Chapter-4

Working with Tables in MS-Access

Section A: Fill in the Blanks

primary key, records, columns, Memo,

rows, fields,

1. Tables are made up of _____ and _____.
2. The columns in a table are known as _____.
3. The rows in a table are known as _____.
4. A _____ is used to uniquely identify each record in a table.
5. The _____ data type is used to store lengthy text up to 65,536 characters.

Section B: Multiple Choice Questions

1. Which of the following is NOT a data type in MS-Access?

   a) Text

   b) Number

   c) Image

   d) Memo

2. What is the purpose of a primary key in a table?

   a) To store images

   b) To uniquely identify each record

   c) To create relationships between tables

   d) To store lengthy text

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3. Which of the following is a field property in MS-Access?

   a) Font Size

   b) Field Size

   c) Background Color

   d) Border Style

4. What is the maximum number of characters that can be stored in a Text field?

   a) 255

   b) 65,536

   c) 1,000

   d) 10,000

5. Which of the following is used to control the values that a user can enter into a field?

   a) Format

   b) Input Mask

   c) Caption

   d) Default Value

Quiz: Working with Tables in MS-Access

Question 1: What are the columns in a table called?

a) Records

b) Fields

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c) Tuples

d) Rows

Question 2: Which data type is used to store currency values in MS-Access?

a) Number

b) Currency

c) Text

d) AutoNumber

Question 3: What is the purpose of the "Caption" property in MS-Access?

a) To store images

b) To give an alternate, more descriptive name to a field

c) To control the values that a user can enter into a field

d) To specify the number of decimal places for numeric data

Question 4: Which of the following is used to store links to websites or email addresses in MS-Access?

a) Hyperlink

b) Attachment

c) OLE Object

d) Memo

Question 5: How can you delete a record in MS-Access?

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a) Right-click the record and select "Delete"

b) Press the Delete key on the keyboard

c) Both a and b

d) None of the above

Question 6: What is the purpose of the "Input Mask" property in MS-Access?

a) To control the values that a user can enter into a field

b) To store lengthy text

c) To create relationships between tables

d) To store images

Question 7: Which of the following is used to store graphics or objects such as Microsoft Excel worksheets in MS-Access?

a) OLE Object

b) Attachment

c) Hyperlink

d) Memo

Question 8: What is the default data type for a primary key in MS-Access?

a) Text

b) Number

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c) AutoNumber

d) Currency

Question 9: Which of the following is used to sort data in ascending order in MS-Access?

a) Sort & Filter group

b) Find & Replace dialog box

c) Validation Rule

d) Input Mask

Question 10: What is the purpose of the "Attachment" data type in MS-Access?

a) To store multiple files per record

b) To store lengthy text

c) To store links to websites

d) To store currency values

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