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ICDL the Access exam

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DEMO
VERSION (LIMITED CONTENT)

Questions
& Answers

Question: 1

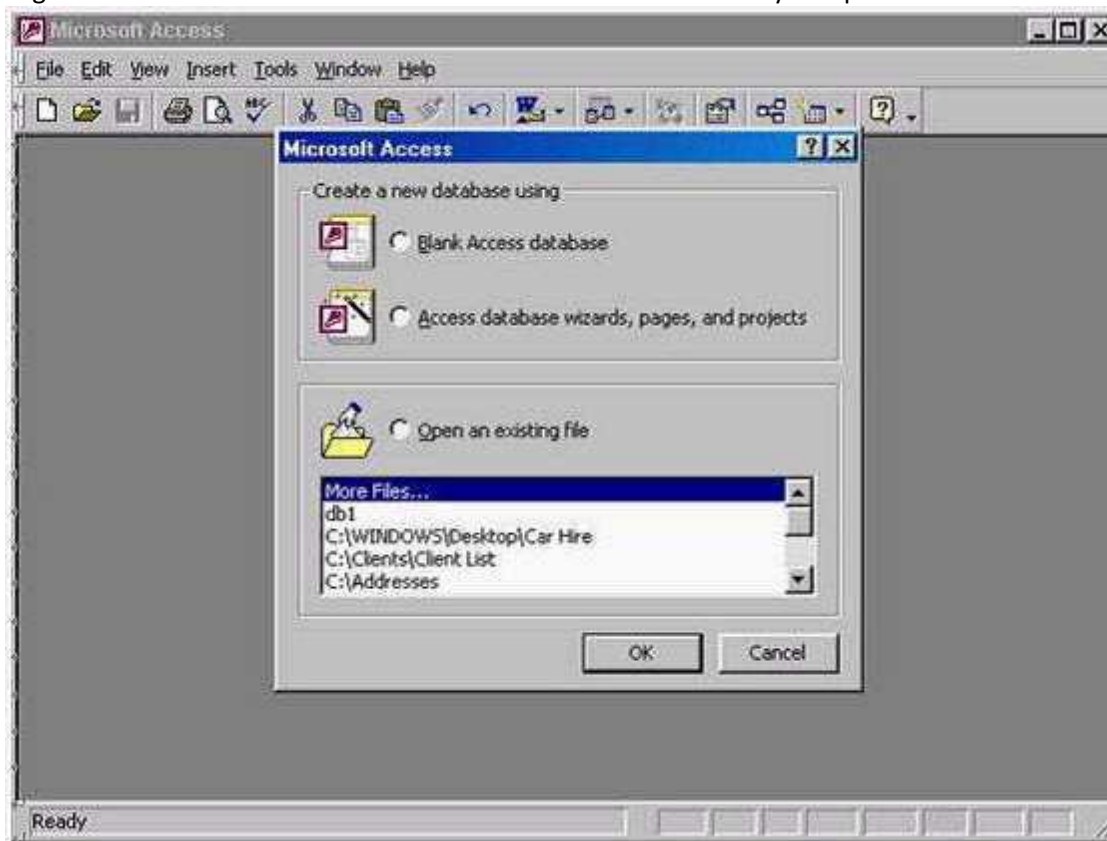
Which two of these statements about referential integrity are true?

- A. If a record in a parent table has a related child record referential integrity prevents you from deleting the parent record
- B. In Access, referential integrity is enforced by typing in a rule.
- C. You can set rules about referential integrity in a one table database.
- D. Referential integrity ensures that records in linked tables are automatically updated when changes are made.
- E. A child record cannot be entered unless it has a parent in the database if referential integrity is used

Answer: A, E

Question: 2

Log on to the database named Car Hire with the username icoffey and password ken*72



- A. Select open an existing file -> select c:\windows\desktop\car hire -> ok -> type icoffey in the name

box -> ken*72 in the password
box

Answer: A

Question: 3

Create a new blank database.

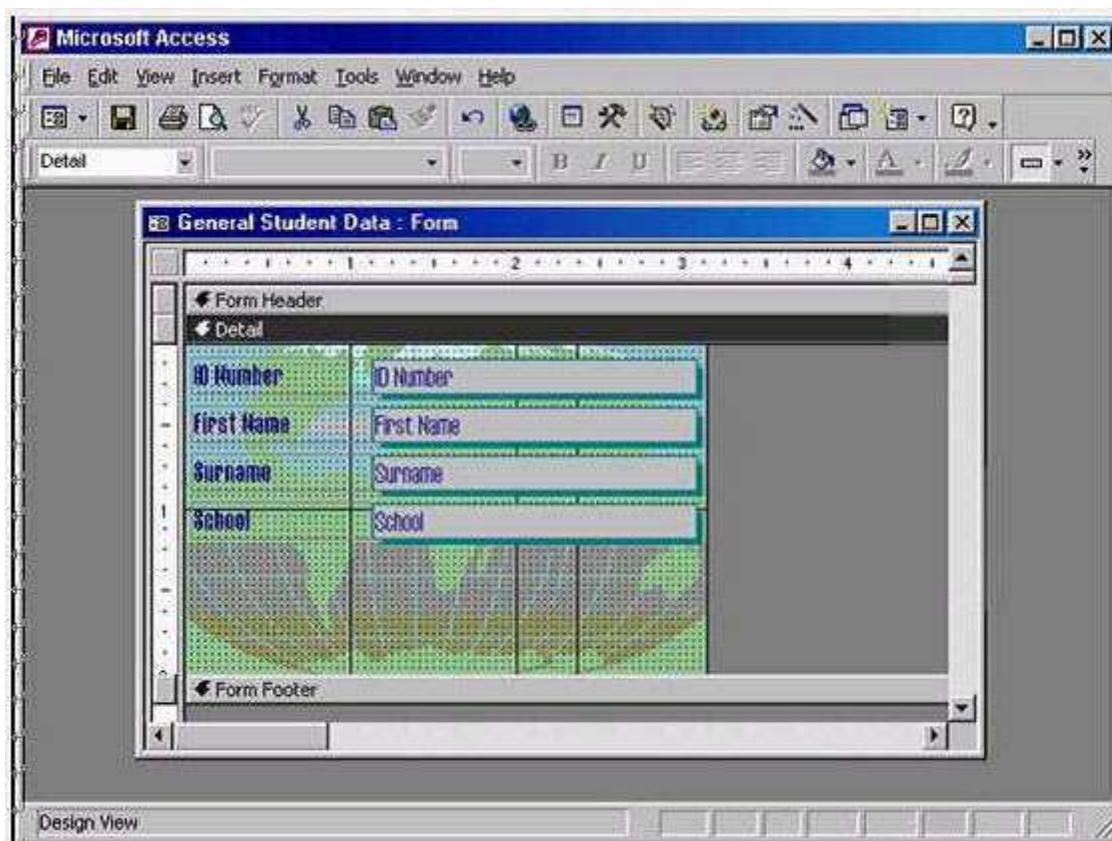


A. Click on the new tool from the database toolbar -> select database -> ok

Answer: A

Question: 4

Use Microsoft Access Help to find information about decimal numbers.

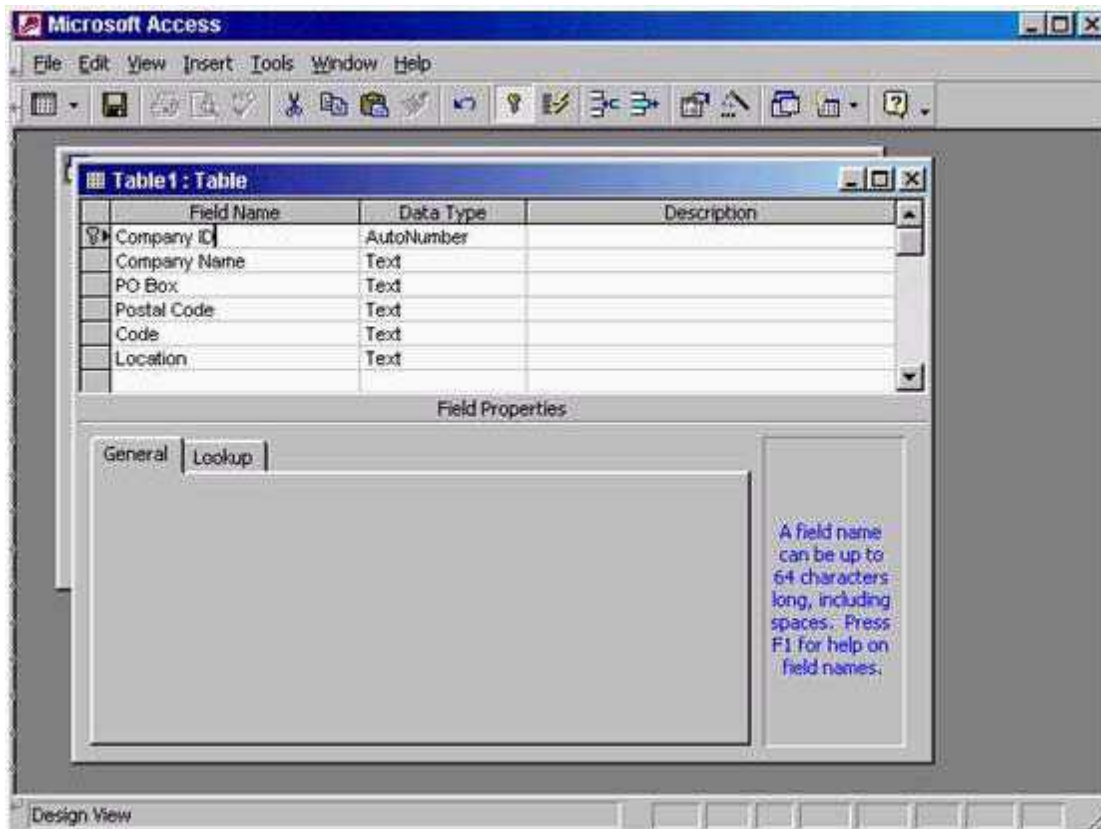


A. Help -> Microsoft access help -> type decimal numbers -> search

Answer: A

Question: 5

Hide the Formatting (Form/Report) toolbar.

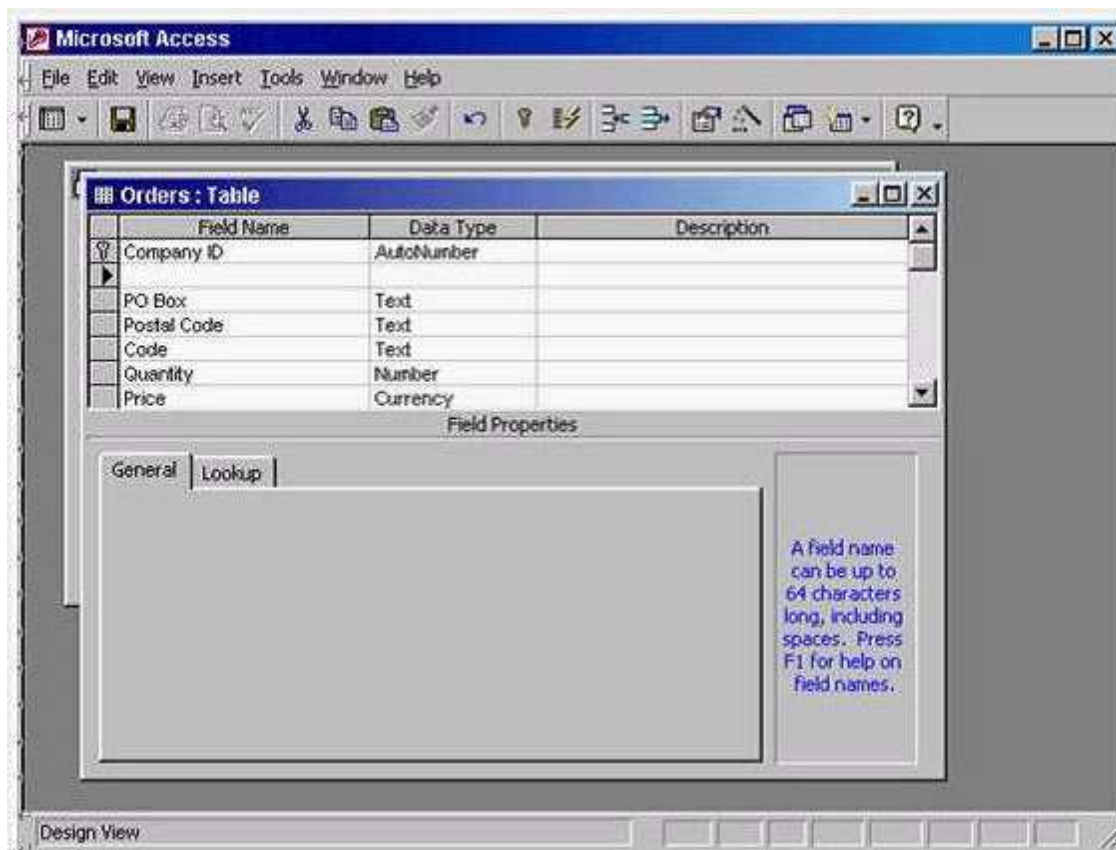


A. View -> toolbars -> select formatting (form/Report)

Answer: A

Question: 6

Save the above table and give it the name Sals.



A. Click on the save tool from the table design toolbar -> type Sales -> ok

Answer: A

Question: 7

Enter the field name Contact Name into the empty row. When you have finished, move the insertion point to the Data Type column.



A. Type Contact Name -> press Tab from the keyboard

Answer: A

Question: 8

Change the entry in the Surname field of this record to Dawson. Move to the next field in this record when you have finished.



A. Use the back space from the keyboard to delete Lamont -> type Dawson -> press Tab from the keyboard

Answer: A

Question: 9

Navigate quickly to the last record in this table.

Microsoft Access

File Edit View Insert Format Records Tools Window Help

Customers : Table

Customer ID	Company Name	Billing Address	Contact First Name	Company Name
1	Brinks China	7 Earl St	Joan	Sur
2	Babel	10a North Wall	Thomas	Rei
3	Amber Lighting	Gray Park	Joe	Keil
4	Crinleys	28 Thomas St	Kumar	Gup
5	Trident Pillows	Knowles Alley	Larry	Hin
6	Sayalot	Chatam St	Omar	Sal
7	SlumberWell	Meeting Sqr	Pierre	Vin
8	Oyster Pond	47 Oriol Road	Anna Maria	Sir
9	Giant Arm	31 White's Strand	Francesca	Cha
10	Harry Sumara	31 Smiths Terrace	Lisa	Wa
11	Rest A While	Cookes Corner	James	Rys
12	Storeys Best	8b Sheffield Way	Joseph	Sto
13	The Vineyard	11 The Retail Centre	John	Cur
14	Petunia Florists	14 Blackthorn Park	Petunia	Clai

Record: 2 of 590

Datasheet View

Answer:

Microsoft Access

File Edit View Insert Format Records Tools Window Help

Customers : Table

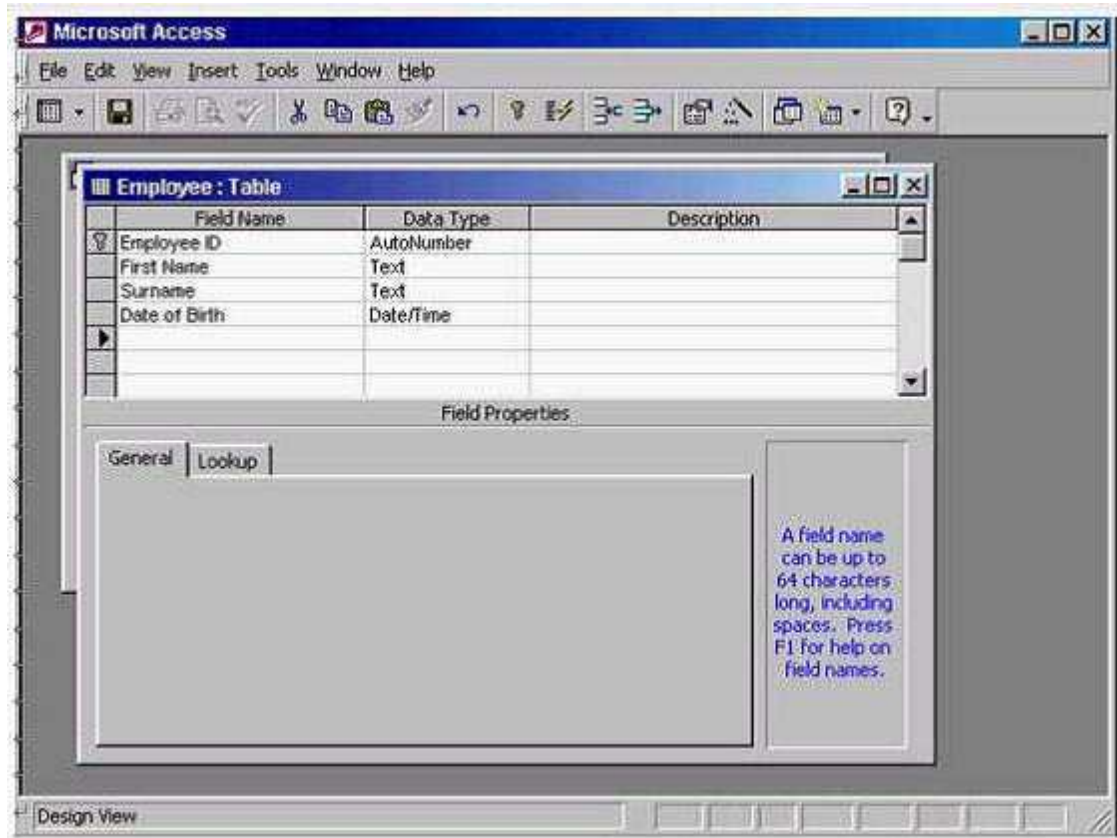
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5	Trident Pillows	Knowles Alley	Larry	Hin
6	Sayalot	Chatam St	Omar	Sal
7	SlumberWell	Meeting Sqr	Pierre	Vin
8	Oyster Pond	47 Oriol Road	Anna Maria	Sir
9	Giant Arm	31 White's Strand	Francesca	Cha
10	Harry Sumara	31 Smiths Terrace	Lisa	Wa
11	Rest A While	Cookes Corner	James	Rys
12	Storeys Best	8b Sheffield Way	Joseph	Sto
13	The Vineyard	11 The Retail Centre	John	Cur
14	Petunia Florists	14 Blackthorn Park	Petunia	Clai

Record: 2 of 590

Datasheet View

Question: 10

Save and close this table.



A. Click on save tool from the table design toolbar -> close the table

Answer: A

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