Multi–State Advanced Manufacturing Consortium

US DOL SPONSORED TAACCCT GRANT: TC23767

PRIMARY DEVELOPER: Reggie Fluker – Henry Ford College

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Unit 5 Databases
UNIT EXAM

1. You cannot save an entire database at once. You must save each object separately

    a. A. True

    b. B. False

2. You can use reports to present your data in a visually appealing way

    a. A. True

    b. B. False

3. The report wizard is a tool that can help guide you through creating complex reports

    a. A. True

    b. B. False

4. What are the main objects that make up an Access Database?

    a. A. Records, Forms, Queries, and Tables

    b. B. Forms, Queries, Records, and Reports

    c. C. Forms, Queries, Tables, and Reports

    d. D. Records, Tables, and Queries

5. Janna needs to compile a list of all of her customers who have not paid their bill yet. What's the best tool to do this?

    a. A. Query

    b. B. Record

    c. C. Form

    d. D. Table

6. Where can you find a list of every object in the database?

    a. A. Ribbon

    b. B. Taskbar

    c. C. Documents Tab

    d. D. Navigation Pane

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7. In Access, the rows and columns of a table are referred to as _____.
   a. **A. records and fields**
   b. B. records and categories
   c. C. filters and categories
   d. D. placeholders and categories

8. What is the first step in planning a multi-table query?
   a. A. Make a list of the fields you need
   b. B. Write your query criteria
   c. **C. Decide exactly what you want to know**
   d. D. Determine the direction of the join line

9. Refer to Diagram 1; which button should you click to delete a record?
   a. A. Button A
   b. **B. Button B**
   c. C. Button C

10. In Diagram 2, the customer list should be sorted in ascending order by last name. Is the list sorted correctly?
    a. A. Yes, it is sorted correctly.
    b. B. No, it is sorted by first name instead of last name.
    c. **C. No, the list is in descending order instead of ascending order.**
    d. D. No, it is sorted by zip code instead of last name.

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DIAGRAM 1

DIAGRAM 2

ID	First Name	Last Name	Street Address	City	State
145	Xiaoxi	Zheng	90 Hillsborough St.	Raleigh	NC
67	Joy	Zachman	897 Lee St.	Raleigh	NC
198	Alex	Yuen	8 Marcus Ln.	Cary	NC
176	Esther	Yaron	166 Hodge Ln.	Raleigh	NC
131	Andrzej	Wujek	424 Georgia Ct.	Raleigh	NC
153	Carson	Woolf	3541 Glenwood Ave. Unit C	Raleigh	NC
30	Juanita	Williams	123 Garden Plow Way	Raleigh	NC
10	Kiara	Williams	9014 Miller Ln.	Durham	NC
159	Harper	Wilder	843 Lee St.	Raleigh	NC
81	Janie	Widby	3100 St. Mark's St.	Raleigh	NC
132	Jaquon	Whitty	82 Massachusetts Ave.	Raleigh	NC
44	Dick	Whitman	105 David St.	Raleigh	NC
179	Melissa	White	906 Miller Ln.	Raleigh	NC
71	Lashaunda	White	211 Hinton St.	Raleigh	NC

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