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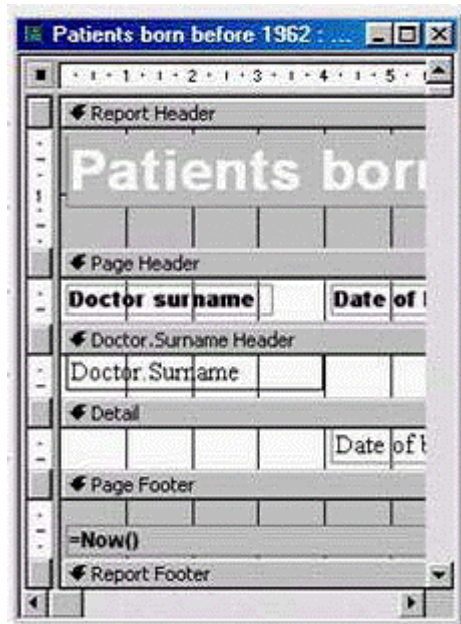
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Question 1

Question Type: MultipleChoice

Which two of the following statements about the layout of data field and headers are true:



Options:

A- You can change the layout of a report in design view

- B-** The order in which you add fields in the wizard sets how they display in the report
- C-** If you move a Page Header control, the associated Detail control will move with it.
- D-** You can change the layout of a report in Print Preview.
- E-** You can rearrange the order of fields in a report using the Sorting and Grouping dialog box.

Answer:

A, B

Question 2

Question Type: MultipleChoice

Which one of the following is not a database?

Options:

- A-** A telephone directory
- B-** A sales catalogue.
- C-** A newsletter.

D- A price list

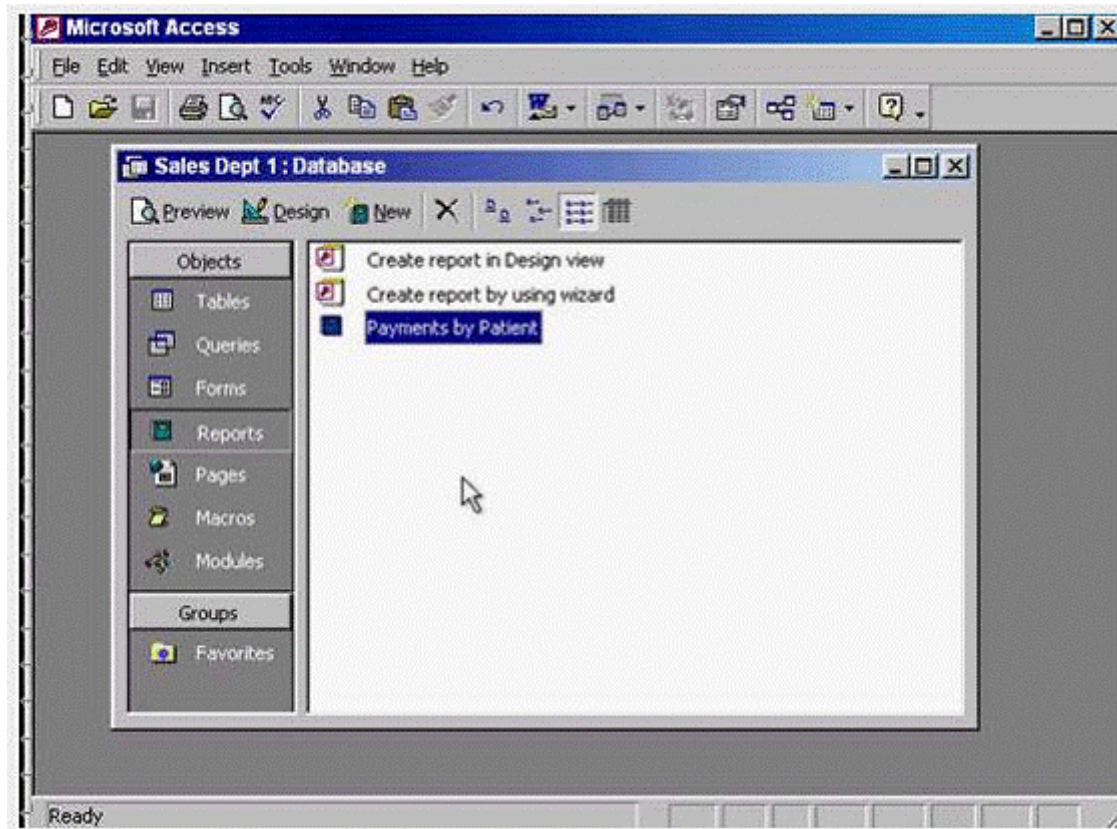
Answer:

C

Question 3

Question Type: MultipleChoice

Create a new query using the Simple Query Wizard.



Options:

A- Select Queries from the object pane -> double click on create query by using wizard

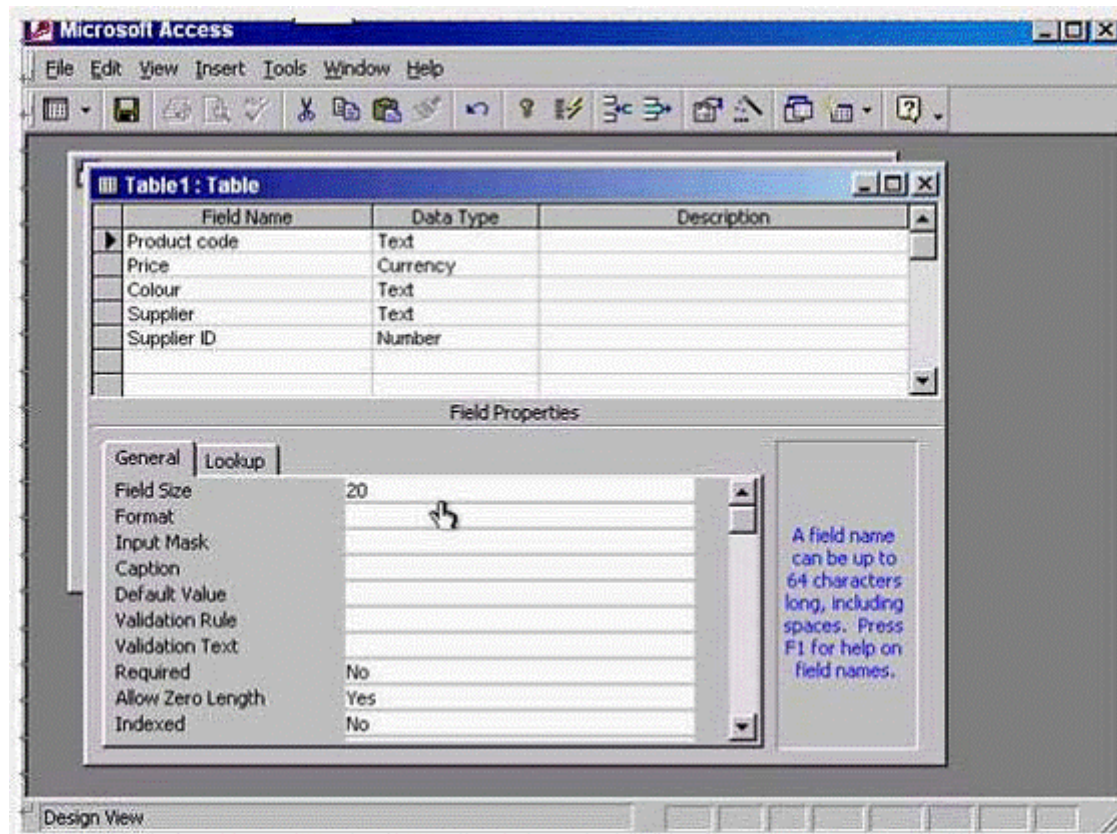
Answer:

A

Question 4

Question Type: MultipleChoice

The Product code field contains a unique reference for each product. This field will be used in a lot of searches, so we should index it.



Create a suitable index for this field.

Options:

A- Put the cursor in the indexed box -> from the drop down list select yes (No Duplicates)

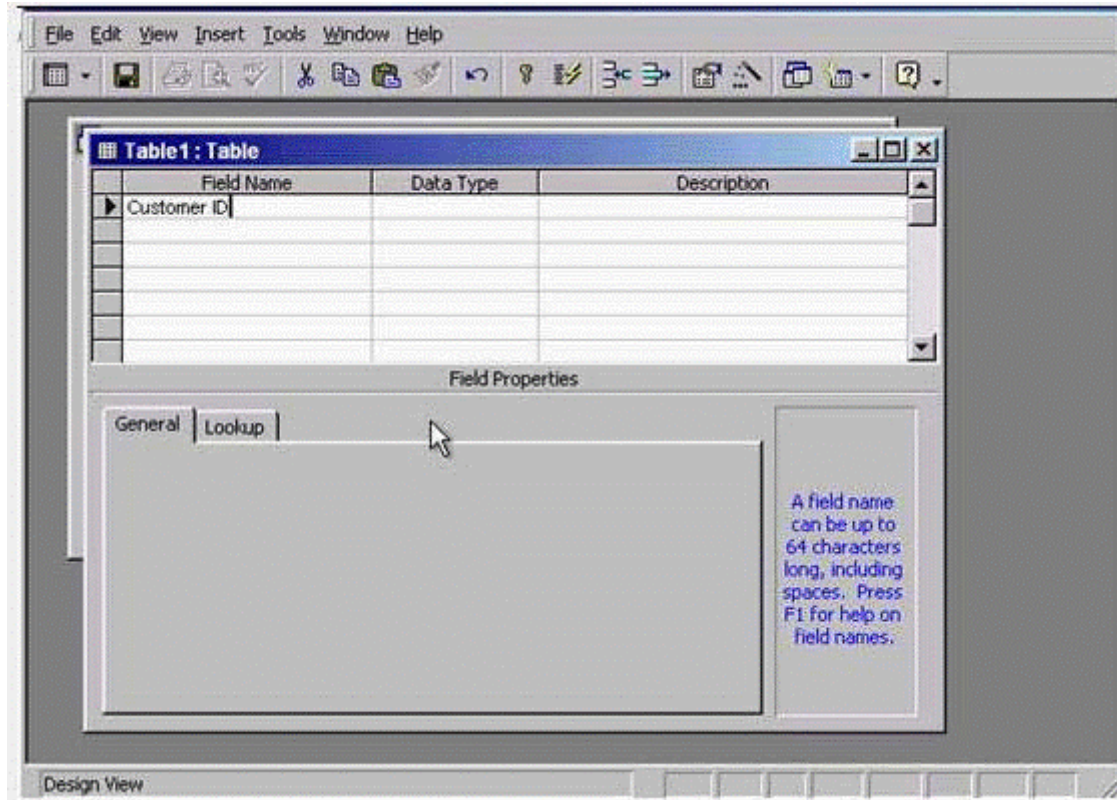
Answer:

A

Question 5

Question Type: MultipleChoice

Select the data type that will automatically assign a unique Customer ID number to each new customer.



Move to the next cell when you have finished.

Options:

A- In the data type column -> use the drop down list and select Auto number -> press tab from the keyboard

Answer:

A

Question 6

Question Type: MultipleChoice

Which two of the following statements are true?

| Database | | Not a Database |
|--------------------|------------------|-----------------|
| Sales catalogue ↵ | Sales catalogue | novel ↵ |
| Student register ↵ | Student register | shopping list ↵ |
| Customer records ↵ | Novel | |
| | Shopping list | |
| | Customer Records | |

Options:

- A- <100 will find values that are greater than 100.
- B- >= 10 will find values that are greater than or equal to 10
- C- >=Sep 30 1950 will find dates that are equal to or before Sep 30th 1950.
- D- <=Oct 31 1956 will find dates that are equal to or after Oct 31st 1956.
- E- <Jan 1 1965 And > Dec 31 1963 will find all dates in 1964

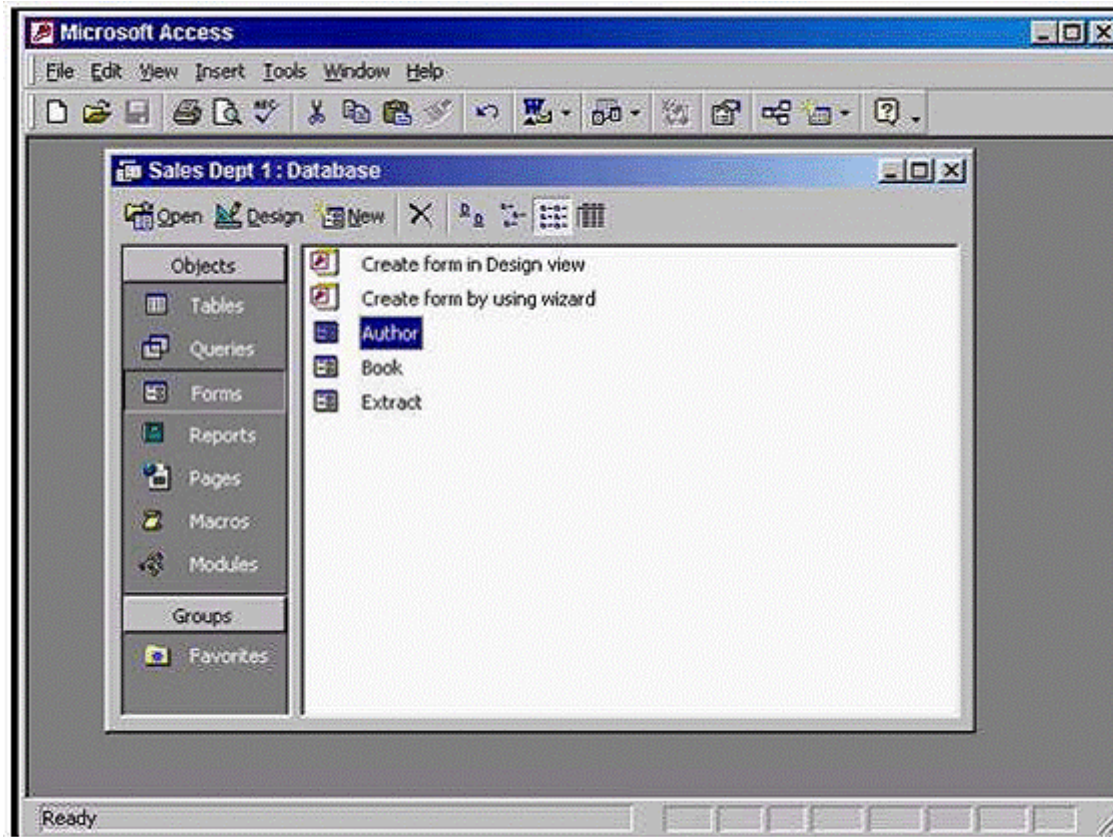
Answer:

B, E

Question 7

Question Type: MultipleChoice

Access the option that would enable you to create a new query without the help of the Simple Query Wizard.



Options:

A- Select Queries from the objects pane -> double click on create query in design view

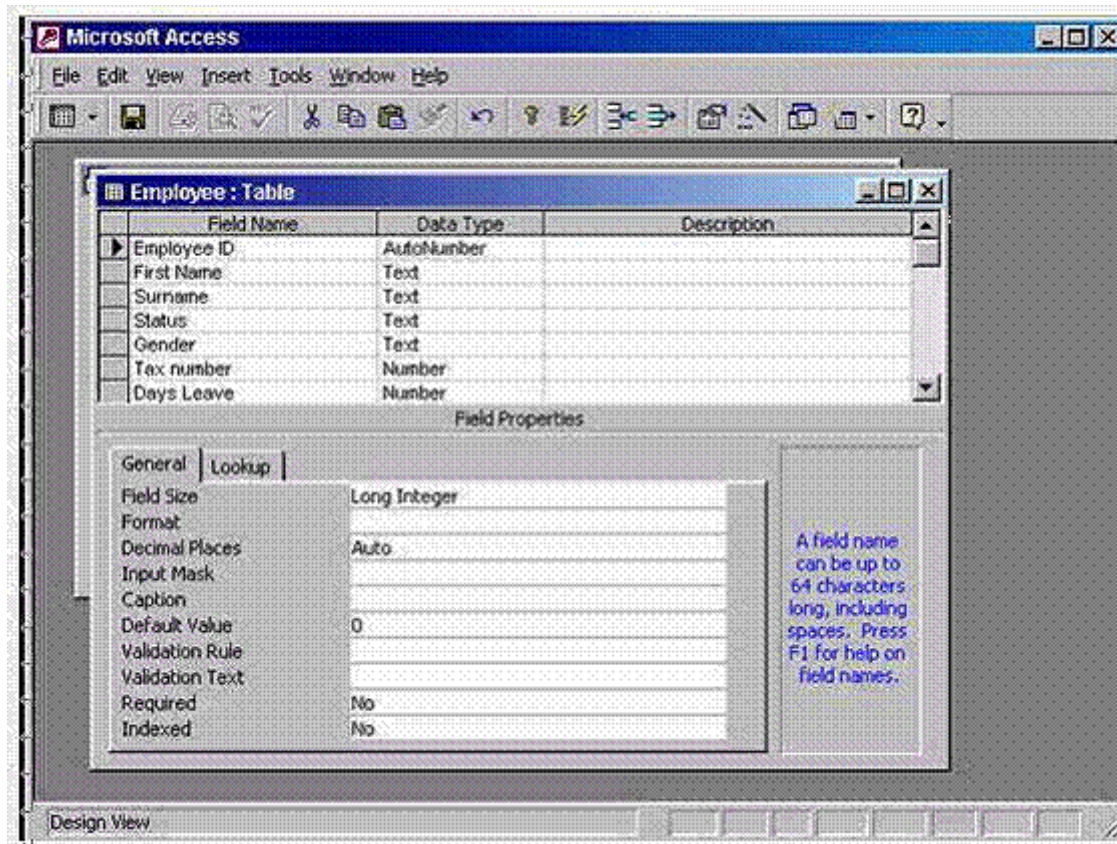
Answer:

A

Question 8

Question Type: MultipleChoice

Carry out the necessary steps to ensure that you can enter half-days in the Days leave field.



Options:

A- In the field size box use the drop down list -> select single

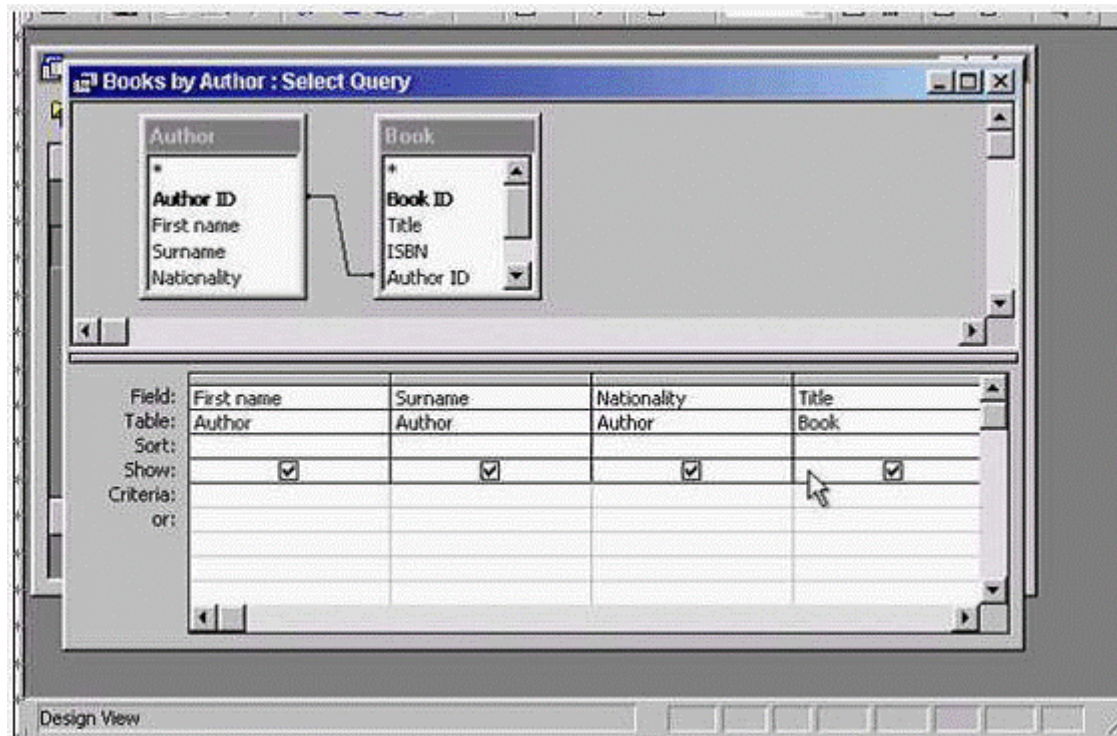
Answer:

A

Question 9

Question Type: MultipleChoice

Find books by all authors who are not Russian.



Press Enter when you are finished.

Options:

A- In the Nationality column put the in the criteria box -> type <> Russian -> press enter from the keyboard

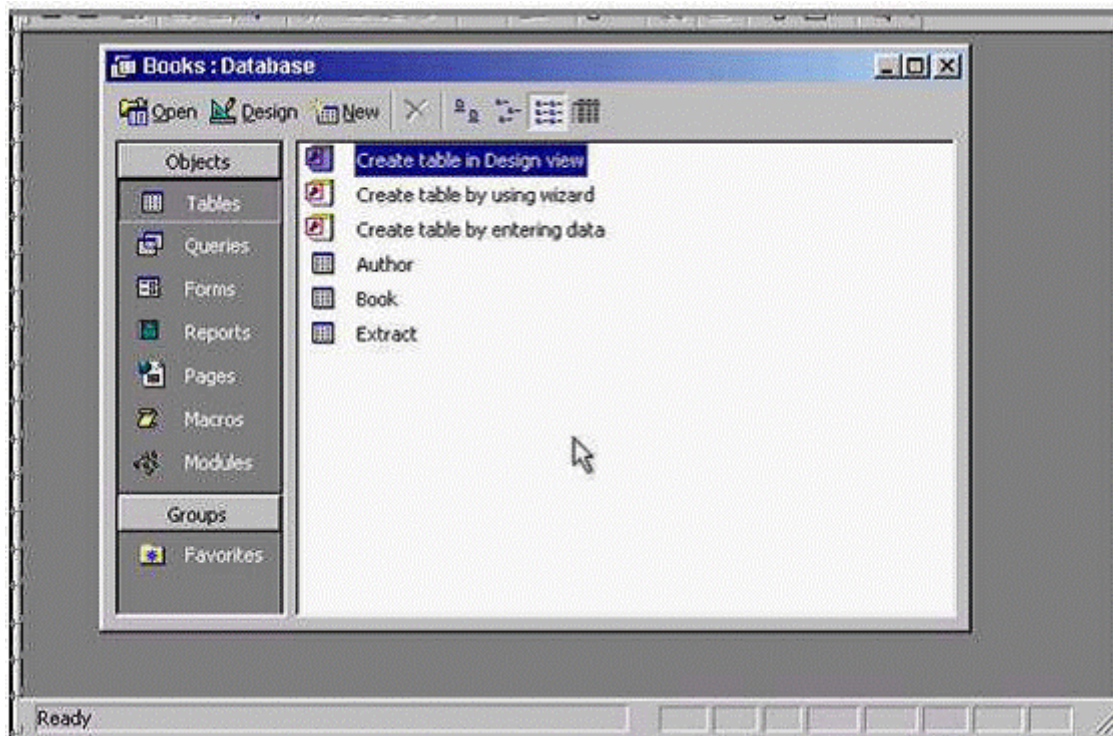
Answer:

A

Question 10

Question Type: MultipleChoice

One extract from each book is stored in the Extract table.



Set up a one-to-one relationship between the Book and Extract tables.

Options:

A- Click on the relationships tool -> select the field Book ID from the Extract table and drag it to the field Book ID from the Book table

Answer:

A

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