

Name _____

Date _____

Access 2007: Chapter 3

1. _____ means modifying data to keep it up-to-date.
 - a. Maintaining the database
 - b. Restructuring the database
 - c. Archiving the database
 - d. Deleting the database

2. _____ means changing the database structure.
 - a. Maintaining the database
 - b. Restructuring the database
 - c. Archiving the database
 - d. Deleting the database

3. _____ means looking for records that satisfy some criteria.
 - a. Sorting
 - b. Parsing
 - c. Searching
 - d. none of the above

4. When records are no longer needed, _____ the table.
 - a. delete the records from
 - b. duplicate the records in
 - c. restructure the records in
 - d. none of the above

5. To have only the record or records that satisfy the criterion appear, use a _____.
 - a. property
 - b. object
 - c. filter
 - d. none of the above

6. The simplest type of filter is called _____.
 - a. Advanced Filter/Sort
 - b. Filter by Form
 - c. A Common Filter
 - d. Filter by Selection

7. When you initially create a database, you define its _____, that is, you assign names and types to all the fields.
 - a. filters
 - b. keywords
 - c. structure
 - d. none of the above

8. A _____ allows the user to select from a list of values.
- Listup field
 - Lookup field
 - Hint list
 - none of the above
9. Fields that contain more than one value are called _____.
- multivalued fields
 - compound fields
 - aggregate fields
 - none of the above
10. A(n) _____ adds, deletes or changes data in a table.
- action query
 - make-table query
 - append query
 - delete query
- T F 11. An append query adds a group of records from one table to the end of another table.
- T F 12. You can use wildcards in validation rules.
- T F 13. A default field is one in which a user must enter data.
- T F 14. Validation rules can make sure that a user's entry falls within a range of values.
- T F 15. It is NOT possible to change the data type for a field that already contains data.
- T F 16. Access will not accept invalid data.
- T F 17. If a required field contains no data, Access will enter a default value.
- T F 18. Changing a column width changes the layout, or design, of a table.
- T F 19. You can change the text colors and font on a datasheet.
- T F 20. A foreign key is a field in one table whose values match the secondary key of another table.
21. Validation rules can indicate a _____ , a field in which the user must actually enter data.

22. _____ is the message that will appear if a user violates a validation rule.
23. To affect the way data appears in a field, you can use a _____.
24. To use a format with a Text field, you enter a special symbol, called a _____.
25. Changing a column width changes the _____, or design, of a table.
26. The property that ensures that the value in a foreign key must match that of another table's primary key is called _____.
27. If a database is damaged, you can _____ the database and restore it to its correct state.
28. Periodically making a copy of a database is called _____ the database.
29. If a problem occurs, you correct the problem by copying the backup copy over the actual database, often referred to as the _____.
30. To remove wasted space from a database, you must _____ the database.