

Experiencing MIS, 9e (Kroenke)

Chapter Extension 7 Using Microsoft Access 2019

1) Before using a database management system (DBMS), a user should create a(n) _____.

- A) data model
- B) database
- C) identifier
- D) attribute

Answer: A

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

2) Which of the following is the first activity to be performed while creating a database using Microsoft Access?

- A) naming the database
- B) assigning field names
- C) creating field description
- D) creating a table

Answer: A

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

3) Which of the following statements is TRUE of naming a new database in Microsoft Access?

- A) A user must type the name of the new database in the blank provided under File Name.
- B) A user must select the name of his new database from the drop-down list provided next to the File Name.
- C) Microsoft Access opens the new database with the default name, database 1.
- D) Microsoft Access requires a user to name the new database before selecting a Blank desktop database.

Answer: A

AACSB: Information Technology

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

4) Microsoft Access opens a new database by creating a _____.

- A) new Word document in the cloud
- B) default Microsoft spreadsheet named A1
- C) default table named Table
- D) shared storage space in the server

Answer: C

AACSB: Information Technology

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

5) In Microsoft Access, different attributes are referred to as _____.

- A) identifiers
- B) keys
- C) entities
- D) fields

Answer: D

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

6) In Microsoft Access, the description of fields is used to _____.

- A) document the details of each field
- B) define rules for how each field should behave
- C) define how the fields should behave in case of exceptions
- D) specify the data types of the fields

Answer: A

AACSB: Information Technology

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

7) Which of the following is a valid entry for field size if the data type of the field is Number?

- A) alphanumeric
- B) special characters
- C) long integer
- D) character

Answer: C

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

8) Which of the following statements is TRUE about a primary key in Microsoft Access?

- A) Only one field in a table can be marked as the primary key.
- B) The attribute which is italicized is the primary key.
- C) A primary key should have its Required Field property set to No.
- D) A foreign key can be used as one of the fields for a primary key.

Answer: D

AACSB: Information Technology

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

9) Before using any database management system (DBMS), a user should create a data model based on users' requirements.

Answer: TRUE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

10) In Microsoft Access, an underlined attribute is a primary key and an italicized attribute is a foreign key.

Answer: TRUE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

11) Microsoft Access opens a new database by creating a default table named Table A.

Answer: FALSE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

12) In Microsoft Access, one must select the relationships option in the Design tab to modify the design of a default table.

Answer: FALSE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

13) Every field in Microsoft Access must have a Description associated with it.

Answer: FALSE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

14) The Description field in Microsoft Access is used mainly for documentation.

Answer: TRUE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

15) Any text entered as the Description of a field is displayed as help text on forms.

Answer: TRUE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

16) In Microsoft Access, "Integer" is a valid entry for Field Size if the Data Type is "Text."

Answer: FALSE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

17) What steps must a database designer take before creating a database with Microsoft Access?

Answer: A designer needs to first create a data model from a list of the users' requirements.

Then, the data model must be transformed into a database design. Only at this point should tables be created in a database management system (DBMS).

AACSB: Information Technology

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

18) Explain the procedure for creating a new database using Microsoft Access.

Answer: To create a new database, select Blank desktop database from the templates displayed in the center of the opening screen. Then, type the name of the new database under File Name. Microsoft Access will suggest a directory; change it if another one should be used, and then click Create. Microsoft Access opens the new database by creating a default table named Table.

AACSB: Information Technology

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

19) Relationships can be defined in Microsoft Access by selecting the _____ tab in the ribbon.

A) Database Tools

B) External Data

C) Connections

D) Add-Ons

Answer: A

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-2: How Do You Create Relationships?

Classification: Concept

20) In Microsoft Access, to create a relationship between one row of a table and an unlimited number of rows in another table, users should _____.

A) drag the primary key in one table to the foreign key in another table

B) create a link between the foreign keys of both the tables

C) drag the foreign key in one table to the primary key in another table

D) create a link between the primary key in one table to the primary key in another table

Answer: A

AACSB: Information Technology

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-2: How Do You Create Relationships?

Classification: Concept

21) Russell works on two tables in Microsoft Access. One is for contractual employees, whereas, the other is for permanent employees. He creates a relationship between the two tables. Which of the following steps should Russell take next?

- A) create macros
- B) enter data
- C) provide table descriptions
- D) create queries

Answer: B

AACSB: Reflective Thinking

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-2: How Do You Create Relationships?

Classification: Application

22) In Microsoft Access, after creating a relationship between two tables, the user cannot and need not assign values for the _____.

- A) queries
- B) primary key
- C) foreign key
- D) add-ons

Answer: C

AACSB: Information Technology

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-2: How Do You Create Relationships?

Classification: Concept

23) In Microsoft Access, a user has to define the relationship between two tables before creating them.

Answer: FALSE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-2: How Do You Create Relationships?

Classification: Concept

24) In Microsoft Access, relationships can be defined by selecting the Database Tools tab.

Answer: TRUE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-2: How Do You Create Relationships?

Classification: Concept

25) To create a relationship between one row of a table and an unlimited number of rows in another table using Microsoft Access, users must drag the foreign key in one table to the primary key in another table.

Answer: FALSE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-2: How Do You Create Relationships?

Classification: Concept

26) To delete data in Microsoft Access, a user should double-click the table name in the left-hand pane.

Answer: FALSE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-2: How Do You Create Relationships?

Classification: Concept

27) Explain the procedure for establishing a relationship between two tables in Microsoft Access.

Answer: After creating tables in Microsoft Access, the next step is to define relationships. This can be done by clicking the Database Tools tab in the ribbon and then clicking the Relationships icon near the left-hand side of that ribbon. The Relationships window will open and the Show Table dialog box will be displayed. Double-clicking on table names will add those tables to the Relationships window. Close the Show Table dialog box.

To create a relationship between one row of the first table and an unlimited number of rows in the second table, click on the primary key attribute in the first table and drag that attribute on top of the foreign key in the second table. In the dialog box, click Enforce Referential Integrity, then Cascade Update Related Fields, and then Cascade Delete Related Records. Close the Relationships window and save the changes when requested to do so. The database now has two tables and a relationship.

AACSB: Information Technology

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-2: How Do You Create Relationships?

Classification: Concept

28) Which of the following is one of the alternatives for creating a data entry form in Microsoft Access?

- A) data definition tab
- B) query wizard
- C) property sheet
- D) default table display

Answer: D

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-3: How Do You Create a Data Entry Form?

Classification: Concept

29) Ramona works for City Hospital. She wants to fill in details of the hospital staff into the database, but she does not want to use the default table display. She prefers a design that would be easier to use and view. Which of the following options would suit Ramona's requirements?

- A) form
- B) tab order
- C) property sheet
- D) table

Answer: A

AACSB: Reflective Thinking

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-3: How Do You Create a Data Entry Form?

Classification: Application

30) Jane is performing a monthly check on her company's database. She finds records of a number of employees who are no longer working with the company and whose details need to be deleted. To delete the records, Jane would have to select the Records section in the _____ tab.

- A) Database tools
- B) Home
- C) Fields
- D) External Data

Answer: B

AACSB: Reflective Thinking

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-3: How Do You Create a Data Entry Form?

Classification: Application

31) Microsoft Access provides a default table display for creating a data entry form.

Answer: TRUE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-3: How Do You Create a Data Entry Form?

Classification: Concept

32) In Microsoft Access, the option to generate a data entry form is present in the Create ribbon.

Answer: TRUE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-3: How Do You Create a Data Entry Form?

Classification: Concept

33) In Microsoft Access, a surrogate key has no meaning to the user.

Answer: TRUE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-3: How Do You Create a Data Entry Form?

Classification: Concept

34) Explain the different alternatives provided by Microsoft Access for creating data entry forms.

Answer: Microsoft Access provides several alternatives for creating a data entry form. The first is to use the default table display. The default table display provided by Microsoft Access can be used to enter the required data. This data entry display, although convenient, is limited in its capability. It also does not provide a very pleasing user interface. For more generality and better design, users can use the Microsoft Access form generator. The form generator can generate a data entry form that is more pleasing to view and easier to use than the default table. To use this form, first click the Create tab to open the Create ribbon. Next, click the table for which they want to enter data. Finally, click Form. Microsoft Access uses metadata about the tables and their relationship to create the data entry form.

AACSB: Information Technology

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-3: How Do You Create a Data Entry Form?

Classification: Concept

35) All relational database management system (DBMS) products can process the _____ query language.

- A) SQL
- B) PHP
- C) DB10
- D) HTML

Answer: A

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-4: How Do You Create Queries Using the Query Design Tool?

Classification: Concept

36) Which of the following statements is TRUE about queries in Microsoft Access?

- A) Only rows with value matches in all tables are shown by default if more than one table is selected.
- B) Only rows having 'Number' data type can be used to arrange the results of a query in ascending order.
- C) Queries can include fields from only one table.
- D) The query design option is present in the Database Tools tab.

Answer: A

AACSB: Information Technology

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-4: How Do You Create Queries Using the Query Design Tool?

Classification: Concept

37) Microsoft Access can process SQL.

Answer: TRUE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-4: How Do You Create Queries Using the Query Design Tool?

Classification: Concept

38) Though Microsoft Access can be used to create and process queries, it does not provide a graphical interface for the queries.

Answer: FALSE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-4: How Do You Create Queries Using the Query Design Tool?

Classification: Concept

39) To create a query in Microsoft Access, one must drag columns out of the required tables into the grid in the lower part of the query definition form.

Answer: TRUE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-4: How Do You Create Queries Using the Query Design Tool?

Classification: Concept

40) By default, for queries of two or more tables, Microsoft Access shows only those rows that have value matches in both tables.

Answer: TRUE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-4: How Do You Create Queries Using the Query Design Tool?

Classification: Concept

41) Leonard, a librarian, needs to create a report using data from a table that lists books on management studies and another that lists books on law. Which of the following tools will help Leonard create his report?

A) Report Wizard

B) Navigation tab

C) Report Design

D) SharePoint lists

Answer: A

AACSB: Reflective Thinking

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-5: How Do You Create a Report?

Classification: Application

42) Which of the following tabs in Microsoft Access is used to generate reports?

A) Create

B) Data

C) Tools

D) Format

Answer: A

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-5: How Do You Create a Report?

Classification: Concept

43) Which of the following statements is TRUE of reports in Microsoft Access?

- A) Reports can be created by using the sections in the Database Tools tab.
- B) The Report Wizard is required when data from more than one table is to be used.
- C) Only the primary key's column width can be increased in a report.
- D) A report cannot be used to present the sum or average of values stored in a database.

Answer: B

AACSB: Information Technology

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-5: How Do You Create a Report?

Classification: Concept

44) To create a report in Microsoft Access with data from a single table, we must use the Report Wizard.

Answer: FALSE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-5: How Do You Create a Report?

Classification: Concept

45) In Microsoft Access, a report is created using a process similar to that for forms.

Answer: TRUE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-5: How Do You Create a Report?

Classification: Concept

46) The option to create reports can be found in the Database Tools tab of Microsoft Access.

Answer: FALSE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-5: How Do You Create a Report?

Classification: Concept

47) In Microsoft Access reports, the Grouping & Totals section contains the options to display totals in a report.

Answer: TRUE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-5: How Do You Create a Report?

Classification: Concept

48) How can a user generate reports in Microsoft Access?

Answer: Users can create a report using a process similar to that for forms, but the report won't include data from more than one table. Report Wizard is used to create a report with data from two or more tables. Click the Create tab, and then in the Reports section click Report Wizard. Now, select the tables in the Table/Queries combo box, highlight the field in the Available Fields list, and click the single chevron (>) to add the selected field to the report. Using a similar process, other fields can be added, even from other tables. On clicking Finish, the report is generated.

AACSB: Information Technology

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-5: How Do You Create a Report?

Classification: Concept

49) How can one identify a primary key in a data model?

A) It is underlined.

B) It is italicized.

C) It has the title 'primary key' next to it.

D) It is bold.

Answer: A

AACSB: Information Technology

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

50) A table should have multiple primary keys.

Answer: TRUE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

51) In Access, what is the next step after the tables are created?

A) The relationships are defined.

B) The referential integrity is created.

C) The connection is made between all keys.

D) The foreign keys are created.

Answer: A

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-2: How Do You Create Relationships?

Classification: Concept

52) In Access, there are several ways to create a data entry form.

Answer: TRUE

AACSB: Reflective Thinking

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-3: How Do You Create a Data Entry Form?

Classification: Application

53) It is difficult to make a data entry form more pleasing and easier to use.

Answer: FALSE

AACSB: Reflective Thinking

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-3: How Do You Create a Data Entry Form?

Classification: Application

54) Access does not remember relationships between tables.

Answer: FALSE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-4: How Do You Create Queries Using the Query Design Tool?

Classification: Concept

55) How does one run in query in Access?

A) Choose the red exclamation point.

B) Type "RUN" in the query box.

C) Write code to run.

D) Contact the IT department.

Answer: A

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-4: How Do You Create Queries Using the Query Design Tool?

Classification: Concept

56) Kathy wants to show a summary of all of the sales for the region at the bottom of the report. How does she get started?

- A) In Design View, Click Group & Sort, then Grouping & Totals.
- B) Click the SUM button.
- C) Under tools, click the Group & Sort button.
- D) Summaries can only be created with queries.

Answer: A

AACSB: Information Technology

Difficulty: 2: Moderate

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-5: How Do You Create a Report?

Classification: Concept

57) When you create a database, you have to save your database in the default directory.

Answer: FALSE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-1: How Do You Create Tables?

Classification: Concept

58) What is the next step after the tables are created when creating a database.

- A) Define relationships.
- B) Define the entities.
- C) Create the foreign keys.
- D) Name the table.

Answer: A

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-2: How Do You Create Relationships?

Classification: Concept

59) Access provides options for customizing and organizing data entry forms.

Answer: TRUE

AACSB: Reflective Thinking

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-3: How Do You Create a Data Entry Form?

Classification: Application

60) Queries are not useful in Access.

Answer: FALSE

AACSB: Information Technology

Difficulty: 1: Easy

Course LO: Discuss best practices for using and managing databases.

Learning Obj: LO CE7-4: How Do You Create Queries Using the Query Design Tool?

Classification: Concept