

Access--Chapter 5 Study Guide

Name _____

Date _____

1. You can change the size of a row using the record's _____.
 - a. field selector
 - b. row selector
 - c. record selector
 - d. none of the above

2. To insert data into an OLE field, use the _____ command on the OLE field's shortcut menu.
 - a. Insert Object
 - b. Insert Data
 - c. Field Edit
 - d. none of the above

3. To insert data into an Attachment field, you use the _____ command on the Attachment field's shortcut menu.
 - a. Insert Data
 - b. Manage Attachments
 - c. Edit Attachments
 - d. none of the above

4. A form contained within another form is called a _____.
 - a. subform
 - b. child form
 - c. parent form
 - d. none of the above

5. Creating a form in _____ gives you the most flexibility in laying out the form.
 - a. Design view
 - b. Data view
 - c. Report view
 - d. Print Preview

6. To place a control for a field on a form, drag the field from the _____ to the desired position.
 - a. label buttons
 - b. status bar
 - c. field list
 - d. none of the above

7. To align a collection of controls, select the affected controls, and then use the appropriate alignment button on the _____ tab.
 - a. Design
 - b. Arrange
 - c. Create
 - d. Home

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8. Use the _____ button on the Design tab to change the background color of a form.
 - a. Background Color
 - b. Fill Color
 - c. Fill/Back Color
 - d. none of the above

9. The form title belongs in the _____ section.
 - a. Form Header
 - b. Form Footer
 - c. Form Title
 - d. none of the above

10. To place a subform on a form, you use the _____ tool on the Design tab.
 - a. Subform
 - b. Subreport
 - c. Subform/Subreport
 - d. none of the above

- T F 11. For the Yes/No data type, the only possible field values are Yes or No.

- T F 12. If a field is going to link to another Office document, you should use the Document data type.

- T F 13. An input mask specifies how data is to be entered and how it will appear.

- T F 14. If an Attachment field contains a picture, the field will display the picture.

- T F 15. An advantage of using the Date data type for a date is that it allows you to perform appropriate arithmetic with dates.

- T F 16. In an OLE field, to save space in the database you can convert a Bitmap Image to an OLE Image.

- T F 17. When entering data into a field with an input mask, Access will automatically insert the parentheses around the area code and the hyphen in the Phone Number field.

- T F 18. Fields that are Yes/No fields contain check boxes.

- T F 19. To enter data in date fields, you simply type the dates without the slashes.

- T F 20. You can change the size of a row using the field selector.