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Exam : ICDL-Access

Title : ICDL-Access ICDL-Access Exam

Version : Demo

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

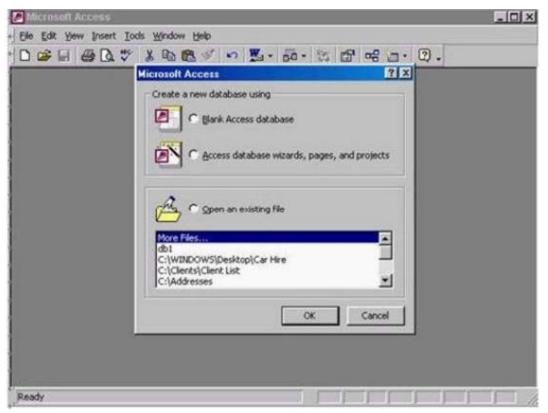
B. In Access, referential integrity is enforced by typing in a rule.

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

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



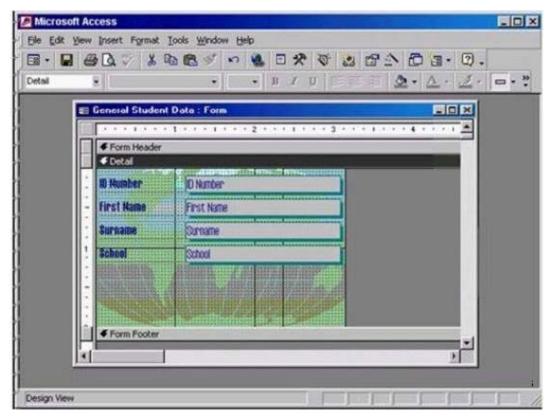
A. Select open an existing file -> select c:\windows\desktop\car hire -> ok -> typeicoffey in the name box -> ken*72 in the password box Answer: A

3.Create a new blank database.

III Customers : Ta	ble			
Customer ID	Company Name	Billing Address	Contact First Name	Co.
	Brinks China	7 Earl St	Joan	Sui
2	Babel	10a North Wall	Thomas	Rei
3	Amber Lighting	Gray Park	Joe	Kei
4	Crinleys	28 Thomas St	Kumar	Gu
5	Trident Pillows	Knowles Alley	Larry	Hin
6	Sayalot	Chatam St	Omar	Sal
7	SlumberWell	Meeting Sqr	Pierre	Vin
8	Oyster Pond	47 Oriel Road	Anna Maria	Sin
		31 White's Strand	Francesca	Ch.
10	Harry Sumara	31 Smiths Terrace	Lisa	Wa
11	Rest A While	Cookes Corner	James	Ry:
12	Storeys Best	8b Sheffield Way	Joseph	Stc
		11 The Retail Centre	John	Cui
14	The second	14 Blackthorn Park		Clav
Record: 14 4	15 1 11 14			1

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

4.Use Microsoft Access Help to find information about decimal numbers.



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

5. Hide the Formatting (Form/Report) toolbar.

Table1:Table			
Field Name	Data Type	Description	
Company ID	AutoNumber	33530077	100
Company Name	Text		_
PO Box	Text		
Postal Code	Text		
Code	Text		
Location	Text		
	Field Propertie	es	
ieneral Lookup			A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

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

6.Save the above table and give it the name Sals.

1	Orders : Table			aloi xi	
	Field Name	Data Type	Description	*	
8	Company ID	AutoNumber		100	
	PO Box	Text			
	Postal Code	Text			
	Code	Text			
	Quantity	Number		10.0	
	Price	Currency		×	
		Field Prope	rties		
	General Lookup			A field name can be up to 64 characters long, including spaces, Press F1 for help on Field names.	

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

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

che

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

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.

1	80	Customers : Tal	ble			
1		Customer ID	Company Name	Billing Address	Contact First Name	Coi-
1		1	Brinks China	7 Earl St	Joan	Sur
łl		2	Babel	10a North Wall	Thomas	Reit
I	<u>(11)</u>	3	Amber Lighting	Gray Park	Joe	Keil
1		4	Crinleys	28 Thomas St	Kumar	Gut
1		5	Trident Pillows	Knowles Alley	Larry	Hin+
1[6	Sayalot	Chatam St	Omar	Sał
1[1	7	SlumberWell	Meeting Sqr	Pierre	Vini
1[13	8	Oyster Pond	47 Oriel Road	Anna Maria	Sim
1		9	Giant Arm	31 White's Strand	Francesca	Chs
l			Harry Sumara	31 Smiths Terrace	Lisa	Wa
1[11	Rest A While	Cookes Corner	James	Rya
1		12	Storeys Best	8b Sheffield Way	Joseph	Sto
I		13	The Vineyard	11 The Retail Centre	John	Cur
I	德			14 Blackthorn Park	Petunia	Clar
I	Re	cord: 14 4	2	of \$90	4	

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

Answer: A

9 HOTSPOT

Navigate quickly to the last record in this table.

	Customers : Table				LOIX
	Customer ID Co	mpany Name	Billing Address	Contact First Name	Co.
	1 Brit	nks China	7 Earl St	Joan	Sur
Þ	2 Bal	bel	10a North Wall	Thomas	Reis
	3 Am	ber Lighting	Gray Park	Joe	Keil
	4 Cri	nleys	28 Thomas St	Kumar	Gut
	5 Tric	dent Pillows	Knowles Alley	Larry	Hini
	6 Sa	yalot	Chatam St	Omar	Sat_
30	7 Slu	ImberWell	Meeting Sqr	Pierre	Vinc
	8 Oy	ster Pond	47 Oriel Road	Anna Maria	Sim
	9 Gia	ant Arm	31 White's Strand	Francesca	Cha
	10 Har	rry Sumara	31 Smiths Terrace	Lisa	Wa
8	11 Re:	st A While	Cookes Corner	James	Rya
			8b Sheffield Way	Joseph	Sto
	13 The	e Vineyard	11 The Retail Centre	John	Cur
1000	14 Det	tunia Florists	14 Blackthorn Park	Petunia	Clar-

Answer:

	Customers : Table			
	Customer ID Company Name	Billing Address	Contact First Name	Co
	1 Brinks China	7 Earl St	Joan	Sur
D	2 Babel	10a North Wall	Thomas	Reis
100	3 Amber Lighting	Gray Park	Joe	Keil
	4 Crinleys	28 Thomas St	Kumar	Gut
	5 Trident Pillows	Knowles Alley	Larry	Hin
	6 Sayalot	Chatam St	Omar	Sat_
	7 SlumberWell	Meeting Sqr	Pierre	Vini
	8 Oyster Pond	47 Oriel Road	Anna Maria	Sim
	9 Giant Arm	31 White's Strand	Francesca	Cha
	10 Harry Sumara	31 Smiths Terrace	Lisa	Wa
8	11 Rest A While	Cookes Corner	James	Rya
	12 Storeys Best	8b Sheffield Way	Joseph	Sto
100	13 The Vineyard	11 The Retail Centre	John	Cur
	14 Petunia Florists	14 Blackthorn Park	Petunia	Clai -

10.Save and close this table.

Employee : Table	A CONTRACTOR OF	
Field Name	Data Type	Description
Employee ID	AutoNumber	20
First Name	Text	
Surname	Text	
Date of Birth	Date/Time	
	Pield Properties	
Seneral Lookup		A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

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