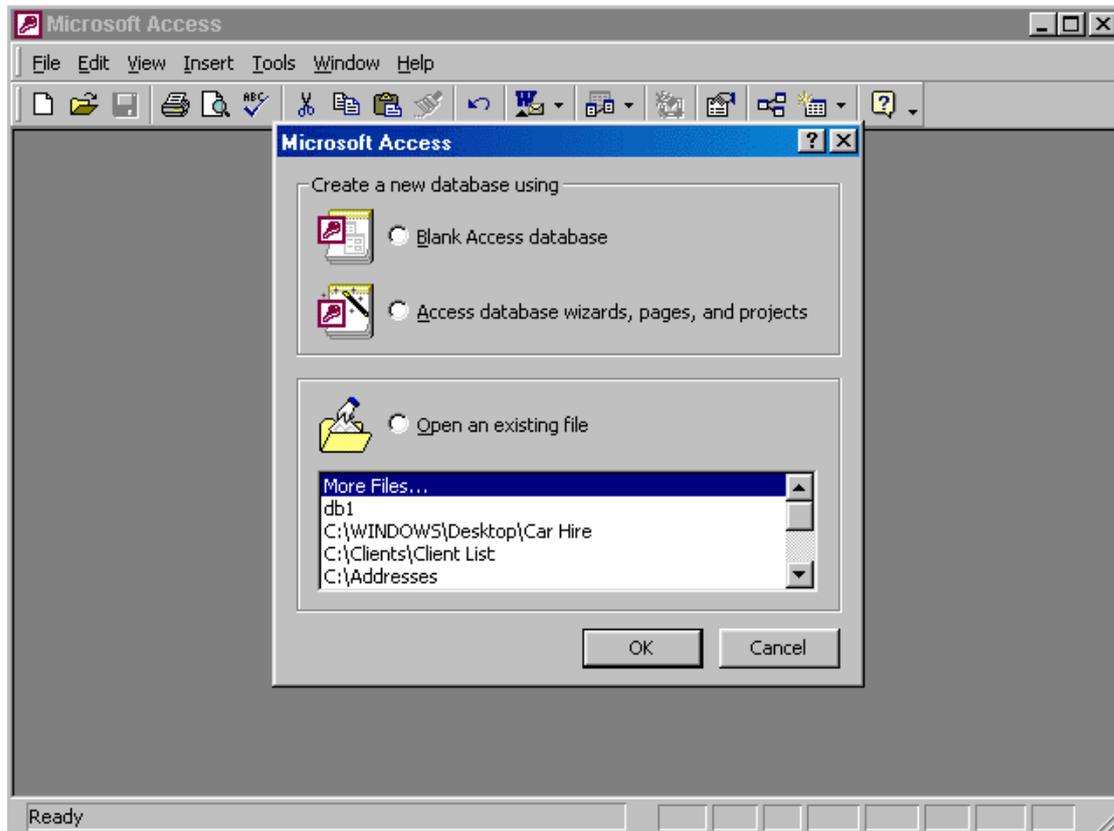


ICDL Access Exams

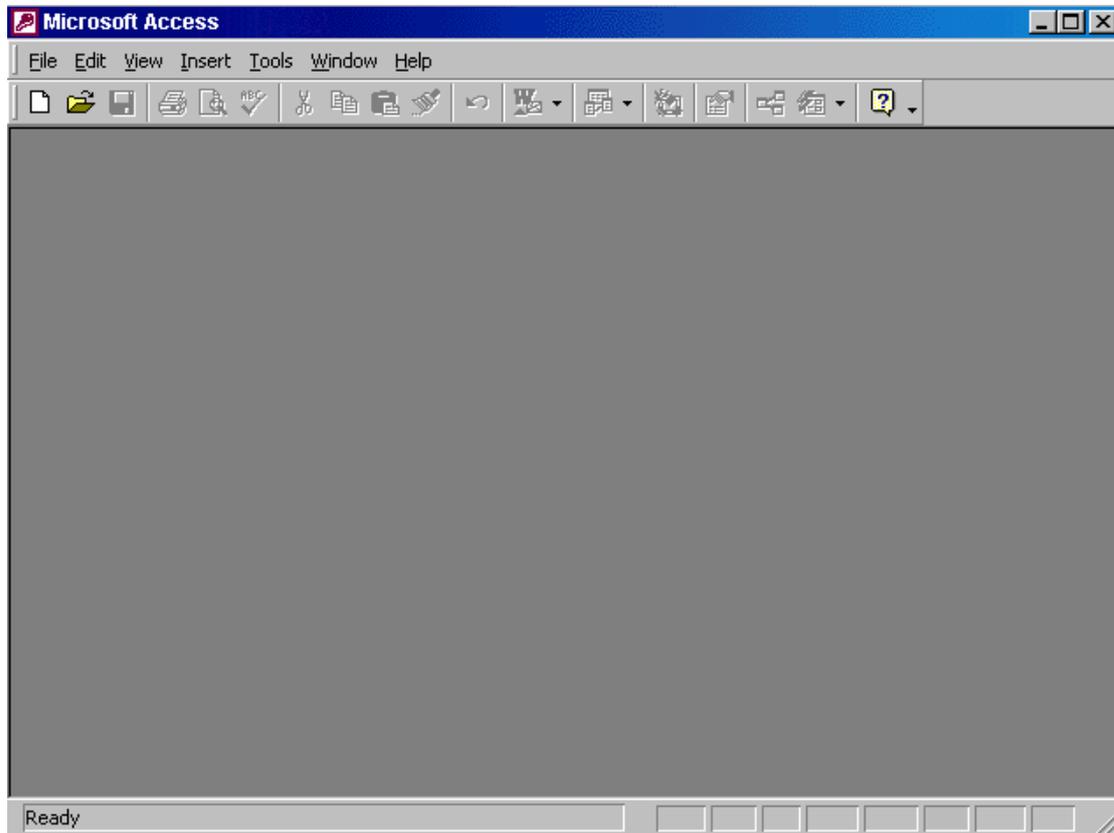
ICDL
Access Exams (v4)



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

**Select open an existing file → select
C:\windows\desktop\Car Hire → ok →
Type **icoffey** in the name textbox → **ken*72** in the password
textbox.**

ICDL
Access Exams (v4)



Create a new **blank** database.

**Click on the new tool from the database toolbar →
Select database → ok**

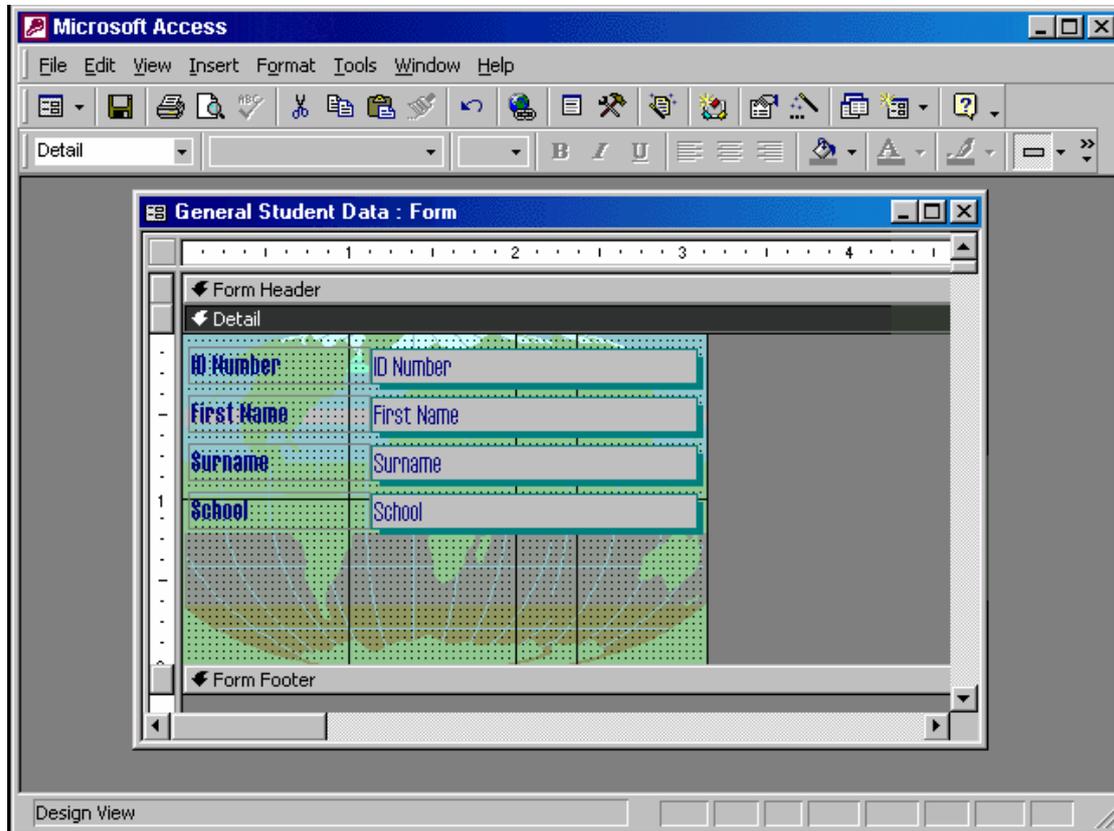
ICDL
Access Exams (v4)

Customer ID	Company Name	Billing Address	Contact First Name	Co
1	Brinks China	7 Earl St	Joan	Suri
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
9	Giant Arm	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
13	The Vineyard	11 The Retail Centre	John	Cur
14	Petunia Florists	14 Blackthorn Park	Petunia	Cla

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

Help → Microsoft access help → type decimal numbers → search

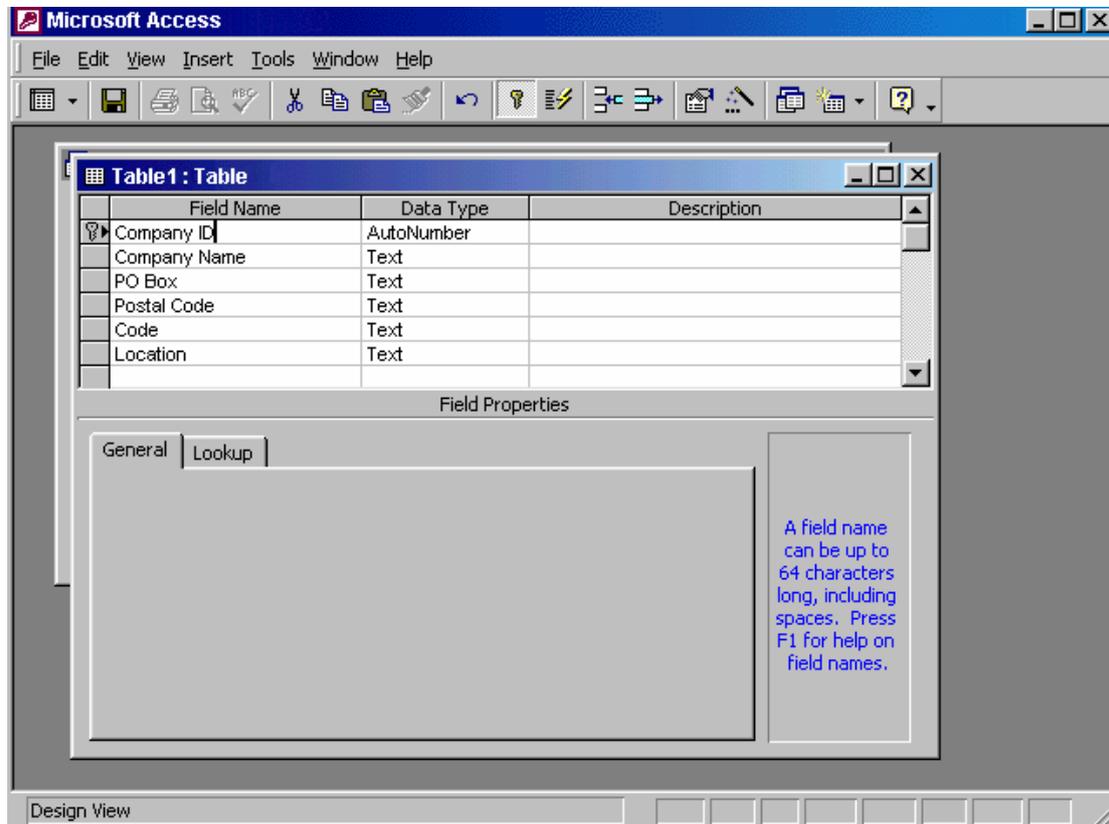
ICDL
Access Exams (v4)



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

View → **toolbars** → **select formatting (form/Report)**

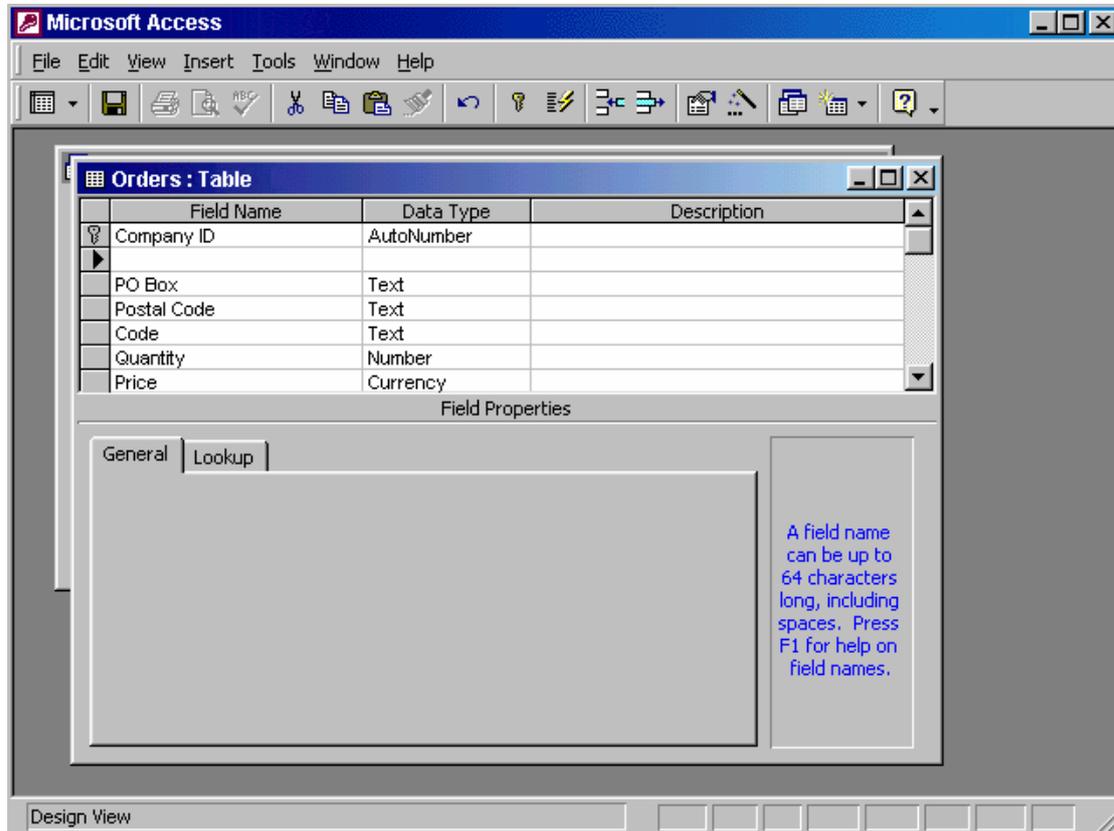
ICDL
Access Exams (v4)



Save the above table and give it the name **Sales**.

**Click on the save tool from the table design toolbar →
Type Sales → ok**

ICDL
Access Exams (v4)

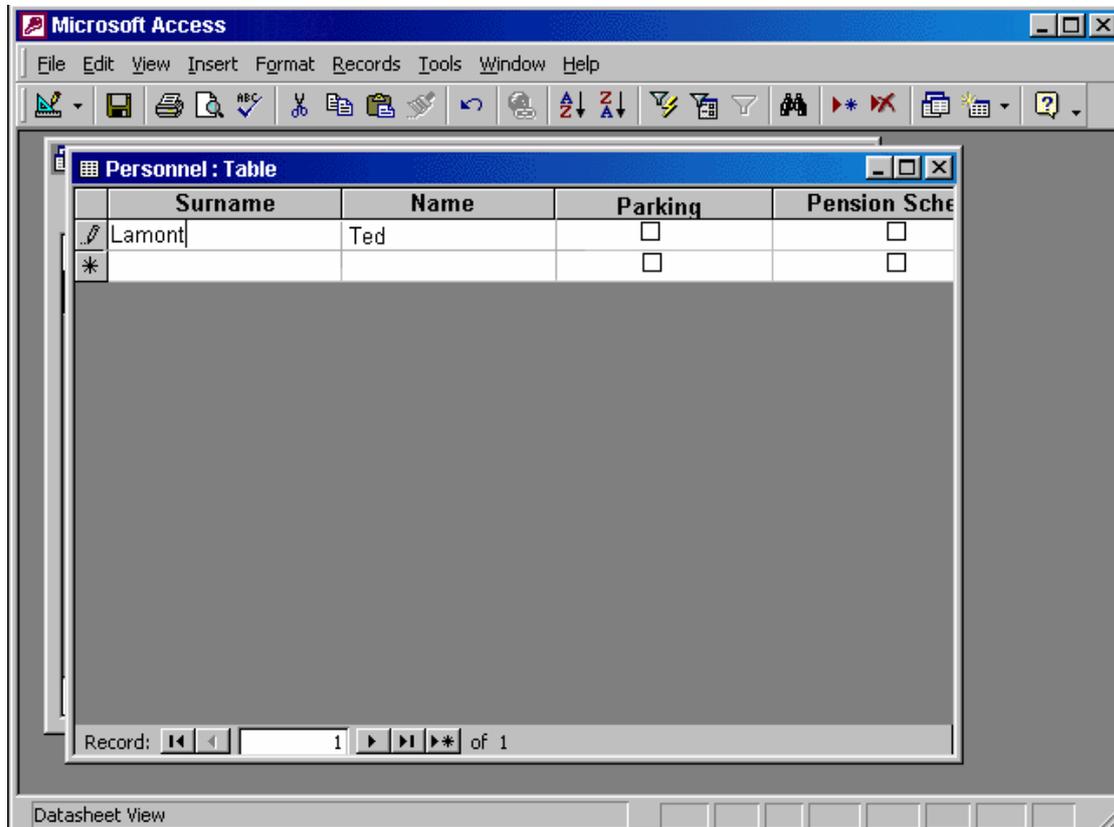


Enter the field name **Contact Name** into the empty row.

When you have finished, move the insertion point to the **Data Type** column.

Type Contact Name → press Tab from the keyboard

ICDL
Access Exams (v4)

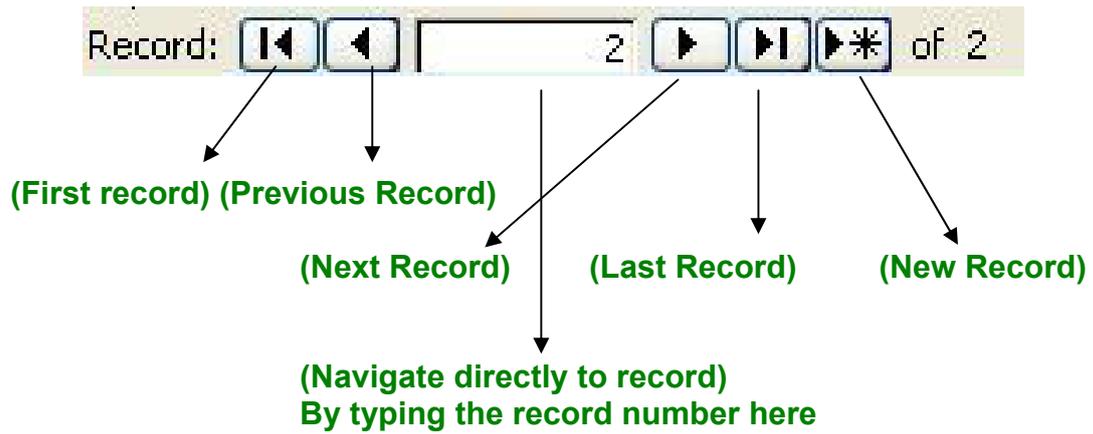


Change the entry in the Surname field of this record to **Dawson**.

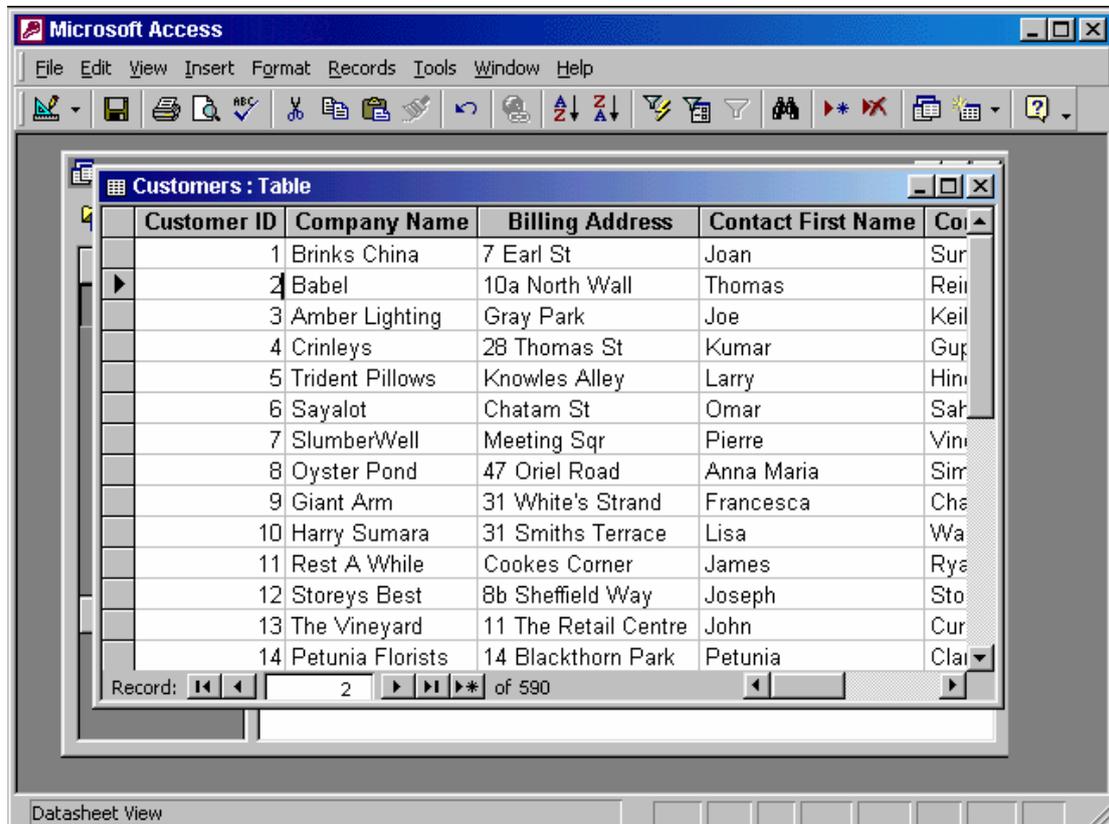
Move to the next field in this record when you have finished.

Use the back space from the keyboard to delete Lamont → type Dawson → press Tab from the keyboard

Record navigation



ICDL Access Exams (v4)



Microsoft Access

File Edit View Insert Format Records Tools Window Help

Customers : Table

Customer ID	Company Name	Billing Address	Contact First Name	Co
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	Sah
7	SlumberWell	Meeting Sqr	Pierre	Vin
8	Oyster Pond	47 Oriel Road	Anna Maria	Sim
9	Giant Arm	31 White's Strand	Francesca	Che
10	Harry Sumara	31 Smiths Terrace	Lisa	Wa
11	Rest A While	Cookes Corner	James	Rya
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

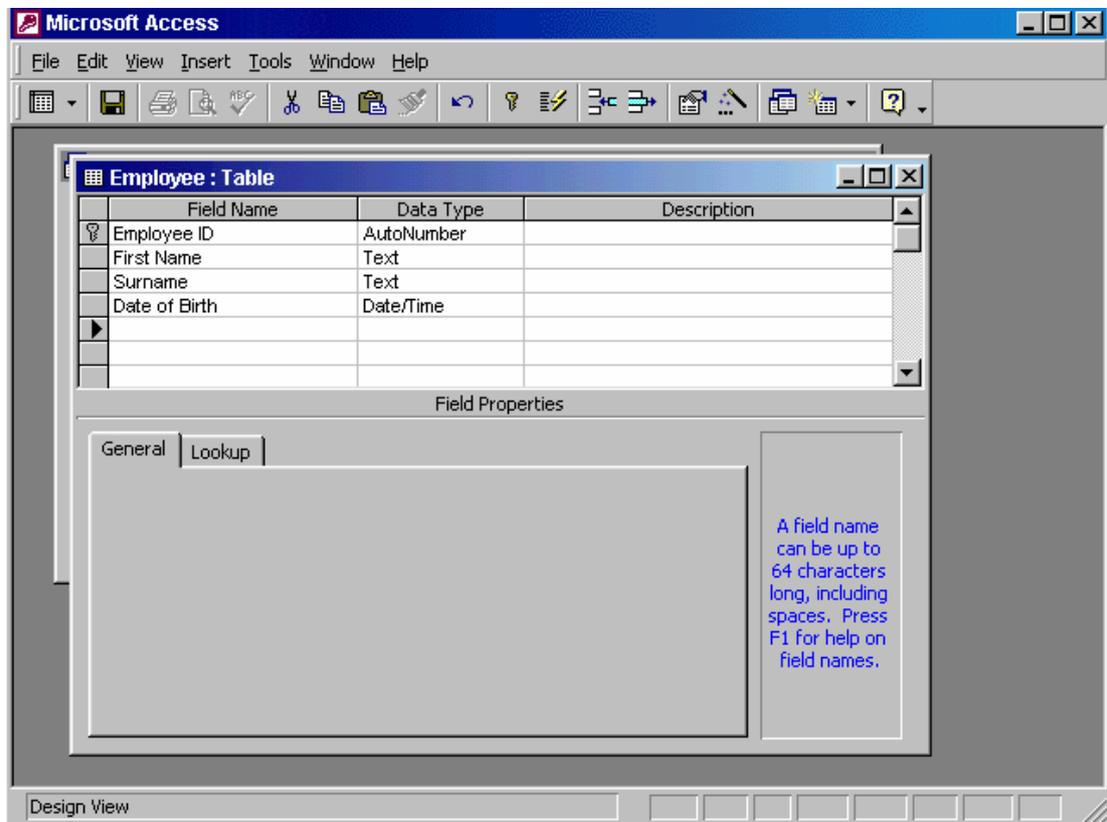
Datasheet View

Navigate quickly to the **last record** in this table.

Click on the
button



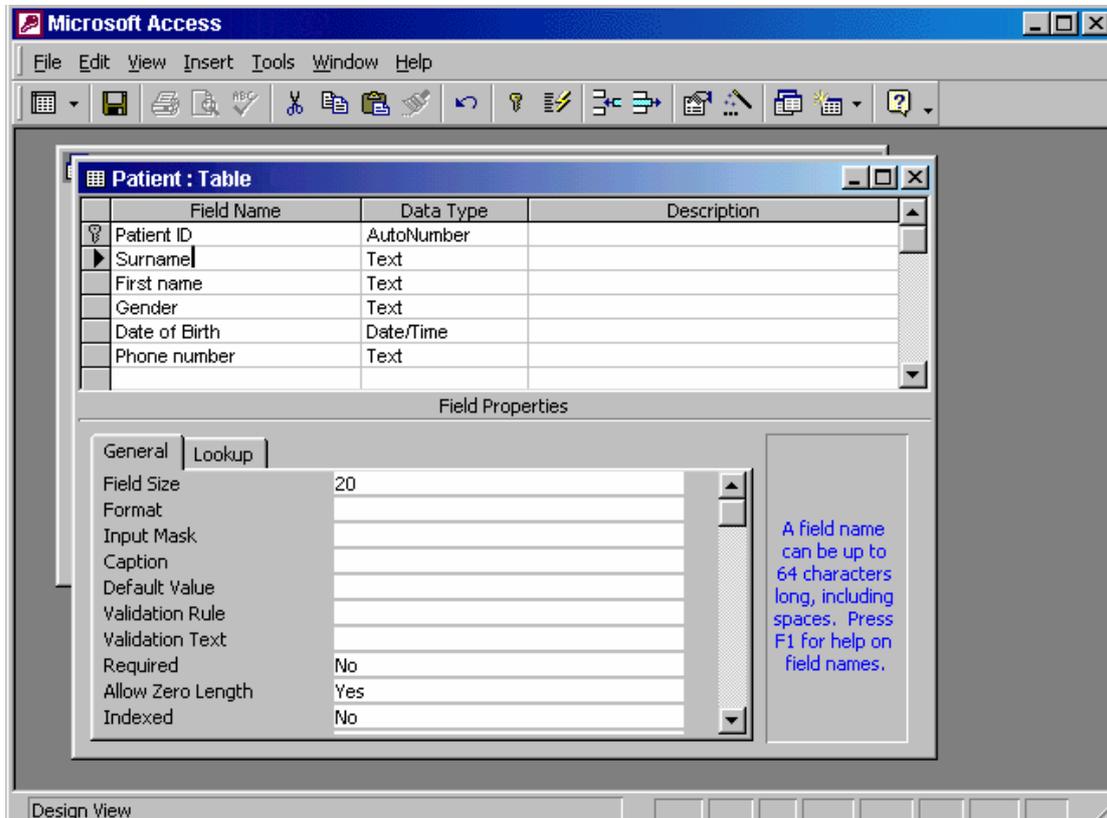
ICDL
Access Exams (v4)



Save and close this table.

Click on save tool from the table design toolbar → close the table.

ICDL
Access Exams (v4)

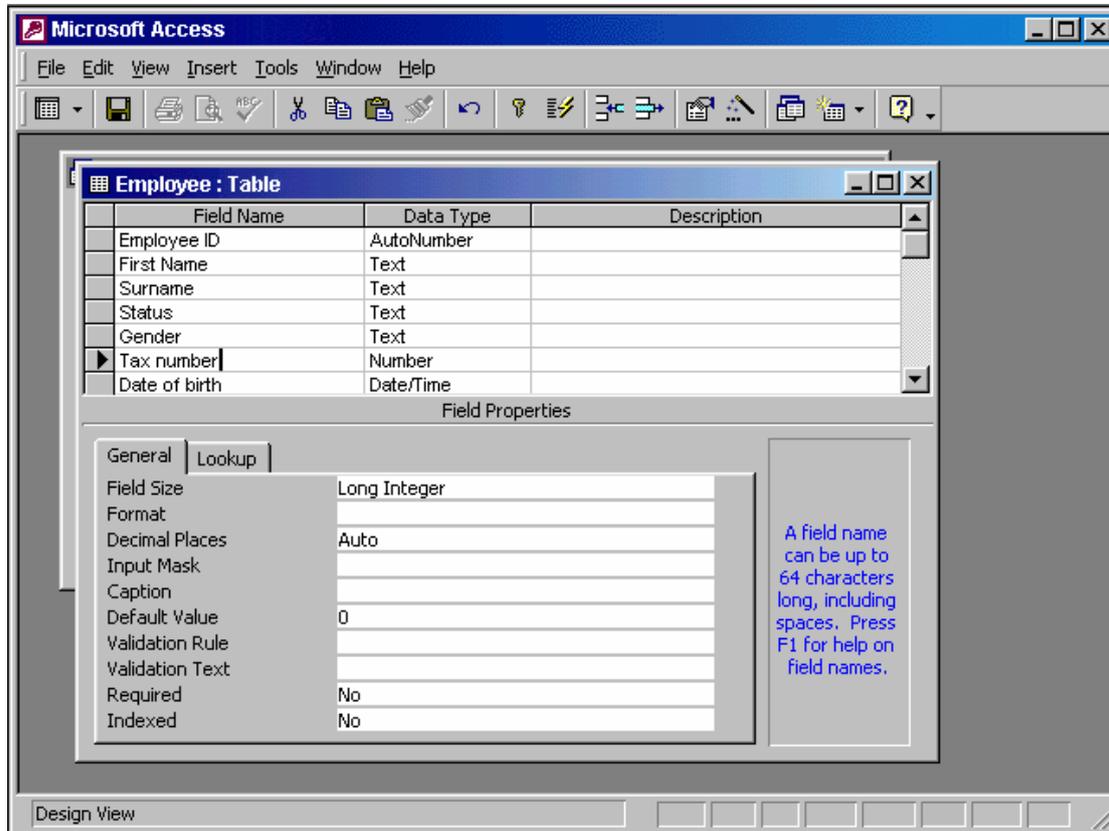


The **Surname** field will be used in a lot of searches, so we should index it.

Create a suitable index for this field.

In the indexed box → choose yes (duplicates ok)

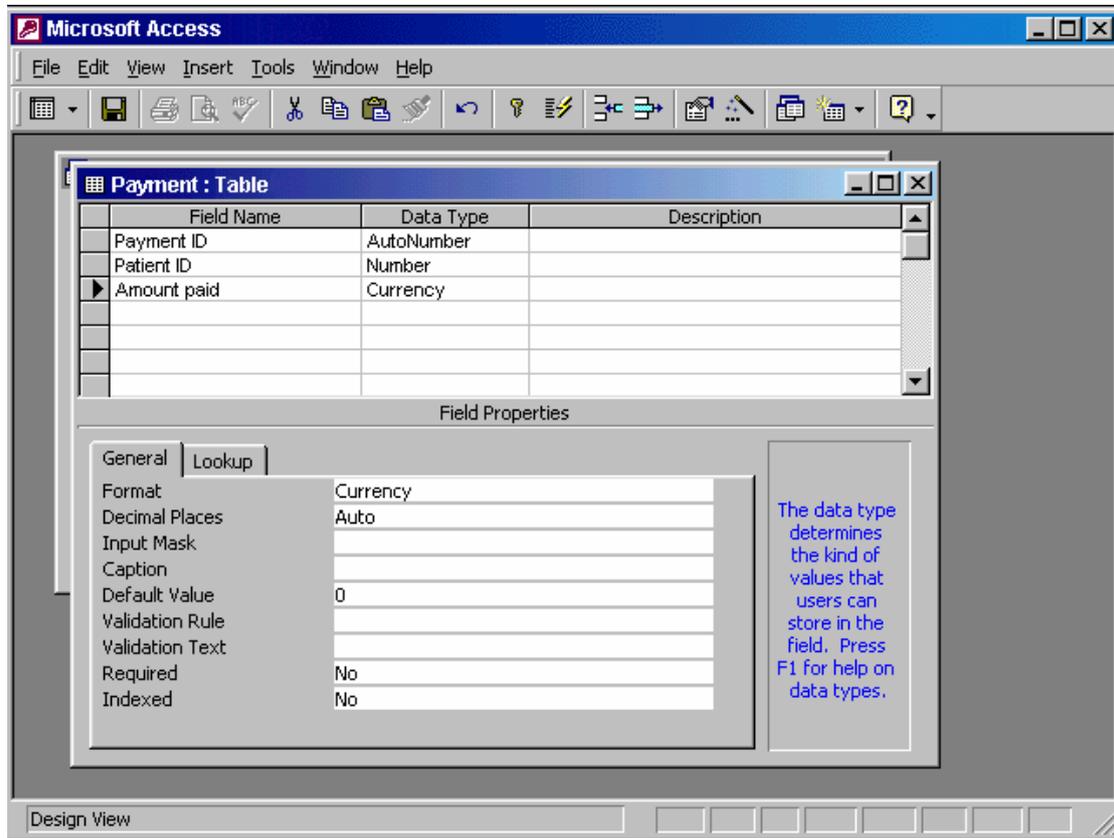
ICDL
Access Exams (v4)



Specify that dates of birth in this table display in the format **12 November 2000**.

Put the insertion point in the Date of birth field >
In the format box > select long date like **23 March 2007**

ICDL
Access Exams (v4)

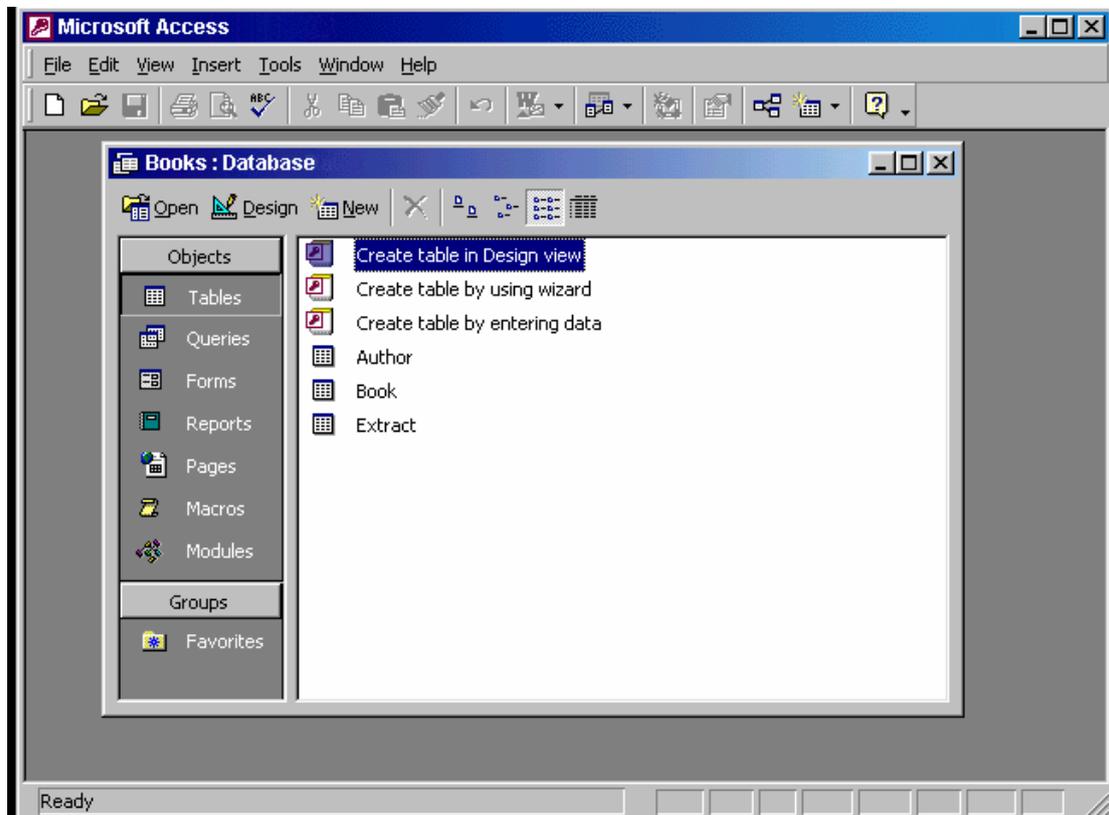


Enter a validation rule to ensure that entries into this field must be numbers greater than 10.

Press **Enter** when you have finished.

- In the validation Rule box type **>10**
- Press enter from the keyboard

ICDL
Access Exams (v4)



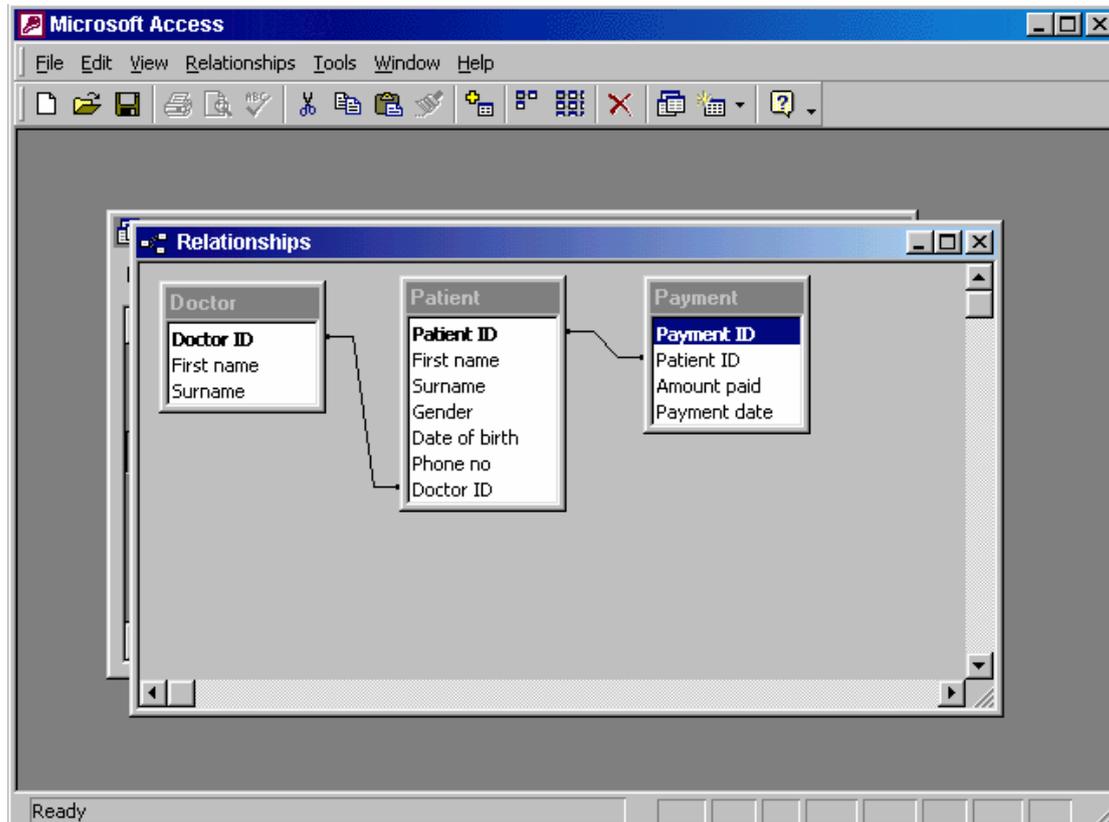
Each author has written a number of books.
Set up a one-to-many relationship between the **Book** and **Author** tables.

- Click on the Relationships tool in the database toolbar >
- In Author table click on the Author ID >> drag and drop it to the Author ID In Book table

Author
Author ID
First name
Surname
Nationality

Book
Book ID
Title
ISBN
Author ID
Publisher
Year published

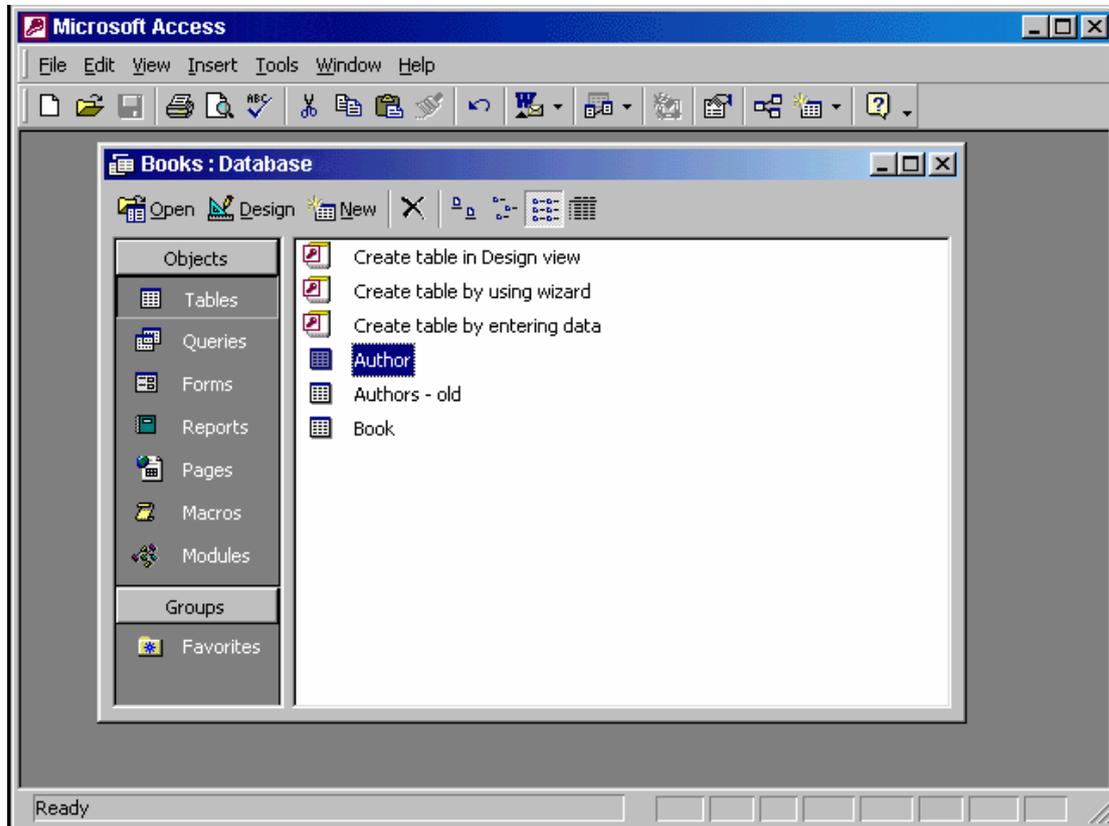
ICDL
Access Exams (v4)



The **Payment** table contains billing details for each patient.
Edit the relationship between the Payment and Patient tables to prevent a patient who has made a payment from being deleted.

Right click on the line between Patient table and Payment table → select Edit Relationship → check the Enforce Referential Integrity → ok

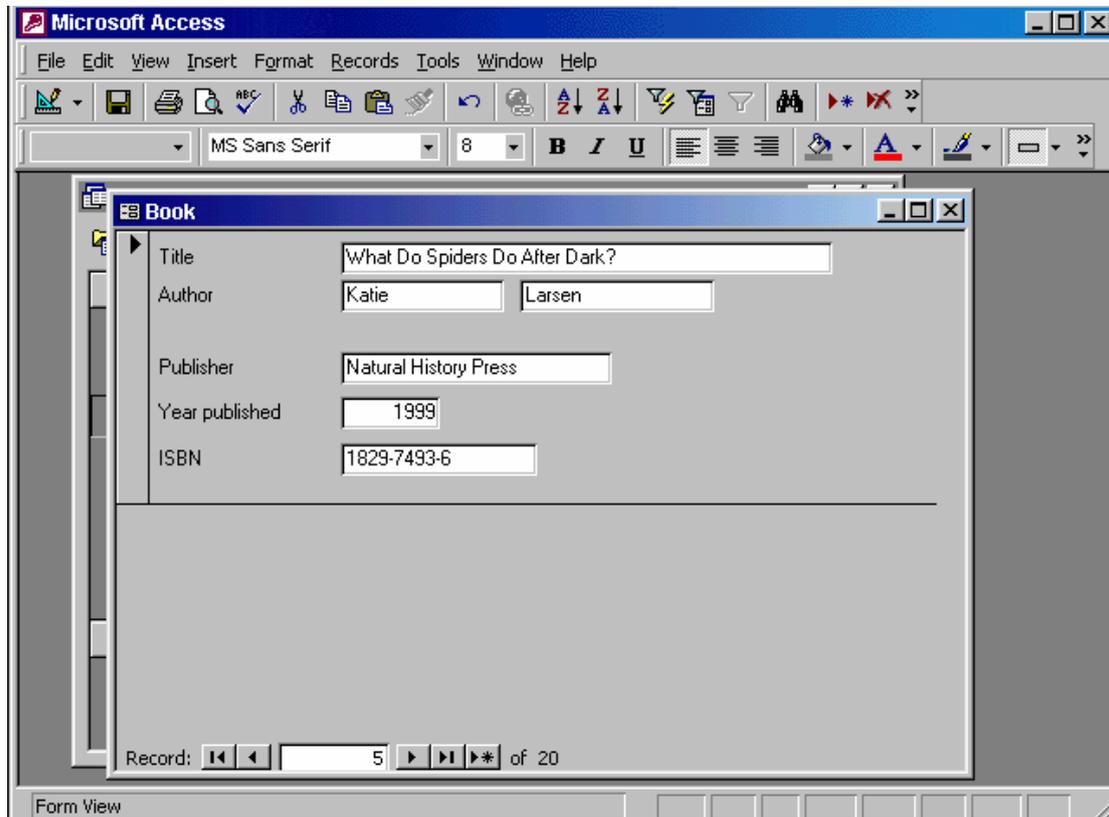
ICDL
Access Exams (v4)



Access the option that would enable you to create a new form **without** the help of a Wizard.

Select forms from the objects pane → double click on the create form in Design view

ICDL
Access Exams (v4)

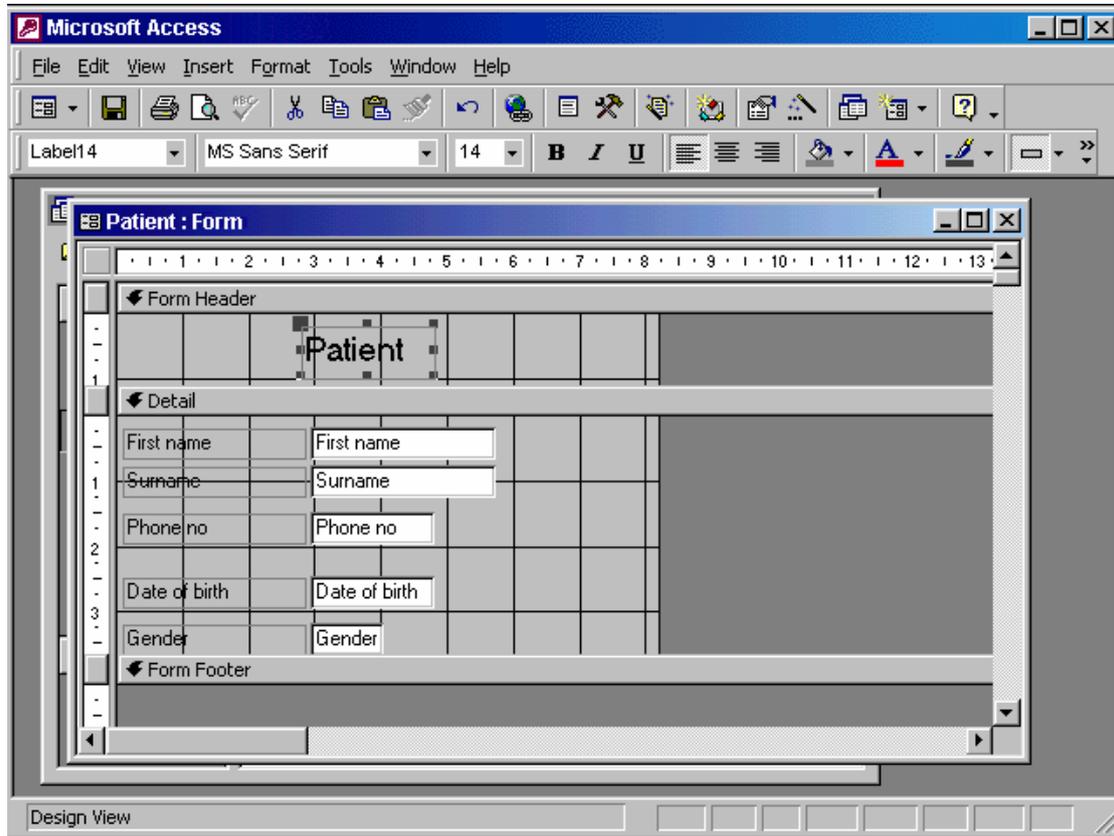


The book in **record 5** is no longer available.

Delete this record from the database.

- Click on the Delete Record tool from the form view toolbar
- Message appear (yes)

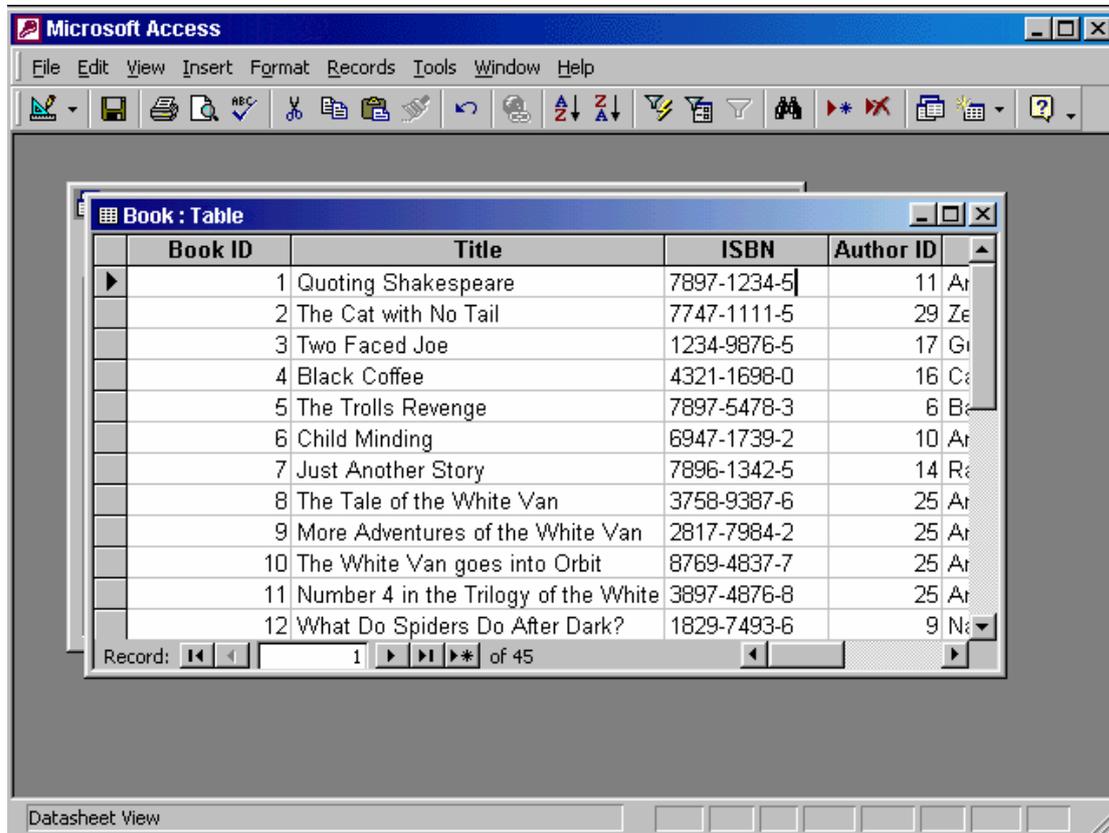
ICDL
Access Exams (v4)



Alter the header text to **Patient details** and press the Enter key when you have finished.

Click on the Patient box and type details → press enter from the keyboard

ICDL
Access Exams (v4)



Use the search tools provided by Access to find the book with the unique (ISBN) code **3546-1236-7**.

Edit → **find** → type **3546-1236-7** in the **find what** box → **click find next** button

Note:

Ensure that in look in (ISBN)

ICDL
Access Exams (v4)

Microsoft Access

File Edit View Insert Format Records Tools Window Help

Employee : Table

	First Name	Surname	Birth Date	Salary	Days Sick	Home Phone	Address
	Barbara	Norton	15-Jun-49	13,000	0	01-2830622	
	Saul	Khan	25-Jan-78	14,000	2	01-4733789	
	Anne	Mars	02-May-56	10,000	4	01-4546256	
	Michael	Sirius	14-Feb-63	25,000	0	01-8394692	
	Jim	Bradley	09-Oct-49	22,000	3	01-6741517	
	Robert	Fraser	06-Jan-82	10,500	6	01-8394725	
	Harry	Sumara	23-Sep-71	27,000	1	01-4733160	
	Margaret	Brady	13-Jul-81	10,800	0	01-6741323	
	Gwen	Mati	23-May-70	23,000	5	01-4546112	
	Robert	Wilson	06-Sep-49	17,000	2	01-6741892	
	Peter	Lamburn	20-Aug-43	15,000	1	01-2830564	
	Terry	McKenna	01-Apr-53	22,000	3	01-4793444	
	Paul	Auster	09-Jul-62	28,500	7	01-6741789	
	Vivienne	Green	18-Oct-54	25,000	0	01-6741663	
	Hermione	Granger	29-Mar-77	12,000	1	01-4546776	
	Don	Rexton	05-Dec-67	22,000	3	01-2830362	
	Ashling	Evans	31-Mar-67	24,500	4	01-4546248	

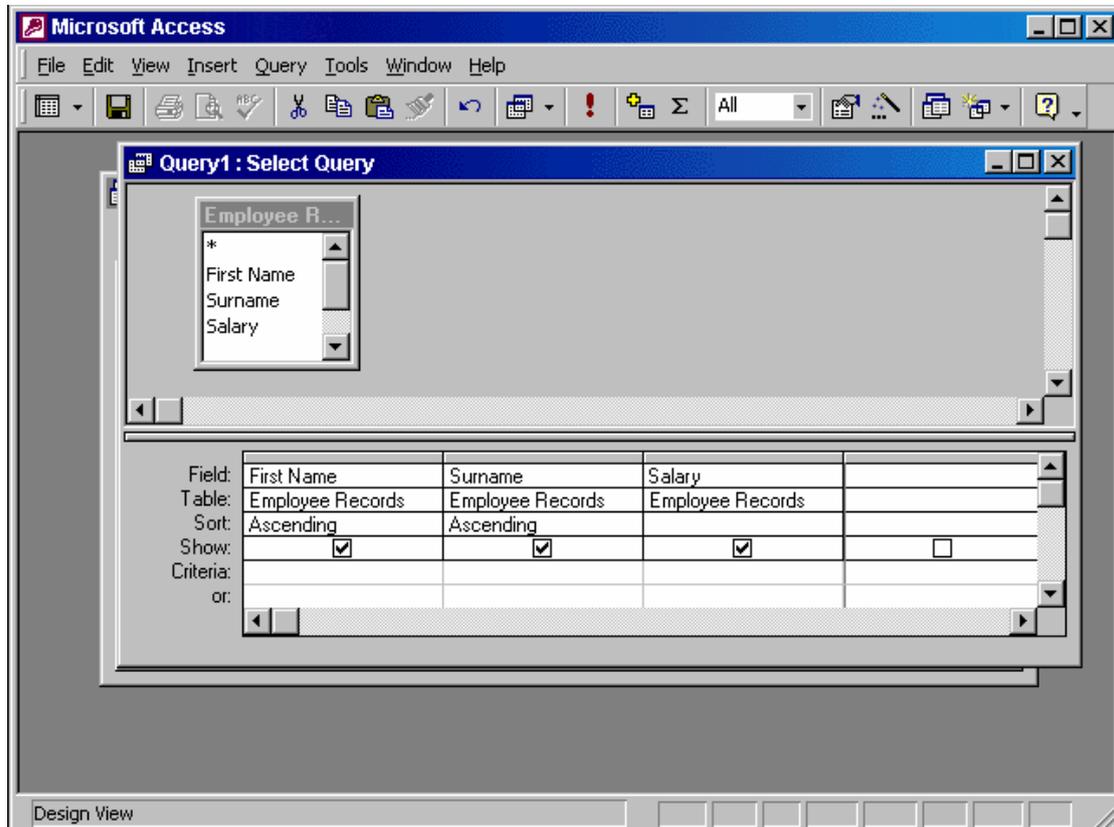
Record: 18 of 18

Datasheet View

Use **Filter By Selection** to filter the records of all employees whose First Name begins with **S**.

In the first name field select the **S** letter from the word Saul or other word → click on the filter by selection tool from the Table datasheet toolbar.

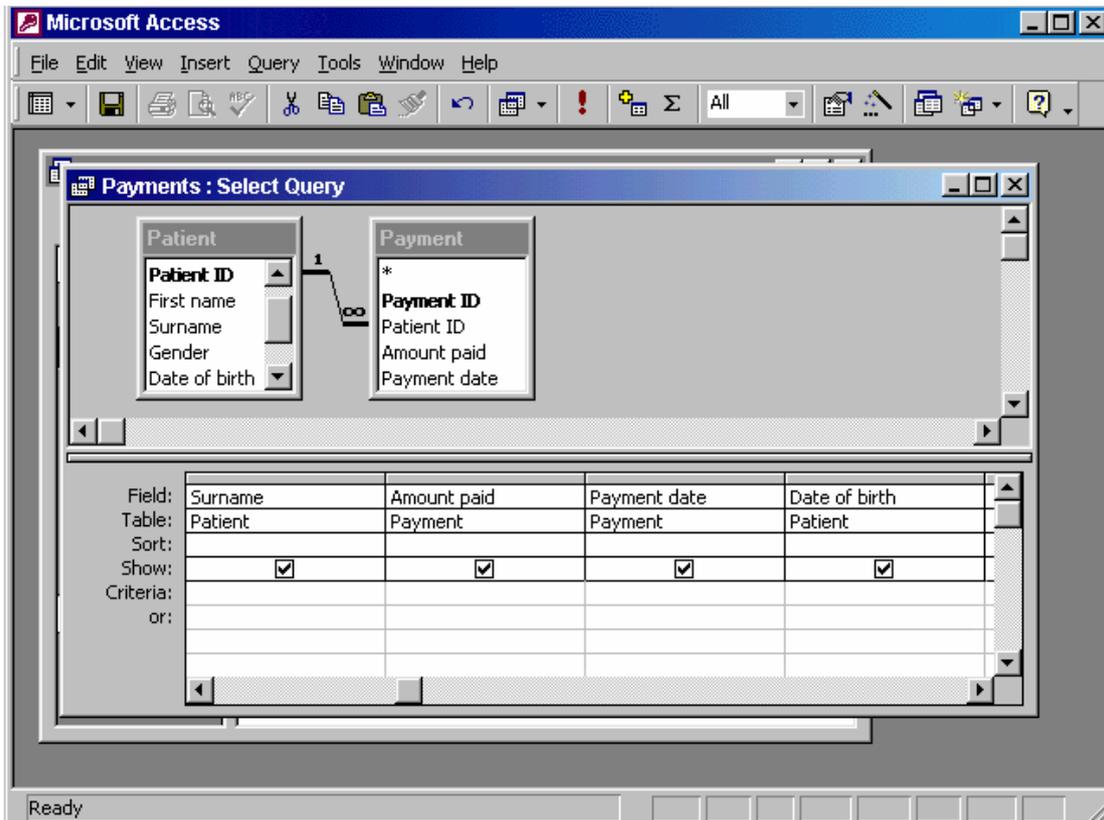
ICDL
Access Exams (v4)



Save the above query and give it the name **Employee Salaries**.

Click on save tool → type the name **Employee Salaries** → ok

ICDL
Access Exams (v4)

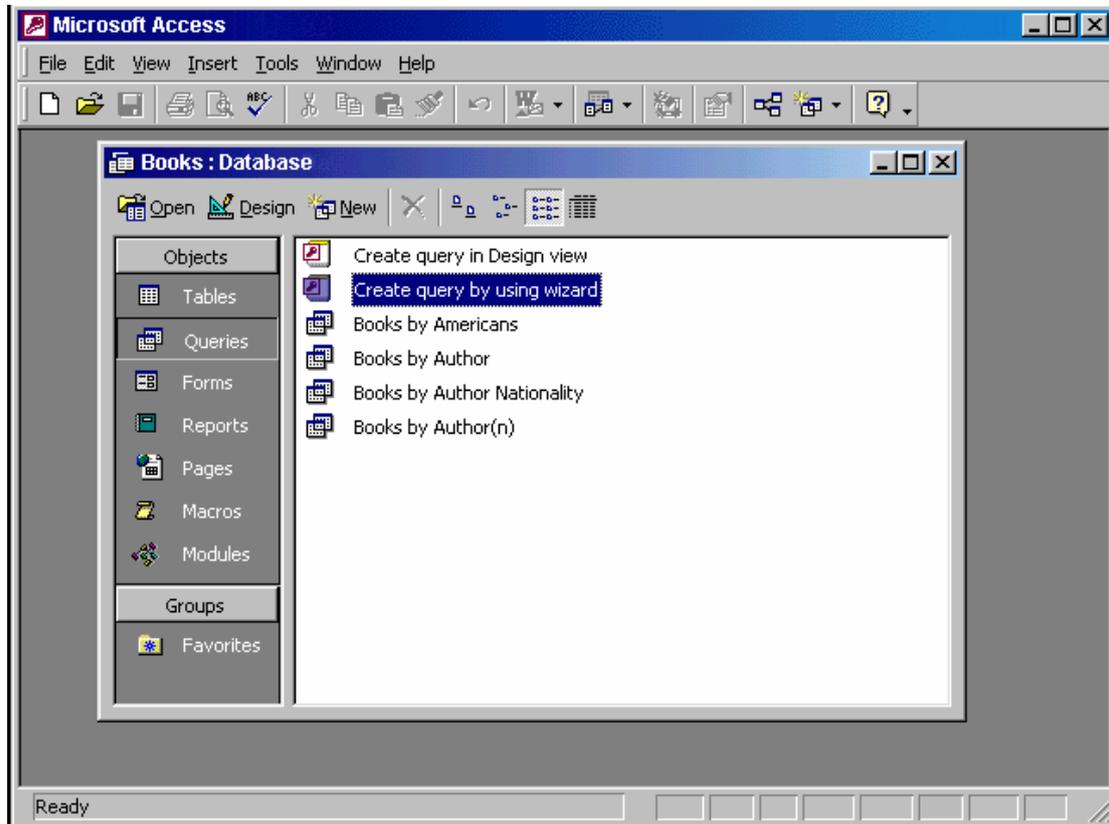


Find all payments made on or after **06/06/2002**.

Press **Enter** when you are finished.

**In the payment date column → in the criteria box → type
>= 06/06/2002 →press enter**

ICDL
Access Exams (v4)

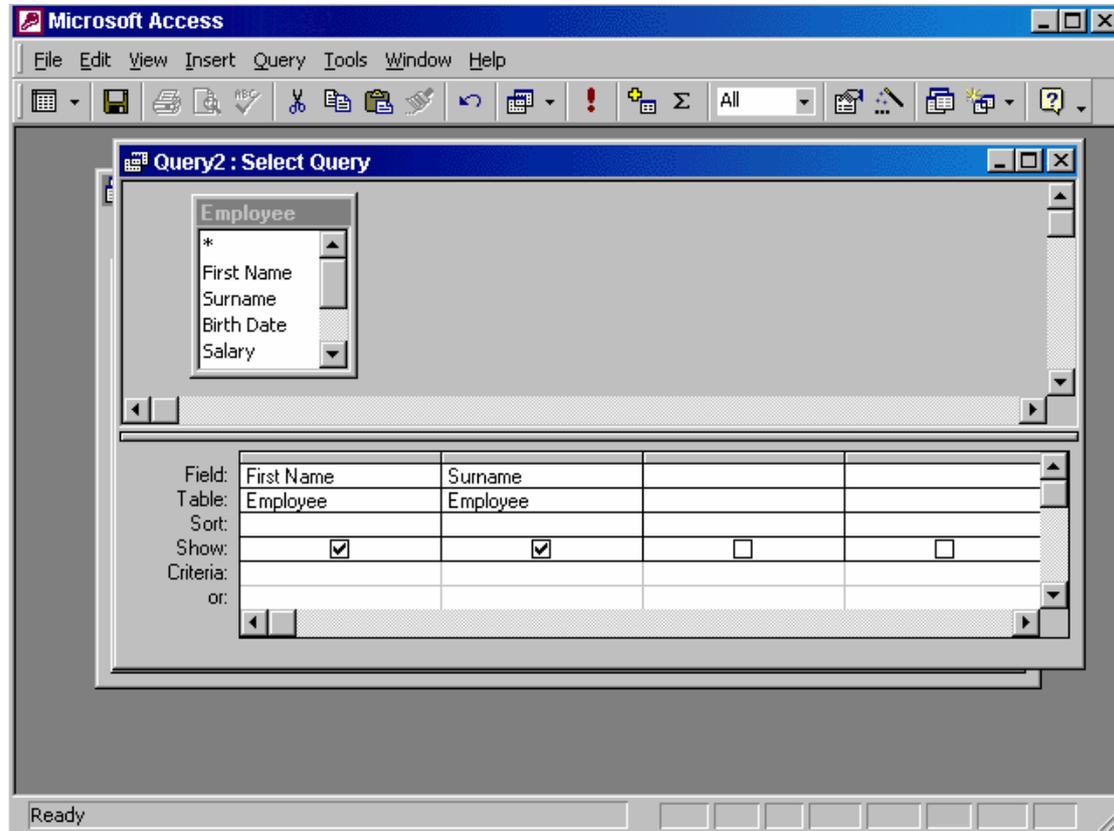


We no longer need the query, **Books by Americans**.

Delete this query now.

Right click on the Books by Americans → select Delete → yes
Or
Select the query > select delete from database toolbar.

ICDL
Access Exams (v4)



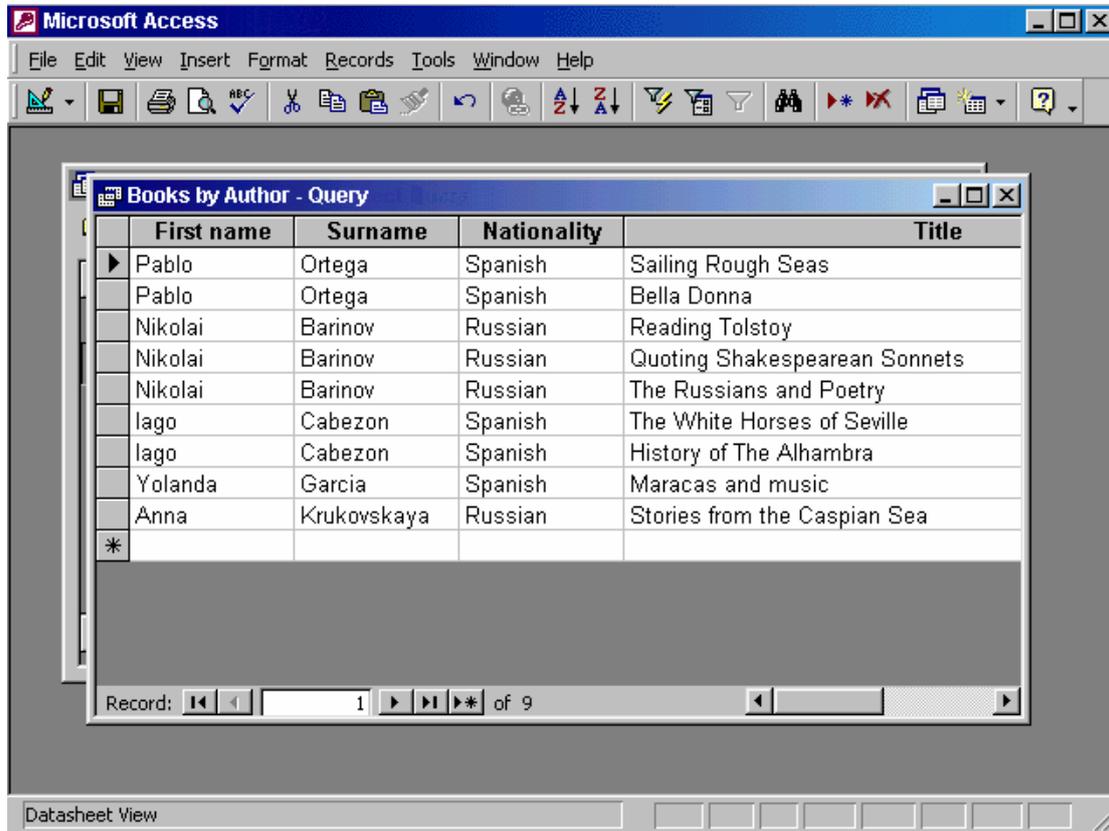
Add the appropriate field from the **Employee** table to the **3rd column** of the grid so that this query will be able to sort employee records according to their **age**.

Drag & drop **Birth Date in the 3rd column from Employee Table then sort ascending.**

Or

In the third column > select Employee table > in the field box drop down list & select the Birth Date > sort ascending.

ICDL
Access Exams (v4)

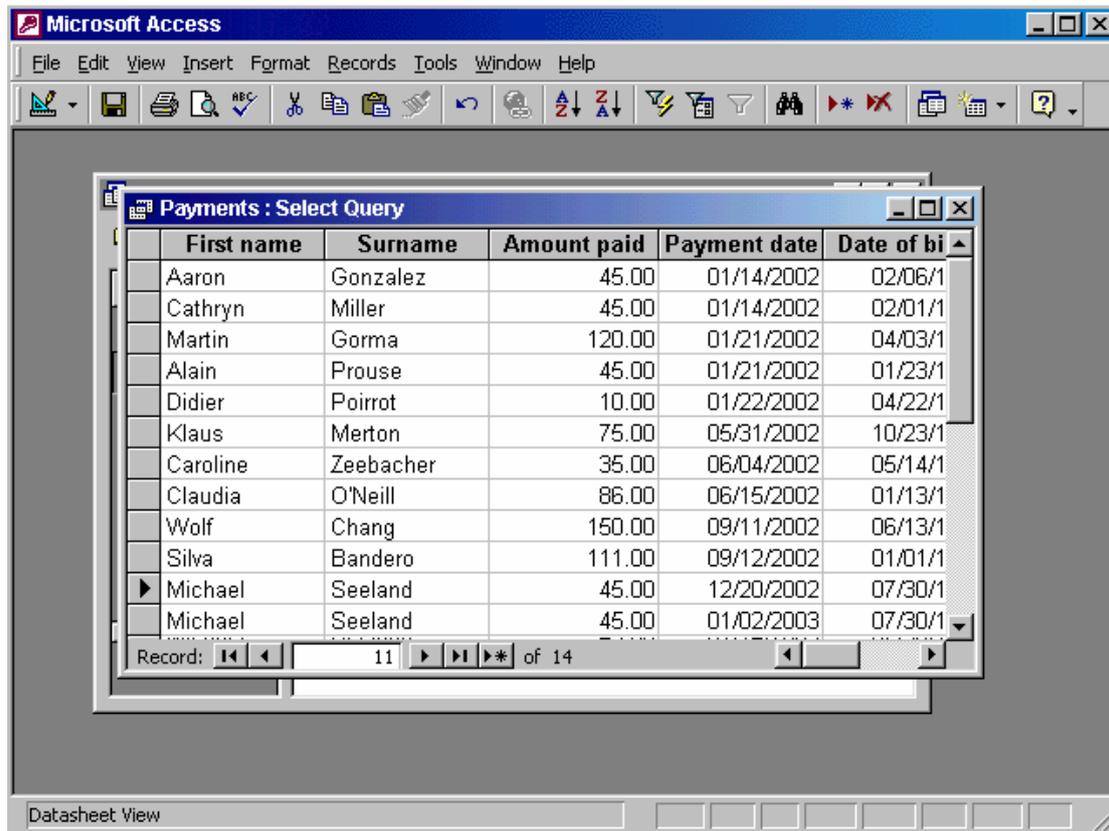


Change this query so that it will just find books by Spanish authors, and then run the query.

- Click on the view tool from the Query datasheet toolbar (design view)
- Use back space button from keyboard to delete the word **Russian & Or**
- Press the button Run from the query design toolbar

Nationality
Author
<input checked="" type="checkbox"/>
"Russian" Or "Spanish"

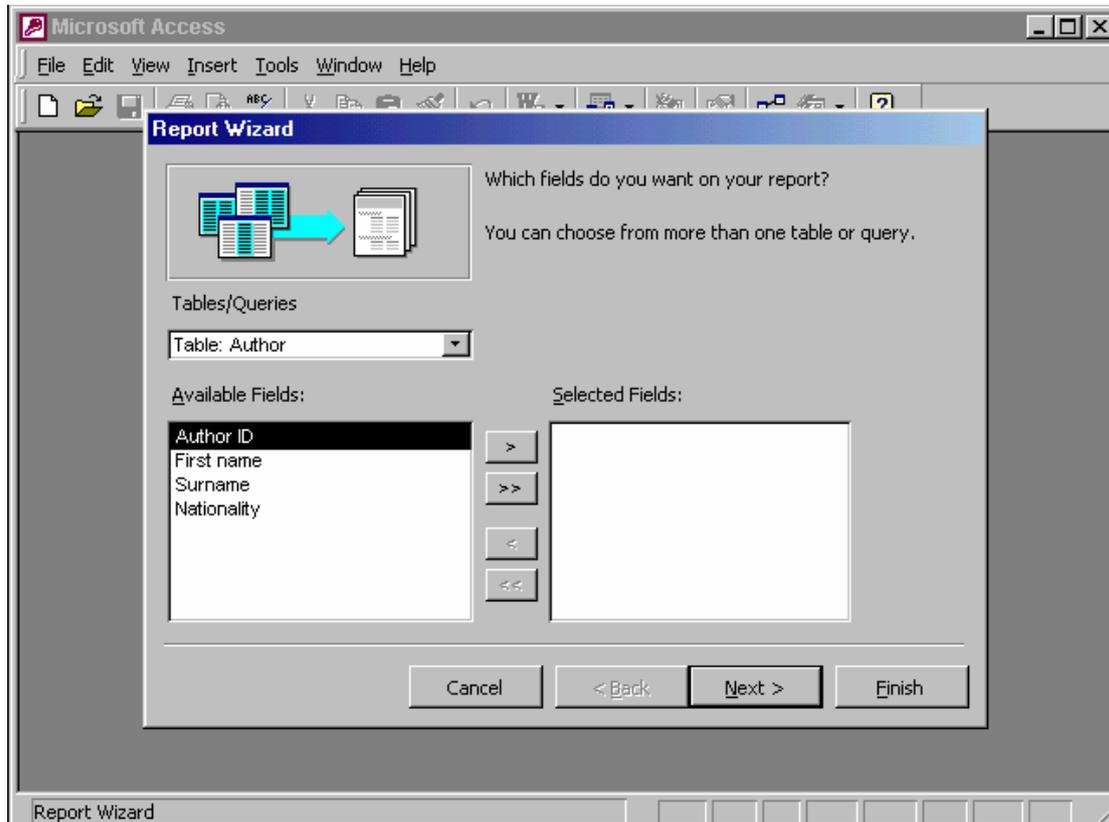
ICDL
Access Exams (v4)



Sort this query so that the most recent payments display at the top of the datasheet.

Put the insertion point in the **Payment date** field.
Click on the sort descending tool from the Table datasheet toolbar

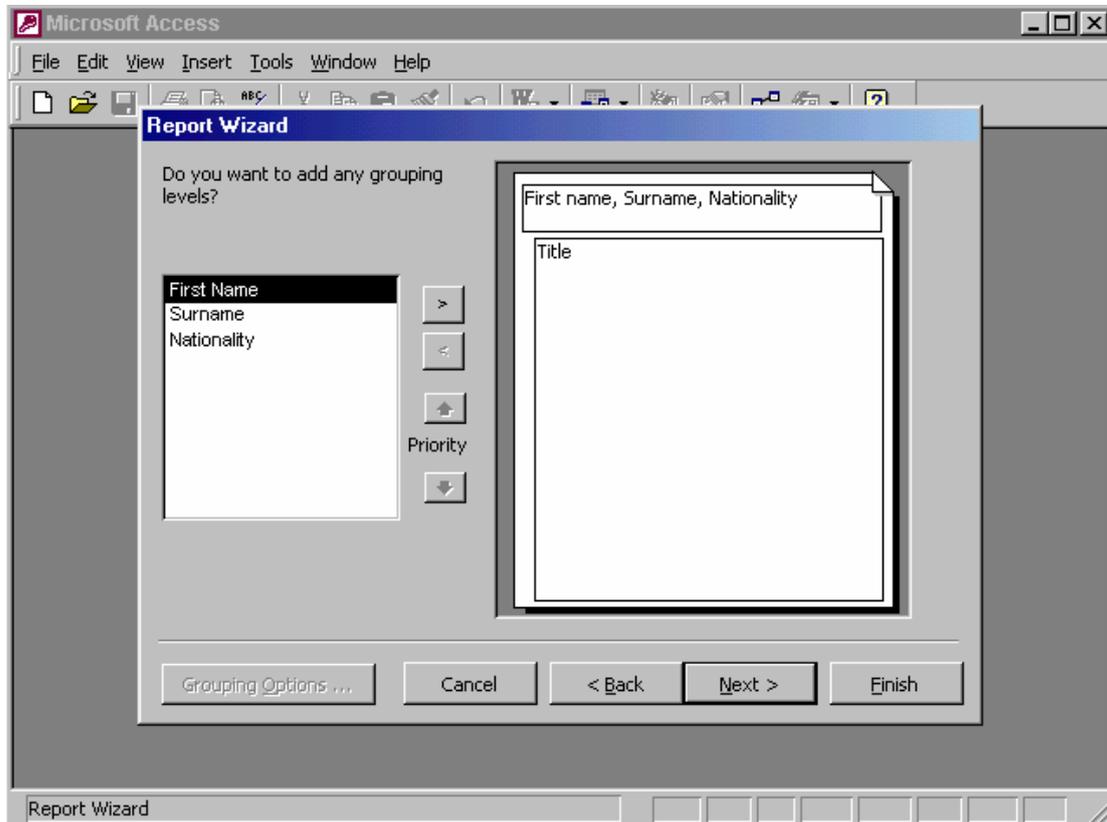
ICDL
Access Exams (v4)



A Wizard is being used to create a new report.
Base this report on the **Extract** table, and add **all the fields** from the table to the report's design.
Click the **Next** button to submit your answer.

- From the Tables/Queries drop down list select Table: **Extract**
- Click on  > Next button

ICDL
Access Exams (v4)

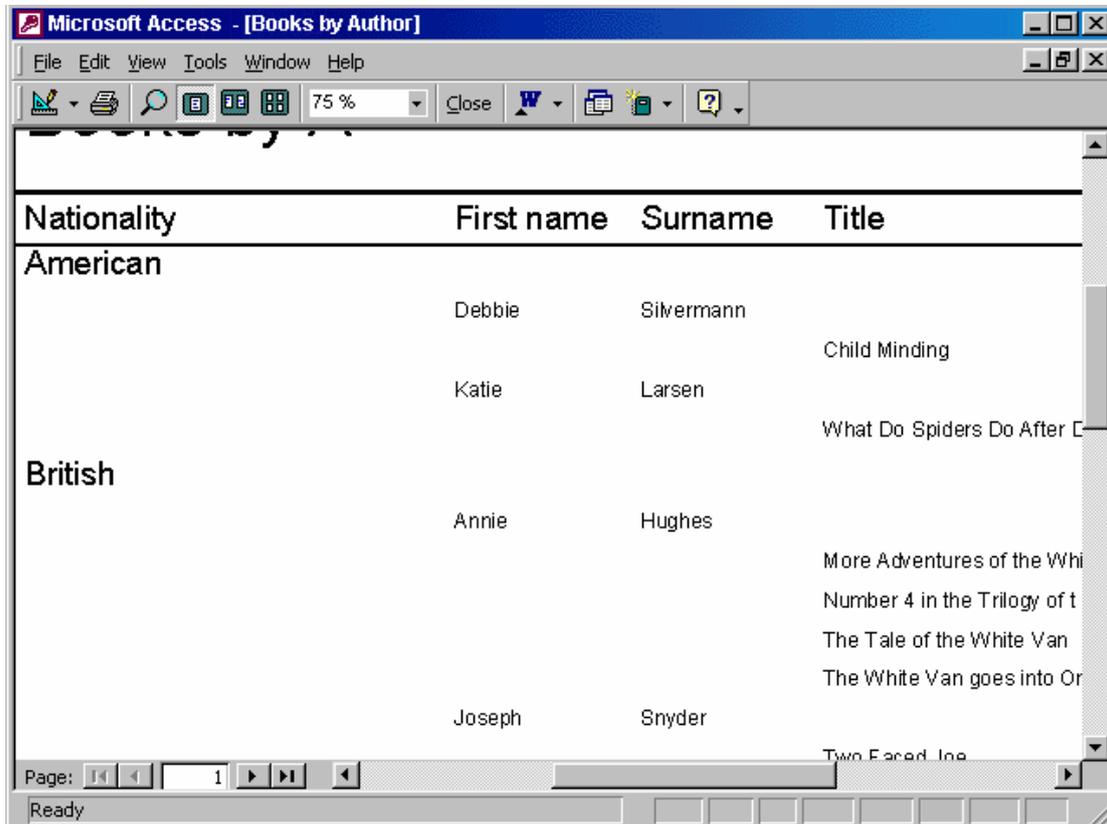


Group the books in this report by authors' surname with books' titles displayed in alphabetical order.

Click **Finish when you have made the required changes.**

Select Surname >  > click next
From the first drop down list Select Title > Finish

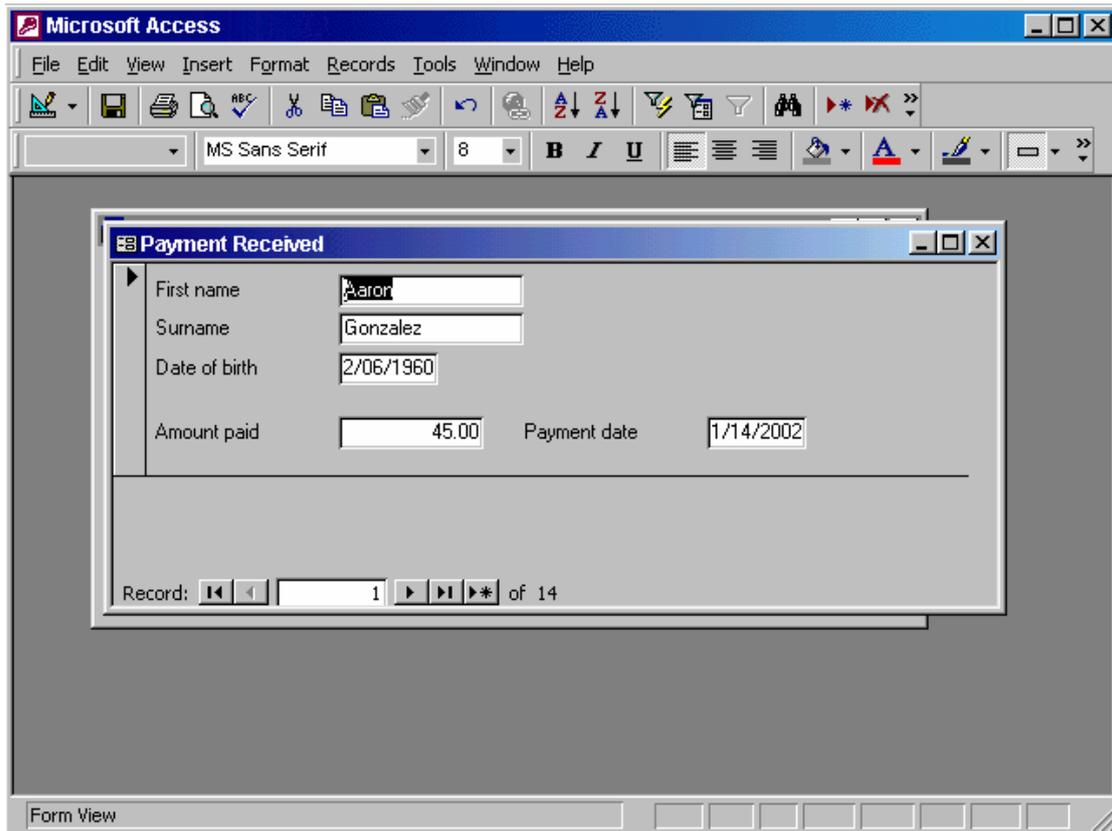
ICDL
Access Exams (v4)



Change the orientation of the print output so that pages will be printed wider than they are tall.

File → page setup → select the page tab → select the landscape

ICDL
Access Exams (v4)

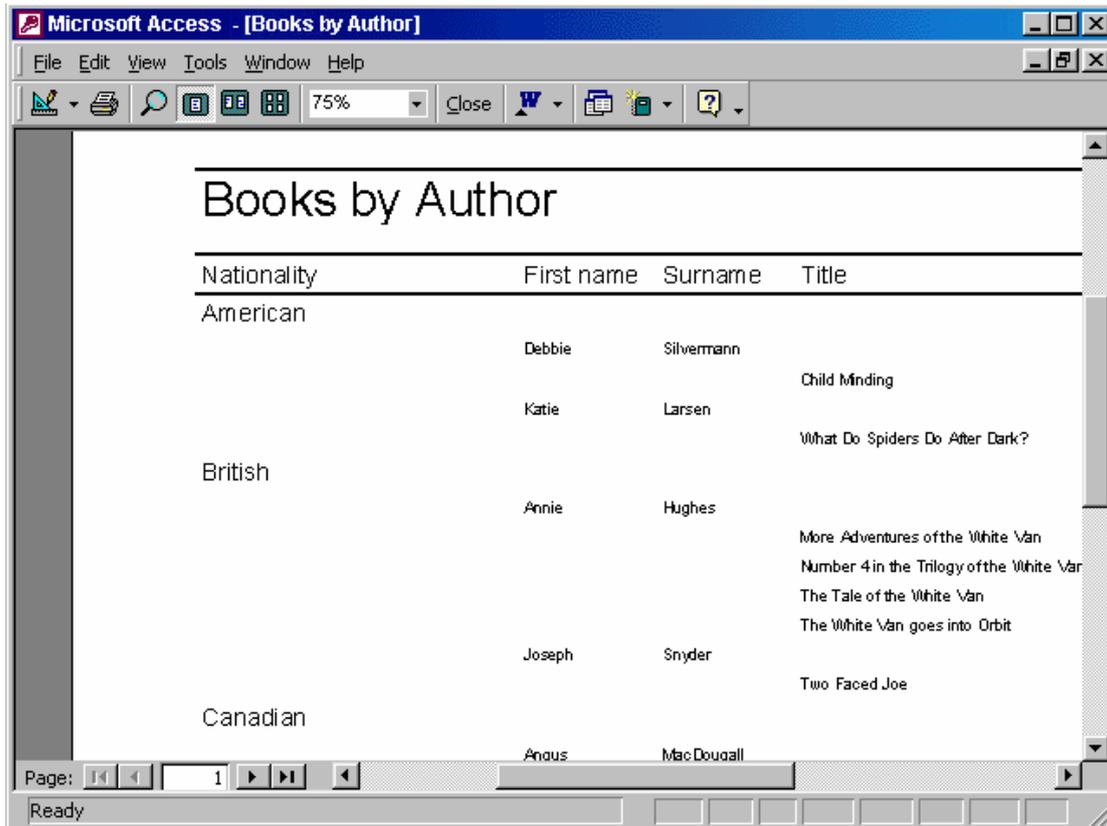


Print **pages 4 to 6** in this form, using the current print settings.

Note: This is a simulation and the form will not really be printed.

File > print > select pages > type 4 in the first box > type 6 in the second box > ok

ICDL
Access Exams (v4)



Modify the printer settings to print 2 copies of this report.

File → print → in number of copies use the arrows to select 2→ok

ICDL
Access Exams (v4)

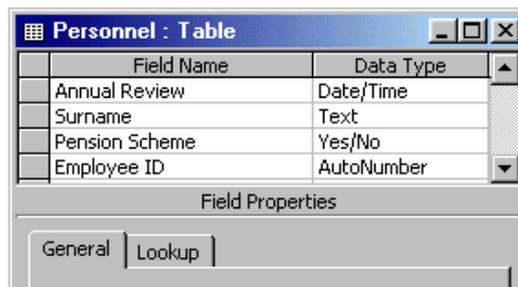
**How many fields would be necessary
to store this record and enable
maximum flexibility for data retrieval?**

Mr Alan Baker, 21 Liverpool Road, Manchester M54WT.



Type 6

**Which of these fields would be best suited to
use as the Primary Key for this table?**



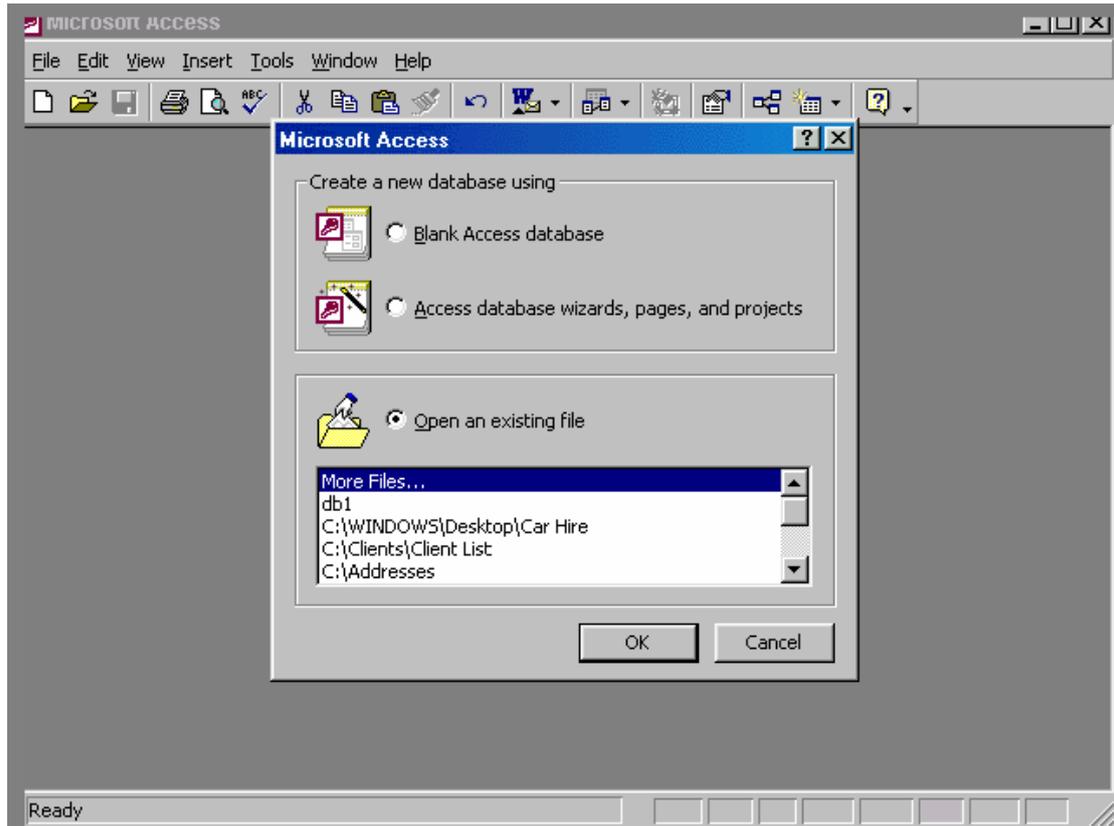
Field Name	Data Type
Annual Review	Date/Time
Surname	Text
Pension Scheme	Yes/No
Employee ID	AutoNumber

Field Properties

General | Lookup

Select the gray area before the employee ID

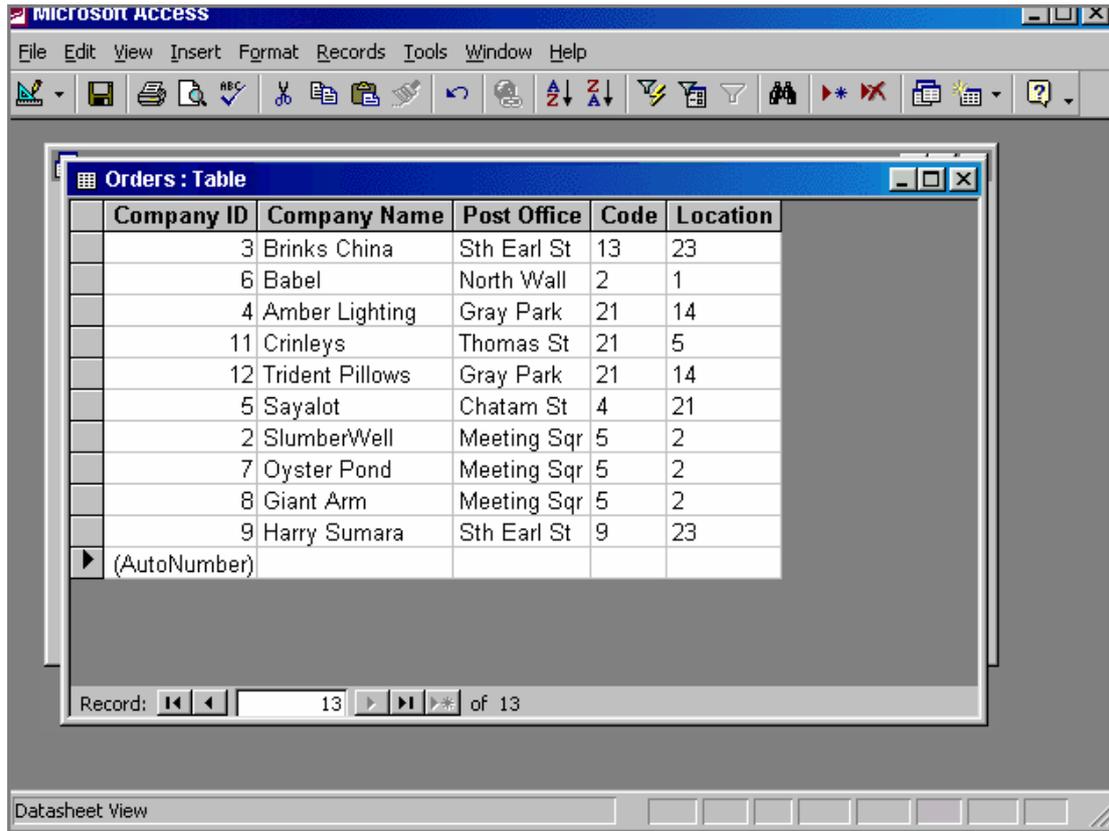
ICDL
Access Exams (v4)



Create a database using the option that will enable you to build your database using pre-set options.

Select Access database wizards, pages, and projects → ok

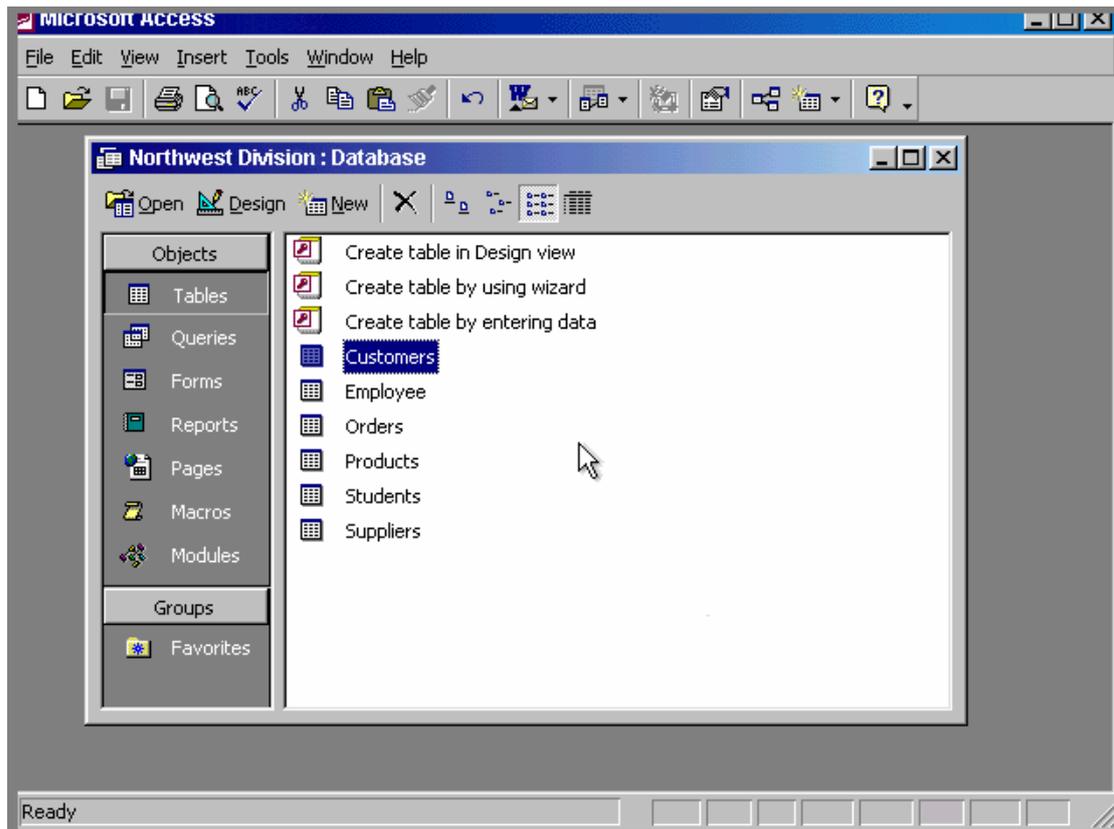
ICDL
Access Exams (v4)



Switch to **Design view**.

Click on view tool in the table datasheet toolbar

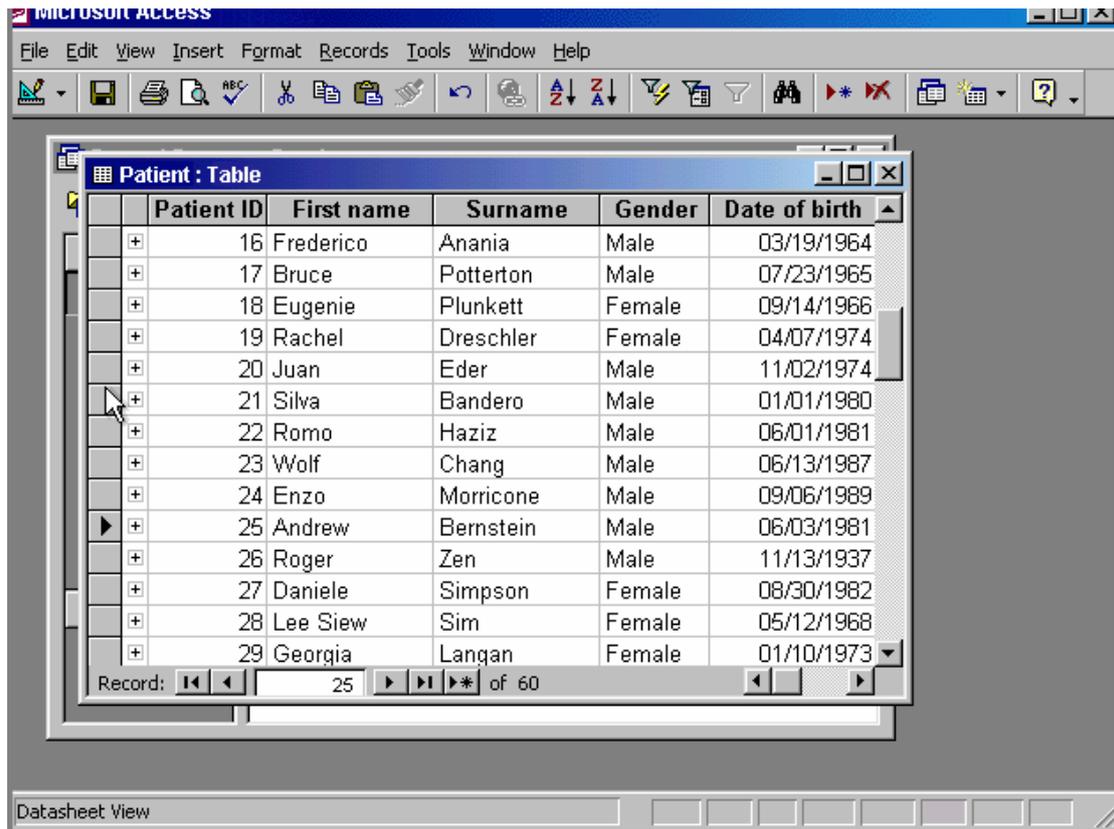
ICDL
Access Exams (v4)



Create a **new** table in **Design view**.

Double click on the create table in Design view

ICDL
Access Exams (v4)



Navigate directly to the **first record** in this table.

Click on the button



ICDL
Access Exams (v4)

Microsoft Access window showing a table named "Customer : Table". The table contains the following data:

Customer ID	Company Name	Billing Address	Contact First Name	Contact Last
3	Amber Lighting	Gray Park	Joe	Keily
2	Babel	10a North Wall	Thomas	Reiner
	Brinks China	7 Earl St	Joan	Summers
15	Coffee Galore	Camberwell Lane	Tom	Schofield
4	Crinleys	28 Thomas St	Kumar	Gupta
9	Giant Arm	31 White's Strand	Francesca	Chaney
10	Harry Sumara	31 Smiths Terrace	Lisa	Walkins
8	Oyster Pond	47 Oriel Road	Anna Maria	Simmons
14	Petunia Florists	14 Blackthorn Park	Petunia	Clarke
11	Rest A While	Cookes Corner	James	Ryan
6	Sayalot	Chatam St	Omar	Sahif
7	SlumberWell	Meeting Sqr	Pierre	Vincente
12	Storeys Best	8b Sheffield Way	Joseph	Storey
13	The Vineyard	11 The Retail Centre	John	Curry
5	Trident Pillows	Knowles Alley	Larry	Hinckley

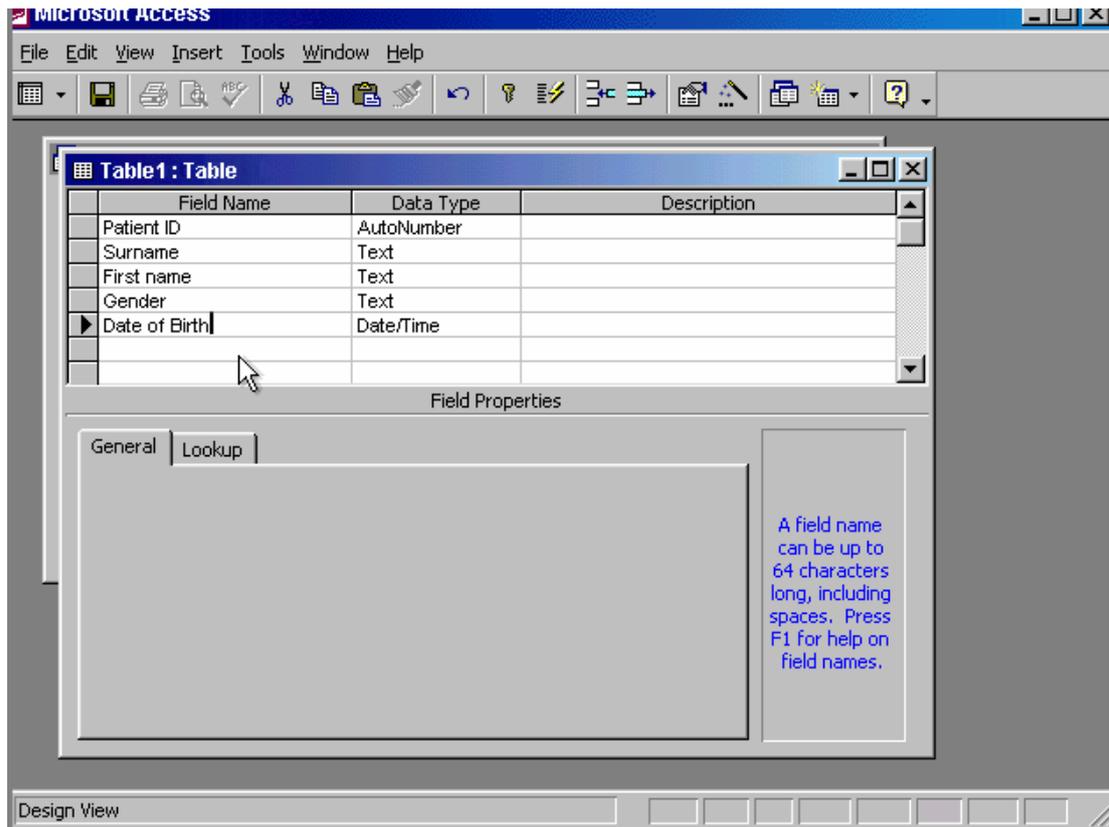
The record for Customer ID 15 (Coffee Galore) is selected, and the value "Camberwell Lane" in the Billing Address field is highlighted. The status bar at the bottom indicates "Record: 4 of 15".

A business, Coffee Galore, has moved premises.

Please delete the selected field value, **Camberwell Lane, from its record.**

Press delete from the keyboard

ICDL
Access Exams (v4)



Make the most appropriate field the **primary key** for this table.

Click on the gray area before the Patient ID → click on the primary key in the table design toolbar

ICDL Access Exams (v4)

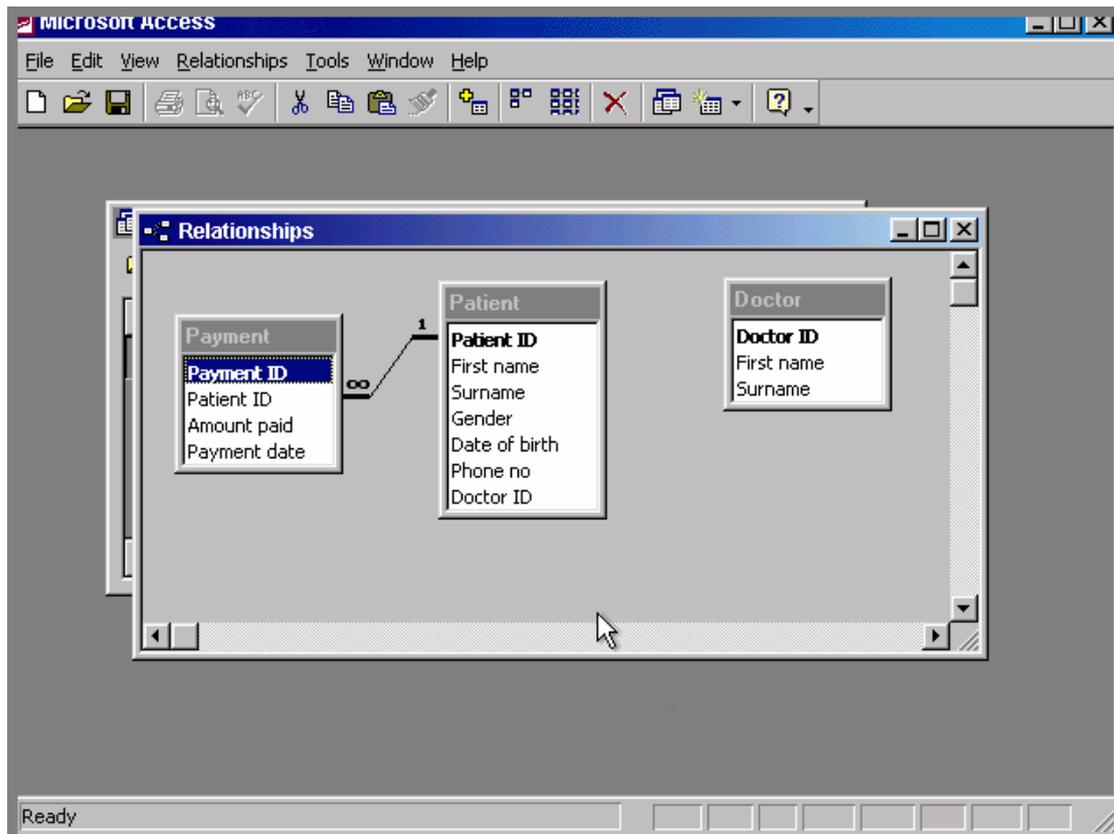
Microsoft Access window showing a table named "Patient : Table". The table has the following columns: Patient ID, First name, Surname, Phone no, Gender, Date of birth, and Doctor ID. The table contains 16 records. The status bar shows "Record: 1 of 60".

Patient ID	First name	Surname	Phone no	Gender	Date of birth	Doctor ID
1	Alain	Prouse	863-4665	Male	01/23/1950	2
2	Caroline	Zeebacher	876-3452	Female	05/14/1956	1
3	Aaron	Gonzalez	386-4339	Male	02/06/1960	1
4	Graham	Cutter	875-5246	Male	05/14/1960	3
5	Pablo	Perrez	876-4263	Male	12/03/1970	2
6	Martin	Gorma	269-5423	Male	04/03/1973	1
7	Cathryn	Miller	765-5246	Female	02/01/1977	3
8	Didier	Poirrot	876-4235	Male	04/22/1980	2
9	Silva	Gomez	765-4325	Male	06/18/1980	3
10	Stefano	Morton	878-5217	Male	03/14/1981	4
11	Klaus	Merton	876-4253	Male	10/23/1983	4
12	Elena	Andreas	987-5247	Female	04/03/1984	1
13	Carlos	Edelbacher	542-7463	Male	07/26/1973	3
14	Michael	Seeland	987-5118	Male	07/30/1981	1
15	Claudia	O'Neill	876-6258	Female	01/13/1943	4
16	Frederico	Anania		Male	03/19/1964	1

Using click-and-drag, move the selected column to between the **Date of birth** and **Doctor ID** fields.

Click on the header of the field and drag it to between the date of birth and doctor id

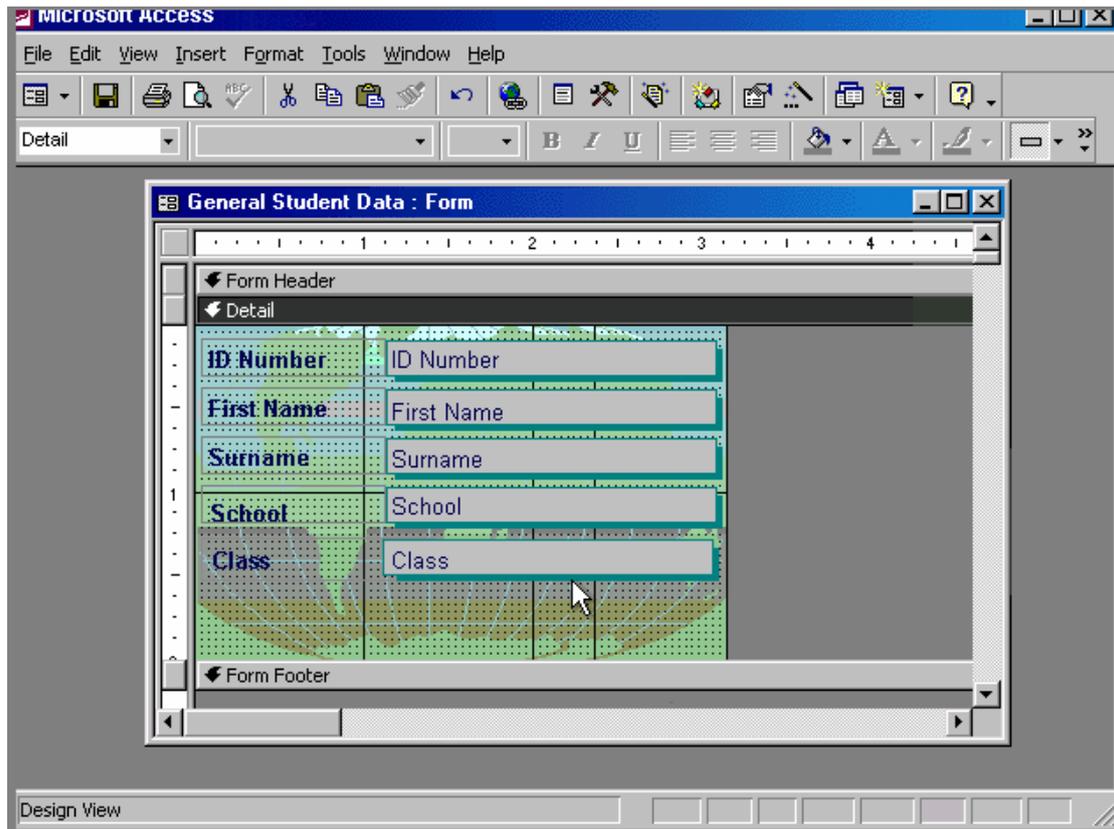
ICDL Access Exams (v4)



Delete the one-to-many relationship between the Patient and Payment tables.

Right click on the line → select delete → yes

ICDL
Access Exams (v4)

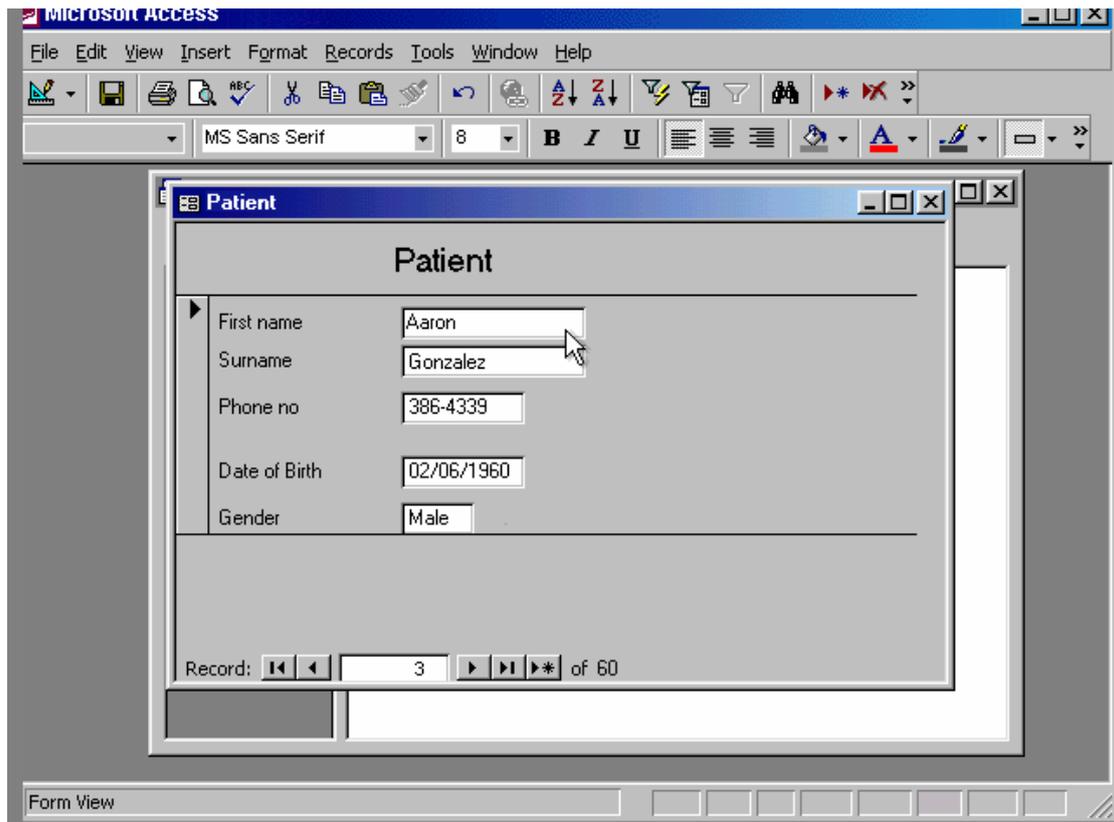


Delete the text box **Class** from this form.

Save the changes without closing the form.

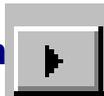
Select the gray box that has the word class → press delete from the keyboard → and then click save

ICDL
Access Exams (v4)

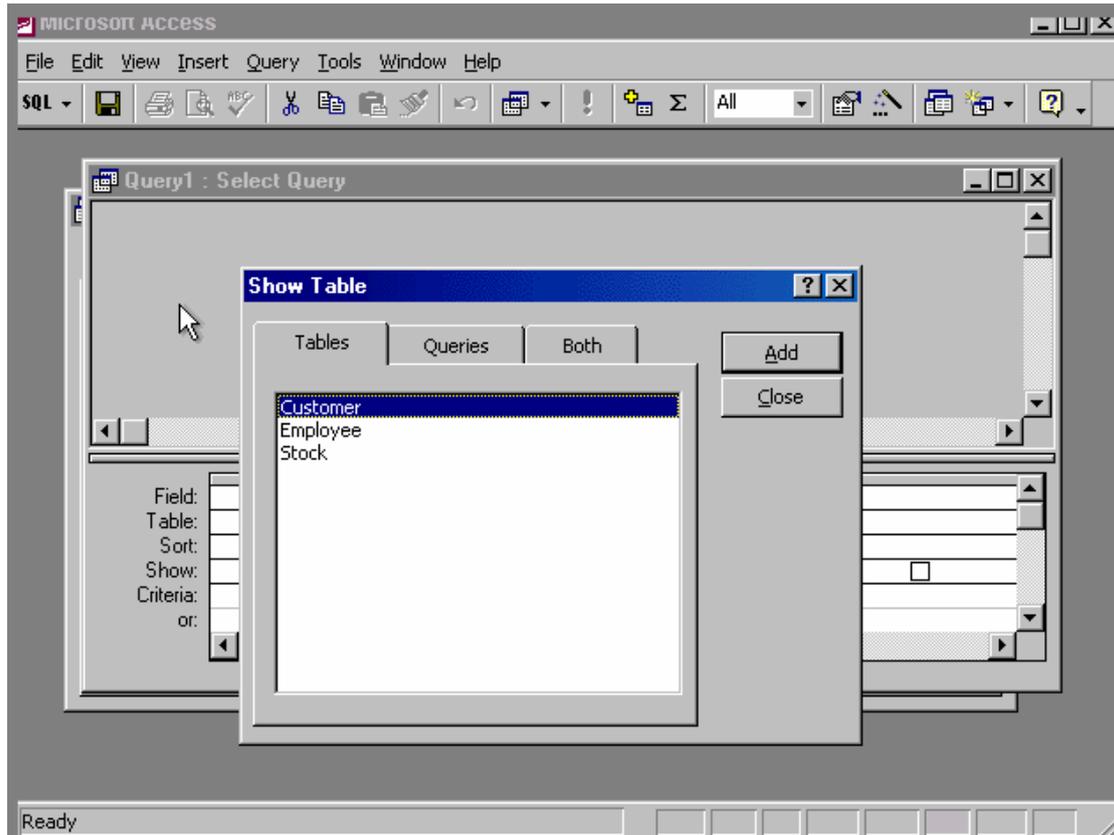


Navigate to the next record in this form.

Click on the button



ICDL
Access Exams (v4)

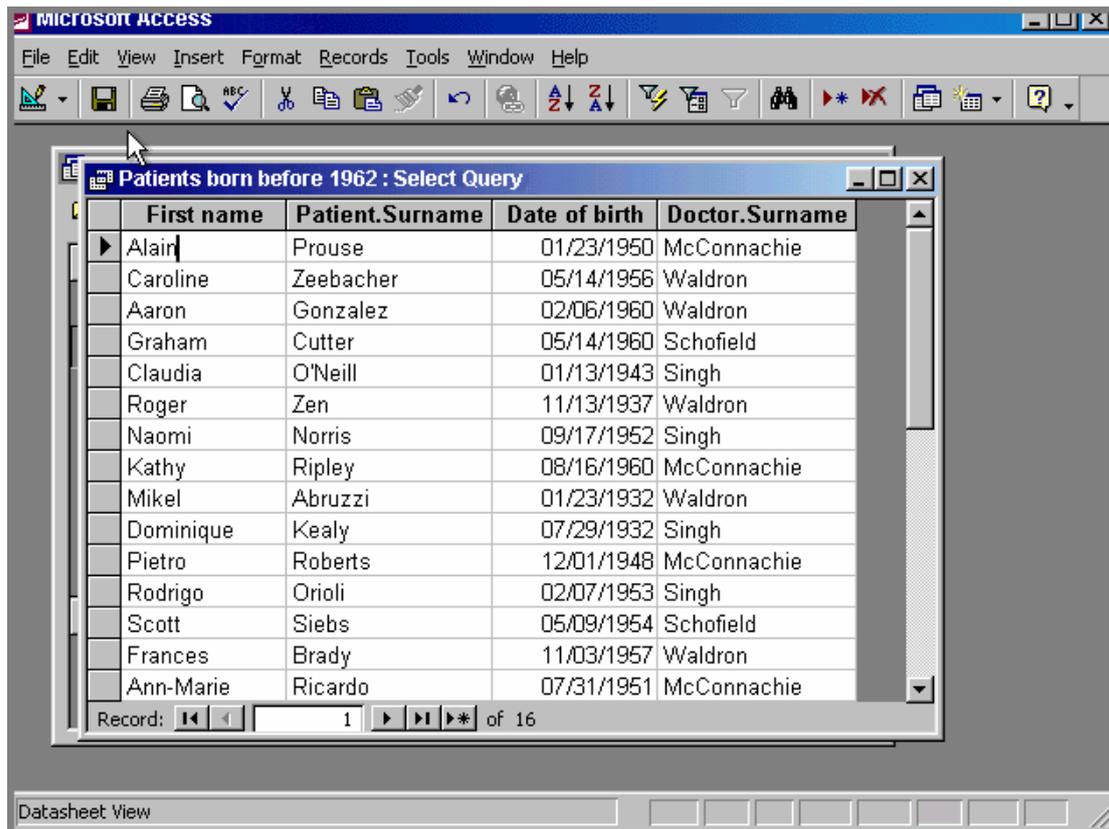


Make the **Stock** and **Customer** tables the record source for this Query.

Close the Show Table dialog box to complete the exercise.

Click add → select stock → click add → click close

ICDL
Access Exams (v4)



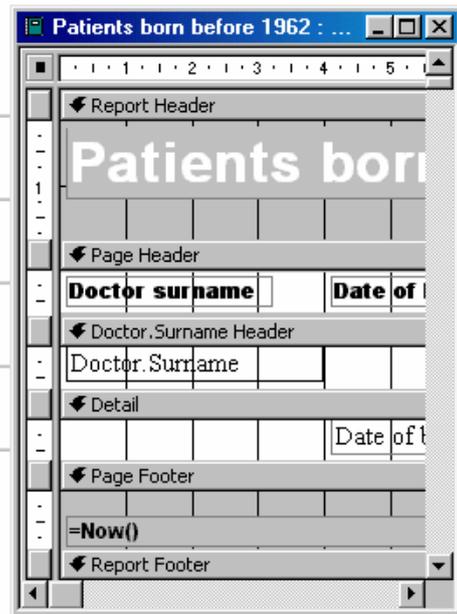
**This query shows all patients born before 1962.
Change it so that the date of birth will not be visible in the query results.**

Click on the view tool → uncheck the date of birth

ICDL
Access Exams (v4)

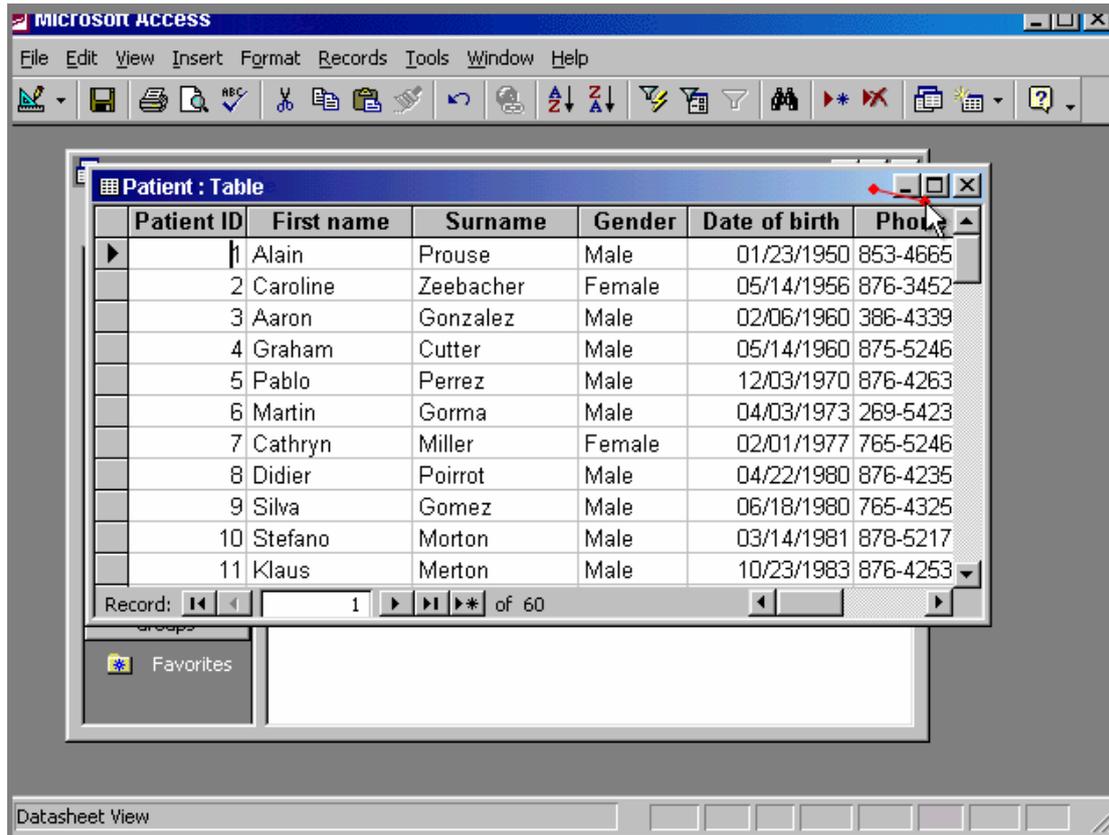
Which **two** of the following statements about the layout of data fields and headers are **true**?

- To move a field and its heading, you just need to move the Page Header.
- You can change the layout of a report in Print Preview.
- You must use Design View to change the layout of a report.
- You can rearrange the order of fields in a report using the Sorting and Grouping dialog box.
- The order in which you add fields in the Wizard sets how they display in the report.



You must use design view to change the layout of a report
The order in which you add field in the wizard sets how they display in the report

ICDL
Access Exams (v4)



Print 1 copy of the **first 5 records** in this table using the default printer.

Note: This is a simulation and the datasheet will not really be printed.

File → print → select selected records → ok

ICDL
Access Exams (v4)

Which data type is most appropriate for a postal code field such as M54WT?

- Number
- Text
- Date/Time
- AutoNumber

Text

Which **two** of the following statements about indexes are **true**?

- An index is used to list all the fields in a database.
- You can index any field no matter what its data type is.
- You should index a field that is frequently sorted.
- If an index is used it slows down database searches.
- Indexing is especially useful when working with large tables.

You can index any field no matter what its data type is
Indexing is especially useful when working with large tables

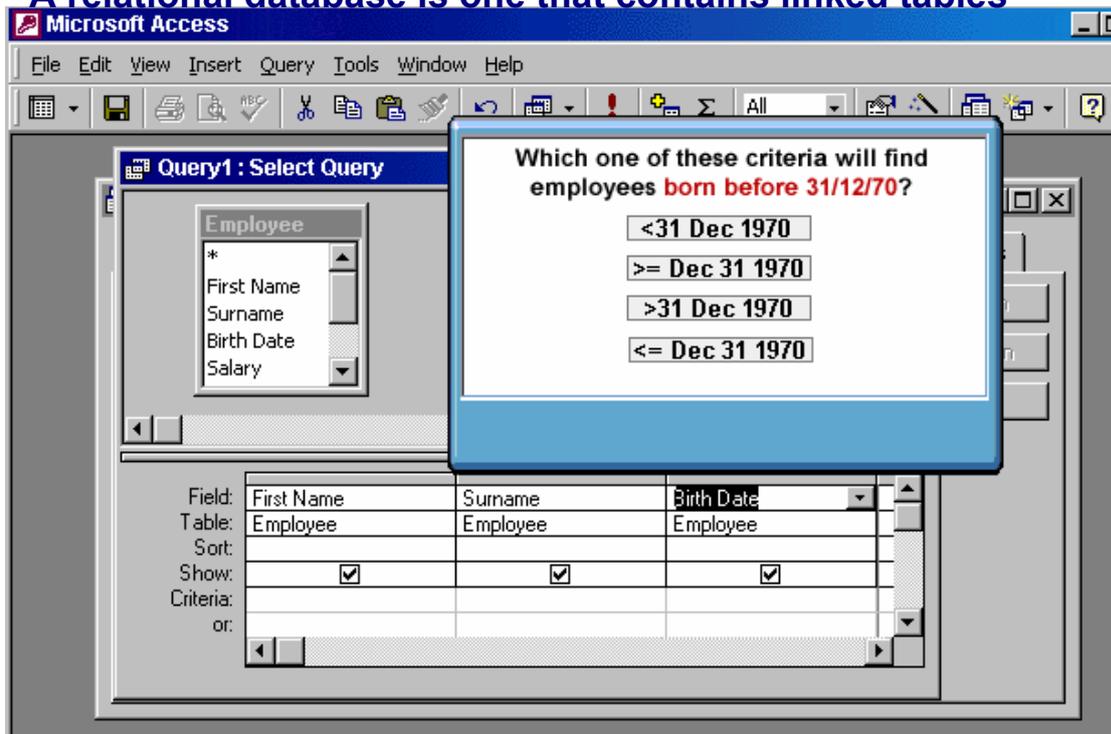
ICDL
Access Exams (v4)

Which **two** of these statements about relational databases are **true**?

- A non-relational database can be searched more efficiently than a relational database.
- A relational database is easier to maintain than a non-relational one.
- In relational databases the need for data duplication is increased.
- Smaller linked tables are harder to manage than one big one.
- A relational database is one that contains linked tables.

A relational database is easier to maintain than a non relational one

A relational database is one that contains linked tables



<31 Dec 1970

ICDL
Access Exams (v4)

	First Name	Surname	Birth Date	Salary	Days Sick	Home Phone	Address 1
▶	Harry	Sumara	23-Sep-71	27,000	1	01-4733160	
	Gwen	Mati	23-May-70	23,000	1	01-4546112	
	Robert	Wilson	06-Sep-49	17,000	1	01-6741892	
*				0	0		

Record: 1 of 31 (Filtered)

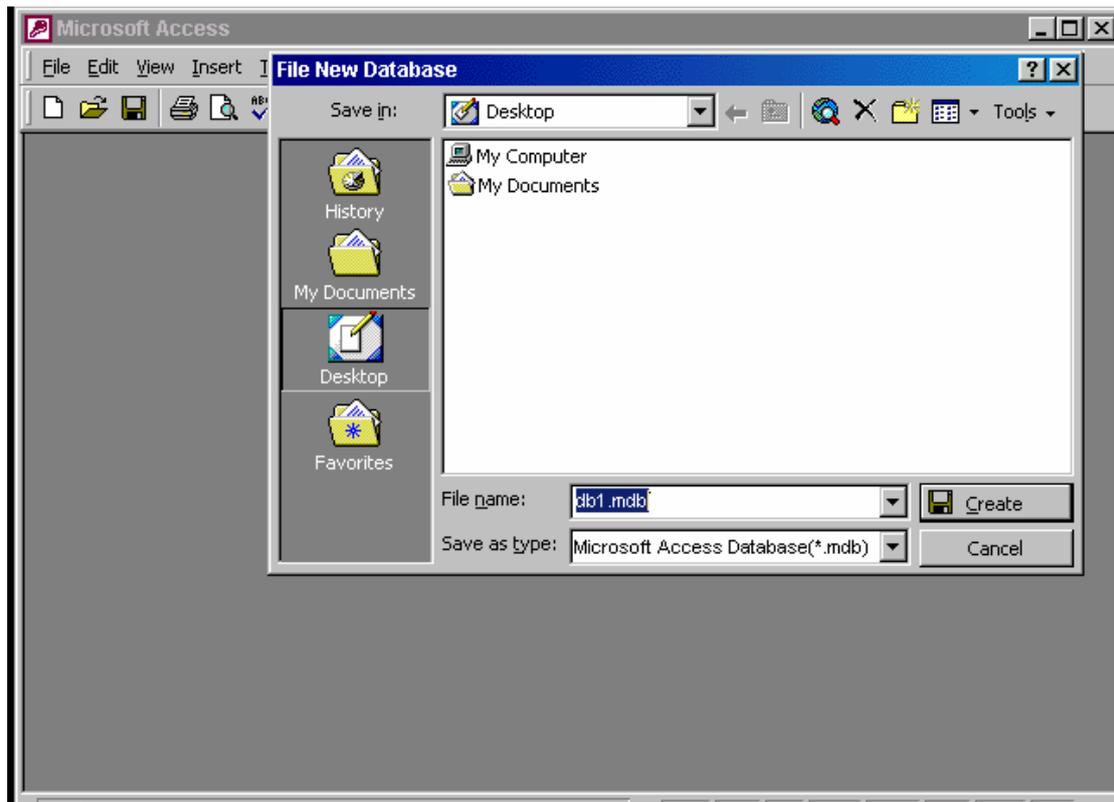
Datasheet View FLTR

A **Filter by Selection** has been applied to this table.

Remove the filter.

Click on the remove filter tool from the table datasheet toolbar

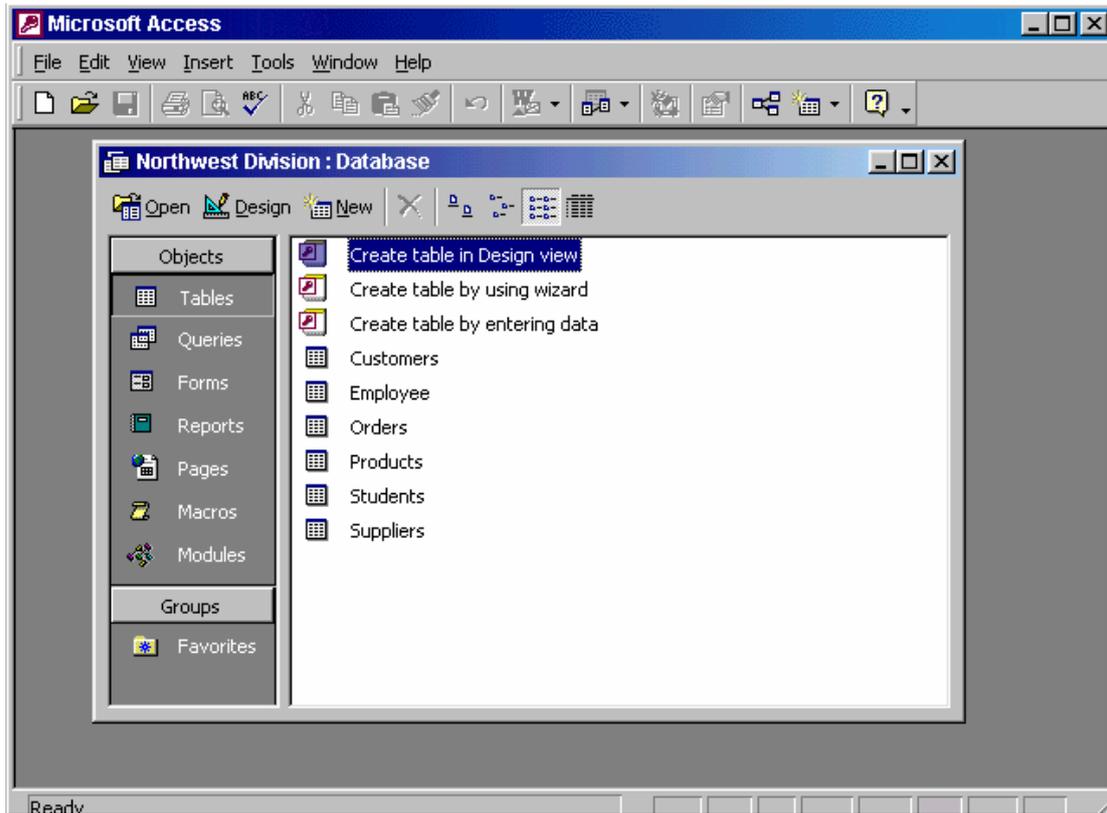
ICDL
Access Exams (v4)



Save this database as **Books** into the **My Documents** folder.

Select My Documents → type Books in the file name → press create

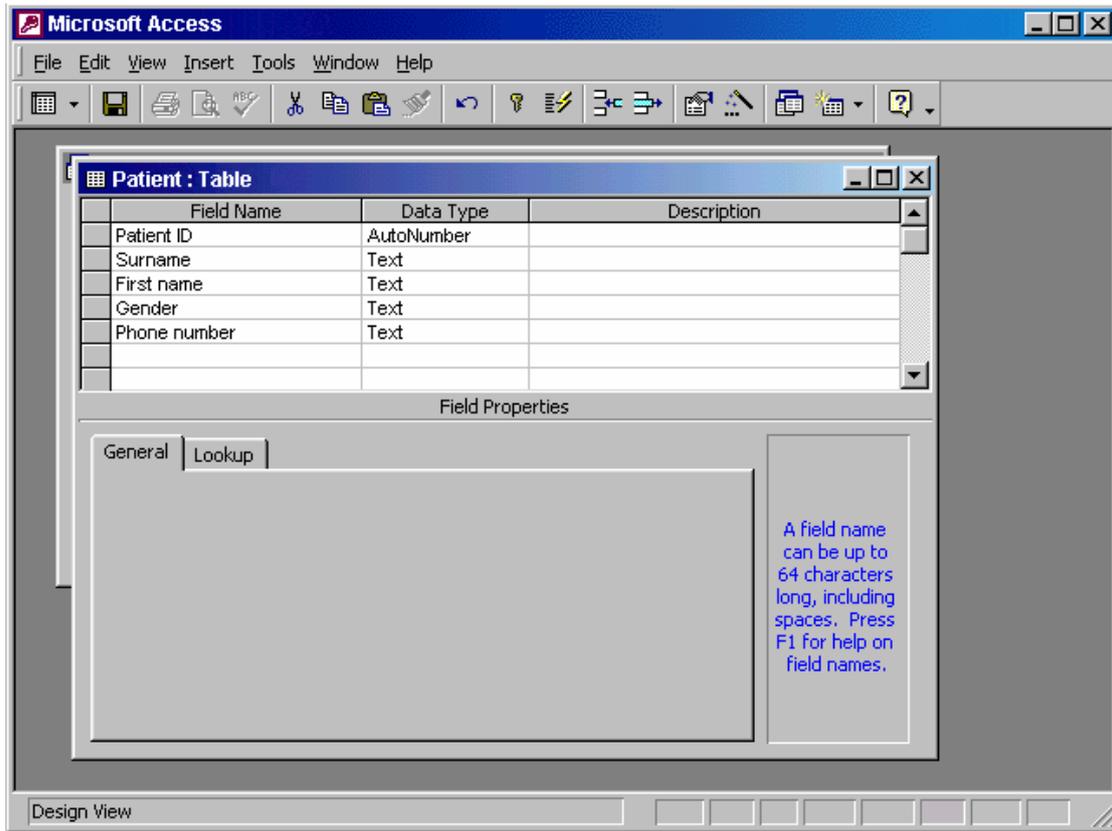
ICDL
Access Exams (v4)



Close the **Northwest Division** database without closing Microsoft Access.

File → **close**

ICDL
Access Exams (v4)

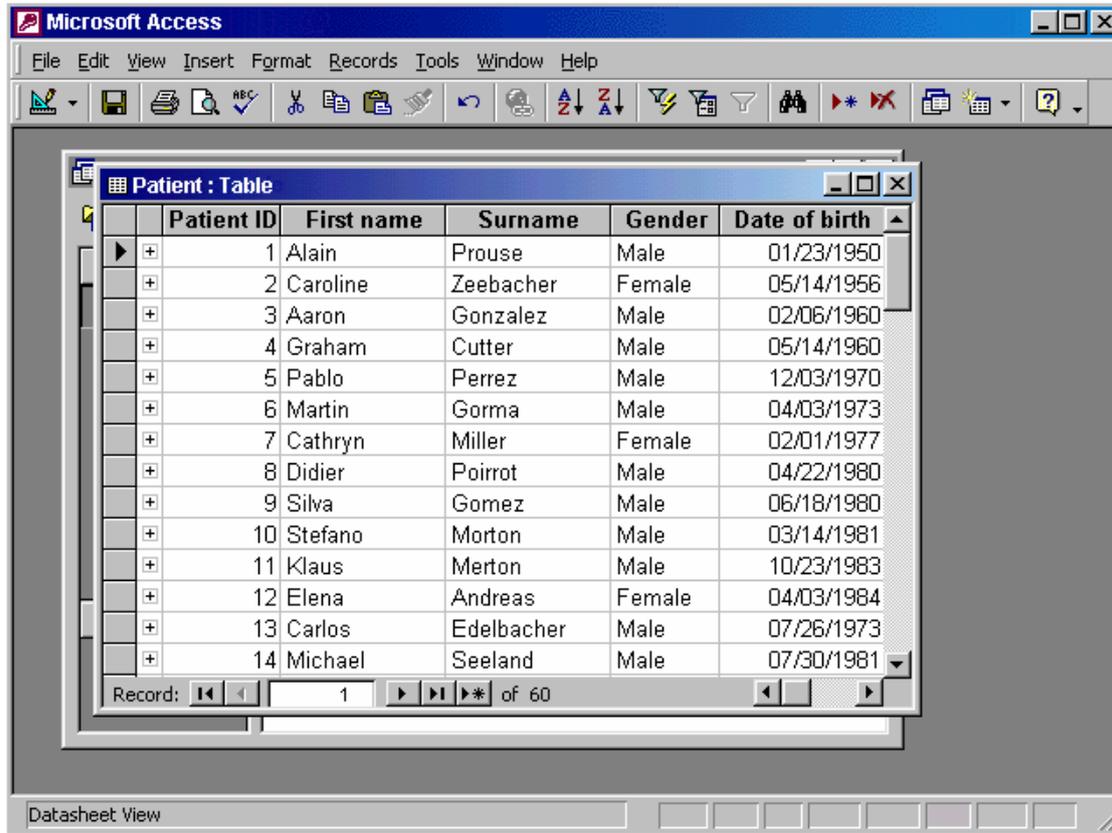


Add an empty field above the **First name** field in this table.

Put the cursor in the first name field → Insert → rows

F

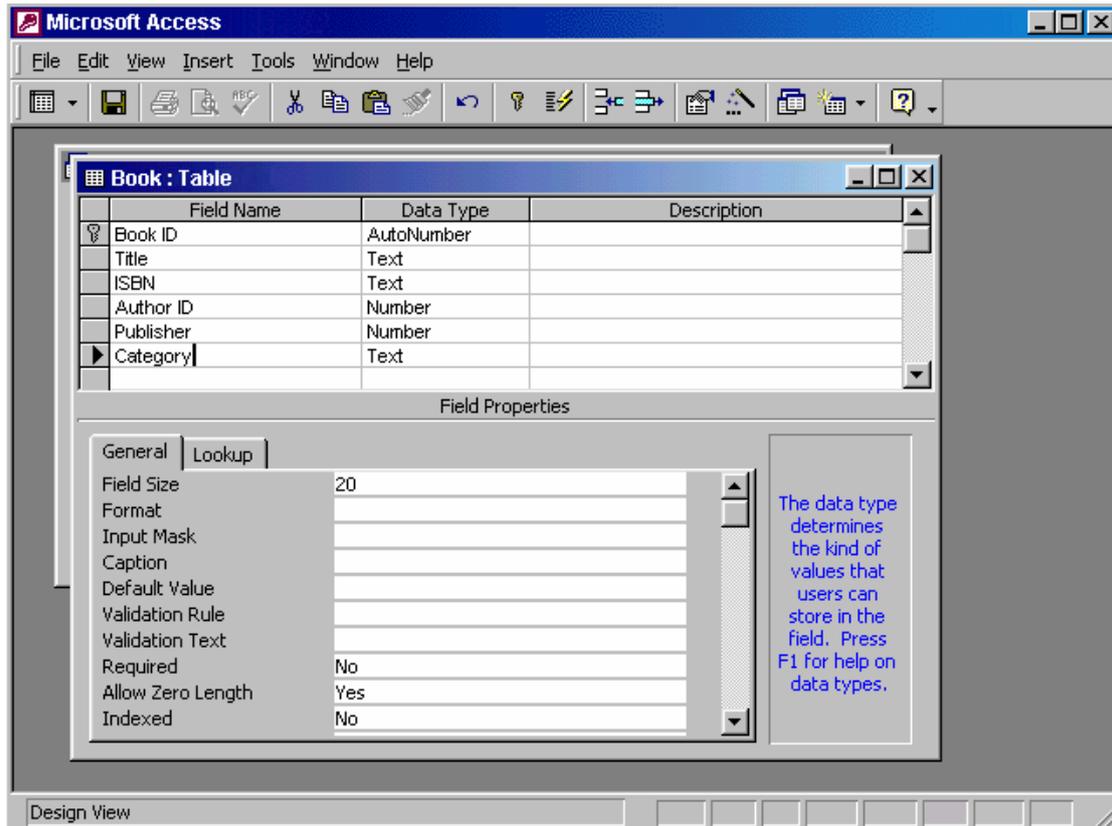
ICDL
Access Exams (v4)



Navigate **directly** to **record 25** in this table.

Put the cursor in this box¹ and delete 1 and type 25 → press enter from the keyboard

ICDL
Access Exams (v4)

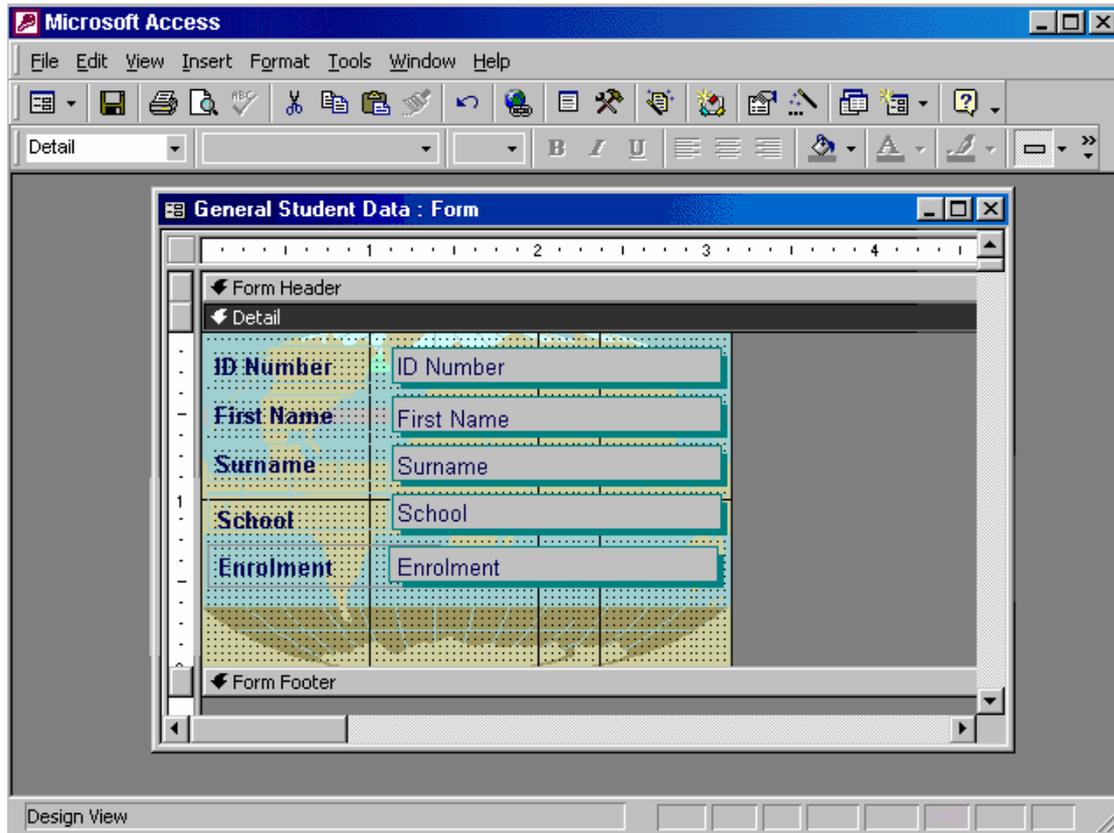


Enter a validation rule to ensure entries into this field must be either the words **Full-time** or **Part-time**.

Press **Enter** when you are finished.

Put the cursor in the validation rule → type Full-time or Part-time → press enter from the keyboard

ICDL
Access Exams (v4)

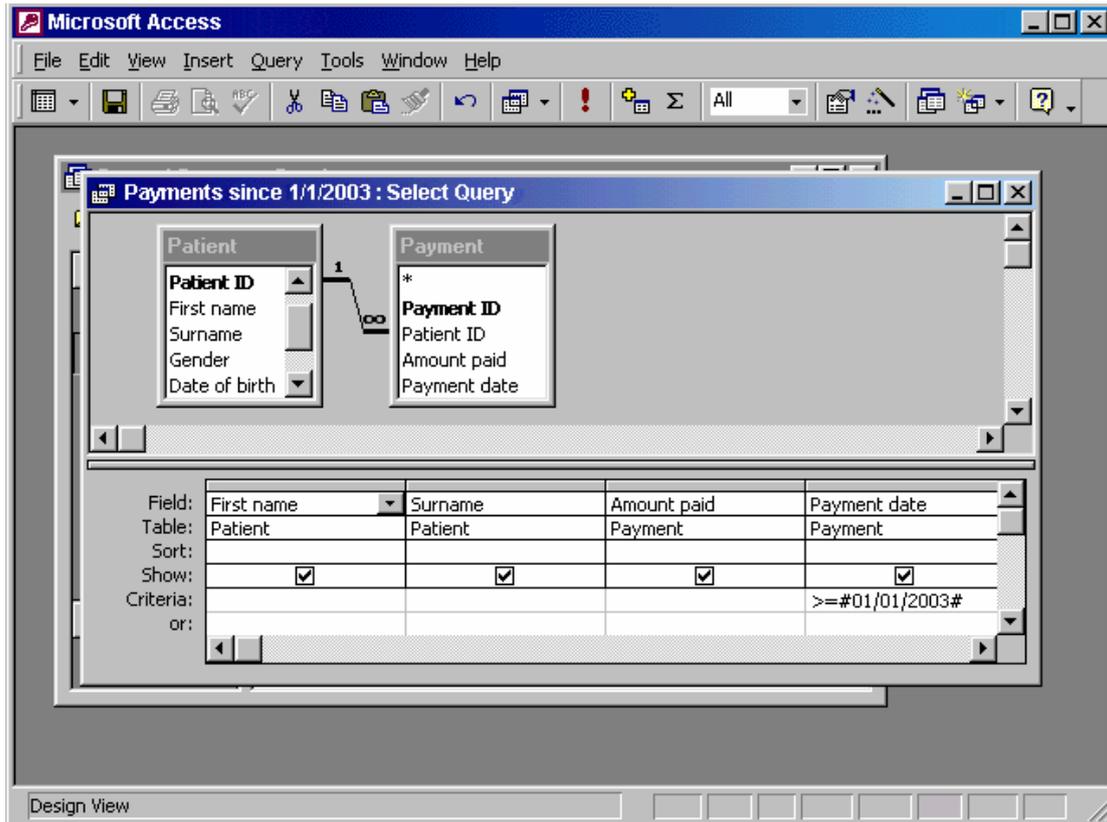


Delete both the label and text box **Enrolment** from this form.

Save the changes without closing the form.

Select the gray box that contains the word **Enrolment** → press delete from the keyboard → click on the save button

ICDL
Access Exams (v4)



This query has been designed to find all patients who have made payments since January 1, 2003.

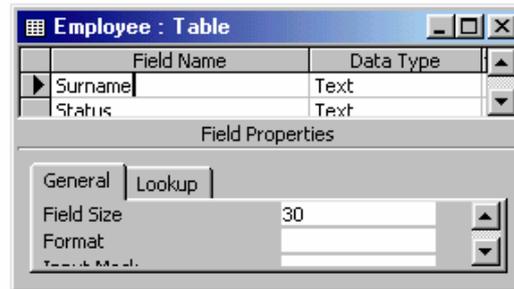
Run this query now.

Click on this button



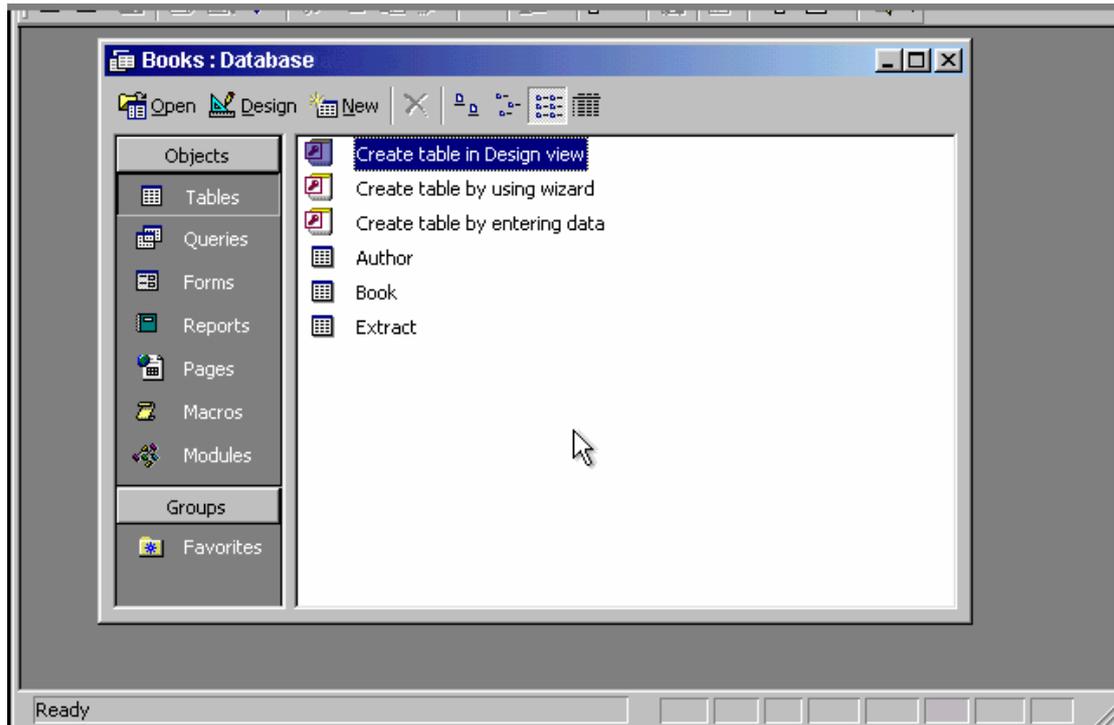
ICDL
Access Exams (v4)

- Changing the field size property for the Surname field to 7 won't change the existing data.
- Data will be processed faster if you increase the field size for the Surname field.
- You cannot change the Surname field size because data has already been entered in the table.
- Changing the Surname field size property to 40 will not change existing data.



Changing the surname field size property to 40 will not change existing data

ICDL
Access Exams (v4)

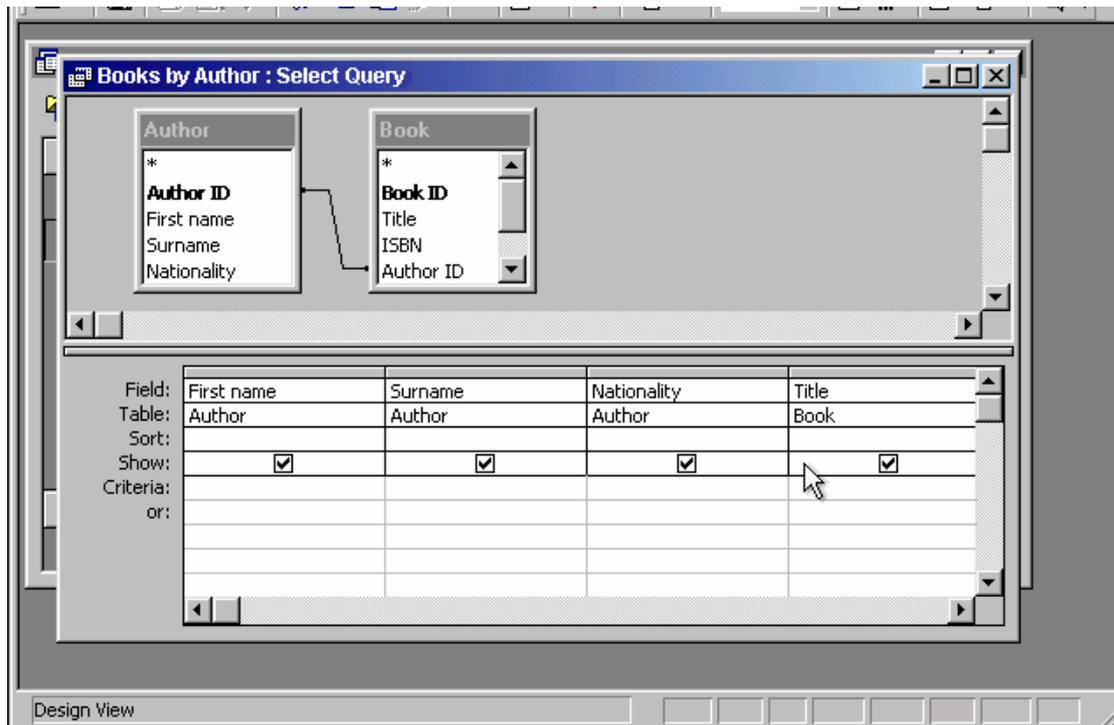


One extract from each book is stored in the **Extract** table.

Set up a one-to-one relationship between the **Book** and **Extract** tables.

Click on the relationships tool → select the field Book ID from the Extract table and drag it to the field Book ID from the Book table

ICDL
Access Exams (v4)



Find books by all authors who are not **Russian**.

Press **Enter** when you are finished.

**In the Nationality column put the in the criteria box → type <>
Russian → press enter from the keyboard**

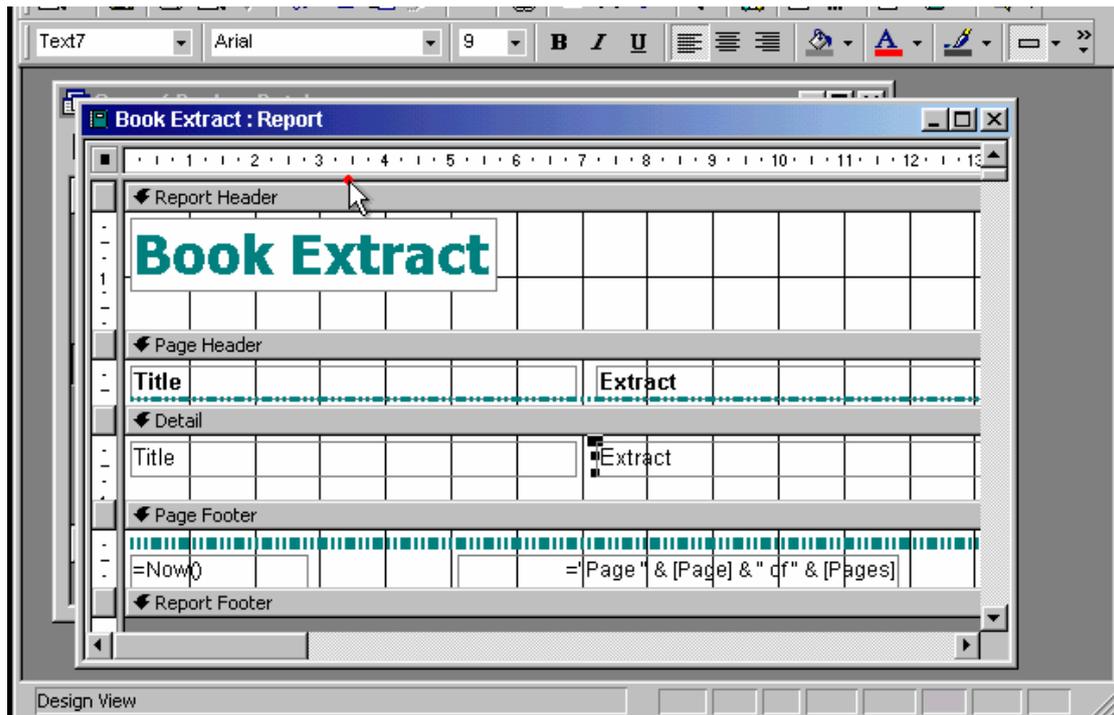
ICDL
Access Exams (v4)

First name	Surname	Nationality	Title
Susan	Smith	Irish	Flowers For Fluffy
Pablo	Ortega	Spanish	Sailing Rough Seas
Pablo	Ortega	Spanish	Bella Donna
Pierre	Fournier	Canadian	The Trolls Revenge
Katie	Larsen	American	What Do Spiders Do After Dark?
Debbie	Silvermann	American	Child Minding
Nikolai	Barinov	Russian	Reading Tolstoy
Nikolai	Barinov	Russian	Quoting Shakespearean Sonnets
Nikolai	Barinov	Russian	The Russians and Poetry
Iago	Cabazon	Spanish	The White Horses of Seville
Iago	Cabazon	Spanish	History of The Alhambra
Angus	MacDougall	Canadian	Black Coffee
Joseph	Snyder	British	Two Faced Joe

Sort these records so that authors with surnames beginning with **A** would display at the top of the datasheet.

Click on the sort ascending tool

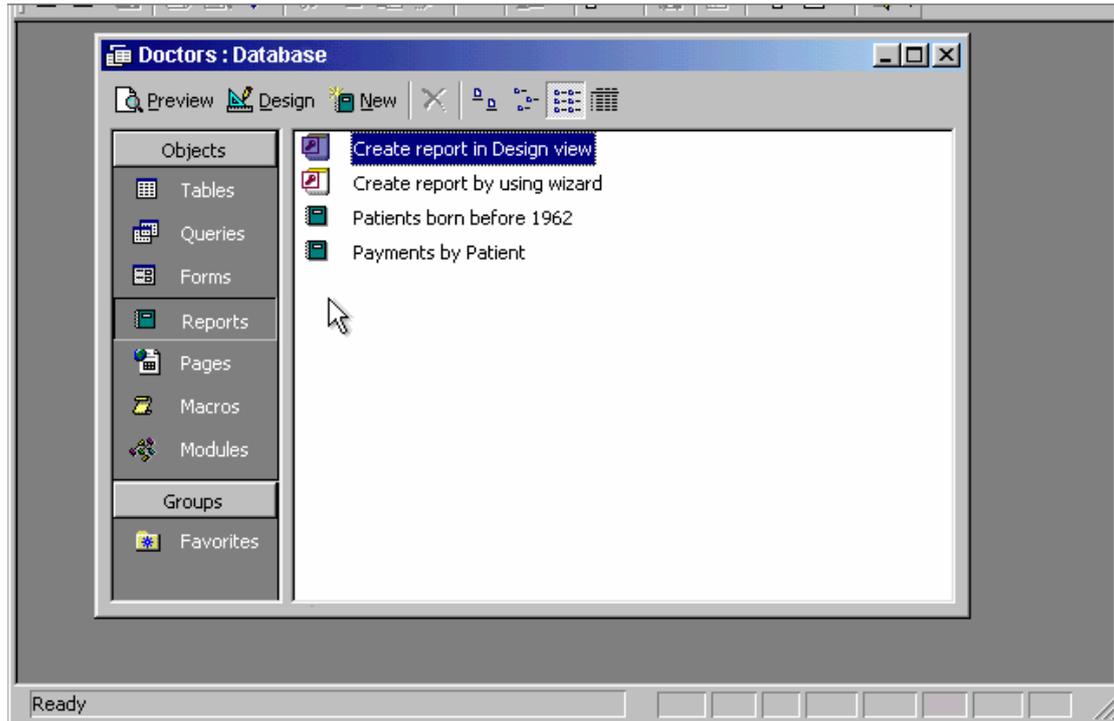
ICDL
Access Exams (v4)



Delete the control for the date from this report.

Select  and then press delete from the keyboard

ICDL
Access Exams (v4)



Open the Payments by Patient report in Print Preview.

Select the payments by patient → click on preview

ICDL
Access Exams (v4)

Patient ID	First name	Surname	Gender	Date of birth	Phone
1	Alain	Prouse	Male	01/23/1950	853-4665
2	Caroline	Zeebacher	Female	05/14/1956	876-3452
3	Aaron	Gonzalez	Male	02/06/1960	386-4339
4	Graham	Cutter	Male	05/14/1960	875-5246
5	Pablo	Perez	Male	12/03/1970	876-4263
6	Martin	Gorma	Male	04/03/1973	269-5423
7	Cathryn	Miller	Female	02/01/1977	765-5246
8	Didier	Poirrot	Male	04/22/1980	876-4235
9	Silva	Gomez	Male	06/18/1980	765-4325
10	Stefano	Morton	Male	03/14/1981	878-5217
11	Klaus	Merton	Male	10/23/1983	876-4253

Record: 1 of 60

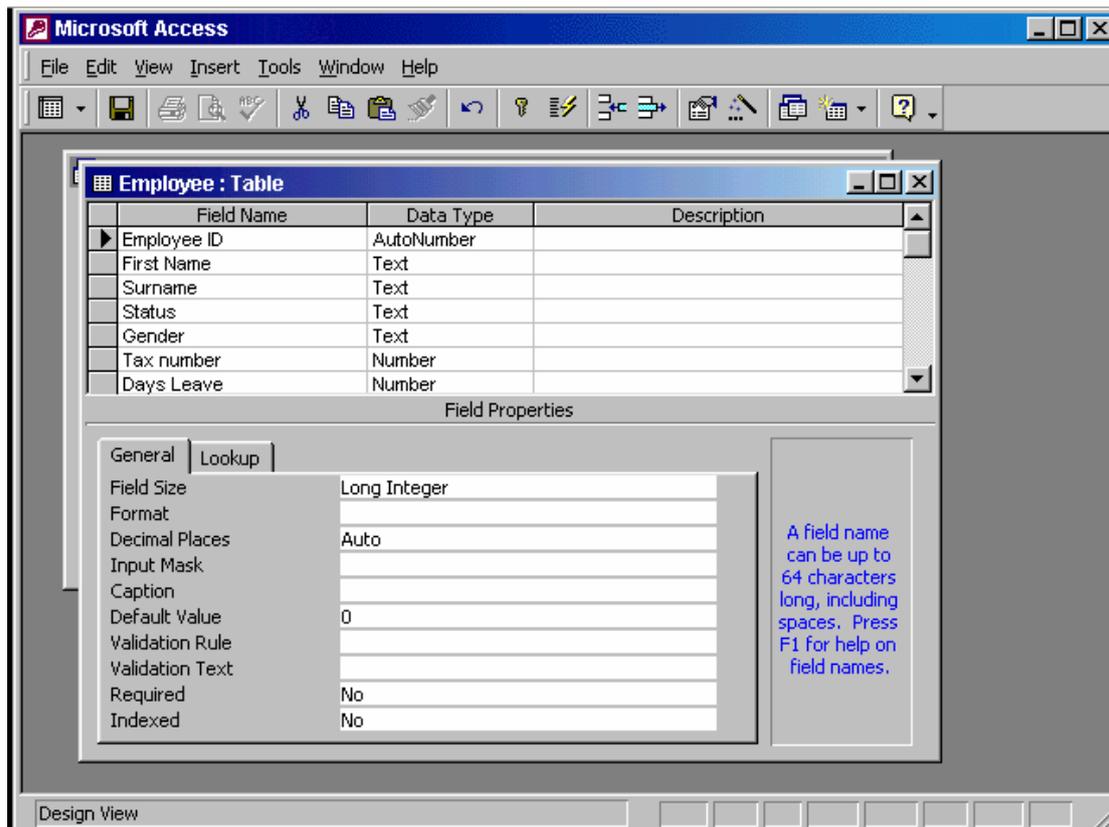
Datasheet View

Print **1** copy of the **first 5 records** in this table using the default printer.

Note: This is a simulation and the datasheet will not really be printed.

Select the first five records → file → print → select selected records → ok

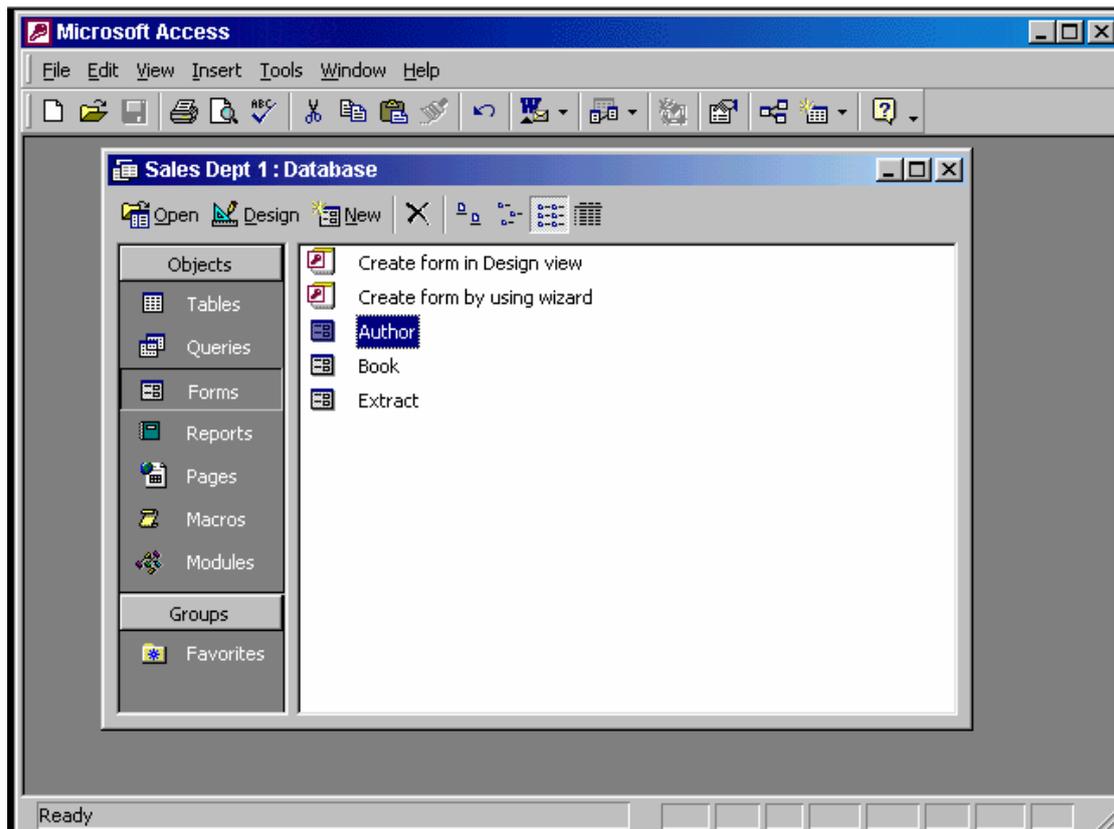
ICDL
Access Exams (v4)



Carry out the necessary steps to ensure that you can enter half-days in the **Days leave** field.

In the field size box use the drop down list → select single

ICDL
Access Exams (v4)



Access the option that would enable you to create a new query **without** the help of the Simple Query Wizard.

Select Queries from the objects pane → double click on create query in design view

ICDL
Access Exams (v4)

	Database		Not a Database
list	Sales catalogue	Sales catalogue	novel
	Student register	Student register	shopping
	Customer records	Novel	
		Shopping list	
		Customer Records	

Which **two** of the following statements are **true**?

- <100 will find values that are greater than 100.

- >=10 will find values that are greater than or equal to 10.

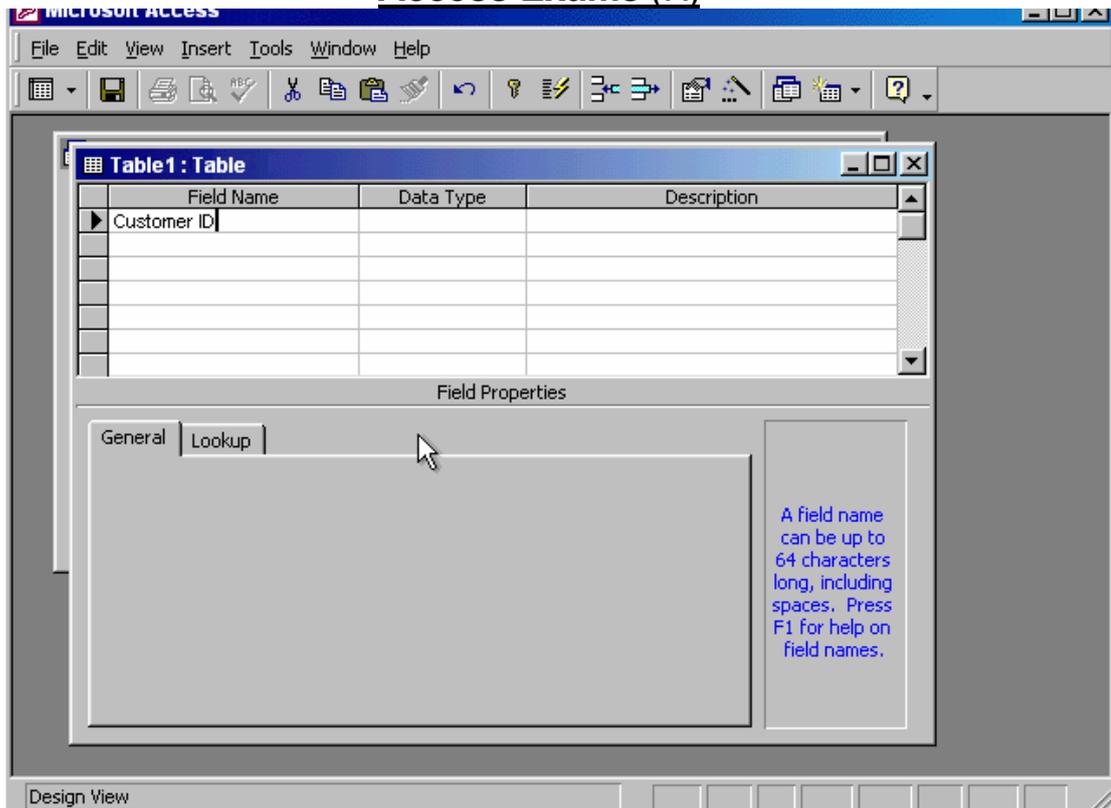
- >=Sep 30 1950 will find dates that are equal to or before Sep 30th 1950.

- <=Oct 31 1956 will find dates that are equal to or after Oct 31st 1956.

- <Jan 1 1965 AND > Dec 31 1963 will find all dates in 1964.

>= 10 will find values that are greater than or equal to 10
<Jan 1 1965 And > Dec 31 1963 will find all dates in 1964

ICDL
Access Exams (v4)

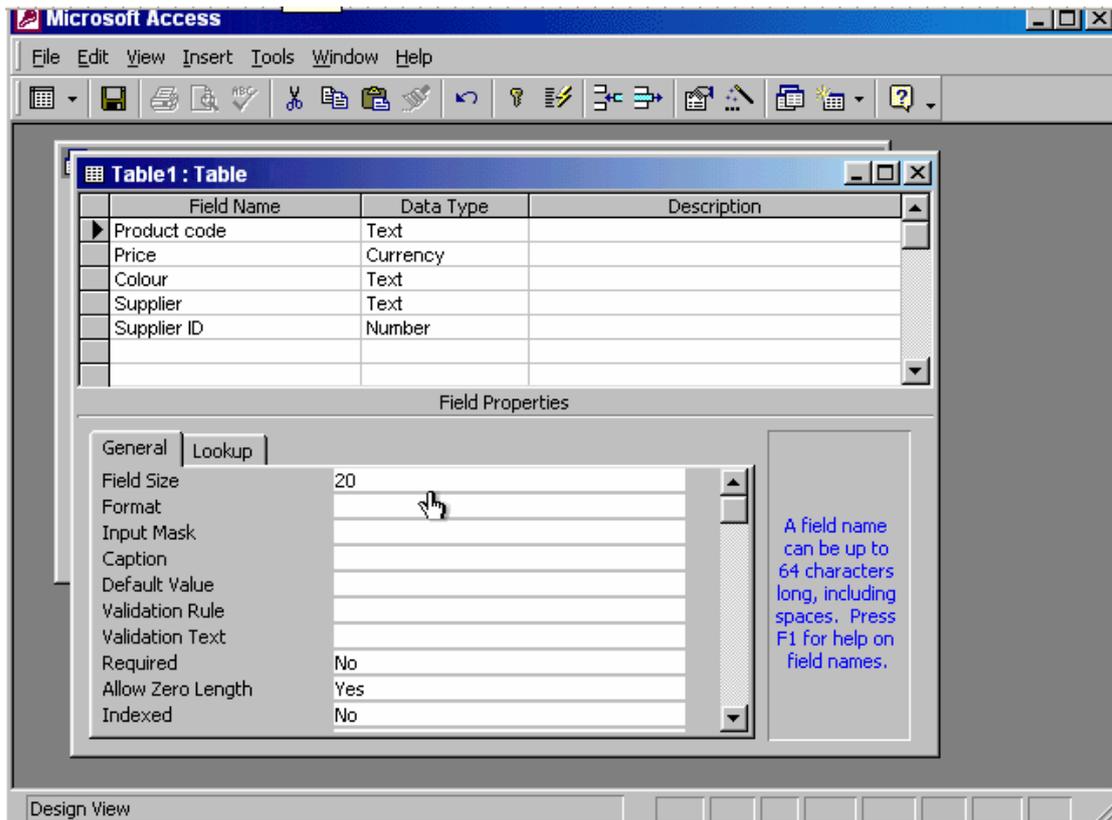


Select the data type that will **automatically** assign a **unique** Customer ID number to each new customer.

Move to the **next** cell when you have finished.

In the data type column → use the drop down list and select Auto number → press tab from the keyboard

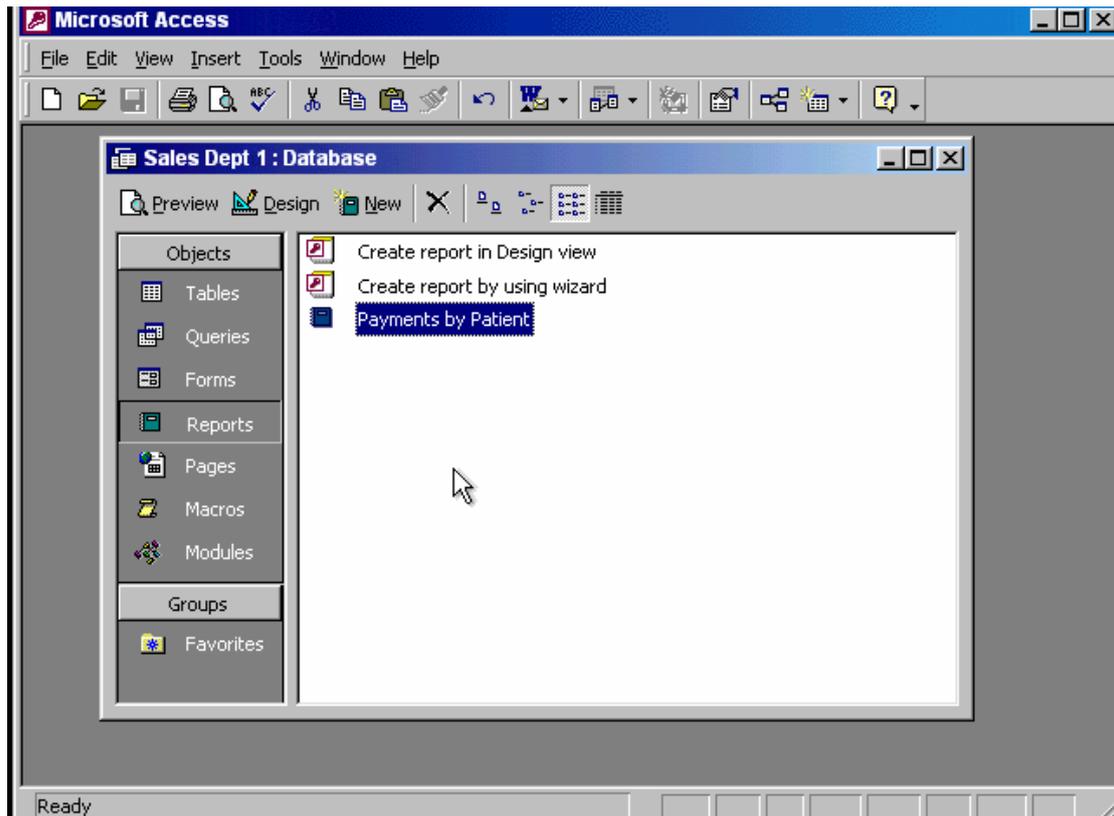
ICDL
Access Exams (v4)



The **Product code** field contains a unique reference for each product. This field will be used in a lot of searches, so we should index it. Create a suitable index for this field.

Put the cursor in the indexed box → from the drop down list select yes (No Duplicates)

ICDL
Access Exams (v4)



Create a **new** query using the **Simple Query Wizard**.

Select Queries from the object pane → double click on create query by using wizard

ICDL
Access Exams (v4)

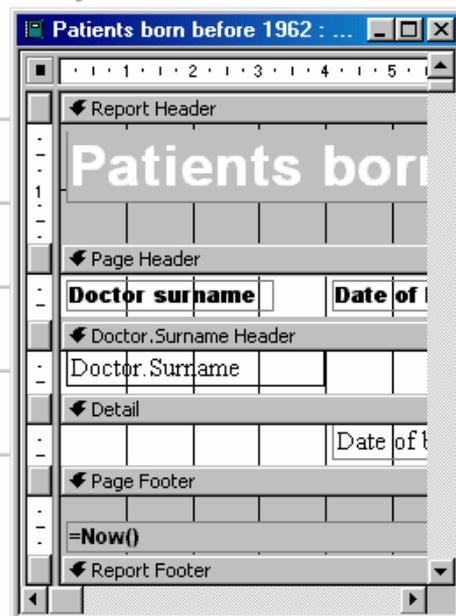
Which **one** of the following is **not** a database?

- A telephone directory
- A sales catalogue
- A newsletter
- A price list

A newsletter

Which **two** of the following statements about the layout of data fields and headers are **true**:

- You can change the layout of a report in Design View.
- The order in which you add fields in the Wizard sets how they display in the report.
- If you move a Page Header control, the associated Detail control will move with it.
- You can change the layout of a report in Print Preview.
- You can rearrange the order of fields in a report using the Sorting and Grouping dialog box.



You can change the layout of a report in design view
The order in which you add fields in the wizard sets how they display in the report

ICDL
Access Exams (v4)

Which **two** of these statements about referential integrity are **true**?

- If a record in a parent table has a related child record, referential integrity prevents you from deleting the parent record.

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

- You can set rules about referential integrity in a one table database.

- Referential integrity ensures that records in linked tables are automatically updated when changes are made.

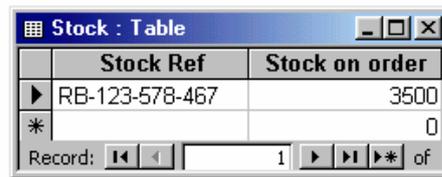
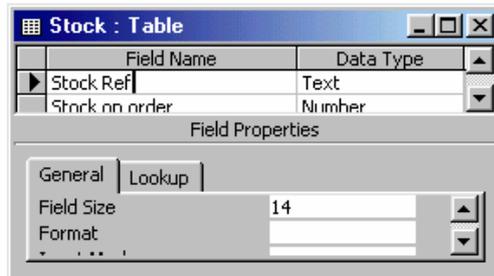
- A child record cannot be entered unless it has a parent in the database if referential integrity is used.

- If a record in a parent table has a related child record referential integrity prevents you from deleting the parent record
- A child record cannot be entered unless it has a parent in the database if referential integrity is used

ICDL
Access Exams (v4)

Which **one** of the following statements about setting the field size property in a table is **True**?

- If you change the Stock Ref field size property to 15, existing data will not change.
- If you decrease the Stock Ref field size, data will not be lost.
- You cannot change the Stock Ref field size because the table contains data.
- If you increase the field size for the Stock Ref field, the data will be processed faster.

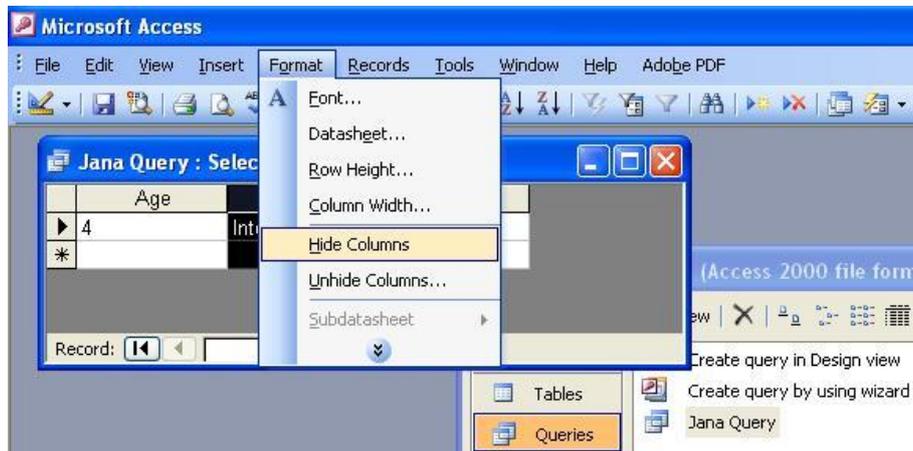


- If you change the stock Ref field size property to 15 existing data will not change**

ICDL
Access Exams (v4)

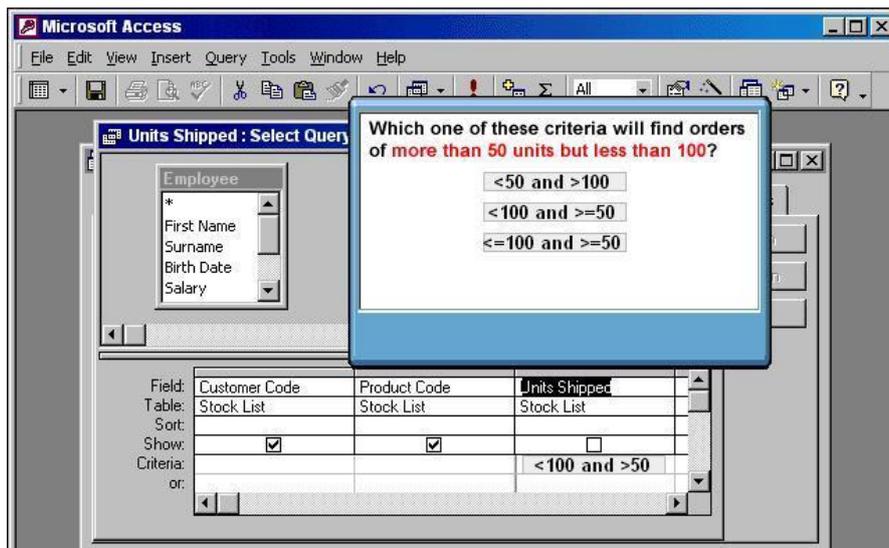
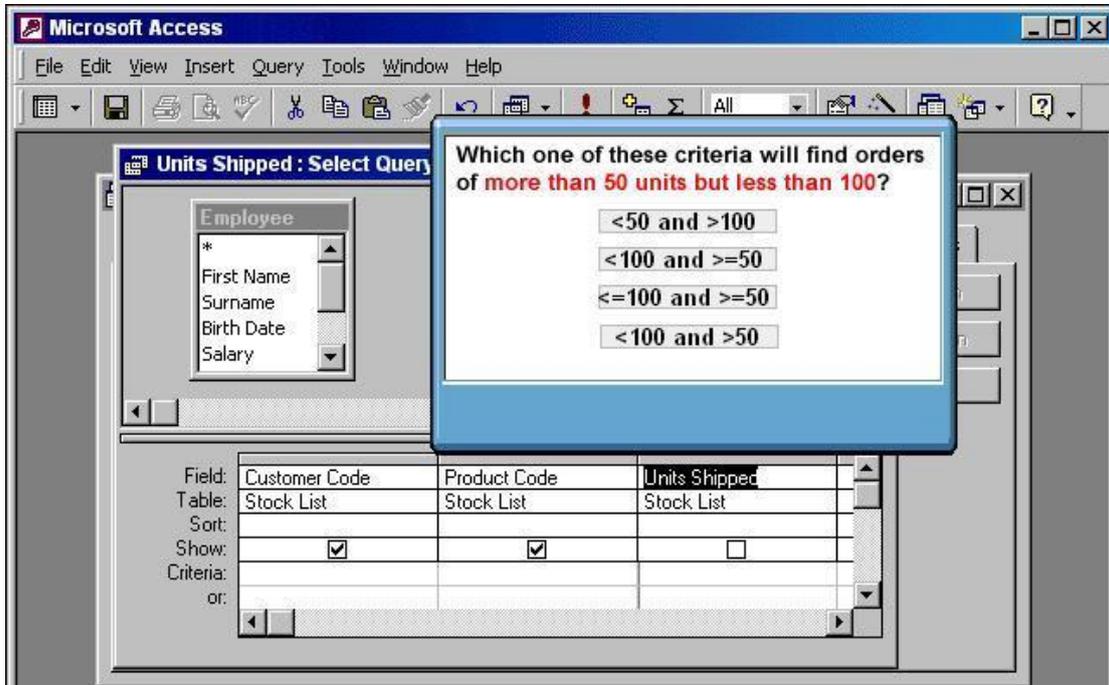


- **Without switching Hide School Column to design view.**

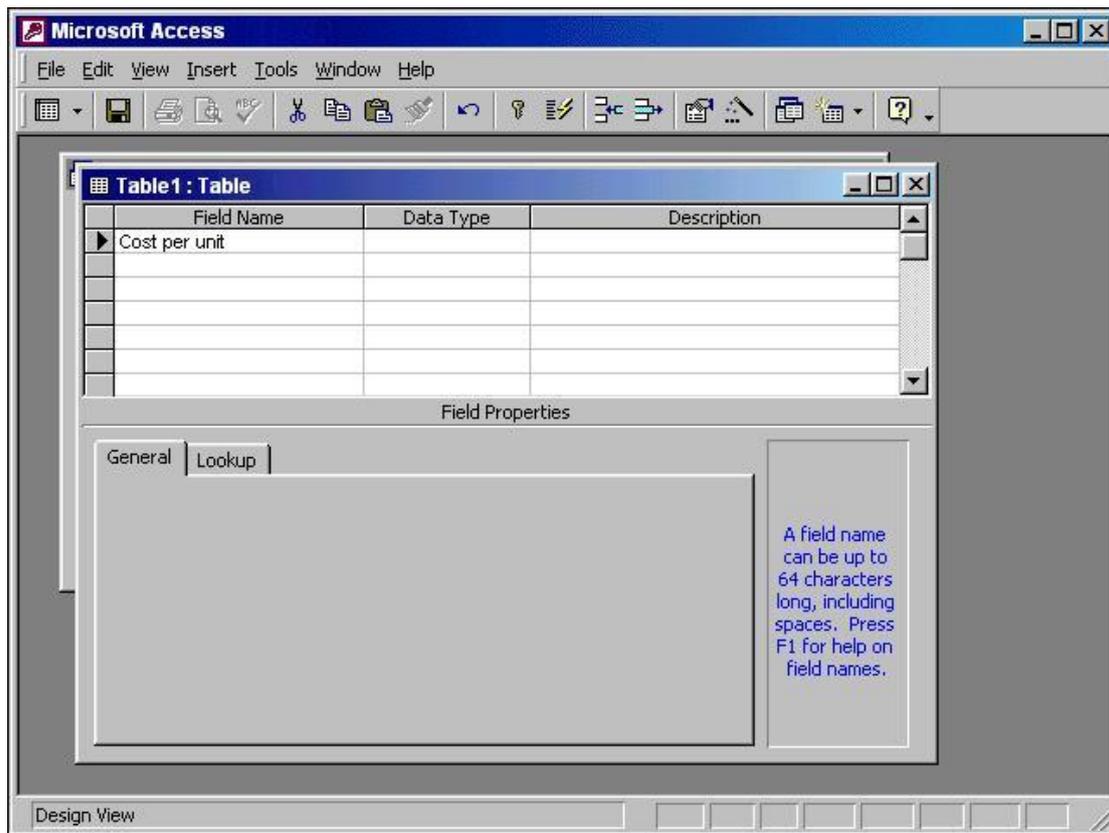


Note:
How to unhide columns?

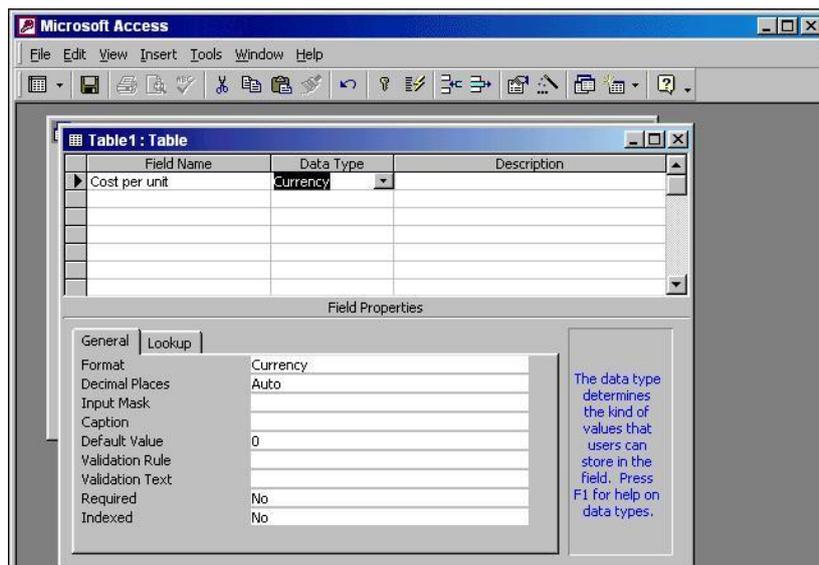
ICDL
Access Exams (v4)



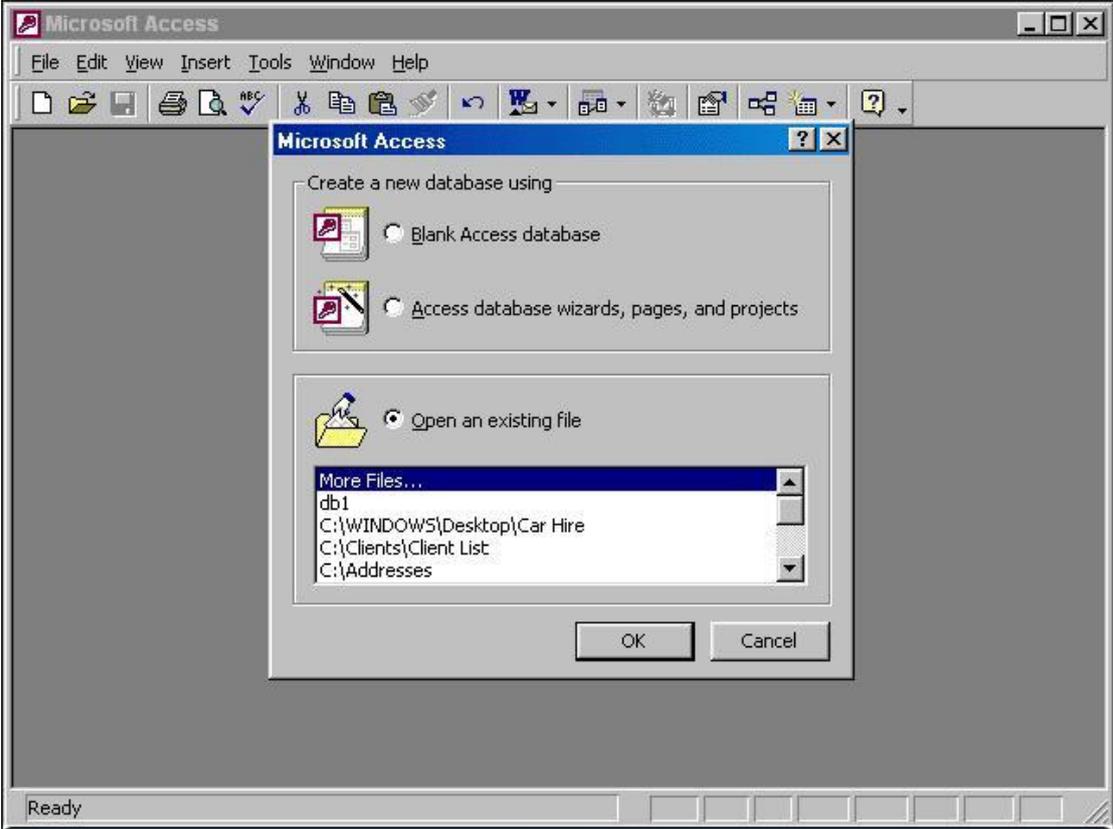
ICDL Access Exams (v4)



Select the **data type** that you think is most appropriate for the **Cost per unit** field in the above table.
Move to the next cell when you have finished.



ICDL
Access Exams (v4)



The screenshot shows the Microsoft Access application window with a dialog box titled "Microsoft Access" open. The dialog box has three radio button options under the heading "Create a new database using":

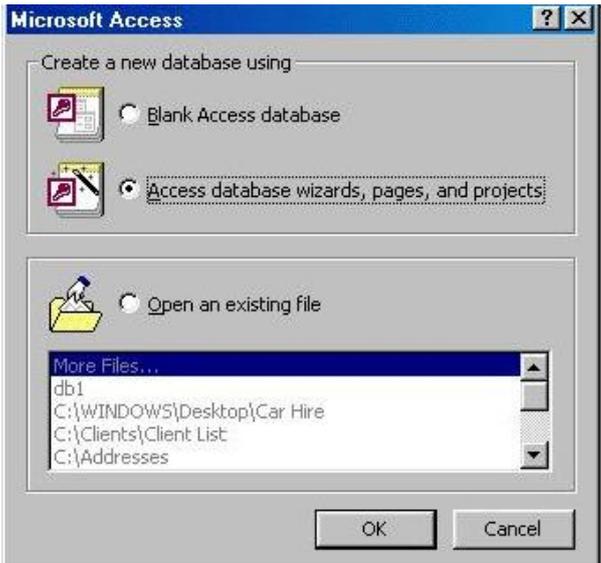
- Blank Access database
- Access database wizards, pages, and projects
- Open an existing file

Below the "Open an existing file" option is a list box titled "More Files..." containing the following items:

- db1
- C:\WINDOWS\Desktop\Car Hire
- C:\Clients\Client List
- C:\Addresses

At the bottom of the dialog box are "OK" and "Cancel" buttons. The status bar at the bottom of the application window shows "Ready".

Choose the option that provides you with a **range of preset templates** for creating a new database.



This is a close-up view of the "Microsoft Access" dialog box. The "Access database wizards, pages, and projects" radio button is now selected, and it is highlighted with a dashed border. The other options and the file list remain the same as in the previous screenshot.

ICDL
Access Exams (v4)

Ready

Make the **Stock table the **sole** basis for this Query.**

Close the Show Table dialog box to complete the exercise.

Sole > مفرد – اساسی

- **Click on stock > Add > Close**