ICT Database Essentials
Lesson 4 Quiz

Circle the correct response for each question.

1. Which of the following is a common error when creating database tables?

   a. Failing to add a foreign key

   b. Failing to add a common field

   c. Entering the wrong data type in a field

   d. Failing to uniquely identify each record

2. Which of the following should you use to display specific information from a database table?

   a. A select query

   b. An action query

   c. An update query

   d. A table query

3. Which of the following should you use to perform an action on specified records in a database table?

   a. A select query

   b. An action query

   c. An update query

   d. An append query

4. The word "query" means:

   a. populate.

   b. question.

   c. answer.

   d. locate.

5. How can you add two unrelated tables to a query?

   a. Add a foreign key.

   b. Add a primary key.

   c. Create a table join.

   d. Combine the tables.

6. Which operation would allow you to convert a spreadsheet into a database?

    a. Query

    b. Export

    c. Import

    d. Translate

7. Which operation would allow you to convert a database into a spreadsheet?

    a. Query

    b. Export

    c. Import

    d. Translate

8. What should you create if you need to see a printout of the current data in a database?

    a. A form

    b. A query

    c. A report

    d. A spreadsheet

9. What should you do if you want to alter the "look and feel" of a report?

    a. Create a form.

    b. Create a query.

    c. Add a report theme.

    d. Import the report into a presentation application.

10. Why would you create a database report?

    a. To relate database tables through common fields

    b. To share and present database information in print form

    c. To select database information from multiple tables

    d. To create an object in which to view, enter and edit database information

11. What operation would you perform to rename a field?

    a. Open the table in Design View, click into the field name column, type the new name, click the save button.

    b. Open the table in Design View, right click on the row the field name, click cut, and click the save button.

    c. Open the table in Datasheet View, click the drop down arrow, enter the new name, and click the save button.

    d. Open the table in the Layout View, click the drop down arrow, enter the new name, and click the save button.

12. What operation combines two records and displays them as one record in the query's result set?

    a. Join

    b. Link

    c. Copy

    d. Import

13. Why would you export data?

    a. To create forms.

    b. To create queries.

    c. To create reports.

    d. To use it in other applications.

14. What are your options when importing data from Excel?

    a. Create, append or link to a database.

    b. Copy, cut or paste to a database.

    c. Join, import or link to a database.

    d. Export, translate or query a database.

15. What is a common error when creating and query?

    a. Mistyping the name of a table or field.

    b. Entering the wrong type in the data field.

    c. Selecting the wrong table

    d. Selecting the wrong type of query

16. Which of the following is not a type of query?

    a. Action

    b. Update

    c. List

    d. Append

17. What is not a type of error that prevents a join from working correctly?

    a. Different data types.

    b. Uncommon fields.

    c. Unmatching values

    d. Primary Key

18. When you select the link option while importing data, _____.

    a. You can modify the data in Access

    b. The Access data updates when the source file updates.

    c. Creates a new table in Access.

    d. Append to a table in Access.

19. You can use the following options to modify the look of a report except _____.

    a. using themes

    b. font sizes

    c. color

    d. export.

20. Why would you create an append query?

    a. To view information in a table.

    b. To add records to a table.

    c. To export information from a table.

    d. To import information to a table.