Test Bank for Illustrated Course Guide Microsoft Office 365 and Access 2016 Intermediate Spiral bound Version 1st Friedrichsen

te Test Bank for Illustrated Course Guide Microsoft Office 365 and Access 2016 Intermediate Spiral bound Version 1

Name:_____ Class:_____ Date:_____

Access 2016 - Module 7: Enhancing Forms

True / False

1. Design View of a form is devoted to productively entering and editing data.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 164
Use Form Design View
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.111 - Create a form in Form Design View
DATE CREATED: 2/26/2016 8:22 PM
DATE MODIFIED: 2/26/2016 8:22 PM

2. A form that contains a subform is called the master form.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 166
Add Subforms
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.112 - Add a subform to a form
DATE CREATED: 2/26/2016 8:22 PM
DATE MODIFIED: 2/26/2016 8:22 PM

3. Generally there is a one-to-many relationship between the record in the main form and the records in a subform.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 166
Add Subforms
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.112 - Add a subform to a form
DATE CREATED: 2/26/2016 8:22 PM
DATE MODIFIED: 2/26/2016 8:22 PM

4. By default, subforms display their controls the same way in both Design View and Form View.
   a. True
   b. False

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ANSWER: False
POINTS: 1
REFERENCES: Access 166
Add Subforms
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.112 - Add a subform to a form
DATE CREATED: 2/26/2016 8:22 PM
DATE MODIFIED: 2/26/2016 8:22 PM

5. A subform allows you to work with records related to the record in the main form.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 166
Add Subforms
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.112 - Add a subform to a form
DATE CREATED: 2/26/2016 8:22 PM
DATE MODIFIED: 2/26/2016 8:22 PM

6. By default, the Default View property of a subform is Datasheet.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 166
Add Subforms
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.112 - Add a subform to a form
DATE CREATED: 2/26/2016 8:22 PM
DATE MODIFIED: 2/26/2016 8:22 PM

7. Aligning the edges of controls generally makes them easier to read and use.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 168
Align Control Edges

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QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.113 - Align the edges of controls
DATE CREATED: 2/26/2016 8:22 PM
DATE MODIFIED: 2/26/2016 8:22 PM

8. The title bar of the Property Sheet indicates the control with which you are working.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 170
Add a Combo Box for Data Entry
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.114 - Modify combo box properties
DATE CREATED: 2/26/2016 8:22 PM
DATE MODIFIED: 5/24/2016 11:18 AM

9. Fields with Lookup properties are automatically created as combo boxes on new forms.
   a. True
   b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 170
Add a Combo Box for Data Entry
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.115 - Add a combo box to a form
DATE CREATED: 2/26/2016 8:22 PM
DATE MODIFIED: 2/26/2016 8:22 PM

10. A combo box is a combination of the text box and command button controls.
   a. True
   b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 170
Add a Combo Box for Data Entry
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.115 - Add a combo box to a form
DATE CREATED: 2/26/2016 8:22 PM

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DATE MODIFIED: 2/26/2016 8:22 PM

11. It is useful to add a command button to a form that will print the current record.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 174
Add Command Buttons
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.116 - Add a command button to a form
DATE CREATED: 2/26/2016 8:22 PM
DATE MODIFIED: 2/26/2016 8:22 PM

12. One or more option buttons can be chosen at the same time within an option group.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 176
Add Option Groups
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.117 - Use option buttons to edit data
DATE CREATED: 2/26/2016 8:22 PM
DATE MODIFIED: 2/26/2016 8:22 PM

13. You can click the Build button in the Record Source property to edit a query as the record source for a form.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 164
Use Form Design View
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 5/24/2016 10:21 AM
DATE MODIFIED: 5/24/2016 10:22 AM

14. Shape effects provide a special visual impact to command buttons.
    a. True
    b. False

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ANSWER: True
POINTS: 1
REFERENCES: Access 174
Add Command Buttons
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 5/24/2016 12:01 PM
DATE MODIFIED: 5/24/2016 12:02 PM

Modified True / False

15. You can open the Field List with the Add Existing Fields button. _____
ANSWER: True
POINTS: 1
REFERENCES: Access 164
Use Form Design View
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.121 - Add fields to a form with the Field List
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

16. You modify the Default View property to change the form layout. _____
ANSWER: True
POINTS: 1
REFERENCES: Access 166
Add Subforms
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.123 - Define form layouts
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

17. Anchoring means to position and tie a control to other controls so they can move or resize together.
_____
ANSWER: True
POINTS: 1
REFERENCES: Access 168
Align Control Edges
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.113 - Align the edges of controls
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

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18. Control margin is the space between the outside borders of adjacent controls. _____

ANSWER: False - padding
POINTS: 1
REFERENCES: Access 168
Align Control Edges
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.113 - Align the edges of controls
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

19. Most combo boxes are used to enter data. _____

ANSWER: True
POINTS: 1
REFERENCES: Access 172
Add a Combo Box to Find Records
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.119 - Add a combo box to find records
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

20. The Detail section of a form appears once for every record. _____

ANSWER: True
POINTS: 1
REFERENCES: Access 173
Add a Combo Box to Find Records
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

21. The Enabled property specifies whether a control can be edited in Form View. _____

ANSWER: False - Locked
POINTS: 1
REFERENCES: Access 177
Add Option Groups
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

22. You can modify the Caption property to change the text that appears on the tab in Form View.

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_____

ANSWER: False - Name
POINTS: 1
REFERENCES: Access 178
Add Tab Controls
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.129 - Modify tab control properties
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

23. To modify the number of items displayed in a combo box, use the List Rows property. _____
ANSWER: True
POINTS: 1
REFERENCES: Access 172
Add a Combo Box to Find Records
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.130 - Add a combo box to find records.
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

24. To reorder the values in a combo box, modify the Sort List property. _____
ANSWER: True
POINTS: 1
REFERENCES: Access 172
Add a Combo Box to Find Records
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.131 - Modify the Row Source property
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

25. To add a page to a tab control, right click the page's tab and click Add Page. _____
ANSWER: False - Insert
POINTS: 1
REFERENCES: Access 178
Add Tab Controls
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 5/24/2016 12:25 PM
DATE MODIFIED: 5/24/2016 6:23 PM

Multiple Choice

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26. The ____ shows the fields you can add to a form.

a. Property Sheet b. Field List

c. subform d. option group

ANSWER: b
POINTS: 1
REFERENCES: Access 164
Use Form Design View
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.121 - Add fields to a form with the Field List
DATE CREATED: 2/26/2016 8:22 PM
DATE MODIFIED: 2/26/2016 8:22 PM

27. The ____ determines the underlying table or query for a form.

a. record source b. attachment property

c. combo box d. command button

ANSWER: a
POINTS: 1
REFERENCES: Access 164
Use Form Design View
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.122 - Modify the Record Source property
DATE CREATED: 2/26/2016 8:22 PM
DATE MODIFIED: 2/26/2016 8:22 PM

28. Which two properties control how a form and subform are linked?

a. Link Child Fields and Link Master Fields b. Form and Subform

c. Link Form and Link Subform d. Form Layout and Subform Layout

ANSWER: a
POINTS: 1
REFERENCES: Access 166
Add Subforms
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.112 - Add a subform to a form
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 5/24/2016 10:30 AM

29. A form ____ is the general way that the data and controls are arranged on the form.

a. view b. group

c. control d. layout

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ANSWER: d
POINTS: 1
REFERENCES: Access 166
Add Subforms
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.123 - Define form layouts
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

30. The ____ property determines the layout of a form.
a. Appearance b. Format
c. Form View d. Default View

ANSWER: d
POINTS: 1
REFERENCES: Access 166
Add Subforms
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.123 - Define form layouts
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

31. The link between a main form and a subform is established through a common ____.
a. record b. set of records
c. field d. control

ANSWER: c
POINTS: 1
REFERENCES: Access 166
Add Subforms
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.112 - Add a subform to a form
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

32. Which form layout shows each field name as a column heading and each record as a row?
a. Columnar b. Tabular
c. Chart d. PivotTable

ANSWER: b
POINTS: 1
REFERENCES: Access 167
Add Subforms

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QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.123 - Define form layouts
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

33. Which form layout shows each field on a separate line with a label to its left?
    a. Columnar b. Tabular
    c. Datasheet d. Chart
ANSWER: a
POINTS: 1
REFERENCES: Access 167
Add Subforms
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.123 - Define form layouts
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

34. In Form Design View, you can press and hold ____ to add more controls to a selection.
    a. Alt or Caps Lock b. F6 or F7
    c. F1 or F2 d. Ctrl or Shift
ANSWER: d
POINTS: 1
REFERENCES: Access 168
Align Control Edges
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.124 - Select multiple controls together
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 5/24/2016 10:43 AM

35. In Form Design View, you can press and hold ____ to select multiple controls together.
    a. Alt b. Caps Lock
    c. F2 d. Shift
ANSWER: d
POINTS: 1
REFERENCES: Access 168
Align Control Edges
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.124 - Select multiple controls together
DATE CREATED: 2/26/2016 8:23 PM

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DATE MODIFIED: 5/24/2016 10:44 AM

36. The Align button, which aligns the edges of controls, is found on the ____ tab on the Ribbon.

a. Home b. Arrange
c. Design d. Layout

ANSWER: b
POINTS: 1
REFERENCES: Access 168
Align Control Edges
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.113 - Align the edges of controls
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 5/24/2016 10:46 AM

37. Which control allows you to choose from a list as well as make an entry from the keyboard?

a. Label b. List box
c. Combo box d. Command box

ANSWER: c
POINTS: 1
REFERENCES: Access 170
Add a Combo Box for Data Entry
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.115 - Add a combo box to a form
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

38. The combo box gets its values from the list entered in the ____ property.

a. Recordset b. Limit to List
c. Data List d. Row Source

ANSWER: d
POINTS: 1
REFERENCES: Access 170
Add a Combo Box for Data Entry
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.125 - Use a combo box for data entry
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

39. The Limit to List property is associated with the ____ control.

a. combo box b. list box

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c. text box d. menu list

ANSWER: a
POINTS: 1
REFERENCES: Access 171
Add a Combo Box for Data Entry
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.114 - Modify combo box properties
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

40. To modify the number of items displayed in a combo box list, you use the ____ property.

a. Control Source b. List Rows
c. Limit to List d. Drop-Down

ANSWER: b
POINTS: 1
REFERENCES: Access 172
Add a Combo Box to Find Records
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

41. Both of these controls provide a list of values from which the user can choose an entry:

a. Text Box and List Box. b. Text Box and Combo Box.
c. Drop-Down List and Combo Box. d. List Box and Combo Box.

ANSWER: d
POINTS: 1
REFERENCES: Access 170
Add a Combo Box for Data Entry
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.125 - Use a combo box for data entry
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

42. Which control provides a "drop-down list" behavior?

a. Text Box b. Label
c. Combo Box d. Option Box

ANSWER: c
POINTS: 1
REFERENCES: Access 171
Add a Combo Box for Data Entry

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QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.125 - Use a combo box for data entry
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 5/24/2016 11:32 AM

43. Which of the following form sections appears at the top of a printed form and often contains information such as page numbers or dates?

a. Detail
b. Page Header
c. Form Header
d. Section Header

ANSWER: b
POINTS: 1
REFERENCES: Access 173
Add a Combo Box to Find Records
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

44. Which of the following form sections often contains command buttons?

a. Commands b. Form Header
c. Page Footer d. Report Footer

ANSWER: b
POINTS: 1
REFERENCES: Access 173
Add a Combo Box to Find Records
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

45. Which of the following form sections appears only when the form is printed?

a. Detail b. Form Header
c. Print Header d. Page Header

ANSWER: d
POINTS: 1
REFERENCES: Access 173
Add a Combo Box to Find Records
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/26/2016 8:23 PM

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46. Which of the following form sections appears at the top of the form and often contains command buttons or a label with the title of the form?

a. Detail b. Form Header
c. Page Header d. Section Header

ANSWER: b
POINTS: 1
REFERENCES: Access 173
Add a Combo Box to Find Records
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 5/24/2016 11:55 AM

47. A(n) ____ is a common control to place within an option group.

a. option button b. command button
c. text box d. combo box

ANSWER: a
POINTS: 1
REFERENCES: Access 176
Add Option Groups
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.126 - Add option buttons to an option group
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

48. Which of the following properties corresponds with the value of each option button?

a. Option Value b. Option Data
c. Control Data d. Control Number

ANSWER: a
POINTS: 1
REFERENCES: Access 176
Add Option Groups
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.126 - Add option buttons to an option group
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

49. The ____ creates a 3-D aspect to a form.

a. Split Form b. Tab Control
c. Property Sheet d. Report Footer

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ANSWER: b
POINTS: 1
REFERENCES: Access 178
Add Tab Controls
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.127 - Add a tab control to a form
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

50. On a form, _____ are created for each bound control.
a. combo boxes b. option boxes
c. captions d. labels

ANSWER: d
POINTS: 1
REFERENCES: Access 164
Use Form Design View
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 5/24/2016 10:23 AM
DATE MODIFIED: 5/24/2016 10:25 AM

51. To use the Subform Wizard, the _____ button must be toggled on.
a. Create Subform b. Use Control Wizards
c. Design View d. Use Subform Wizard

ANSWER: b
POINTS: 1
REFERENCES: Access 166
Add Subforms
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 5/24/2016 10:37 AM
DATE MODIFIED: 5/24/2016 10:40 AM

Completion

52. A(n) _____ is a database object designed to make data easy to find, enter, and edit.
ANSWER: form
POINTS: 1
REFERENCES: Access 164
Use Form Design View
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.111 - Create a form in Form Design View

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53. A(n) _____ control is a form within a form.
ANSWER: subform
POINTS: 1
REFERENCES: Access 166
Add Subforms
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.112 - Add a subform to a form
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

54. The _____ Child Fields property is used to connect a form to a subform.
ANSWER: Link
POINTS: 1
REFERENCES: Access 166
Add Subforms
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.112 - Add a subform to a form
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

55. _____ layout is the default view for a main form.
ANSWER: Columnar
POINTS: 1
REFERENCES: Access 167
Add Subforms
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.123 - Define form layouts
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

56. In the _____ layout, each field appears as an individual column, and each record is presented as a row.
ANSWER: Tabular
POINTS: 1
REFERENCES: Access 167
Add Subforms
QUESTION TYPE: Completion
HAS VARIABLES: False

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Access 2016 - Module 7: Enhancing Forms

LEARNING OBJECTIVES: ENHA.FRIE.16.123 - Define form layouts
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

57. The _____ form section appears once for every record.
ANSWER: Detail
POINTS: 1
REFERENCES: Access 173
Add a Combo Box to Find Records
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

58. A(n) _____ button is a control used to initiate common actions, such as printing a record or opening another form.
ANSWER: command
POINTS: 1
REFERENCES: Access 174
Add Command Buttons
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.116 - Add a command button to a form
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 2/26/2016 8:23 PM

59. A(n) _____ group is a bound control that is often used when a limited number of mutually exclusive values are available for a field.
ANSWER: option
POINTS: 1
REFERENCES: Access 176
Add Option Groups
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.120 - Add an option group to a form
DATE CREATED: 2/26/2016 8:23 PM
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Matching

Match the term with the correct description.
a. Control
b. Option group
c. Combo box

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d. Command button
e. Subform
f. Option button
g. Limit to List

REFERENCES: Access 164
Access 166
Access 170
Access 171
Access 174
Access 176
Add a Combo Box for Data Entry
Add Command Buttons
Add Option Groups
Add Subforms
Use Form Design View

QUESTION TYPE: Matching

HAS VARIABLES: False

LEARNING OBJECTIVES: ENHA.FRIE.16.111 - Create a form in Form Design View
ENHA.FRIE.16.112 - Add a subform to a form
ENHA.FRIE.16.114 - Modify combo box properties
ENHA.FRIE.16.115 - Add a combo box to a form
ENHA.FRIE.16.116 - Add a command button to a form
ENHA.FRIE.16.120 - Add an option group to a form
ENHA.FRIE.16.126 - Add option buttons to an option group

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60. An element added to a form, for example, a label
ANSWER: a
POINTS: 1

61. Shows records related to a record in the main form
ANSWER: e
POINTS: 1

62. A bound control that is a list box and a text box
ANSWER: c
POINTS: 1

63. Used to control whether you can type an entry into a combo box
ANSWER: g
POINTS: 1

64. An unbound control that executes an action when clicked
ANSWER: d
POINTS: 1

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65. A bound control showing mutually exclusive field entries
ANSWER: b
POINTS: 1

66. One choice within an option group
ANSWER: f
POINTS: 1

Subjective Short Answer

67. Explain why a text box rather than a combo box is the best choice for FName and LName data fields in a Customers table.

ANSWER:	There are endless possibilities for the FName and LName entry for every record. Therefore, a text box is a better choice rather than attempting to give the user a list of choices in the drop-down portion of a combo box.
POINTS:	1
REFERENCES:	Access 164, Access 170 Add a Combo Box for Data Entry Use Form Design View
QUESTION TYPE:	Subjective Short Answer
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.111 - Create a form in Form Design View
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:23 PM
DATE MODIFIED:	5/24/2016 11:35 AM

68. Explain why a combo box is the best choice for a TripNo data field that is updated when another customer signs up for a trip.

ANSWER:	A TripNo field would have a limited number of options that could be displayed in the drop-down list of the combo box.
POINTS:	1
REFERENCES:	Access 170 Add a Combo Box for Data Entry
QUESTION TYPE:	Subjective Short Answer
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.132 - Add fields to the form with the Field List
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:23 PM
DATE MODIFIED:	5/24/2016 11:40 AM

69. Explain the benefits of using a subform for Sales data associated with individual customers.

ANSWER:	Benefits of using a subform are that you can show how “many” records (in this case sales records) are related to the “one” record in the main form (in this case customer records).
POINTS:	1
REFERENCES:	Access 166

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Add Subforms
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.112 - Add a subform to a form
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:23 PM
DATE MODIFIED: 5/24/2016 10:36 AM

70. Briefly explain the two ways to use a combo box control on a form.
ANSWER: You can use a combo box for data entry. In this case, it works as a combination between a text box and list box. Or you can use a combo box to find a record.
POINTS: 1
REFERENCES: Access 170, 172
Add a Combo Box for Data Entry
Add a Combo Box to Find Records
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.125 - Use a combo box for data entry
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:23 PM
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71. Explain how you can use a combo box to help users find data in a form used to edit customer data.
ANSWER: You can add a combo box with a list of values such as customer names. When the user clicks one of the customer names in the list, the form will find and present the record in the form.
POINTS: 1
REFERENCES: Access 172
Add a Combo Box to Find Records
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.133 - Search for data with a combo box
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:23 PM
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Essay

72. Give two reasons why a combo box control is more popular than a list box control for data entry.
ANSWER: A combo box allows the user to enter a new value into the control unless the Limit to List property is set to yes. Also, the combo box provides a “drop-down” action when the user clicks the list arrow.
POINTS: 1
REFERENCES: Access 171
Add a Combo Box for Data Entry

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Access 2016 - Module 7: Enhancing Forms

QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.125 - Use a combo box for data entry
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:23 PM
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73. Explain what types of commands can be added using the Command Button Wizard?
ANSWER: The Command Button Wizard lists 28 of the most popular actions for a command button in the categories of Record Navigation, Record Operations, Form Operations, Report Operations, Application, and Miscellaneous.
POINTS: 1
REFERENCES: Access 174 - 175
Add Command Buttons
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.116 - Add a command button to a form
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:23 PM
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74. Explain the relationship between the option group and option button controls.
ANSWER: An option group is a bound control that works well when a field has a limited number of values.
Option buttons are placed within the option group and determine the value placed in the field. One option button exists for each possible entry.
When the user clicks an option button in the option group, the numeric value associated with that option button is entered into the field bound to the option group.
POINTS: 1
REFERENCES: Access 176
Add Option Groups
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.126 - Add option buttons to an option group
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:23 PM
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75. Discuss the two different control properties you can use to protect data on a form.
ANSWER: The Enabled property specifies whether a control can have the focus in Form View.
The Locked property specifies whether you can edit data in a control in Form View.
POINTS: 1
REFERENCES: Access 177
Add Option Groups
QUESTION TYPE: Essay

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Name:_____ Class:_____ Date:_____

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HAS VARIABLES: False
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