

QUESTIONS & ANSWERS

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MOS Using Microsoft Office Access 2007



QUESTION: 120

Peter works as a Database Designer for AccessSoft Inc. The company has a Windows-Vista based computer with Microsoft Office 2007 installed on it. The company uses a Microsoft Office 2007 database named HumanResource. The database contains a table named Employees. The table contains a column named JoinDate. Peter wants to ensure that the column automatically gets the current date if the date for a record is not mentioned. Which of the following table properties will he use to accomplish the task?

- A. Validation Rule
- B. Default Value
- C. Format
- D. Input Mask

Answer: B

Explanation:

In order to accomplish the task, Peter will use the Default Value property. The value of the Default Value property is given to a column if the value for that column is unknown. If a user does not provide any value for that column, the default value is automatically inserted. Answer C is incorrect. The Format property is used to change the format of the fields having Number, Date/Time, Currency, Yes/No datatypes. A value provided in this property cannot be displayed in a column if a value for that column is not provided.

Answer A is incorrect. A validation rule is a set of rules associated with a column so that a user is restricted from entering invalid data. A user can be restricted from entering data through the following options:

Datatypes: When a field is assigned to a datatype, data of another type cannot be inserted in the field. Field size: The field size restricts the amount of data to be inserted in a table. Table Properties: Certain table properties such as Required forces a user to enter data or the Format property forces a user to enter data in a defined format. A validation rule can be applied by using the Validation Rule property. A user can be intimated about the invalid data through the Validation Text property.

Answer D is incorrect. The Input Mask property is used to change the format of a field having the Text or Date/Time datatype. This property provides the formats for different types of data such as zip-code, phone, date, time, password etc. When the Input Mask property is set for a field, a user should fill the data in the same format. Any other format is either converted to the given format or remains as it is.

QUESTION: 121

Peter works as a Database Designer for AccessSoft Inc. The company has a Windows Vista-based computer with Microsoft Office 2007 installed on it. The

company uses Microsoft Office Access 2007 database named Sales. The database contains several tables. Peter has created a sales report named SalesReport, which is connected to SalesData table. Now, Peter has renamed the table as SalesInfo. Which of the following actions will be performed on the report?

- A. The report will be deleted.
- B. The report will also be renamed.
- C. The report will be disconnected.
- D. The report will work successfully.

Answer: D

Explanation:

The report will not get affected in any way because when a table is renamed, the RecordSource property of the report is also changed. The report remains connected to the table and works normally. It is neither deleted nor renamed.

QUESTION: 122

James works as a Database Designer for AccessSoft Inc. The company has a Windows Vista-based computer that has Microsoft Office 2007 installed. The computer has a database named Sales. The database contains four tables that are related to each other through the primary and foreign keys. The database is not normalized. In order to normalize the database, James has to delete some columns from the tables. Which of the following syntaxes will he use to accomplish the task?

- A. DROP COLUMN <column_name>
- B. ALTER TABLE <table_name>DROP COLUMN <column_name>
- C. ALTER TABLE <table_name>ALTER COLUMN <column_name> DROP
- D. ALTER DATABASE <database_name>DELETE COLUMN <column_name>

Answer: B

Explanation:

In order to accomplish the task, James will use the following syntax: ALTER TABLE <table_name>

DROP COLUMN <column_name>

The properties of a column can be modified by using the ALTER TABLE statement. This statement can be used to accomplish the following tasks:

Add and drop columns

Add and drop constraints

Answer C is incorrect. The following syntax will generate an error: ALTER TABLE <table_name>

ALTER COLUMN <column_name> DROP

Answer A is incorrect. The DROP COLUMN clause works inside the ALTER TABLE statement. If it is used without the ALTER TABLE statement, it will generate an error.

Answer D is incorrect. There is no such clause as DELETE COLUMN in the ALTER TABLE statement.

QUESTION: 123

You are working with Microsoft Office Access 2007. You have created two tables named students and student_courses. You have binded both tables by creating a one-to-many relationship between them. You want to change the value on one side of the relationship. What will you do to accomplish the task? Each correct answer represents a part of the solution. Choose three.

- A. Select the Cascade Update Related Fields.
- B. Select the Enforce Referential Integrity.
- C. Select the Show/Hide group of the Database Tools tab.
- D. Select the Cascade Delete Related Records.

Answer: B, A, D

Explanation:

In order to accomplish the task, you should take the following steps:

1. Select the Enforce Referential Integrity.
2. Select the Cascade Update Related Fields.
3. Select the Cascade Delete Related Records.

QUESTION: 124

Peter works as a Database Designer for AccessSoft Inc. The company has a Windows Vista-based computer with Microsoft Office 2007 installed on it. The computer contains a database named Sales created in Microsoft Office Access 2007. The database contains several tables. Two tables named Employees and Department are joined with each other through a column named EmpID . The EmpID column is a primary key column in the Employees table and a foreign key column in the Department table. Peter has to delete the Employees table. What will happen when he tries to delete the Employees table?

- A. The Employees and the Department tables with the relationship will be deleted.
- B. The Employees table and the relationship will be deleted.

- C. The Employees table will not be deleted as it contains primary key.
- D. All columns except the EmpID column will be deleted.

Answer: B

Explanation:

When Peter deletes the Employees table, Microsoft Access asks to delete the relationships also. If Peter clicks the Yes button, the Employees table with the relationship will be deleted.

QUESTION: 125

Which of the following characteristics is the most important characteristic of a field that is elected as a primary key in a table?

- A. Unique
- B. Easily remembered
- C. Small in size
- D. Simple datatype

Answer: A

Explanation:

A table usually has a column or combination of columns whose values uniquely identify each row in the table. This column (or columns) is called the primary key. Primary key ensures that no duplicate or null values are entered in the column (or columns) defined as primary key columns. This enforces integrity of the table. A primary key can be created by defining a primary key constraint while creating or altering a table. A table can have only one primary key constraint. As primary key constraints ensure uniqueness, they are often defined by using an identity column. Answer C is incorrect. It is not important to consider the size of a primary key.

Answer B is incorrect. For using a database, it is not necessary to remember record keys.

Answer D is incorrect. A simple datatype is helpful in the key indexing, but it is not a primary characteristic.

QUESTION: 126

Which of the following features are considered as the preventive maintenance tasks for Microsoft Office Access 2007 databases? Each correct answer represents a complete solution. Choose three.

- A. Linked Table Manager
- B. Backup Database
- C. Compact and Repair Database
- D. Filter

Answer: B, C, A

Explanation:

The following features are considered as the preventive maintenance tasks for Microsoft Office Access 2007:

Backup: It makes copies of data to restore the original data after a loss event.

Compact and Repair Database: It is used to perform routine maintenance of a database. Linked Table Manager: It lists the paths to all currently linked tables.

Answer D is incorrect. Filter is not a preventive maintenance tool. It is used to choose one or more of the current values in a table field to select records to display.

QUESTION: 127

You are working with Microsoft Office Access 2007. You are creating a query using the Design view. You want that the extracted data will display in a specific order. Which of the following properties will you configure in order to accomplish the task?

- A. Show
- B. Or
- C. Sort
- D. Criteria

Answer: C

Explanation:

In order to accomplish the task, you should configure the Sort property. This property displays the extracted data in a specific order. The Sort property sets the data in ascending or descending order.

Answer A is incorrect. The Show property is used to include a field in the query.

Answer D is incorrect. The Criteria property defines various specifications for the query.

Answer B is incorrect. The Or property defines the optional entries that create OR elements of the selection criteria of the query.

QUESTION: 128

James works as a Database Designer for AccessSoft Inc. The company has a Windows Vista computer, which has a database named Orders. The database

contains a table named OrderDetails. Users run queries against the database to place orders of customers. They also retrieve data related to the processing of orders and information about the customers who place orders. Users complain that the retrieval of data is very slow. James opens the following query:

```
SELECT * FROM OrderDetails;
```

What should he do to enhance the performance of the query?

- A. Use the WHERE clause with the SELECT statement.
- B. Use the GROUP BY clause with the SELECT statement.
- C. Use the DISTINCT clause with the SELECT statement.
- D. Use the TOP clause with the SELECT statement.

Answer: A

Explanation:

In order to enhance the performance of the query, James will use the WHERE clause with the SELECT statement as follows:

```
SELECT * FROM OrderDetails WHERE custname='customer name';
```

The WHERE clause is used to filter data given in the table. The filter is based on one or more columns given after the SELECT statement. The columns are separated by commas.

Answer C is incorrect. The DISTINCT clause is used to prevent rows from getting duplicated in the result set. It can only be used with the SQL SELECT statement. The syntax for the DISTINCT clause is as follows: SELECT DISTINCT <columns> FROM <table_name> WHERE <conditions>

Answer D is incorrect. The TOP clause is used to retrieve data for the first set of rows. The example is as follows:

```
SELECT * TOP 10 FROM OrderDetails;
```

The statement will retrieve only the top ten rows from the OrderDetails table.

Answer B is incorrect. The GROUP BY clause groups selected rows on the basis of values of specified column(s) for each row, and returns a single row of summary information for each group. Rows that have the same values in the specified grouping column(s) are grouped together. The GROUP BY clause suppresses duplicate rows for the grouping column(s). It does not guarantee the order of the result set. Therefore, an ORDER BY clause should be used with the GROUP BY clause to sort the result set in the desired order.

QUESTION: 129

James works as a Database Designer for AccessSoft Inc. The company has a Windows Vista-based computer with Microsoft Office 2007 installed on it. The company uses Microsoft Office Access 2007 database named HumanResource. The database contains several forms, tables and queries. James has to manually create a report that will display records from EmpDept query, which contains the names of

employees in the EmpName column and their concerning departments in the DeptName column. James creates a TextBox control. He has to bind the TextBox to the EmpName property. Which of the following properties will he use to accomplish the task?

- A. RowSource
- B. ControlSource
- C. TableSource
- D. RecordSource

Answer: B

Explanation:

In order to accomplish the task, James will use the ControlSource property. The ControlSource property bounds a control to a field of a table. If a control is bound to a field by using this property, the control is known as a bound control. If the value of this property is blank, the control is known as an unbound control. If the ControlSource property contains an expression, the control is known as a calculated control.

Answer D is incorrect. The RecordSource property belongs to the form and report controls. This property is used to connect a form or report to a table or query. After setting the RecordSource property, a user can use the ControlSource property to bind the controls of a form or report. The RecordSource property belongs to the form and report objects. This property binds the object to a source from which data is to be retrieved. This source can be a table or a query. When a form or a report is bound to a table or a query, the controls can be bound to a column of the table through the ControlSource property.

Answer A is incorrect. RowSource property belongs to the combo box and list box controls. When these controls are bound to a column by the RowSource property, all the data of the column is displayed in the list box or the combo box.

Answer C is incorrect. There is no such property as TableSource.

QUESTION: 130

James works as a Database Designer for AccessSoft Inc. He has to create a query that will count the number of employees in the company. Which of the following query wizards should he use to accomplish the task?

- A. Crosstab Query
- B. Simple Query
- C. Find Duplicates Query
- D. Find Unmatched Query

Answer: A

Explanation:

In order to accomplish the task, James should use the Crosstab Query Wizard. This wizard helps to create a query in which a user can use functions such as Count, Min, Max, etc.

Answer B is incorrect. The Simple Query Wizard helps to create simple queries that are used to display specific or all data.

Answer C is incorrect. The Find Duplicates Query Wizard is used to create queries that display duplicate records.

Answer D is incorrect. The Find Unmatched Query Wizard compares two tables and displays the unmatched data between the two tables.

QUESTION: 131

You work as a Database Designer for ABC Inc. The company has a Windows Vista-based computer with Microsoft Office 2007 installed on it. The computer contains a database named Sales that is created in Microsoft Access 2007. The database contains five tables. You are working with SELECT statement to retrieve data from all the tables. You want to generate a table, which contains the columns from all the tables. Which of the following clauses will you use to accomplish this task?

- A. DISTINCT
- B. JOIN
- C. GROUP BY
- D. WHERE

Answer: B

Explanation:

The JOIN clause is used with the SELECT statement to retrieve data from more than one table. This clause matches data from multiple tables. This results in the creation of a table, which is a combination of columns from multiple tables. It joins the tables by combination of a primary key and a foreign key. The result of the query generates a temporary table containing the columns from two or more tables.

Answer A is incorrect. The DISTINCT clause is used to prevent rows from getting duplicated in the result set. It can only be used with the SQL SELECT statement.

The syntax for the DISTINCT clause is as follows: `SELECT DISTINCT <columns>
FROM <table_name> WHERE <conditions>`

Answer D is incorrect. The WHERE clause is used with the SELECT statement to search records in one or more tables. This clause is also used to update or delete records through the UPDATE and DELETE statements. When the WHERE clause is used with the SELECT statement, it displays the records as per the criteria defined

using the WHERE clause. When this clause is used with the UPDATE or DELETE statements, the records are updated and deleted as per the criteria. Data once updated or deleted cannot be undone.

Answer C is incorrect. The GROUP BY clause groups selected rows on the basis of values of specified column(s) for each row, and returns a single row of summary information for each group. Rows that have the same values in the specified grouping column(s) are grouped together. The GROUP BY clause suppresses duplicate rows for the grouping column(s). It does not guarantee the order of the result set. Therefore, an ORDER BY clause should be used with the GROUP BY clause to sort the result set in the desired order.

QUESTION: 132

Andrew works as a Database Designer for AccessSoft Inc. The company has a Windows Vista-based computer with Microsoft Office 2007 installed on it. The company uses a Microsoft Office Access 2007 database named HumanResource. The database contains a table named Employees. Andrew wants to retrieve the records of those employees whose salary is greater than \$20000. The Salary field in the table is set to the Currency datatype. Which of the following scripts will he use to accomplish the task?

- A. SELECT * FROM Employees WHERE Salary>20000
- B. SELECT * FROM Employees WHERE Salary>'20000'
- C. SELECT * FROM Employees WHERE Salary>'\$20000'
- D. SELECT * FROM Employees WHERE Salary>\$20000

Answer: A

Explanation:

In order to accomplish the task, Andrew will use the following script: SELECT * FROM Employees WHERE Salary>20000 When a query is created with the Currency datatype in the WHERE clause, the value of the currency datatype must be a number. The number must be neither enclosed in single or double quotes nor prefixed by a dollar or other currency signs.

QUESTION: 133

Andrew works as a Database Administrator for Softech Inc. The company has a database named Sales. The database contains a table named SalesData. Andrew wants to ensure that multiple columns in the table do not contain duplicate values, and each column should allow a single NULL value. Which of the following constraints will he use to accomplish the task?

- A. FOREIGN KEY
- B. UNIQUE
- C. CHECK
- D. PRIMARY KEY

Answer: B

Explanation:

In order to accomplish the task, Andrew will use the UNIQUE CONSTRAINT. The UNIQUE CONSTRAINT does not allow duplicate values. It can be implemented on multiple columns in a table. Since UNIQUE CONSTRAINT does not allow duplicate values, it allows only a single NULL value in the columns on which it is implemented. UNIQUE constraint ensures that no two rows have duplicate values in a specified column or set of columns. Multiple UNIQUE constraints can be defined for a table. The UNIQUE constraint can be created while creating a table, using the CREATE TABLE statement. It can also be created while modifying the table, using the ALTER TABLE statement. The UNIQUE constraint allows NULL values unless the NOT NULL constraint is specified for the same column.

Answer D is incorrect. The PRIMARY KEY CONSTRAINT does not allow duplicate values and NULL values in a column on which it is defined. The PRIMARY KEY CONSTRAINT can be implemented only on a single column in a table. A table usually has a column or combination of columns whose values uniquely identify each row in the table. This column (or columns) is called the primary key. Primary key ensures that no duplicate or null values are entered in the column (or columns) defined as primary key columns. This enforces integrity of the table. A primary key can be created by defining a primary key constraint while creating or altering a table. A table can have only one primary key constraint. As primary key constraints ensure uniqueness, they are often defined by using an identity column.

Answer C is incorrect. The CHECK CONSTRAINT can be used to check for the insertion of only valid values in a column. It can be applied on multiple columns to check the entry of valid values. The CHECK constraint enforces domain integrity by limiting the values that are accepted by a column. Multiple CHECK constraints can be applied to a column. A CHECK constraint can be created using a logical expression to validate the value accepted by a column. It is also possible to use multiple-columns in a CHECK constraint. For example, a CHECK constraint can be used to confirm that the value in the OrderDate column is less than the value in the InvoiceDate column. However, a CHECK constraint cannot be created to enforce a rule that requires a column value from another row in the table or column value from another table. Answer A is incorrect. A foreign key is a column or combination of columns used to establish and enforce a relationship between the data in two tables. This relationship is created by adding a column(s) in one of the tables to refer to the other table's column(s) protected by a PRIMARY KEY or UNIQUE constraint. This column becomes a foreign key in the first table. A foreign key can be created by defining a FOREIGN KEY constraint when creating or altering a table.

QUESTION: 134

James works as an Access Developer for AccessSoft Inc. The company has a Windows Vista computer on which Microsoft Office 2007 is installed. The computer contains a database named Sales created in Access 2007. The database contains a table named Orders. James has to create a form which will display the data from the table one at a time. He wants to access the controls programmatically so that he can connect them to the table. Which of the following properties will he use to access the controls?

- A. Name
- B. ControlSource
- C. Can Grow
- D. TextFormat

Answer: A

Explanation:

The name property refers to the name given to a control in a form or a report. The default name of the control is the control name plus 1, 2, 3, etc. The name of the control should be meaningful so that it can be easily used during programming. The value of this property cannot be changed programmatically. It can be changed only in design view.

Answer B is incorrect. The ControlSource property bounds a control to a field of a table. If a control is bound to a field by using this property, the control is known as a bound control. If the value of this property is blank, the control is known as an unbound control. If the ControlSource property contains an expression, the control is known as a calculated control.

Answer D is incorrect. The TextFormat property of a control helps to change a text to rich text format. This helps to apply multiple formatting options for the text in a control. A user can change the format of the text to bold, italics, etc., The user can also change the font of the selected text and can apply other types of formatting.

Answer C is incorrect. The Can Grow property allows a control to adjust its dimensions according to the contents present in the control. A control grows vertically to adjust its contents so that all the contents can be displayed. The default value of the Can Grow property is false.

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