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| 1. A database or a relational database is a collection of related tables. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | |

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| 2. Each record in a table is uniquely identified by a foreign key. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | |

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| 3. A software program that lets the user create databases and then manipulate the data in the databases is called a database management system (DBMS).  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Managing a Database | |

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| 4. A table is a predesigned database that includes professionally designed database objects. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | Starting Access and Creating a Database | |

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| 5. The only option available for creating tables in Access is to use the datasheet view. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 6. The number of the currently selected record in a table and the total number of records in the table are displayed in the Current Record box which appears between the two sets of navigation buttons on a data sheet. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 7. A question asked about the data stored in a database is called a primary key. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 8. A query is used to enter, edit, and view records in a database. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | Session 1.2 Visual Overview | |

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| 9. When creating a form in Access, the Layout view allows the user to make design changes to the form while it is displaying data.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Simple Form | |

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| 10. Compacting a database rearranges the data and objects in a database to decrease its file size. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Managing a Database | |

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| 11. A single characteristic or attribute of a person, place, object, event, or idea is a table. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - field | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | |

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| 12. A relationship between two tables in a database is formed using a Backstage field. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - common | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | |

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| 13. Each Access database may be as large as two gigabytes in size and may have up to 255 people using the database at the same time.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | |

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| 14. The default primary key for an Access database is the ID field. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | |

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| 15. Field values that may be entered into a field are determined by the data type of the field. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 16. The query results are stored in the database in which the query has been created.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - are not, aren’t | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 17. A formatted printout (or screen display) of the contents of one or more tables or queries is a form. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - report | | *POINTS:* | 1 | | *REFERENCES:* | The CREATE Tab Options | |

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| 18. It is possible to view all Access objects in the Navigation Pane. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Viewing Objects in the Navigation Pane | |

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| 19. The default sort order for records in an Access table is based on the values in the primary key field. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | |

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| 20. Access report printing options may be changed using the Navigation dialog box. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - Print | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Simple Report | |

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| 21. Which Access 2016 view shows the contents of a table as a datasheet?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Design view | b. | Datasheet view | |  | c. | Form view | d. | Table view |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 22. Which button is used to open and close the Navigation Pane?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Navigation Bar | b. | Record | |  | c. | Shutter Bar Open/Close | d. | Table View |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Session 1.1 Visual Overview | |

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| 23. To save a table in Access with a name that relates to the database (a name other than the Access default name), it is necessary to complete which process?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | save the table object | b. | save the database | |  | c. | save the record | d. | save the field |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 24. Which Ribbon group allows you to add fields to an Access table with defined data types?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Properties | b. | Formatting | |  | c. | Field Validation | d. | Add & Delete |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 25. Each row in an Access table datasheet displays which of the following?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | a query | b. | a record | |  | c. | a field | d. | a data type |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 26. Each column in an Access table datasheet represents a \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | query | b. | record | |  | c. | field | d. | primary key |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 27. The specific content of a field is referred to as the \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | field content | b. | field value | |  | c. | table value | d. | column value |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | |

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| 28. Which term identifies a field that appears in two separate tables and may be used to connect records in the separate tables?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | primary key field | b. | field value | |  | c. | foreign key field | d. | common field |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | |

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| 29. What is the purpose of the primary key?   |  |  |  | | --- | --- | --- | |  | a. | to uniquely identify each record in a table | |  | b. | to uniquely identify each table in a database | |  | c. | to create a relationship between two tables in a database | |  | d. | to create a relationship for queries in a database |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | |

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| 30. Data organized as a collection of tables creates this type of data system.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | database | b. | database management system (DBMS) | |  | c. | primary key system | d. | relational database management system |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | |

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| 31. Which Access 2016 view contains commands used to manage Access files and options?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Datasheet view | b. | Design view | |  | c. | Backstage view | d. | Form view |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Starting Access and Creating a Database | |

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| 32. How many characters may a field name in Access contain including numbers, letters, spaces, and special characters?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | 255 | b. | 36 | |  | c. | 64 | d. | 146 |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 33. Another term used for the column selector feature is \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | row selector | b. | record selector | |  | c. | name selector | d. | field selector |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 34. Which of the following terms describes the Access feature that allows a user to size a column in datasheet view so that the column is just wide enough to display the longest visible value in the column?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | wide fit | b. | best fit | |  | c. | column adjustment fit | d. | trim fit |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 35. Clicking on the Close option from the Backstage view in Access 2016 performs which of the following tasks?   |  |  |  | | --- | --- | --- | |  | a. | closes the current database | |  | b. | closes the current database and exits Access 2016 | |  | c. | closes only the current database object | |  | d. | copies the current database and exits Access 2016 |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Managing a Database | |

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| 36. Which Access database object(s) might be used to enter, edit, and view records in a database?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | tables | b. | forms | |  | c. | reports | d. | both a. and b. |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Simple Form | |

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| 37. Which Access database object asks a question about the data stored in a database and displays specific fields and records that answer the question?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | form | b. | table | |  | c. | query | d. | report |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Session 1.2 Visual Overview | |

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| 38. Which Access feature provides information about Access commands and features and instructions about how to use them?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Query Wizard | b. | Access Help | |  | c. | Form Wizard | d. | Report Wizard |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | The CREATE Tab Options | |

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| 39. Which view is used to make design changes to a form while the form is displaying data?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Design view | b. | Table view | |  | c. | Layout view | d. | Datasheet view |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Simple Form | |

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| 40. What function does compacting an Access database perform other than reducing the file size?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | sorting the database | b. | querying the database | |  | c. | saving the database | d. | repairing the database |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Managing a Database | |

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| 41. In a relational DBMS, a user may create a database structure that contains which of the following?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | data, fields, and table relationships | b. | numbers, tables, and fields | |  | c. | symbols, numbers, and tables | d. | fields, tables, and table relationships |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | |

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| 42. Which of the following is the file extension used for Access 2016 database files?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | .mdb | b. | .acdbs | |  | c. | .accdb | d. | .dbacc |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Starting Access and Creating a Database | |

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| 43. Files created with Access 2016 may be used with which previous version of Access?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Access 2010 | b. | Access 2000 | |  | c. | Access 2005 | d. | Access 2003 |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Starting Access and Creating a Database | |

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| 44. When working with Access in \_\_\_\_ Mode, the user may tap the buttons on the Ribbon and also tap to use other features of Access 2016.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Write | b. | Touch | |  | c. | Tap | d. | Tablet |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | Starting Access and Creating a Database | |

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| 45. When using a mouse while in an Access 2016 work session, access a shortcut menu for an object by performing this task.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | scroll the vertical scroll bar | b. | scroll the horizontal scroll bar | |  | c. | cllick on the Navigation Pane | d. | right click |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 46. Experienced database developers avoid using spaces in field names and object names because names with spaces might cause errors if the objects are involved in \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | creating reports using Access | b. | related databases | |  | c. | programming tasks | d. | queries |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 47. Which data type allows field values to contain letters, digits, and other characters?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Short Text | b. | AutoNumber | |  | c. | Currency | d. | Date/Time |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 48. Which two keys on the keyboard allow an Access user to move the insertion point to the next field to the right in datasheet view when entering data?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | Tab, Insert | b. | Enter, PgDn | |  | c. | Insert, PgUp | d. | Tab, Enter |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 49. Which of the following attributes of a table are saved only when the table object is saved?   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | records | b. | field values | |  | c. | characteristics of the fields | d. | data records |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 50. When copying and pasting records from one table to another, the records must first be copied to the \_\_\_\_.   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | a. | database | b. | query | |  | c. | storage device | d. | clipboard |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | Copying Records from Another Access Database | |

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| 51. Records in separate tables may be connected through a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that appears in both tables.   |  |  | | --- | --- | | *ANSWER:* | common field | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | |

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| 52. A field in a second table that is the primary key in the first table is used to form a relationship between the two tables; the field in the second table is called a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | foreign key | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | |

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| 53. All of the data in a relational database are contained in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | tables | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | |

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| 54. The default \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ provided by Access is the ID field.   |  |  | | --- | --- | | *ANSWER:* | primary key | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | |

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| 55. A table’s contents are shown in rows and columns when using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view.   |  |  | | --- | --- | | *ANSWER:* | Datasheet | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Table in Datasheet View | |

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| 56. There are two ways to move vertically from one record to another in a table; use the vertical scroll bar or the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | navigation buttons | | *POINTS:* | 1 | | *REFERENCES:* | Navigating a Datasheet | |

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| 57. Clicking or tapping this navigation button moves the insertion point to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in a table.   |  |  | | --- | --- | | *ANSWER:* | last record | | *POINTS:* | 1 | | *REFERENCES:* | Navigating a Datasheet | |

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| 58. Data can be presented in customized and useful ways different from tables and queries by using a Simple \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | form | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Simple Form | |

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| 59. Access reports are based on a selected \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | table, query | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Simple Report | |

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| 60. Use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ feature on the Ribbon to see how many pages are in a report based on the current layout.   |  |  | | --- | --- | | *ANSWER:* | Print Preview | | *POINTS:* | 1 | | *REFERENCES:* | Creating a Simple Report | |

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| 61. An important reference tool available in Access 2016, which may be used to assist a user with problems that might occur, is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ system.   |  |  | | --- | --- | | *ANSWER:* | Access Help | | *POINTS:* | 1 | | *REFERENCES:* | Using Microsoft Access Help | |

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| 62. The process of decreasing the file size of a database and enhancing the performance of the database is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the database.   |  |  | | --- | --- | | *ANSWER:* | compacting | | *POINTS:* | 1 | | *REFERENCES:* | Managing a Database | |

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| 63. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ option is available to compact and repair a database file automatically every time the database is closed.   |  |  | | --- | --- | | *ANSWER:* | Compact on Close | | *POINTS:* | 1 | | *REFERENCES:* | Managing a Database | |

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| 64. What are the five primary functions of a Database Management System (DBMS)?   |  |  | | --- | --- | | *ANSWER:* | 1. A DBMS allows the creation of database structures containing fields, tables, and table relationships. 2. A DBMS lets users easily add new records, change field values in existing records, and delete records. 3. A DBMS contains a built-in query language, which lets you obtain immediate answers to the questions (or queries) you ask about your data. 4. A DBMS contains a built-in report generator, which produces professional-looking, formatted reports from the data. 5. A DBMS  protects databases through security, control, and recovery facilities. | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | | *TOPICS:* | Critical Thinking | |

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| 65. Explain the difference between a primary key and a foreign key.   |  |  | | --- | --- | | *ANSWER:* | The primary key may consist of one or more fields whose values are used to uniquely identify each record in a table.  If the same field used as the primary key in one table is also used as a field in another table, and that field is used to create a relationship between the two tables, that field is called a foreign key in the second table.  The foreign key is not used to uniquely identify records in the second table. | | *POINTS:* | 1 | | *REFERENCES:* | Introduction to Database Concepts | | *TOPICS:* | Critical Thinking | |

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| *Identify the letter of the choice that best matches the phrase or definition.*   |  |  | | --- | --- | | a. | field value | | b. | primary key | | c. | Backstage view | | d. | data type | | e. | Current Record Box | | f. | Create tab | | g. | query | | h. | Simple Query Wizard | | i. | Print Preview | | j. | File tab |  |  |  | | --- | --- | | *REFERENCES:* | Introduction to Database Concepts Starting Access and Creating a Database Creating a Table in Datasheet View Creating a Simple Query | |

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| 66. The specific content of a field.   |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | |

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| 67. A field, or collection of fields, whose values are used to uniquely identify each record in a table.   |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | |

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| 68. The Access 2016 view that allows the user to manage files and options.   |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | |

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| 69. AutoNumber and Short Text are two examples of this Access feature which determines the values that may be entered in a field.   |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | |

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| 70. A status box that displays the number of the current record and the total number of records in a table.   |  |  | | --- | --- | | *ANSWER:* | e | | *POINTS:* | 1 | |

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| 71. The Access Ribbon tab that allows the user to create database objects such as tables, forms, and reports.   |  |  | | --- | --- | | *ANSWER:* | f | | *POINTS:* | 1 | |

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| 72. A question that is asked about the data stored in a database.   |  |  | | --- | --- | | *ANSWER:* | g | | *POINTS:* | 1 | |

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| 73. An Access 2016 tool that allows the user to quickly add fields and records to display in query results.   |  |  | | --- | --- | | *ANSWER:* | h | | *POINTS:* | 1 | |

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| 74. The Access 2016 view that shows the number of pages that will be printed.   |  |  | | --- | --- | | *ANSWER:* | i | | *POINTS:* | 1 | |

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| 75. The Access Ribbon tab that offers the option for the user to compact and repair a database.   |  |  | | --- | --- | | *ANSWER:* | j | | *POINTS:* | 1 | |