SECTION 17: COURSE INTRODUCTION

1. Access 2021 is best described as a spreadsheet application.
   a. TRUE
   b. **FALSE**

2. To work through this course, we need to download the course and exercise files and save them to our PC.
   a. **TRUE**
   b. FALSE

SECTION 18: PRIMARY KEYS AND INDEXES

1. It is mandatory to have a primary key field in a table.
   a. TRUE
   b. **FALSE**

2. Which of the following table fields would we be least likely to index?
   a. Product_ID
   b. Product_Name
   c. Order_Date
   d. **Product_Description**

SECTION 19: USING DATASHEET VIEW

1. Where do we go to enable Datasheet view?
   a. The Create ribbon
   b. Field Properties
   c. **Property Sheet**
   d. Design View

2. Re-arranging the order of columns in the Datasheet view also re-orders the columns in the Design view.
   a. TRUE
   b. **FALSE**

SECTION 20: LINKING TO OTHER DATABASES

1. It is not possible to tell just by looking at the task entry table which tasks are automatically scheduled, and which tasks are manually scheduled.
   a. TRUE
   b. **FALSE**

2. How do we know if a table in a database is a linked table?
   a. It's greyed out.
   b. We can't open it.
   c. **The blue arrow icon.**
   d. It's moved to the 'Linked Tables' category in the navigation pane.

SECTION 21: USING ODBC AND SQL SERVER

1. If a database is ODBC compliant then the data management aspects of it are interchangeable with other ODBC compliant systems.
   a. **TRUE**
   b. FALSE

2. If we link to a table in another ODBC compliant database that does not have a primary key, how will access deal with this?
   a. No primary key will be created.
   b. Access will prompt you to create one.
   c. **Access will automatically create one.**
   d. It's not possible to link to a table with no primary key.

SECTION 22: SPLITTING AN ACCESS DATABASE

1. Which of the following would we generally keep in the backend database?
   a. Queries
   b. Macros
   c. Forms
   d. **Tables**

2. It is possible to give each user that needs to access the database their own copy of the frontend.
   a. **TRUE**
   b. FALSE

SECTION 23: MACROS

1. What is an AutoExec macro?
   a. Just a regular macro.
   b. A macro that runs when we click on something.
   c. **A macro that runs upon opening a file.**
   d. A macro that requires user input to run.

2. Sarah works on numerous database files that are stored in a shared network location. Each time she opens a file, she gets a macro security warning. What could Sarah do to prevent this message from coming up whenever she opens files from the network drive?
   a. Modify the Trusted Publishers list.
   b. **Add the network location to the Trusted Locations list.**
   c. Add the database to the Trusted Documents list.
   d. Disable all macros.

SECTION 24: THE RIBBON

1. Which of the following is not a valid method of adding a command to the Quick Access Toolbar?
   a. Right-click > Customize Quick Access Toolbar > tick a command

b. Right-click on any command on the ribbon
c. **Drag and drop a command from the ribbon to the QAT**
d. File > Options > Quick Access Toolbar

2. It is possible to change the location of the Quick Access Toolbar.
a. **TRUE**
b. FALSE

SECTION 25: VISUAL BASIC FOR APPLICATIONS

1. When working in VBA, what color do comments show in?
a. **Green**
b. Blue
c. Black
d. Red

2. If we see an Option Explicit statement at the beginning of a macro, what does that require us to do?
a. Comment our code.
b. Compile our code before running.
c. **Declare all variables.**
d. None of the above.

SECTION 26: ACCESS EVENTS MODEL

1. If we want Access to help us create a Switchboard, what do we need to add to the Quick Access Toolbar?
a. Create Form
b. **Switchboard Manager**
c. Switchboard Maintenance
d. Switchboard Form

2. What keyboard shortcut do we use to temporarily hide the navigation pane?
a. F1
b. **F11**
c. F12
d. F2

SECTION 27: FORMS

1. If a field on a form is bound to the following expression: =IIfs(isNull([FirstName],"New","Open"), what will we see if the first name field is blank/empty?
a. **New**
b. Open
c. Nothing
d. We can only bind fields to other table fields.

2. To create a combo-box drop-down we need to provide a column source.
a. TRUE

     b.   **FALSE**

SECTION 28: ADVANCED USE OF QUERIES

1. The SQL code SELECT [First Name],[Last Name] FROM tblStudents will return the full name of the student in one column.
   a. TRUE
   b. **FALSE**

2. What is the default join type when running a query that uses fields from different tables?
   a. LEFT
   b. **INNER**
   c. RIGHT
   d. Ambiguous

SECTION 29: PROTECT THE DATABASE AND VBA CODE

1. To encrypt a database with a password, we need to open it in Exclusive mode.
   a. **TRUE**
   b. FALSE

2. If we protect the VBA code with a password and we forget the password, it can be recovered by Microsoft support.
   a. TRUE
   b. **FALSE**