible to lock specific fields from editing in an Access form.
 - a. TRUE
 - b. **FALSE**

SECTION 8: SUBFORMS

1. How do we add a subform to a form?
 - a. Drag and drop the subform to the main form.
 - b. Create a link to the subform in the Record Source
 - c. **Use the Subform/Subreport form control**

- d. It is not possible to add a subform to a form.
- 2. To change the background colour of a subform we need to make the change in the subform. We cannot make the change by selecting the subform on the main form.
 - a. **TRUE**
 - b. FALSE

SECTION 9: QUERIES

- 1. What is the QBE (Query by Example) also known as?
 - a. Query View
 - b. **The Grid**
 - c. Query Designer
 - d. Query Builder
- 2. If we have a list of customers on the left but we don't have the location listed on the right for 5 of them, what type of join would we use to return only the customers that have a location?
 - a. LEFT
 - b. RIGHT
 - c. **INNER**
 - d. OUTER

SECTION 10: VALIDATIONS AND EXPRESSIONS

- 1. What would this validation rule mean on a field that contains a Price?
[Price]>=[MinPrice]
 - a. MinPrice must be less than the Price
 - b. Price must be greater than MinPrice
 - c. Price must be equal to the MinPrice
 - d. **Price must be greater than or equal to the MinPrice**
- 2. We do not have to use the Expression Builder to add an expression to a field.
 - a. **TRUE**
 - b. FALSE

SECTION 11: REPORTS

- 1. It is possible to group fields when building a report using the Report Wizard.
 - a. **TRUE**
 - b. FALSE
- 2. Which report layout displays field headings across the top?
 - a. Justified
 - b. **Tabular**
 - c. Columnar
 - d. Standard

SECTION 12: MORE DATA TYPES

1. By default, a Yes/No checkbox will be checked.
 - a. TRUE
 - b. **FALSE**
2. To show an Excel file icon on a form, which data type do we use when adding the field to the table?
 - a. Short Text
 - b. Yes/No
 - c. **Attachment**
 - d. Number

SECTION 13: MORE ABOUT FORMS

1. If we add option buttons to the form, but they don't seem to work when we view the form, what might be the problem?
 - a. We haven't added the form control correctly.
 - b. The table the buttons refer to needs to be closed.
 - c. **We haven't used the numeric values assigned to each button in the table.**
 - d. We need to run a compact and repair to clear the cache.
2. Sarah wants to lock down her database and prevent others from making changes. However, Sarah still wants her colleagues to be able to update the Product database using the Product form. What steps does Sarah need to take?
 - a. Encrypt the database.
 - b. Set a password on the accdb file.
 - c. **Create a Navigation Form and turn off the Navigation Pane.**
 - d. Hide the Navigation Pane only.

SECTION 14: SHARE AN ACCESS DATABASE

1. Completing property information for our database assists when trying to search for Access files.
 - a. **TRUE**
 - b. FALSE
2. What must we do before encrypting the database and applying a password?
 - a. Close the database.
 - b. Run a Compact and Repair.
 - c. **Open the database for exclusive use.**
 - d. Open the database.

SECTION 15: ADDITIONAL ACCESS FEATURES

1. It is important to implement a regular schedule of compacting and repairing the database to prevent future issues.
 - a. **TRUE**
 - b. FALSE

2. What does the Database Documenter report show?
 - a. Field properties
 - b. Tables
 - c. Formatting
 - d. **All of the above.**