

This closed book exam covers Microsoft Access 2010 and the topic of database management in general. You should review the chapters assigned in the course textbook. Additionally, examine the Online Study Guide area of the publisher's web site for each of those chapters, including the practice exams such as the first one at: http://wps.prenhall.com/bp_exploring_mso2010_vol1/157/40252/10304689.cw/content/index.html

You do not need to memorize keyboard shortcuts, EXCEPT for the ones for navigation of database objects.

As a **bare minimum**, you should know at least the following:

1. What are the following quantities of data: byte, field, record, file, database?
2. What are the following Access database *objects*: table, form, query, and report? Which are essential?
3. What filename extension indicates an Access 2010 database? Can Access 2010 read/write earlier databases?
4. How many Access databases can be opened simultaneously? How many database objects can?
5. How many files are needed to store an Access database that contains the following database objects:
1 table, 1 form, 2 queries, and 1 report?
6. What is the difference between Design view, Datasheet view, and Pivot Table view for a table?
7. What are the names of the areas of the screen offered by Access?
8. What is a primary key, and how many primary keys may a table contain?
9. How do you create a table? How do you enter and save data in a record currently being edited?
10. What happens when you have entered the last field for a record and press the Enter key?
11. What keystroke combinations can be used to quickly navigate an Access database?
12. How do the *Undo* and *Quick Print* features work in Access?
13. How can you add a record to an Access table in datasheet view or on a form? How do you delete one?
14. What is a *numeric* field (data type)? What are the other data types? What are their distinguishing characteristics?
15. What are field properties and how are they set and altered in Access?
16. What is a(n) input mask, required field, default field, lookup wizard, and validation rule? How do you define them and how do they affect the input and display of data.
17. What is a: relational database, file management system, flat file, join, foreign key, and an index?
18. What are the following relationships: one-to-one, one-to-many, and many-to-many? How are they indicated?
19. What is *referential integrity*?
20. What are *headers* and *footers*, and what is the difference between a "page header" and a "report header"?
21. What special characters are used in queries and how they relate to different data types? (", #, *, ?, etc.)
22. What is a *QBE* (*Query by Example*) and what is a *dynaset* (query results datasheet)?
23. How do you indicate logical combinations of conditions such as AND, OR, or NOT in a QBE grid?
24. How do you execute a *query*? Can you save the selective criteria defined in a query?
25. What is the purpose of a *form*? How do they relate to tables and queries? How are forms defined?
26. What are the following Access form control objects and how do they work? (command buttons, text boxes, drop-down list boxes)
27. What is the difference between *bound controls* and *unbound control objects* on a form?
28. How do you use a form to: navigate and view records, add records, and delete records?
29. How do you select and move *control objects* on a form?
30. What is the purpose of a *report*? How do they relate to tables and queries? How are reports defined?
31. How do the *group* and *sort* features work in a report?
32. What does it mean to *filter* records? How are filters applied and disabled? What is *Filter by Form*?

(see the next page for a quick summary list)

Database Objects

- table
- form
- query
- report

Data Storage Hierarchy

- database
- table
- record (row)
- field (column)
- byte
- bit

Field Types

- text
- memo
- number
- date/time
- currency
- yes/no
- AutoNumber
- hyperlink
- ole object
- attachment
- calculated
- (Lookup Wizard)

Field Properties

- size
- expression
- format
- decimal places
- input mask
- caption (form label)
- default value
- validation rule (and error text)
- required
- indexed
- text align

Views

- design
- data sheet
- form
- pivot table
- pivot chart

Record Selector Column Symbols

indicates a record being entered or edited



indicates the end of the table

Delimiters

" (for text), # (for dates)

Relational/Comparison Operators

= > < >= <= <>

Logical Operators

And Or Not Between..And

Definitions/Concepts to Know

- relational database
- design grid
- primary key field
- edit mode vs. navigation mode
- filter vs. query
- criteria
- wildcard (*)
- joins and relationships
- controls: bound vs. unbound

Sample Access questions:

1. To find everyone who follows Smith alphabetically the criteria should be:

- <>Smith
- <Smith
- >=Smith
- >Smith

2. To find everyone hired in 1995 the criteria should be:

- >#01/01/95# and <#12/31/95#
- >=#01/01/95# or <=#12/31/95#
- >=#01/01/95# and <=#12/31/95#
- <#01/01/95# or >#12/31/95#

3. Assuming UNION is a yes/no field about employee membership in a labor union, to find everyone who is not a member of a union, the criteria entered should be:

- yes
- no
- <>
- <true

4. (T/F) If the PAY field is sorted in ascending order, the record at the top of the output will display the person who receives the highest pay.

Answers to Sample Access questions:

- d
- c
- b
- F