

Final Exam:

- Section 1: Saturday, July 7, 8:00-10:30 A.M.
- **Your Final Exam will be given in the classroom.**
 - **Bring your photo ID.**
 - **NO ID! NO TEST! NO EXCEPTIONS!**
- **Your Final Exam is not a cut and paste exam—either you know Access or you do not.**
 - **This is a paper and pencil exam.**
- **There are 75 items on the final exam.**

Sample Final Exam Items

Multiple Choice

Identify the letter of the choice that best completes the statement or answers the question.

____ 1. Which extension identifies a file as a Microsoft Access database?

- a. .acc
- b. .mdb
- c. .adb
- d. .acx

Case 2

Julia works for a well-sized corporation and is working on the Employee database. The database is large and includes the names, addresses, and pictures of more than 300 workers.

____ 2. To make sure that the her database is protected against loss, damage, or file corruption, what should she do?

- a. Compact and repair the database on the hard drive.
- b. Convert the database to Access 2002.
- c. Make a back-up copy on the hard drive.
- d. Set a database password.

____ 3. There are many updates to the records, and with all of her duties at work, and the year end deadline approaching, she finds she needs to also enter data at home. To work on the database with Microsoft Access 2003 and on another computer in Microsoft Access 2002, Julie should use ____.

- a. Tools, point Database Utilities, then select Convert Database, and choose Access 2002 to 2003 File Format
- b. Tools, point Database Utilities, then select Convert Database, and choose Access 2002 File Format
- c. neither a nor b, because it is not necessary to convert the database
- d. both a and b

- ____ 4. The entries in the database tables are complete up to the end of last month. He would like to run a query to list all the cars in all locations that are more than \$25,000.00.
How can Mitchell start a new query from his open Access database after working on a table?
- He can click Design.
 - He can click New.
 - He can select Queries on the Objects bar, and then click New.
 - all of the above

Case 2

Norman has been assigned to enhance the Spring Inventory database at his company by inserting pictures. He wants to include the company logo at the top of the report, as well as various other images.

- ____ 5. For Norman's company logo graphic to appear only at the top of the report, he places it in the ____.
- Detail
 - Group Header
 - Page Header
 - Report Header
- ____ 6. He thinks it would be a nice touch to have a small graphic of a key in front of each car record. He decides each graphic will be placed to the left of every record. How does he achieve this?
- Norman puts the image in the Detail
 - Norman puts the image in the Group Header
 - Norman puts the image in the Page Header
 - Norman puts the image in the Report Header

Case 2

Paul works for a used car dealership. He is helping a customer who is interested in purchasing a relatively new used car, specifically 6 months to 1 year old. He is working in the Used Cars database to find a car appropriate for his customer's needs.

- ____ 7. Paul uses the ____ to specify only the cars from the year 2004.
- Filter By Form
 - Filter By Selection
 - Filter Excluding Selection
 - Filter For Input
- ____ 8. Paul's customer has now decided that he would like to look specifically at 2004-2005 Subaru cars. What should he use to search for this?
- Filter By Form
 - Filter By Selection
 - Filter Excluding Selection
 - Filter For Input

Case 4

Sarah has created a report for an Employee Directory from scratch in Design View. All of the Labels are to be colored Fill/Back Color of a Light Green with a Transparent Back Style and Short Dashes in the Border Style. The Font Size will be 10, Times New Roman in Italics.

- _____ 9. To save time and to make all of the labels in the report uniform with the same font, border, and color, she should use the _____.
- copy button
 - format painter button
 - paste button
 - Edit, Select All from the toolbar
- _____ 10. To align all of the controls for the name and address in a straight line from the top of the form, she first holds down the _____, points to _____, and then clicks _____.
- Shift key, Align, Left
 - Ctrl key, Justify, Right
 - Shift key, Align, Top
 - Ctrl key, Align, Bottom

Sample Final Exam Items

Answer Section

MULTIPLE CHOICE

- ANS: B
- ANS: C
- ANS: C
- ANS: C
- ANS: D
- ANS: A
- ANS: B
- ANS: A
- ANS: B
- ANS: C