Experiencing MIS, 9e **(Kroenke)**
Chapter Extension 8 Using Excel and Access Together

1) A user can readily create data entry forms, queries, and sophisticated and professional reports with the help of _____.
A) Microsoft Publisher
B) Microsoft Access
C) Microsoft Word
D) Microsoft Excel
Answer: B
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-1: Why Use Excel and Access Together?
Classification: Concept

2) Debbie works for an automobile manufacturing plant. Her job profile comprises tracking orders, inventory, and equipment. Which of the following is best suited to assist Debbie with her duties?
A) Microsoft Access
B) Microsoft Word
C) Microsoft PowerPoint
D) Microsoft Publisher
Answer: A
AACSB: Reflective Thinking
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-1: Why Use Excel and Access Together?
Classification: Application

3) Which of the following is an advantage of Microsoft Excel over Microsoft Access?
A) Microsoft Excel is superior for tracking orders, inventory, and equipment.
B) Microsoft Excel is superior for tracking people, such as employees and customers.
C) Microsoft Excel is superb at processing interrelated formulas and creating stylish graphics.
D) Microsoft Excel is better at creating data entry forms, queries, and professional reports.
Answer: C
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-1: Why Use Excel and Access Together?
Classification: Concept

4) Microsoft Access is a database management system.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-1: Why Use Excel and Access Together?
Classification: Concept

5) Microsoft Excel is superior to Microsoft Access for tracking orders, inventory, equipment, and people.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-1: Why Use Excel and Access Together?
Classification: Concept

6) To use Microsoft Excel to process data stored in Microsoft Access, it is recommended to rekey all of the Access data into Excel.
Answer: FALSE
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-1: Why Use Excel and Access Together?
Classification: Concept

7) Explain the significance of using Microsoft Access and Microsoft Excel together.
Answer: Microsoft Excel is good at processing interrelated formulas. Due to this feature, business users often select Excel for processing financial statements, creating budgets, and performing financial analyses. Excel can be used to create sophisticated and stylish graphics with very little work from the user. Microsoft Access is a database management system (DBMS), and the primary purpose of a DBMS is to keep track of things. Access is superior for tracking orders, inventory, equipment, people, and so forth. Users can readily create data entry forms, queries, and sophisticated and professional reports with Access. So, it is often necessary to use Excel to process data stored in Access and vice versa. For example, Excel can be used to create graphs of Access data and Access can be used to summarize Excel data and produce sophisticated reports.
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-1: Why Use Excel and Access Together?
Classification: Concept

8) Peter requires data from the company's database to create a report on the attrition rate for the year. He transfers the required numbers from the database onto an Excel sheet where he can tabulate them. This process is an example of _____.
A) auto transfer
B) import/export
C) buffer overrun
D) reallocation
Answer: B
AACSB: Reflective Thinking
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-2: What Is Import/Export?
Classification: Application

9) Which of the following statements is TRUE of delimited files?
A) Microsoft Access can import only tab-delimited files.
B) Delimited files cannot be imported by Microsoft Excel.
C) A comma-delimited file has data that contains commas.
D) Field values in a tab-delimited file are separated by tabs.
Answer: D
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-2: What Is Import/Export?
Classification: Concept

10) Which of the following is TRUE about the import/export of data from Microsoft Access to Microsoft Excel?
A) Data can only be transferred by exporting the data into a text file and then importing that text data.
B) Delimited text files cannot be imported into both Microsoft Excel and Microsoft Access.
C) The import/export process in both Microsoft Access to Microsoft Excel maintains an active connection to the source of the data.
D) Data must be reimported to Microsoft Excel in order to remain up-to-date if the source data in Microsoft Access is modified.
Answer: D
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-2: What Is Import/Export?
Classification: Concept

11) Delimited text files can be imported to Microsoft Access by selecting the _____ tab.
A) Home
B) Create
C) Database Tools
D) External Data
Answer: D
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-2: What Is Import/Export?
Classification: Concept

12) Roy is in charge of logistics at a courier company. He inputs data into the company's database and imports it from there onto an Excel sheet whenever required. Given that he transfers the data using text files, which of the following sequence of steps is he most likely to follow to import the data?
A) Insert tab → Get External Data → From Access
B) Edit tab → Get External Data → From Access
C) File tab → Get External Data → From Text
D) External Data tab → New Data Source → Text File
Answer: D
AACSB: Reflective Thinking
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-2: What Is Import/Export?
Classification: Application

13) Import/export is the process of transferring data from one computer system to another.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-2: What Is Import/Export?
Classification: Concept

14) In Microsoft Excel and Microsoft Access, import/export maintains an active connection to the source of the data.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-2: What Is Import/Export?
Classification: Concept

15) If users change the Microsoft Access data, the imported data in Microsoft Excel will be out-of-date until it is reimported.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-2: What Is Import/Export?
Classification: Concept

16) While saving data in text files, commas cannot be used to separate field data if the data itself contains commas.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-2: What Is Import/Export?
Classification: Concept

17) Delimited text files cannot be imported into either Microsoft Excel or Microsoft Access.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-2: What Is Import/Export?
Classification: Concept

18) To import data into Microsoft Excel, open Excel, click the Data tab, and in the Get External Data section of that ribbon, click From Text.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-2: What Is Import/Export?
Classification: Concept

19) Data can be exchanged between Microsoft Excel and Microsoft Access by exporting the data into a text file and then importing that text data.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-2: What Is Import/Export?
Classification: Concept

20) To exchange data between Microsoft Excel and Microsoft Access, the data must be imported into a text file and then exported.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-2: What Is Import/Export?
Classification: Concept

21) What is import/export of data? Why is it necessary to refresh the import/export data in Microsoft Excel and Microsoft Access on a timely basis?
Answer: Import/export is the process of transferring data from one computer system to another. In almost all cases, including Microsoft Excel and Microsoft Access, import/export does not maintain an active connection to the source of the data. If users subsequently change the Access data, the imported data in Excel will be out of date until the users reimport it. As the imported data can become outdated, users should develop procedures (either manual or automated) to ensure that data are refreshed on a timely basis.
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-2: What Is Import/Export?
Classification: Concept

22) What are delimited text files?
Answer: Delimited text files are files that have field values separated by common symbols known as delimiters. The files that use commas as delimiters are known as comma-delimited files. Sometimes, however, the data itself contains commas, and so commas cannot be used to separate field data. In that case, some other character is used to delimit the fields. The tab character is frequently used, in such cases; the export file is called a tab-delimited file. Delimited text files are easy to import into either Microsoft Excel or Microsoft Access.
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-2: What Is Import/Export?
Classification: Concept

23) Joan works for Human Resources at a content development firm. She recruits candidates from multiple fields of study. As a result, the firm is a pool of talent from different disciplines. To depict this diversity, Joan wants to calculate the percentage of employees in each discipline and represent the number on a pie chart using Excel. Which of the following sequence of steps should Joan follow to create her chart?
A) Add → Charts → Pie
B) Insert → Illustrations → Pie
C) Diagrams → Illustrations → Pie
D) Insert → Charts → Pie
Answer: D
AACSB: Reflective Thinking
Difficulty: 3: Challenging
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-3: How Can You Create Charts with Excel?
Classification: Application

24) Matthew, the head of the sales department, has noticed a significant decline in performance in one of his sales teams over the years. He wants to compare the team's performance data over the last five years to study the exact decline percentage. Which of the following Microsoft Excel diagrams should Matthew use for this purpose?
A) pie charts
B) column charts
C) doughnut charts
D) Venn diagrams
Answer: B
AACSB: Reflective Thinking
Difficulty: 3: Challenging
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-3: How Can You Create Charts with Excel?
Classification: Application

25) Which of the following tabs in Microsoft Excel contains the option to create a column chart?
A) Data
B) Home
C) Insert
D) Tools
Answer: C
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-3: How Can You Create Charts with Excel?
Classification: Concept

26) Which of the following shows the correct sequence of steps for creating a column chart in Microsoft Excel?
A) Diagrams → Illustrations → Column
B) Add-Ins → Charts → Column
C) Insert → Illustrations → Column
D) Insert → Charts → Column
Answer: D
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-3: How Can You Create Charts with Excel?
Classification: Concept

27) Microsoft Excel includes comprehensive tools for graphing data.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-3: How Can You Create Charts with Excel?
Classification: Concept

28) A pie chart can be created by selecting the Charts option from the Data tab in Microsoft Excel.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-3: How Can You Create Charts with Excel?
Classification: Concept

29) A pie chart can be used to compare results of various data for two years or more.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-3: How Can You Create Charts with Excel?
Classification: Concept

30) If a user clicks on a graph in Microsoft Excel, it will show a special tab called Chart Tools that can be used to customize the graph.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-3: How Can You Create Charts with Excel?
Classification: Concept

31) To create a column chart, the data is highlighted and the Column option in the Charts section of the Insert tab is selected.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-3: How Can You Create Charts with Excel?
Classification: Concept

32) Explain the procedure for creating graphs in Microsoft Excel.
Answer: Microsoft Excel includes comprehensive tools for graphing data. It can be used to construct column and bar charts, pie charts, line and scatter plots, and others graphs. Graphs can be created by clicking the Insert tab in the ribbon, selecting the Charts section of that ribbon, and selecting the required graph from the dropdowns.
For example, to create a pie chart, we must highlight the cells that have the required data, click the Insert tab in the ribbon, and in the Charts section of that ribbon select the Pie icon. Excel can create several different versions of pie charts.
Excel provides many different tools to customize a graph. To access them, click the graph you want to change. Excel will show a special tab called Chart Tools at the top of the window. Click Chart Tools to make them available.
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-3: How Can You Create Charts with Excel?
Classification: Concept

33) In Microsoft Access, the Totals button is present in the _____ section of the Design tab.
A) Import/Export
B) Show/Hide
C) Query Type
D) Query Setup
Answer: B
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-4: How Can You Create Group Totals in Access?
Classification: Concept

34) An organization stores the details of its employees using Microsoft Access. The Employee table has EmployeeName, EmployeeID, Department, and Salary columns. Which of the following statements is TRUE?
A) To view the average salary drawn by the employees of each department, the Group By option should be selected in the Total row under Salary.
B) To count the number of employees in each department, the Group By option should be selected under EmployeeID, and the Count option under Department.
C) To find the sum of salaries drawn by the employees of each department, the Group By option should be selected under Department and Sum under Salary.
D) To count the number of employees having the same salary, the Group By option should be selected under EmployeeID, and Count under Salary.
Answer: C
AACSB: Information Technology
Difficulty: 3: Challenging
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-4: How Can You Create Group Totals in Access?
Classification: Synthesis

35) A school stores attendance records of its students in a Microsoft Access database. The Attendance table has StudentName, StudentID, Grade, and DateAbsent columns. Each time a student is absent, an entry is made into the database. Which of the following statements is TRUE?
A) To find the average number of days students of each grade are absent, Group By should be selected under Grade and Avg under StudentID.
B) To find the number of days each student is absent, Group By should be selected for StudentID, and Count for DateAbsent.
C) To see which students were absent on a particular day, Group By should be selected for StudentName.
D) To see the number of students absent in a particular grade on a given day, Group By should be selected for both DateAbsent and StudentID.
Answer: B
AACSB: Information Technology
Difficulty: 3: Challenging
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-4: How Can You Create Group Totals in Access?
Classification: Synthesis

36) Which of the following statements is TRUE of queries?
A) In Microsoft Access, a query can be based on the results of other queries that have been saved.
B) To inform Microsoft Access that the fields of two tables are the same, select the Group By option for both fields.
C) The Group By option becomes available when Append is clicked under the Design tab.
D) When the results of a query are imported by Microsoft Excel, they cannot be operated on.
Answer: A
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-4: How Can You Create Group Totals in Access?
Classification: Concept

37) The Totals button is present in the Results section of the Design tab.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-4: How Can You Create Group Totals in Access?
Classification: Concept

38) The Average function and Group By cannot be used in the same query.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-4: How Can You Create Group Totals in Access?
Classification: Concept

39) How are group totals created in Microsoft Access?
Answer: Open the relevant database, click the Create tab, click Query Design, and then select a table for the query. After adding a table, click Close. Now add the fields to the query contents table by double-clicking on them in the table diagram. Click the Totals button in the Show/Hide section of the Design tab. In response, Microsoft Access adds a row labeled Total to the query contents table. To group the rows by a particular field, select the keyword Group By in the Total row under that field in the query contents table. To find the total of a field, select the keyword Sum under the appropriate column. Run the query by clicking the large exclamation point in the Results section of the Design ribbon.
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-4: How Can You Create Group Totals in Access?
Classification: Concept

40) How can Microsoft Excel be used to graph Microsoft Access data?
Answer: Microsoft Access data, including queries, can be imported to Microsoft Excel to display the results with the help of Excel's graphing capabilities. To import data into Excel, open Excel, click the Data tab in the ribbon and then, in the Get External Data section, select From Access option. Excel will query Access to determine the tables and queries that exist in the chosen database.
Next, Excel will ask the user on how the data should be displayed. Choose Table and Existing worksheet, and enter an absolute address for the top, left-hand corner of the table. Use the displayed data to create graphs in Excel.
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-4: How Can You Create Group Totals in Access?
Classification: Concept

41) Which of the following shows the correct sequence of steps for formatting currency values in Microsoft Excel?
A) Home → Number → Currency
B) Data → Number → Currency
C) Home → Editing → Currency
D) Data → Editing → Currency
Answer: A
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-5: How Can You Use Excel to Graph Access Data?
Classification: Concept

42) Microsoft Access queries can be imported into Microsoft Excel.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-5: How Can You Use Excel to Graph Access Data?
Classification: Concept

43) Importing data from Microsoft Access to Microsoft Excel is easily achieved by clicking the Data tab and directing Excel to get the external data from Access.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-5: How Can You Use Excel to Graph Access Data?
Classification: Concept

44) A _____, which is a subset of the cells in a worksheet that has a unique name, enables data to be transferred from Microsoft Excel to Microsoft Access.
A) specified label
B) consolidation table
C) named range
D) calculated column
Answer: C
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-6: How Can You Use Access to Report Excel Data?
Classification: Concept

45) Which of the following procedures must be used to create a named range for data in Microsoft Excel?
A) highlight the required data → click the Formulas tab → click Define Name in the Defined Names section → enter a suitable name
B) highlight the required data → click the Home tab → click Insert Name in the Cells section → enter a suitable name
C) highlight the required data → click the Data tab → click Connections in the Connections section →? enter a suitable name
D) highlight the required data → click the Design tab → click Property Sheet in the Show/Hide section → enter a suitable name
Answer: A
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-6: How Can You Use Access to Report Excel Data?
Classification: Concept

46) A user can produce two different reports from a single set of Microsoft Excel data, by importing this data into Microsoft Access and using the Access report generator.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-6: How Can You Use Access to Report Excel Data?
Classification: Concept

47) A data table is a subset of the cells in a worksheet that has a unique name and is used to transfer data from Microsoft Excel to Microsoft Access.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-6: How Can You Use Access to Report Excel Data?
Classification: Concept

48) In Microsoft Excel, a single space is used to separate the words in range names.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-6: How Can You Use Access to Report Excel Data?
Classification: Concept

49) Microsoft Excel cannot be used to perform calculations on data imported from Microsoft Access.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-7: How Can You Combine Excel and Access to Analyze Data?
Classification: Concept

50) Sum and average functions cannot be used in Microsoft Excel on imported data that have been created using group totals in Microsoft Access.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-7: How Can You Combine Excel and Access to Analyze Data?
Classification: Concept

51) A user can import and export data between Access and Excel.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-1: Why Use Excel and Access Together?
Classification: Concept

52) Once data is imported from Access to Excel it automatically stays updated.
Answer: FALSE
AACSB: Reflective Thinking
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-2: What Is Import/Export?
Classification: Application

53) When a chart is created in Excel, the first cell contains the default title for the chart.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-3: How Can You Create Charts with Excel?
Classification: Concept

54) You can do all of the following in the total row EXCEPT _____.
A) import/export
B) average values
C) count data values
D) print data
Answer: B
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-4: How Can You Create Group Totals in Access?
Classification: Concept

55) Excel can request Access to run queries.
Answer: TRUE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-5: How Can You Use Excel to Graph Access Data?
Classification: Concept

56) If you are using Microsoft Excel and Microsoft Access together what is better than rekeying the data?
A) copying and pasting the data
B) summarizing the data
C) exporting the data
D) process interrelated formulas
Answer: C
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-1: Why Use Excel and Access Together?
Classification: Concept

57) Lisa wants to export data from Excel to Access but the data stores commas. What should she do?
A) Data with commas cannot be exported.
B) Download the text file and remove the commas.
C) Use a comma-delimited file.
D) Use a tab-delimited file.
Answer: D
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-2: What Is Import/Export?
Classification: Concept

58) You must be an expert in Excel to create charts.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-3: How Can You Create Charts with Excel?
Classification: Concept

59) In Microsoft Access you can only run a query using two tables or less.
Answer: FALSE
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-4: How Can You Create Group Totals in Access?
Classification: Concept

60) You can run Access queries with Excel.
Answer: TRUE
AACSB: Information Technology
Difficulty: 2: Moderate
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-5: How Can You Use Excel to Graph Access Data?
Classification: Concept

61) What is the first step when you want to import data from Excel to Access?
A) Open the workbook that has the data.
B) Consolidate all of the data in Excel and Access.
C) Close the workbook that has the data.
D) Create a named column.
Answer: C
AACSB: Information Technology
Difficulty: 1: Easy
Course LO: Discuss best practices for using and managing databases.
Learning Obj: LO CE8-6: How Can You Use Access to Report Excel Data?
Classification: Concept