

## Chapter-4

### WORKING WITH TABLES IN MS-ACCESS

#### **Section A: Fill in the Blanks**

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
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
- 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?**

- 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
- 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