# Test Bank for Enhanced Microsoft Office 2013 Introductory 1st Vermaat

Access Complete Test Bank for Enhanced Microsoft Office 2013 Introductory 1st Vermaat

Name:_____ Class:_____ Date:_____

# Access 2013 Chapter 01: Databases and Database Objects

1. Access is a ____.
   a. word processing software tool  b. file management system
   c. workbook management system  d. database management system

*ANSWER:* d
*POINTS:* 1
*REFERENCES:* AC 2

2. In a(n) ____ database such as those maintained by Access, a database consists of a collection of tables, each of which contains information on a specific subject.
   a. tabular  b. record
   c. attribute  d. relational

*ANSWER:* d
*POINTS:* 1
*REFERENCES:* AC 2

3. A(n) ____ contains information about a given person, product, or event.
   a. attribute  b. record
   c. field  d. column

*ANSWER:* b
*POINTS:* 1
*REFERENCES:* AC 3

4. ____ words are words that have a special meaning to Access and cannot be used for the names of fields.
   a. Reserved  b. Restricted
   c. Significant  d. Tagged

*ANSWER:* a
*POINTS:* 1
*REFERENCES:* AC 4

5. In Access, table and field names can be up to ____ characters in length.
   a. 256  b. 128
   c. 64  d. 32

*ANSWER:* c
*POINTS:* 1
*REFERENCES:* AC 8

6. A field whose data type is ____ can contain any characters.
   a. Alpha  b. Character
   c. Normal  d. Short Text

*ANSWER:* d
*POINTS:* 1
*REFERENCES:* AC 9

7. A(n) ____ data type can store a variable amount of text or combination of text and numbers where the total number of



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characters may exceed 255.

a. Memo b. Long Text
c. Variable d. Character

*ANSWER:* b
*POINTS:* 1
*REFERENCES:* AC 9

8. A field with the ____ data type can store a unique sequential number that Access assigns to a record. Access will increment the number by 1 as each new record is added.

a. Sequential b. ValueIncrement
c. Incremental d. AutoNumber

*ANSWER:* d
*POINTS:* 1
*REFERENCES:* AC 9

9. A field with the ____ data type can contain an attached file, such as an image, document, chart, or spreadsheet.

a. Attachment b. File
c. Document d. Extend

*ANSWER:* a
*POINTS:* 1
*REFERENCES:* AC 9

10. A field whose data type is ____ can store an OLE object, which is an object linked to or embedded in the table.

a. Illustration b. Image
c. Bitmap d. OLE object

*ANSWER:* d
*POINTS:* 1
*REFERENCES:* AC 9

11. A field whose data type is ____ can store text that can be used as a hyperlink address.

a. URL b. Web
c. Placeholder d. Hyperlink

*ANSWER:* d
*POINTS:* 1
*REFERENCES:* AC 9

12. When you assign a(n) ____ to a field, Access will display the value you assign, rather than the field name, in datasheets and in forms.

a. alternate b. caption
c. abbreviation d. tag

*ANSWER:* b
*POINTS:* 1
*REFERENCES:* AC 10



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13. When you create a table in Datasheet view, Access automatically adds a field called ____ as the first field in the table.
    a. AutoNumber  b. AutoFill
    c. ID  d. PrimaryID
*ANSWER:* c
*POINTS:* 1
*REFERENCES:* AC 11

14. To define an additional field in Datasheet view, tap or click the ____ column heading.
    a. New Field  b. Add Field
    c. Click to Add  d. Insert Field
*ANSWER:* c
*POINTS:* 1
*REFERENCES:* AC 14

15. To undo the most recent change to a table structure, tap or click the ____ button on the Quick Access Toolbar.
    a. Cancel  b. Reverse
    c. Back  d. Undo
*ANSWER:* d
*POINTS:* 1
*REFERENCES:* AC 15

16. To delete a field in a table, press and hold or right-click the column heading for the field, and then tap or click ____ on the shortcut menu.
    a. Remove Field  b. Delete Field
    c. Delete Column  d. Remove Column
*ANSWER:* b
*POINTS:* 1
*REFERENCES:* AC 15

17. To change the name of a field, press and hold or right-click the column heading for the field, tap or click ____ on the shortcut menu, and then type the desired field name.
    a. Change Column  b. Rename Column
    c. Change Field  d. Rename Field
*ANSWER:* d
*POINTS:* 1
*REFERENCES:* AC 15

18. To show the symbol for the Euro instead of the dollar sign, change the ____ property for the field whose data type is Currency.
    a. Field Size  b. Format
    c. Caption  d. Description
*ANSWER:* b
*POINTS:* 1
*REFERENCES:* AC 15



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19. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click ____ on the shortcut menu.

a. Insert Column b. Insert Field

c. Add Column d. Add Field

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* AC 15-AC 16

20. To open a table in Design view, press and hold or right-click the table in the Navigation Pane and then tap or click ____ on the shortcut menu

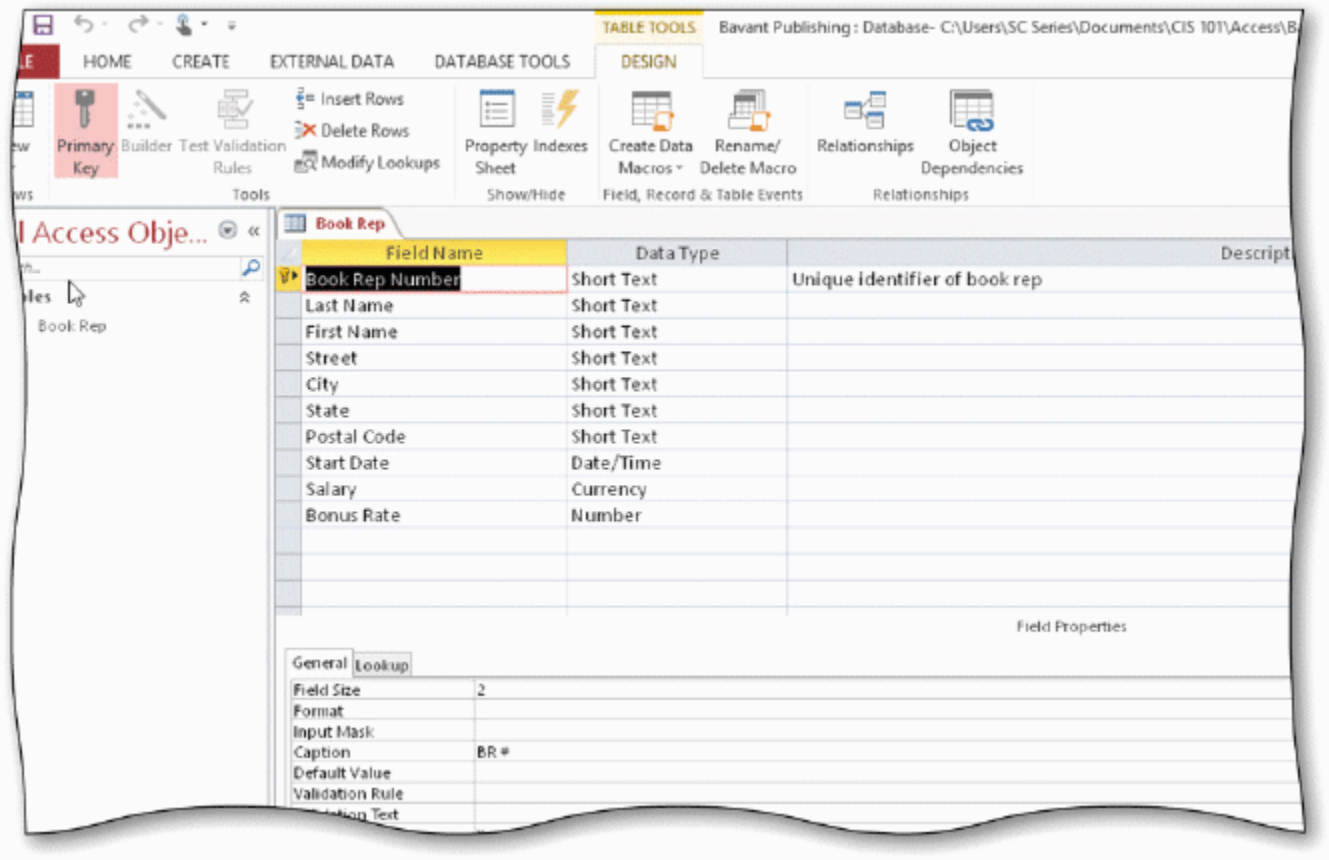
a. Table Design b. Layout View

c. Structure View d. Design View

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* AC 17




21. In the accompanying figure, the key symbol that appears in the row selector for the Book Rep Number field indicates that Book Rep Number is the ____ for the table.

a. principal key b. foreign key

c. main key d. primary key

*ANSWER:* d



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*POINTS:* 1
*REFERENCES:* AC 17

22. In the accompanying figure, the Book Rep table displays in ____.
    a. Structure view b. Design view
    c. Layout view d. Table view
*ANSWER:* b
*POINTS:* 1
*REFERENCES:* AC 17

23. In the accompanying figure, the small box or bar to the left of each field is called the ____.
    a. row selector b. field selector
    c. field bar d. current field bar
*ANSWER:* a
*POINTS:* 1
*REFERENCES:* AC 18

24. To add a record to a table, tap or click the ____ record button.
    a. Add New b. New (blank)
    c. Last d. Insert (New)
*ANSWER:* b
*POINTS:* 1
*REFERENCES:* AC 23

25. You can place an insertion point by tapping or clicking in the field or by pressing ____.
    a. F2 b. F3
    c. F4 d. F5
*ANSWER:* a
*POINTS:* 1
*REFERENCES:* AC 23

26. To delete a record, tap or click the record selector for the record, and then press the ____ key(s).
    a. CTRL+DELETE b. CTRL+Y
    c. DELETE d. CTRL+K
*ANSWER:* c
*POINTS:* 1
*REFERENCES:* AC 23

27. To specify AutoCorrect rules and exceptions to the rules, tap or click FILE to open the Backstage view, tap or click ____ , and then tap or click Proofing in the dialog box that displays.
    a. Customize b. Manage
    c. Options d. Grammar
*ANSWER:* c
*POINTS:* 1



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*REFERENCES:* AC 23

28. To save the changes to the layout of a table, tap or click the Save button on the ____.
    a. status bar  b. TABLE TOOLS tab
    c. Navigation Pane  d. Quick Access Toolbar

*ANSWER:* d
*POINTS:* 1
*REFERENCES:* AC 28

29. To change the print orientation from portrait to landscape, tap or click the ____ button on the PRINT PREVIEW tab.
    a. Portrait/Landscape  b. Orientation
    c. Switch Orientation  d. Landscape

*ANSWER:* d
*POINTS:* 1
*REFERENCES:* AC 31

30. To import data to a table, tap or click the ____ tab on the ribbon.
    a. DATABASE TOOLS  b. FILE
    c. EXTERNAL DATA  d. IMPORT

*ANSWER:* c
*POINTS:* 1
*REFERENCES:* AC 33

31. To open the Navigation Pane, tap or click the ____ Button.
    a. Open Navigation Pane  b. Open Pane
    c. Shutter Bar Open/Close  d. Navigation Bar Show/Hide

*ANSWER:* c
*POINTS:* 1
*REFERENCES:* AC 40

32. To create a query using the Query Wizard, tap or click ____ on the ribbon and then click the Query Wizard button.
    a. CREATE  b. INSERT
    c. NEW OBJECT  d. REPORT

*ANSWER:* a
*POINTS:* 1
*REFERENCES:* AC 40

33. To view the results of a saved query, press and hold or right-click the query in the Navigation Pane and tap or click ____ on the shortcut menu.
    a. Datasheet View  b. Open
    c. Results View  d. Run

*ANSWER:* b
*POINTS:* 1
*REFERENCES:* AC 42-AC 43



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34. To change the design of a query, press and hold or right-click the query in the Navigation Pane and then tap or click ____ on the shortcut menu.
    a. Open b. SQL
    c. Query Window d. Design View
*ANSWER:* d
*POINTS:* 1
*REFERENCES:* AC 42

35. To create an initial report that can be modified in Layout view, tap or click ____ on the CREATE tab.
    a. Layout b. Report Layout
    c. Report d. Simple Report
*ANSWER:* c
*POINTS:* 1
*REFERENCES:* AC 49

36. To exit Access, tap or click the ____ button on the right side of the title bar.
    a. Quit b. Stop
    c. End d. Close
*ANSWER:* d
*POINTS:* 1
*REFERENCES:* AC 56

37. To back up the database that is currently open, use the ____ command on the Save As tab in the Backstage view.
    a. Close and Back Up b. Back Up Current
    c. Save As Back Up d. Back Up Database
*ANSWER:* d
*POINTS:* 1
*REFERENCES:* AC 56

38. To compact and repair a database, tap or click the ___ button in the Info gallery in the Backstage view.
    a. Restore b. Fix
    c. Compaction d. Compact & Repair
*ANSWER:* d
*POINTS:* 1
*REFERENCES:* AC 57

39. To delete a database object, press and hold or right-click the object in the Navigation Pane and then tap or click ____ on the shortcut menu.
    a. Erase b. Trash
    c. Delete d. Remove
*ANSWER:* c
*POINTS:* 1
*REFERENCES:* AC 58



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40. To rename a database object, press and hold or right-click the object in the Navigation Pane and then tap or click ____ on the shortcut menu.

a. New Name b. Redefine
c. Rename d. Save Name

*ANSWER:* c
*POINTS:* 1
*REFERENCES:* AC 58

**Modified Multiple Choice**

41. File names cannot contain a(n) ____.

a. question mark (?) b. colon (:)
c. space d. underscore (_)

*ANSWER:* a, b
*POINTS:* 1
*REFERENCES:* AC 7

42. Field names cannot contain ____.

a. square brackets ([ ]) b. periods (.)
c. hyphens (-) d. accent graves (‘)

*ANSWER:* a, b, d
*POINTS:* 1
*REFERENCES:* AC 8

43. The Access window consists of a variety of components. These include the ____.

a. Navigation Pane b. Content pane
c. Object tabs d. Quick Access Toolbar

*ANSWER:* a, c, d
*POINTS:* 1
*REFERENCES:* AC 8

44. A field with a Yes/No data type can store only one of two values. The choices are ____.

a. True/False b. One/Zero
c. Yes/No d. On/Off

*ANSWER:* a, c, d
*POINTS:* 1
*REFERENCES:* AC 9

45. You can create a table in ____.

a. Design view b. Blank view
c. Layout view d. Datasheet view

*ANSWER:* a, d
*POINTS:* 1



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*REFERENCES:* AC 10

46. In Access, the columns in a table are called records.
    a. True
    b. False
*ANSWER:* False
*POINTS:* 1
*REFERENCES:* AC 3

47. A unique identifier also is called a primary key.
    a. True
    b. False
*ANSWER:* True
*POINTS:* 1
*REFERENCES:* AC 3

48. In Access, field names cannot contain digits.
    a. True
    b. False
*ANSWER:* False
*POINTS:* 1
*REFERENCES:* AC 8

49. The Navigation Pane contains a list of all the objects in the database.
    a. True
    b. False
*ANSWER:* True
*POINTS:* 1
*REFERENCES:* AC 8

50. In Datasheet view, a table is represented as a collection of rows and columns called a list.
    a. True
    b. False
*ANSWER:* False
*POINTS:* 1
*REFERENCES:* AC 8

51. The maximum number of characters allowed in a field whose data type is Short Text is 255 characters.
    a. True
    b. False
*ANSWER:* True
*POINTS:* 1
*REFERENCES:* AC 9



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52. Fields that contain numbers but will not be used for arithmetic operations usually are assigned a data type of Memo.
    a. True
    b. False
*ANSWER:* False
*POINTS:* 1
*REFERENCES:* AC 9

53. The Currency data type is used for fields that contain only monetary data.
    a. True
    b. False
*ANSWER:* True
*POINTS:* 1
*REFERENCES:* AC 9

54. The Character data type is used for a field that can store a variable amount of text or combinations of text and numbers where the total number of characters may exceed 255.
    a. True
    b. False
*ANSWER:* False
*POINTS:* 1
*REFERENCES:* AC 9

55. When Access first creates a database, it automatically creates a table.
    a. True
    b. False
*ANSWER:* True
*POINTS:* 1
*REFERENCES:* AC 11

56. One way to undo changes to a field is to click the Undo button on the status bar.
    a. True
    b. False
*ANSWER:* False
*POINTS:* 1
*REFERENCES:* AC 15

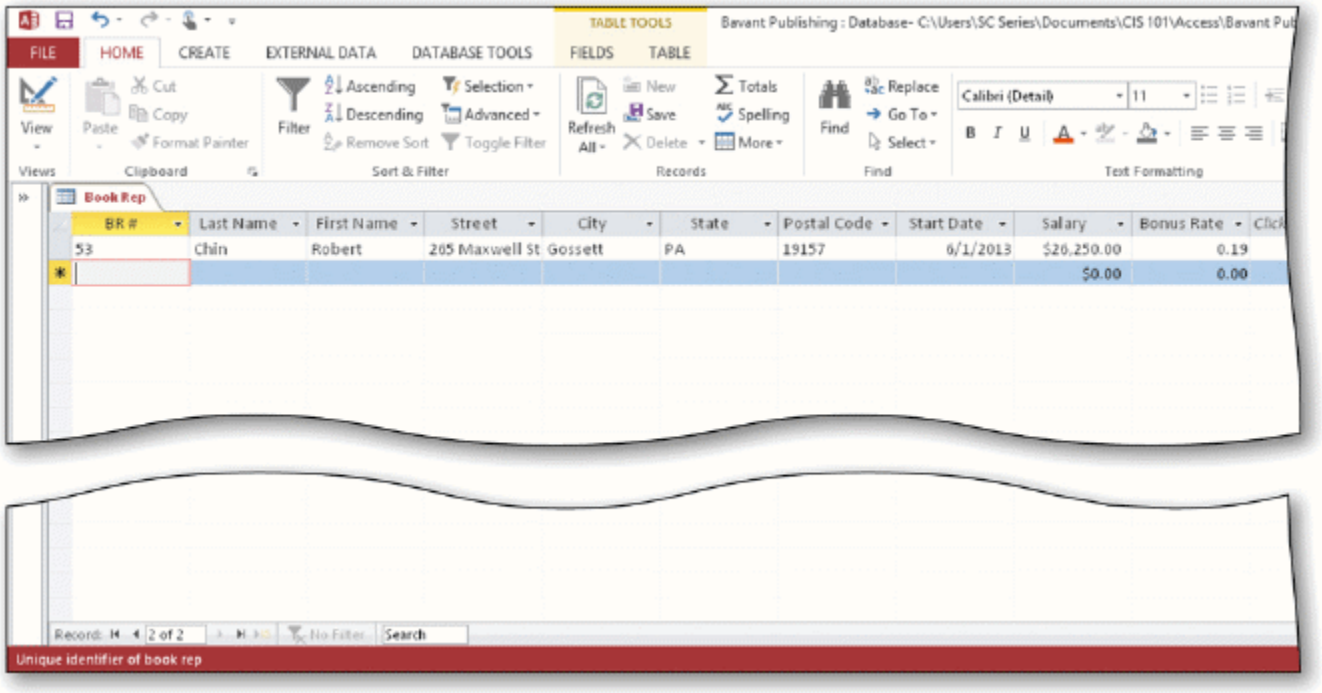
57. The AutoError Correction feature of Access corrects common data entry errors.
    a. True
    b. False
*ANSWER:* False
*POINTS:* 1
*REFERENCES:* AC 23



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Access 2013 Chapter 01: Databases and Database Objects




58. As shown in the accompanying figure, you can move to the end of a table to a position for entering a new record by clicking the Insert record Navigation button.

a. True

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* AC 26

59. As shown in the accompanying figure, you can use the Last record button to move to the last record in the table.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* AC 26

60. As shown in the accompanying figure, you can move to the first record in a table by clicking the Start record Navigation button.

a. True

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* AC 26

61. Changing the column width in a datasheet changes the structure of a table.

a. True

b. False



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*ANSWER:* False
*POINTS:* 1
*REFERENCES:* AC 28

62. Landscape orientation means the printout is across the length (height) of the page.
    a. True
    b. False
*ANSWER:* True
*POINTS:* 1
*REFERENCES:* AC 29

63. To print a wide database table, a table whose contents do not fit on the screen, you will need portrait orientation.
    a. True
    b. False
*ANSWER:* False
*POINTS:* 1
*REFERENCES:* AC 29

64. To preview and then print the contents of a table, use Table Preview.
    a. True
    b. False
*ANSWER:* False
*POINTS:* 1
*REFERENCES:* AC 30

65. Form view displays a single record at a time.
    a. True
    b. False
*ANSWER:* True
*POINTS:* 1
*REFERENCES:* AC 45

66. Layout view shows a report on the screen and allows the user to make changes to the report.
    a. True
    b. False
*ANSWER:* True
*POINTS:* 1
*REFERENCES:* AC 50

67. Standard properties are associated with all Microsoft Office documents and include author, title, and subject.
    a. True
    b. False
*ANSWER:* True
*POINTS:* 1



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*REFERENCES:* AC 54

68. The DATABASE TOOLS tab provides commands to save a database with another name.
    a. True
    b. False

*ANSWER:* False
*POINTS:* 1
*REFERENCES:* AC 57

69. Each customer has one book rep, but each book rep can have many customers. This is an example of a one-to-many relationship.
    a. True
    b. False

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* AC 62

70. Redundancy means storing the same fact in more than one place.
    a. True
    b. False

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* AC 62

71. The term list database describes a database that consists of a collection of tables, each of which contains information on a specific subject. _____

*ANSWER:* False - relational
*POINTS:* 1
*REFERENCES:* AC 2

72. A field that has the Calculated data type can store a unique sequential number that Access assigns to a record. _____

*ANSWER:* False - AutoNumber
*POINTS:* 1
*REFERENCES:* AC 9

73. To change the name of a field, press and hold or right-click the column heading for the field, and then tap or click Rename Field on the shortcut menu. _____

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* AC 15

74. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click Insert Column on the shortcut menu. _____

*ANSWER:* False - Field



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*POINTS:* 1
*REFERENCES:* AC 15-AC 16

75. To delete a field, press and hold or right-click the column heading for the field, and then tap or click Remove Field on the shortcut menu. _____
*ANSWER:* False - Delete
*POINTS:* 1
*REFERENCES:* AC 15

76. A(n)_____ is software that can be used to create a database; add, change, and delete data in the database; ask and answer questions concerning the data in the database; and create forms and reports using the data.
*ANSWER:* database management system
*POINTS:* 1
*REFERENCES:* AC 2

77. The rows in the tables are called _____.
*ANSWER:* records
*POINTS:* 1
*REFERENCES:* AC 3

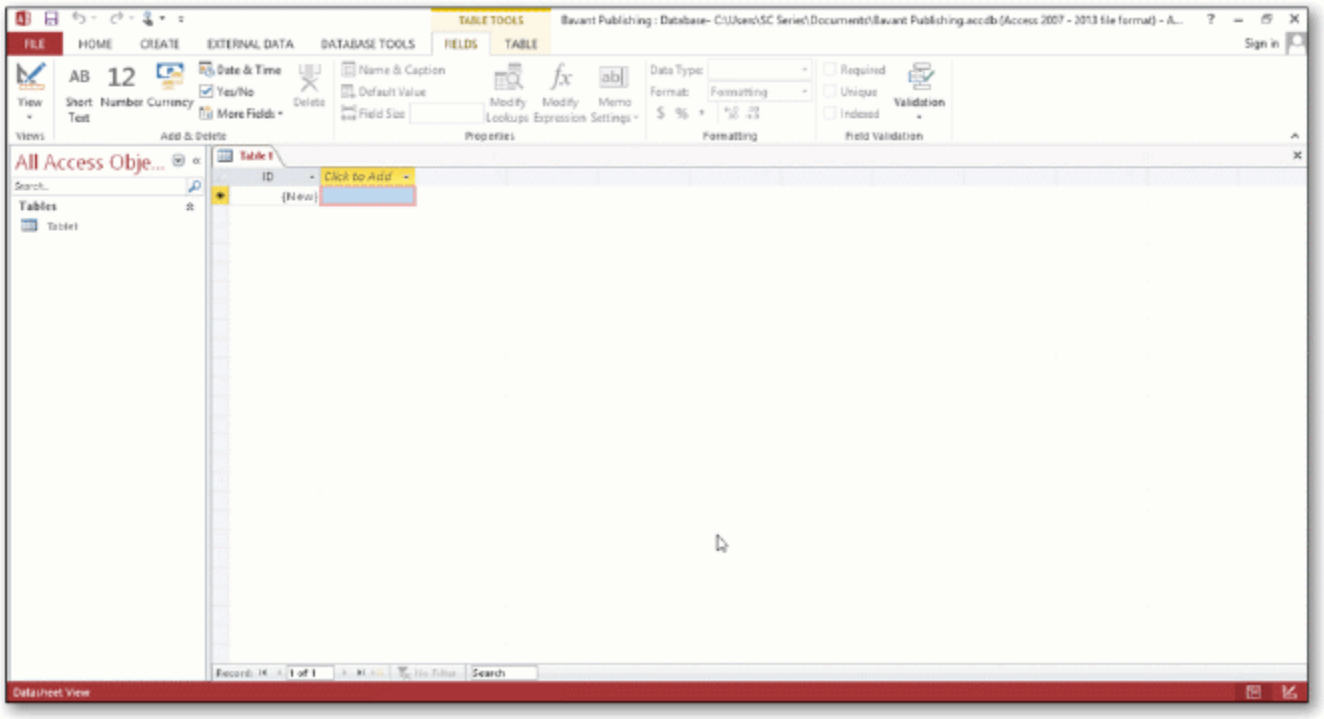
78. A(n) _____ contains a specific piece of information within a record.
*ANSWER:* field
*POINTS:* 1
*REFERENCES:* AC 3

79. A unique identifier also is called a(n) _____.
*ANSWER:* primary key
*POINTS:* 1
*REFERENCES:* AC 3



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Access 2013 Chapter 01: Databases and Database Objects




80. In the accompanying figure, the _____ Pane contains a list of all the objects in the database.
*ANSWER:* Navigation
*POINTS:* 1
*REFERENCES:* AC 7

81. In the accompanying figure, the words Datasheet View at the lower left of the screen appear on the _____.
*ANSWER:* status bar
*POINTS:* 1
*REFERENCES:* AC 7

82. In the accompanying figure, the entire area that displays on the screen is called the _____ work area.
*ANSWER:* Access
*POINTS:* 1
*REFERENCES:* AC 7

83. In the accompanying figure, _____ for the open objects appear at the top of the work area.
*ANSWER:* object tabs
*POINTS:* 1
*REFERENCES:* AC 7

84. In the accompanying figure, the database name, Bavant Publishing appears on the _____.
*ANSWER:* title bar
*POINTS:* 1
*REFERENCES:* AC 7



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85. In the accompanying figure, the buttons at the bottom-right edge of the screen are _____ buttons, which you use to change the view that is currently displayed.
*ANSWER:* View
*POINTS:* 1
*REFERENCES:* AC 7

86. The _____ data type in Access is referred to as Money in SQL Server.
*ANSWER:* Currency
*POINTS:* 1
*REFERENCES:* AC 9

87. The Short Text data type replaces the _____ data type in previous editions of Access.
*ANSWER:* Text
*POINTS:* 1
*REFERENCES:* AC 9

88. _____ view has more functionality for creating a table than Datasheet view.
*ANSWER:* Design
*POINTS:* 1
*REFERENCES:* AC 10

89. To define an additional field in Datasheet view, tap or click the _____ column heading, select the data type, and then type the field name.
*ANSWER:* Click to Add
*POINTS:* 1
*REFERENCES:* AC 14

90. To insert a field between existing fields, press and hold or right-click the column heading for the field that will follow the new field, and then tap or click _____ on the shortcut menu.
*ANSWER:* Insert Field
*POINTS:* 1
*REFERENCES:* AC 15-AC 16

91. Society encourages users to contribute to _____ computing, which involves reducing the electricity consumed and environmental waste generated when using computers, mobile devices, and related technologies.
*ANSWER:* green
*POINTS:* 1
*REFERENCES:* AC 29

92. A hard copy or _____ is information that exists on a physical medium such as paper.
*ANSWER:* printout
*POINTS:* 1
*REFERENCES:* AC 29



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Access 2013 Chapter 01: Databases and Database Objects

93. _____ refers to the process of determining the tables and fields that make up the database.
*ANSWER:* Database design
*POINTS:* 1
*REFERENCES:* AC 58

94. The determination of database requirements is part of a process known as _____.
*ANSWER:* systems analysis
*POINTS:* 1
*REFERENCES:* AC 58

95. Designing to omit _____ will help to produce good and valid database designs.
*ANSWER:* redundancy
*POINTS:* 1
*REFERENCES:* AC 63

96. Discuss the difference between the way Access saves a record and the way Excel saves a row in a worksheet.
*ANSWER:* *In Access, as soon as you move to another record, the record is saved. No separate save step exists. In Excel, data entered into rows is not saved until the entire worksheet is saved.*
*POINTS:* 1
*REFERENCES:* AC 22
*TOPICS:* Critical Thinking

| Customer Number | Customer Name | Street | ... | Book Rep Number | Last Name | First Name |
|---|---|---|---|---|---|---|
| ASU37 | Applewood State University | 300 University Ave. | ... | 42 | Perez | Melina |
| BCJ21 | Brodkin Junior College | 4806 Park Dr. | ... | 42 | Perez | Melina |
| CSD25 | Cowpens ISD | 829 Wooster Ave. | ... | 53 | Chin | Robert |
| CSU10 | Camellia State University | 725 Camellia St. | ... | 53 | Chin | Robert |
| DCC34 | Dartt Community College | 3827 Burgess Dr. | ... | 65 | Rogers | Tracy |
| ... | ... | ... | ... | ... | ... | ... |

97. In the accompanying figure, book rep names appear more than once in the table. Storing this data on multiple records is an example of redundancy which can cause several problems.

What are these problems? What is the solution to the problem?
*ANSWER:* *Redundancy causes the following problems:*
*1. Wasted storage space. The same name is stored more than once. It should be stored only once.*
*2. More complex database updates. If the same name is stored more than once and the individual's name changes, then the name would need to be changed in several different places.*



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*3. A possibility of inconsistent data. There is nothing to prohibit a name being changed on one record and not on another.*

*The solution to the problem is to place the redundant data in a separate table.*

*POINTS:* 1
*REFERENCES:* AC 63
*TOPICS:* Critical Thinking

98. When you create a database, you should follow some general guidelines for database design. What are these nine guidelines?

*ANSWER:* *The nine guidelines are:*
*1. Identify the tables that will be included in the database.*
*2. Determine the primary keys for each of the tables.*
*3. Determine the additional fields that should be included in each of the tables.*
*4. Determine relationships between the tables.*
*5. Determine data types for the fields in the tables.*
*6. Determine additional properties for fields.*
*7. Identify and remove any unwanted redundancy.*
*8. Determine a storage location for the database.*
*9. Determine the best method for distributing the database objects.*

*POINTS:* 1
*REFERENCES:* AC 64
*TOPICS:* Critical Thinking

**Critical Thinking Questions**
**Case 1-1**

Joe has been asked to create a Special Projects database for his company. The database is to track employees and the special projects to which the employees may be assigned. A special project can have between 2 and 5 employees assigned to it. He has determined that he needs the following tables:

Employee (Social Security Number, Last Name, First Name, Street Address, City, State,
Postal Code, Hourly Pay Rate, Project Code)
Project (Project Code, Project Name, Total Hours, Completion Date)

99. Which field in the Employee table should be the primary key and why?

*ANSWER:* Social Security Number should be the primary key because the values in the field will be unique for each record.
*POINTS:* 1
*REFERENCES:* AC 60
*TOPICS:* Critical Thinking

100. Which field in the Project table should be the primary key and why?

*ANSWER:* Project Code should be the primary key because you can assign unique values to the field.
*POINTS:* 1
*REFERENCES:* AC 60
*TOPICS:* Critical Thinking



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# Access 2013 Chapter 01: Databases and Database Objects

**Critical Thinking Questions**
**Case 1-2**

Now that Joe has created the tables and determined the primary and foreign keys, he needs to determine the data types for the fields in each table.

101. What data type should Joe use for the Completion Date field?
*ANSWER:* Joe should use the Date & Time data type because dates will be stored in the field.
*POINTS:* 1
*REFERENCES:* AC 9
*TOPICS:* Critical Thinking

102. What data type should Joe use for the Social Security Number field? Why?
*ANSWER:* Joe should use the Short Text data type. Even though the field contains numbers, the field will not be used for arithmetic operations.
*POINTS:* 1
*REFERENCES:* AC 9
*TOPICS:* Critical Thinking

Identify the letter of the choice that best matches the phrase or definition.
a. AutoNumber
b. Layout view
c. DBDL
d. Report view
e. Long Text
f. Currency
g. Metadata
h. Print Preview
i. Short Text
j. status bar
*REFERENCES:* AC 9
AC 8
AC 9
AC 9
AC 9
AC 58
AC 50
AC 50
AC 50
AC 54

103. Field can store a variable amount of text or combinations of text and numbers where the total number of characters may exceed 255.
*ANSWER:* e
*POINTS:* 1

104. Presents information about the database object, the progress of current tasks, and the status of certain commands and



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keys.
*ANSWER:* j
*POINTS:* 1

105. Field can contain any characters and the total numbers of characters cannot exceed 255.
*ANSWER:* i
*POINTS:* 1

106. Field can contain only monetary data.
*ANSWER:* f
*POINTS:* 1

107. Field can store a unique sequential number that Access assigns to the record.
*ANSWER:* a
*POINTS:* 1

108. A commonly accepted shorthand representation for showing the structure of a relational database.
*ANSWER:* c
*POINTS:* 1

109. View that shows a report as it will appear when printed.
*ANSWER:* h
*POINTS:* 1

110. View that shows a report on the screen and allows changes to the report.
*ANSWER:* b
*POINTS:* 1

111. View that shows a report on the screen and does not allow changes to the report.
*ANSWER:* d
*POINTS:* 1

112. Can include such information as the file's author, title, or subject.
*ANSWER:* g
*POINTS:* 1



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