



**Microsoft**

# **MOS-AXP**

*Access 2002 Core*

**QUESTION: 75**

In Microsoft Access 2002, \_\_\_\_\_ are a grid of fields and records in which data is viewed, entered, edited, and deleted.

- A. Tables
- B. Queries
- C. Forms
- D. Reports
- E. Data Access Pages
- F. Macros
- G. Modules

**Answer: A**

**Explanation:**

Tables are used to view, enter, edit, and delete data in Microsoft Access 2002.

**QUESTION: 76**

A field is defined as \_\_\_\_\_.

- A. Individual rows that make up one complete set of information
- B. A grid of columns and rows that is used to store information
- C. The individual columns or categories of the table
- D. None of the above

**Answer: C**

**Explanation:**

Fields are individual columns or categories of the table. For example, in a table consisting of students at a school, First Name, Last Name, Parent's Work Number, etc. would all be examples of individual fields.

**QUESTION: 77**

A record is defined as \_\_\_\_\_.

- A. Individual rows that make up one complete set of information
- B. A grid of columns and rows that is used to store information
- C. The individual columns or categories of the table

D. None of the above

**Answer:** A

**Explanation:**

A record is one complete row of information in a table about a specific entity. For example, in a table consisting of employees in a business, a record would contain all of the information about one employee, such as First Name, Last Name, Address, Date of Hire, etc.

**QUESTION:** 78

\_\_\_\_\_ are used to extract records from a table that meet specific criteria.

- A. Tables
- B. Queries
- C. Forms
- D. Reports
- E. Data Access Pages
- F. Macros
- G. Modules

**Answer:** B

**Explanation:**

A query is used to extract records that meet a specific criteria or set of criteria from a table. Queries enable you to view and manipulate small subsets of data.

**QUESTION:** 79

\_\_\_\_\_ are used to publish information to the Internet

- A. Tables
- B. Queries
- C. Forms
- D. Reports
- E. Data Access Pages
- F. Macros
- G. Modules

**Answer:** E

**Explanation:**

A Data Access Page is used to publish information to the Internet, and saves information from a table or query in HTML (Hypertext Markup Language) format, which is the file format the Internet uses.

**QUESTION: 80**

\_\_\_\_\_ are on-screen documents used to view or enter data in a table.

- A. Tables
- B. Queries
- C. Forms
- D. Reports
- E. Pages
- F. Macros
- G. Modules

**Answer: C**

**Explanation:**

Forms are used to view, enter, or edit data in a table, and are easier to use and more professional in appearance than using the table datasheet.

**QUESTION: 81**

A Crosstab query is used when \_\_\_\_\_.

- A. A summary table which displays totals, averages, highs, lows, and other calculations of a large datasheet is needed
- B. Records that show relationships to other records in other tables are needed
- C. A query is needed that will update data in a record
- D. You wish to view identical records have been created in the same table

**Answer: A**

**Explanation:**

A Crosstab query is used to summarize information in a table and can be created by using the Crosstab Query Wizard.

**QUESTION: 82**

The default Field Size when using the Text data type is \_\_\_\_\_.

- A. 10
- B. 24
- C. 50
- D. 64

**Answer: C**

**Explanation:**

You cannot type any field entry that exceeds 50 characters in length, unless you adjust the field size by clicking the field you wish to change and entering the desired field size number in the Field Size field in the Field Properties section of the Design view window

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