

Name \_\_\_\_\_

Date \_\_\_\_\_

1. A(n) \_\_\_\_\_ is a predefined style that can be applied to a report or form.
  - a. AutoLayout
  - b. AutoFormat
  - c. AutoStyle
  - d. none of the above
  
2. A \_\_\_\_\_ is a form that shows multiple records in a datasheet with one record per row.
  - a. Multiple Records form
  - b. Datasheet form
  - c. Multiple Items form
  - d. none of the above
  
3. A \_\_\_\_\_ form displays a table in a datasheet.
  - a. Grid
  - b. Control
  - c. Datasheet
  - d. none of the above
  
4. When working with a report in Access, there are four different ways to view the report that does NOT include \_\_\_\_\_.
  - a. Design view
  - b. Data view
  - c. Report view
  - d. Print Preview
  
5. \_\_\_\_\_ allows you to make changes, but it does not show you the actual report.
  - a. Design view
  - b. Data view
  - c. Report view
  - d. Print Preview
  
6. The \_\_\_\_\_ option allows you to choose the length of the value on which to group.
  - a. Value
  - b. Length
  - c. Parameter
  - d. Title
  
7. The \_\_\_\_\_ option allows you to customize the group title.
  - a. Value
  - b. Group
  - c. Parameter
  - d. Title

8. The \_\_\_\_\_ option indicates whether Access should attempt to keep portions of a group together on a page.
    - a. Together
    - b. Keep together
    - c. No break
    - d. none of the above
  
  9. \_\_\_\_\_ are used to display data that comes from the database.
    - a. Bound controls
    - b. Unbound controls
    - c. Calculated controls
    - d. none of the above
  
  10. The contents of the \_\_\_\_\_ print once for each record in the table.
    - a. Page Header section
    - b. Page Footer section
    - c. Detail section
    - d. Data section
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1. Calculated controls are used to display data that is calculated from other data.
  2. Arguments are objects that display data and perform actions.
  3. The contents of the Detail section print once for each record in the table.
  4. Unbound controls are used to display data that comes from the database.
  5. If you format values in a column that satisfy some criterion differently than other values it is called conditional formatting.
  6. In Layout view, you can make additional layout changes by using the Arrange and/or Page Setup tabs.
  7. The Arrange Tab button called Control Padding specifies the location of the information displayed within the control.
  8. The Arrange Tab button called Tabular creates a layout similar to a spreadsheet with labels across the top and data in columns.
  9. The Arrange Tab button called Delete removes the layout applied to the controls.
  10. When a report is open in Design view, the Arrange tab contains additional buttons not shown in Layout view.