

## Access 2007: Chapter 1 Study Guide

Name \_\_\_\_\_

Date \_\_\_\_\_

Instructions: Circle the best answer.

1. Microsoft Office Access 2007 is usually referred to as \_\_\_\_\_.
  - a. MOA
  - b. Office Access
  - c. Access
  - d. Database Access
  
2. Database is a collection of data organized in a way that allows \_\_\_\_\_ of the data.
  - a. access
  - b. retrieval
  - c. use
  - d. all of the above
  
3. The rows in the tables are called \_\_\_\_\_.
  - a. records
  - b. fields
  - c. unique identifiers
  - d. primary keys
  
4. When a record has an entry that is unique to them, such as a customer number, this field is called a(n) \_\_\_\_\_.
  - a. primary key
  - b. unique identifier
  - c. either a. or b.
  - d. neither a. nor b.
  
5. A \_\_\_\_\_ indicates the type of data that can be stored in a field.
  - a. data rule
  - b. data type
  - c. field information parameter
  - d. none of the above
  
6. The \_\_\_\_\_ data type can store a variable amount of text or combination of text and numbers.
  - a. Hyperlink
  - b. Memo
  - c. Attachment
  - d. none of the above
  
7. The \_\_\_\_\_ is the name assigned to a file when it is saved.
  - a. file name
  - b. primary name
  - c. memo name
  - d. contact name

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8. The file extension for Access 2007 is \_\_\_\_\_.
  - a. .acc
  - b. .accdb
  - c. .access
  - d. .adb
  
9. Navigation pane, Ribbon and Mini toolbar are part of the \_\_\_\_\_.
  - a. The Access window
  - b. The Access view
  - c. Central Manager window
  - d. Central Manager view
  
10. Object tabs for the open objects appear at the \_\_\_\_\_ of the work area.
  - a. bottom
  - b. top
  - c. right-hand side
  - d. left-hand side

Instructions: Circle T if the statement is true or F if the statement is false.

11. In Access 2007, you can view both a datasheet and a form simultaneously using split form.
12. In Datasheet view, you can view many records at once.
13. In Form view you usually can see all the fields for many records at once.
14. Keywords are also known as metadata.
15. Access helps you organize and identify your database by using database properties.
16. Automatically updated properties include file system properties.
17. Standard properties are unique to Microsoft Access documents.
18. A field contains a specific piece of information within a record.
19. Table and field names can be up to 64 characters in length.
20. The Currency data type means the field can only contain text and monetary data.

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Instructions: Fill in the best answer.

21. A \_\_\_\_\_ is a set of choices, often graphical, arranged in a grid or a list.
22. Access displays tabs, called \_\_\_\_\_, when you perform certain tasks.
23. The \_\_\_\_\_, which appears automatically based on tasks you perform, contains commands related to changing the appearance of text in a database object.
24. A \_\_\_\_\_, which appears when you right-click an object, is a list of frequently used commands.
25. The \_\_\_\_\_ is a central location for managing and sharing database objects.
26. A \_\_\_\_\_ contains a list of commands.
27. To select a command using the keyboard, press its displayed code letter, or \_\_\_\_\_.
28. The \_\_\_\_\_ is the small box or bar that, when you click it, selects the entire row.
29. In \_\_\_\_\_, the table is represented as a collection of rows and columns.
30. A collection of rows and columns is called a \_\_\_\_\_.