

# INFORMATION TECHNOLOGY

## Microsoft Access Quiz

### Multiple Choice Questions

- The term that order data numerically or alphabetically is called:  
a) managing      b) querying      c) reporting      d) sorting
- The view that looks similar to an Excel spreadsheet is called:  
a) datasheet view      b) design view      c) query view      d) report view
- The feature used to add data from one table to another table in a database by using:  
a) append      b) delete      c) sort      d) query
- Data can be added to a new table in a database by using:  
a) SQL view      b) design view      c) query view      d) report view
- A query is used to:  
a) inserts information      b) delete information  
c) update information      d) retrieves information
- The individual data items of record are called:  
a) field      b) tables      c) reports      d) databases
- A set of related data items is known as a:  
a) file      b) record      c) table      d) database
- Which of the following is not an Microsoft Access database object:  
a) report      b) form      c) query      d) datasheet
- When you double-click a query object, you:  
a) open it      b) form      c) edit it      d) print it
- The asterisk (\*) sometimes used in database queries represents a:  
a) ditto      b) dummy      c) star      d) wildcard
- Which of the following is **not** a data Type:  
a) number      b) data      c) currency      d) memo

### Short answer questions

- Give two examples of paper databases and two examples of computerized databases.

---

---

Consider the following database with two tables on Clients who have contracts with a company:

Table 1: CLIENT				
Client #	Client Name	Address	City	Country
320	Foster, Terence	881 Gough Street	St. James	Antigua
322	Stefan-ski, Cecile	1227 Pacific Highway	Castries	St. Lucia
327	Chiu, Tray	147 Diamond Lane	POS	Trinidad
330	Bradbury, Eleanor	9 Rogers Boulevard	St. Silas	Jamaica

Table 2: CONTRACT				
Contract #	Contract Date	Contract Amt	Client #	
2210	02/14/2005	\$850.00	327	
2205	02/11/2005	\$650.00	322	
2204	02/08/2005	\$525.00	320	
2222	02/25/2005	\$350.00	327	
2611	06/03/2005	\$575.00	320	
2408	04/19/2005	\$400.00	327	

13. Write **THREE** field types for the field names in the Contract table.

\_\_\_\_\_

14. What would be in the first row, if the **CLIENT** table was sorted in descending order by **Country**?

\_\_\_\_\_

15. State an appropriate primary key in each table.

\_\_\_\_\_

16. Explain whether the relationship between the Client and the contract is one-to-one, one-to-many or many-to-many. \_\_\_\_\_

\_\_\_\_\_

17. Write the name and contract numbers for client number 320. \_\_\_\_\_

\_\_\_\_\_

18. Outline **ONE** method you would use to sort the Client # in the Contract table in ascending order.

\_\_\_\_\_

19. Write the client numbers which meet the following query.

Contract Date	Contract Amt
>04/01/2005	<=600

Answer \_\_\_\_\_

20. You wish to give a 10% discount on all contracts. Write a calculated field called **Discent**, which will produce this discount. \_\_\_\_\_