CHAPTER 1 Introduction

1. Which of the following is NOT a supported operating system for Access 2019?
   1. Windows 10
   2. **Windows XP**
   3. Windows 8.1
   4. Windows 7

CHAPTER 2 Getting Started

1. Which of the following is the standard file extension for an Access 2019 database?
   1. mdb
   2. accessdb
   3. acc
   4. **accdb**

1. In Access 2019 the keyboard shortcut for accessing online help is F1.
   1. **True**
   2. False

CHAPTER 3 The Ribbon and Toolbars

1. On which of these tabs on the Access 2019 ribbon would you find the Clipboard group?
   1. Create
   2. **Home**
   3. Format
   4. Database Tools

1. The Access 2019 Quick Access Toolbar always appears above the ribbon.
   1. True
   2. **False**

1. Which of the following is NOT one of the tabs that comprise the Form Design Tools in Access 2019?
   1. Format
   2. Design
   3. Arrange
   4. **Layout**
2. It is possible to customize the Access 2019 Status Bar so that the “View Shortcuts” buttons at its right hand end are not shown.
   1. **True**
   2. False

CHAPTER 4 Keyboard Shortcuts and Key Tips

1. Which of these keys would you press to see the KeyTips on the Access 2019 ribbon?
   1. Ctrl
   2. **Alt**
   3. F1
   4. Shift

CHAPTER 5 Access Options

1. In Access 2019 you access the settings for Office Updates using the Access Options dialog.
   1. True
   2. **False**

1. Which of the following is NOT one of the available options for ScreenTip style in Access 2019?
   1. **Show ScreenTips**
   2. Don't show ScreenTips
   3. Show feature descriptions in ScreenTips
   4. Don't show feature descriptions in ScreenTips

CHAPTER 6 Tables

1. The Short Text data type in Access 2019 was known as the Memo data type in earlier versions of Access.
   1. True
   2. **False**
2. Which of these number types would you use in Access 2019 for whole numbers that range from -32,768 to +32,767?
   1. Single
   2. Decimal
   3. Byte
   4. **Integer**

13. An Access 2019 lookup field can get its values from another table in the same database.

* 1. **True**
  2. False

1. Which of the following is NOT one of the possible values for the Indexed property of a field in a table in an Access 2019 database?
   1. Yes (No Duplicates)
   2. Yes (Duplicates OK)
   3. Yes
   4. **No (Duplicates OK)**
2. When using the Lookup Wizard in Access 2019 it is possible to specify more than one column in the list when entering the list of available values.
   1. **True**
   2. False

1. Which of the following is NOT a valid Access 2019 data type?
   1. Short text
   2. Long text
   3. **Memo**
   4. Currency

CHAPTER 7 Importing Data

1. In Access 2019 it is possible to import data from a SharePoint list.
   1. **True**
   2. False

1. Which of the following is NOT a standard option when importing data into Access 2019 from an Excel spreadsheet?
   1. Link to the data source by creating a linked table
   2. **Create an append query using the source data**
   3. Append a copy of the records to the table
   4. Import the source data into a new table in the current database

CHAPTER 8 Backup, Compact and Repair

1. It is recommended that you keep each Access 2019 database’s backups on the same device as the database itself.
   1. True
   2. **False**

CHAPTER 9 Datasheet View

1. Which of these is NOT a standard Access 2019 Text Filter?
   1. Equals...
   2. Ends With...
   3. **Between...**
   4. Contains...
2. The shortcut buttons on the right of the Access 2019 status bar vary depending on the type of object selected.
   1. **True**
   2. False
3. When using Datasheet View in Access 2019, which of the following is NOT one of the commands in the Records group on the Home tab on the ribbon?
   1. **Descending**
   2. Delete
   3. New
   4. Save
4. When using the Access 2019 Column Width dialog in Datasheet View there is a Best Fit option.
   1. **True**
   2. False

CHAPTER 10 Relationships

1. Which of the following is the standard data type used for an Access 2019 AutoNumber field?
   1. **Long integer**
   2. Decimal
   3. Short integer
   4. Byte
2. One of the options when creating a relationship in Access 2019 is whether to enforce referential integrity.
   1. **True**
   2. False
3. On which tab on the Access 2019 ribbon would you find the Relationships group?
   1. External Data
   2. Create
   3. **Database Tools**
   4. Home

CHAPTER 11 Forms

1. One advantage of using Layout View over Design View when developing forms in Access 2019 is that you can see the data in the form fields in Layout View.
   1. **True**
   2. False
2. If you select Auto Order in the Access 2019 Tab Order dialog, in what tab order will the controls on the current form or section be arranged?
   1. Left to right
   2. Right to left
   3. **Top to bottom and left to right**
   4. Top to bottom and right to left
3. Single Form and Continuous Forms are two of the options for the Default View of a form in Access 2019.
   1. **True**
   2. False
4. Which of the following is NOT a standard type of form control in Access 2019?
   1. **Note**
   2. Text Box
   3. Combo Box
   4. Label
5. In Access 2019 it is possible to prevent users from selecting a control on a form by changing the control’s Enabled property from False to True.
   1. True
   2. **False**

CHAPTER 12 Subforms

1. When setting up a subform in an Access 2019 form, which property of the subform specifies the field on the subform that corresponds to the field on the form specified by the Link Master Fields property of the subform?
   1. **Link Child Fields**
   2. Link Parent Fields
   3. Link Relationship Fields
   4. Link Dependent Fields

CHAPTER 13 Queries

1. The criteria that limit the selection in an Access 2019 query are contained in the SQL WHERE clause.
   1. **True**
   2. False
2. Which of the following is NOT one of the Access 2019 query types?
   1. **Modify**
   2. Delete
   3. Make Table
   4. Append

CHAPTER 14 Expressions

1. When specifying a date constant in an Access 2019 expression the date should be written between # (hash) characters.
   1. **True**
   2. False
2. Which of the following can be used for comparison in an Access 2019 expression?
   1. Above
   2. Below
   3. Outside
   4. **Between**

CHAPTER 15 Reports

1. The Access 2019 Report Wizard includes an option to choose Portrait or Landscape orientation for a report.
   1. **True**
   2. False
2. Which of the following can be used in an expression in an Access 2019 report to specify the total number of pages in the report?
   1. [PageTotal]
   2. [TotalPages]
   3. **[Pages]**
   4. [Total]
3. When using the Access 2019 Report Wizard you can sort detail records on up to 8 fields.
   1. True
   2. **False**

CHAPTER 16 Printing

1. On which Access 2019 ribbon tab would you find the Database Documenter?
   1. Create
   2. **Database Tools**
   3. Print
   4. Home
2. By default the Quick Print option in Access 2019 is available from either the Quick Access Toolbar or Backstage View.
   1. **True**
   2. False

CHAPTER 17 More Data Types

1. Which of the following is an Access 2019 data type?
   1. Text
   2. **Attachment**
   3. Money
   4. Memo

CHAPTER 28 More About Forms

1. An Access 2019 Navigation Form can have just vertical tabs, just horizontal tabs or a combination of vertical and horizontal tabs.
   1. **True**
   2. False
2. If the Navigation Pane is hidden in Access 2019 pressing which key would normally show it?
   1. F1
   2. F8
   3. **F11**
   4. F12

CHAPTER 19 Exporting

1. In Access 2019 it is generally possible to export an object to a PDF format file but not to an XPS format file.
   1. True
   2. **False**

CHAPTER 20 Application Parts

CHAPTER 21 More Access Options

1. In the Access Options in Access 2019 which of the following is NOT one of the options for "Behavior entering field"?
   1. **Clear field**
   2. Go to end of field
   3. Select entire field
   4. Go to start of field

CHAPTER 22 The Info Tab

1. To be able to set a password to restrict access to your database in Access 2019 you must have the database open in Readonly mode.
   1. True
   2. **False**
2. Which of the following is NOT one of the tabs in the Access 2019 Database Properties dialog?
   1. Custom
   2. **Advanced**
   3. Summary
   4. Contents