

100% Money Back Guarantee

Vendor: Microsoft

Exam Code: 77-885

Exam Name: MS Access 2010

Version: Demo

Part1

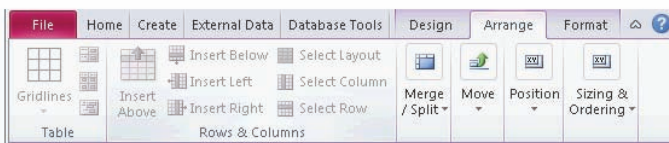
QUESTION: 1

Which of the following contextual tabs consists of controls to select the initial layout of a form and the default positions of controls on the form?

- A: Arrange
- B: Format
- C: Page Setup
- D: Design

Explanation: Answer option A is correct.

The Arrange contextual tab is highly context sensitive. It consists of controls to select the initial layout of a form and the default positions of controls on the form.



Answer option D is incorrect. The Design contextual tab is used to add new elements, change the header/footer, and apply themes to the form.

Answer option B is incorrect. The Arrange tab has various layout options.

Answer option C is incorrect. This contextual tab is not available on the form.

QUESTION: 2

Where can a user add any Access command as a button in Microsoft Access 2010?

- A: Macro
- B: Navigation Pane
- C: Quick Access Toolbar
- D: Index

Explanation: Answer option C is correct.

The Quick Access Toolbar in MS Access 2010 is a customizable toolbar which is displayed in the title bar of the Database window. It has a set of commands or functions (save, undo/redo, and print) that are independent of the tab on the ribbon currently displayed in MS Access. The Quick Access Toolbar can be moved from one of the two possible locations. A user can add any Access command as a button to the Quick Access Toolbar.

Answer option B is incorrect. The Navigation Pane provides an interface for all database objects, such as tables, queries, forms, reports, macros, and modules. It is located along the left side of the Access screen. In the Navigation Pane, all items are organized into groups. It is

also used to show or hide the database objects.

Answer option A is incorrect. In Microsoft Office Access 2010, a macro is a database object that defines the actions that are required for Access to perform as a result of a defined event. It is also used to open and execute queries, open tables, and print or view reports. A user can add simple conditions in macros to specify when actions are performed or skipped.

Answer option D is incorrect. In Microsoft Office Access 2010, an index is a list of field values included in a table. It helps Access in finding and sorting records quickly. An index stores the record's location based on the columns that are part of the index. The indexed fields have unique values which make it more efficient and faster for Access to read and find a specific field value.

QUESTION: 3

Which of the following are the ways to create a join between two tables in Microsoft Access 2010?

Each correct answer represents a complete solution. Choose all that apply.

- A: Select two tables for the query that have a field in common.
- B: Create relationships between the tables while designing the database.
- C: Use the Object Dependencies pane available on the Relationships group.
- D: Modify the default join behavior.

Explanation: Answer options B, D, and A are correct.

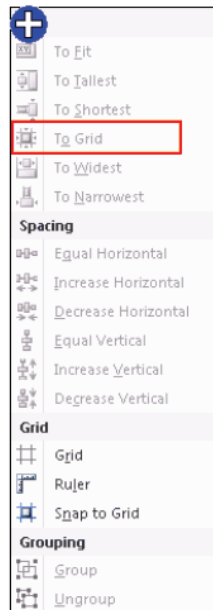
Following are the three ways to create a join between two tables in Microsoft Access 2010:

1. Create relationships between the tables while designing the database.
2. Select two tables for the query that have a field in common. This field has the same name and data in both tables.
3. Modify the default join behavior.

Answer option C is incorrect. The Object Dependencies pane is available on the Relationships group in the Database Tools tab. It demonstrates the interactions or dependencies of all database objects. It helps in preventing record sources from being accidentally deleted. It also displays how other objects are affected by the design change whenever any change is made in the design of an object.

QUESTION: 4

Mark the option that you will choose to move all sides of selected controls in or out to meet the nearest point on the grid.



Explanation: The various commands available in the Size and Ordering group that are helpful in arranging the controls are as follows:

- **To Fit:** It is used to adjust control height and width for the font of the text.
- **To Tallest:** It is used to make selected controls the height of the tallest selected control.
- **To Shortest:** It is used to make selected controls the height of the shortest selected control.
- **To Grid:** It is used to move all sides of selected controls in or out to meet the nearest point on the grid.
- **To Widest:** It is used to make selected controls the width of the widest selected control.
- **To Narrowest:** It is used to make selected controls the height of the narrowest selected control.

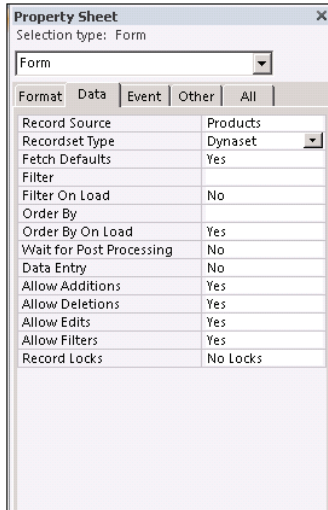
QUESTION: 5

You are working on an Access form named Form-A. You have opened Property Sheet to view the form's properties and make the required changes. Property Sheet consists of five tabs with a different set of properties. Which of the following tabs specifies how a value is displayed and the data source is bound to control source, input mask, validation rule, default value, and other data type?

- A: Data
- B: Format
- C: Other
- D: Event

Explanation: Answer option A is correct.

The Data tab of Property Sheet specifies how a value is displayed and the data source is bound to control source, input mask, validation rule, default value, and other data type.



Fact **What are the various tabs of the Property Sheet?** Hide

The various tabs of the Property Sheet are as follows:

- **Format:** It specifies how a label or value is displayed. It includes font, size, border, special effect, and scroll bar.
- **Data:** It specifies how a value is displayed and the data source is bound to control source, input mask, validation rule, default value, and other data types.
- **Event:** It displays all events in the form of a call to a macro or a VBA procedure.
- **Other:** It displays additional characteristics of control, such as control name and description.
- **All:** It displays all properties of control.

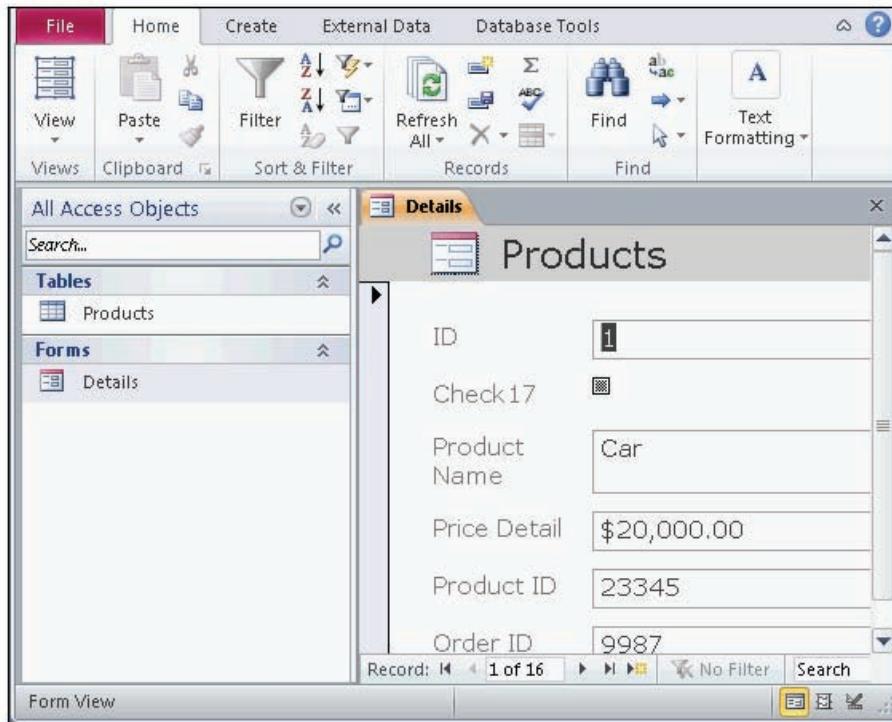
QUESTION: 6

Which of the following view types allows a user to manipulate data on the form created in Access 2010?

- A: Form view
- B: PivotChart view
- C: Datasheet view
- D: PivotTable view

Explanation: Answer option A is correct.

The Form view is a default view type for an Access form. It allows a user to manipulate data on the form.



Answer option C is incorrect. The Datasheet view displays the data in the table format.

Answer option B is incorrect. The PivotChart view allows a user to display the data of a form as pivot charts.

Answer option D is incorrect. The PivotTable view allows a user to display the data of a form as a pivot table.

QUESTION: 7

You have a form named Annexure-1 created in Microsoft Office Access 2010. You have to split a cell horizontally into two smaller cells. The cell has a control. You want the control to be moved to the left cell of the two resulting cells. Which of the following steps will you take to accomplish the task?

- A: Design > Tools > Merge / Split > Split Horizontally
- B: Arrange > Rows & Columns > Insert Left
- C: Arrange > Merge / Split group > Split Horizontally
- D: Format > Selection > Rows & Columns > Split

Explanation: Answer option C is correct.

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

Arrange > Merge / Split group > Split Horizontally

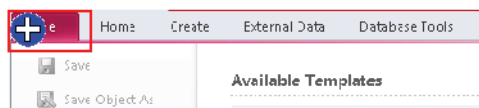
When you split a cell that has a control, the control automatically moves to the left cell of the two resulting cells.

Answer option B is incorrect. You can take these steps to add a new column to the left side of a specific column.

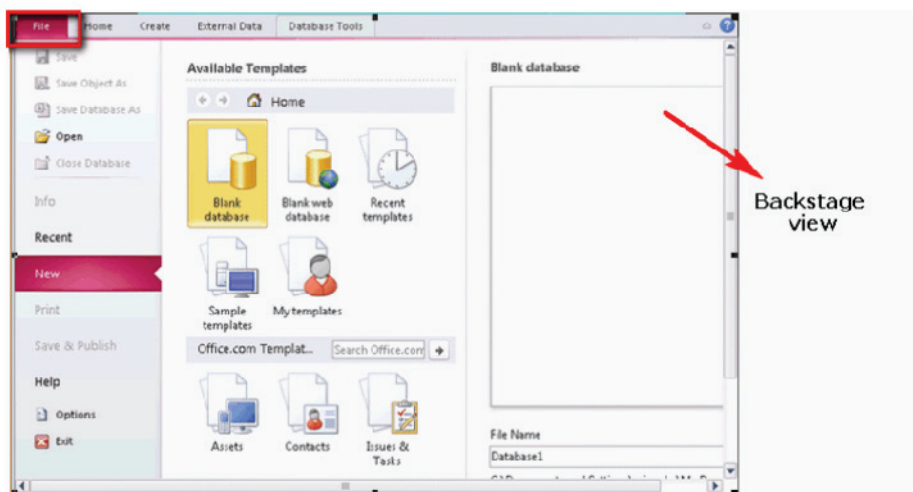
Answer options A and D are incorrect. The Design and Format tabs do not contain the options for splitting cells.

QUESTION: 8

You are working on a home computer with Microsoft Office 2010 installed on it. You have created some database files using MS Office Access. You want to manage all your database files and customize the program. In order to perform this task, you need to display the Backstage view. Choose the tab that you will click on the program window to display the Backstage view.



Explanation: In order to display the Backstage view, you should click on the File tab in the upper-left corner of the program window. The Backstage view of MS Access 2010 is shown in the image given below:



Fact	What is the <i>Backstage view</i>?	Hide
<p>The Backstage view is a full-screen user interface model in which commands related to managing MS Access and Access database are arranged in the form of buttons and pages. The File tab in the upper-left corner of the program window displays the Backstage view. The Backstage view allows a user to create, save, and check hidden metadata or personal information. It also helps in discovering and using the features that are not related to the authoring features on the Ribbon.</p>		

QUESTION: 9

You are working on a home computer with Microsoft Office 2010 installed on it. You have created a table named Table1 in Microsoft Office Access 2010. Table1 contains a sub-datasheet named Datasheet1. You want to work with contents of this table in Excel 2010. In order to perform this task, you need to export the table. Which of the following actions will MS Access perform while exporting the table from Access to Excel?

- A: It converts the table into an HTML table.
- B: It creates a copy of the table and stores the copy as a SharePoint list.
- C: It creates an RTF document.
- D: It exports only the main datasheet.

Explanation: Answer option D is correct.

When you export a table from Microsoft Office Access 2010 to Excel and the table contains a sub-datasheet, it exports only the main datasheet. To export the sub-datasheet, you should perform another export operation. In order to combine multiple Access objects into a single Excel workbook, you should export individual objects to different workbooks, and then merge all worksheets from within Excel.

Answer option C is incorrect. Microsoft Office Access 2010 creates an RTF (Rich Text Format) document if you export information from Access to Word. This RTF document can be opened by Word and various other applications.

Answer option A is incorrect. Microsoft Office Access 2010 converts a table into an HTML table if you export the table from Access to an HTML file.

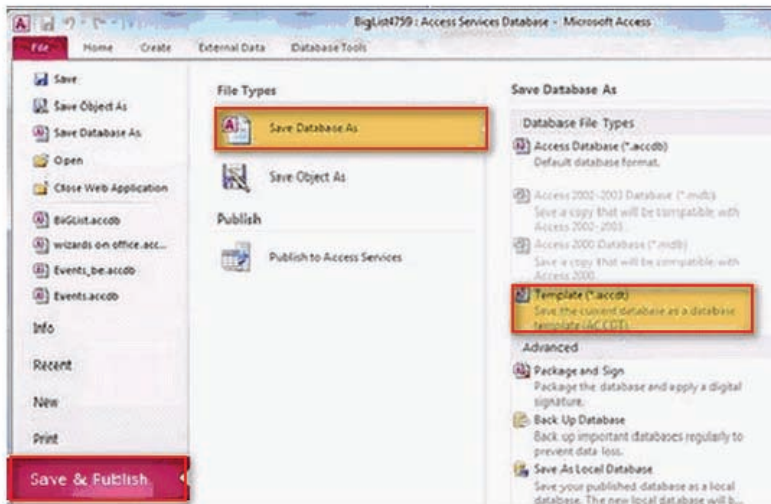
QUESTION: 10

You have created a database named Database1 using Microsoft Office Access 2010. You want to add an application part to the database to extend the database functionality. Choose and re-order the steps that you will take to accomplish the task.

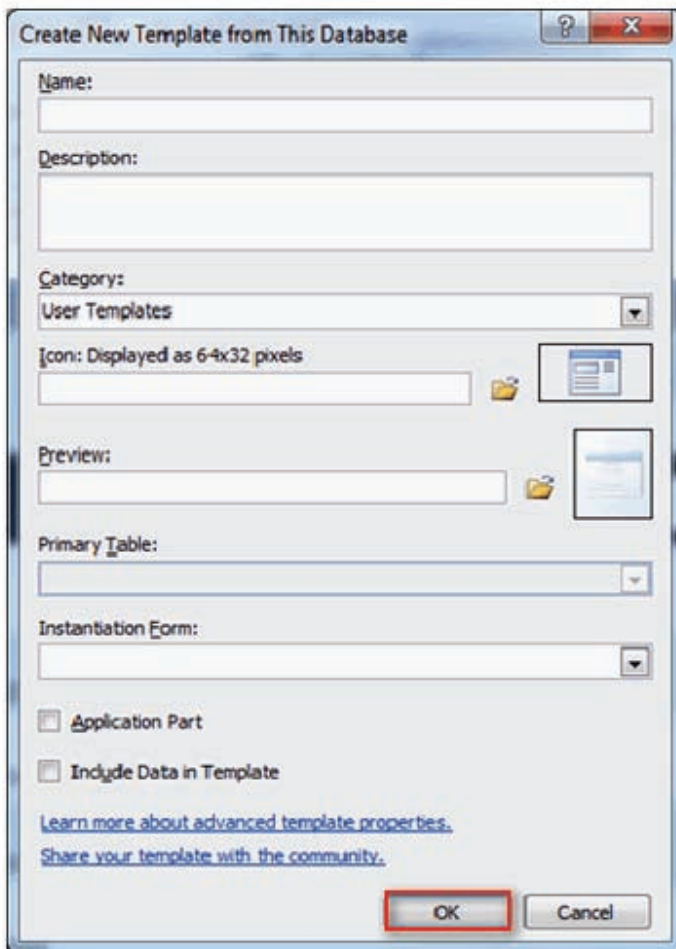
<input type="radio"/> Correct Answer <input checked="" type="radio"/> Your Answer	
<p>Required steps</p> <div style="border: 1px solid gray; height: 150px; width: 100%;"></div>	<p>Steps</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Save it as an object using the 'Save & Publish' button. Click the OK button. Fill information required to set for parts. Save it as a template using the 'Save & Publish' button. Strip a database down to the objects that are required in</p> </div>

Explanation: Take the following steps to create an application part in Microsoft Office Access 2010:

1. Strip a database down to the objects that are required in the part.
2. Save it as a template using the 'Save & Publish' button.



3. Fill information required to set for parts.



4. Click the OK button.

Fact	What is an <i>application part</i>?	Hide
<p>An application part is a template available in Microsoft Office Access 2010. It can be added to an existing database. It is used to extend the functionality of an Access database. It can include only a single table or a number of database objects, such as tables, forms, reports, and even relationships. A user can open up the Application Parts gallery in order to view the built-in parts.</p>		

QUESTION: 11

You are creating a report named Performance in Microsoft Office Access 2010 using the Report Design feature. This feature opens a report layout in the Design view. Which of the following tasks can you perform in the Design view?

Each correct answer represents a complete solution. Choose all that apply.

- A: Add fields from the Field List.
- B: Adjust the report elements' properties.
- C: Adjust the size of sections of design grid.
- D: Add and manage controls.

Explanation: Answer options C, B, and D are correct.

The following tasks are performed in the Design view of an Access report:

- Apply a new theme.
- Adjust the size of sections of design grid.
- Add controls.
- Manage controls.
- Adjust the report elements' properties in the Property Sheet.

Answer option A is incorrect. You can perform this task when you are working with an Access form.

QUESTION: 12

James works as a Database Designer for Tech Perfect Inc. He has to create a query that will extract the name and address of each customer who has made more than one order. Which of the following Query wizards should he use to accomplish the task?

- A: Find Unmatched
- B: Crosstab
- C: Simple
- D: Find Duplicates

Explanation: Answer option D is correct.

In order to accomplish the task, James should use the Find Duplicates Query wizard. This wizard is used to set up a query in order to locate records. These records contain the same data in one or more specified fields.

Answer option C is incorrect. He can use the Simple Query wizard to extract the name and address of each customer who has ever made an order.

Answer option A is incorrect. He can use the Find Unmatched Query wizard to locate the customers who do not have made any order.

Answer option B is incorrect. He can use the Crosstab Query wizard to calculate and re-organize data for making the analysis easy.

QUESTION: 13

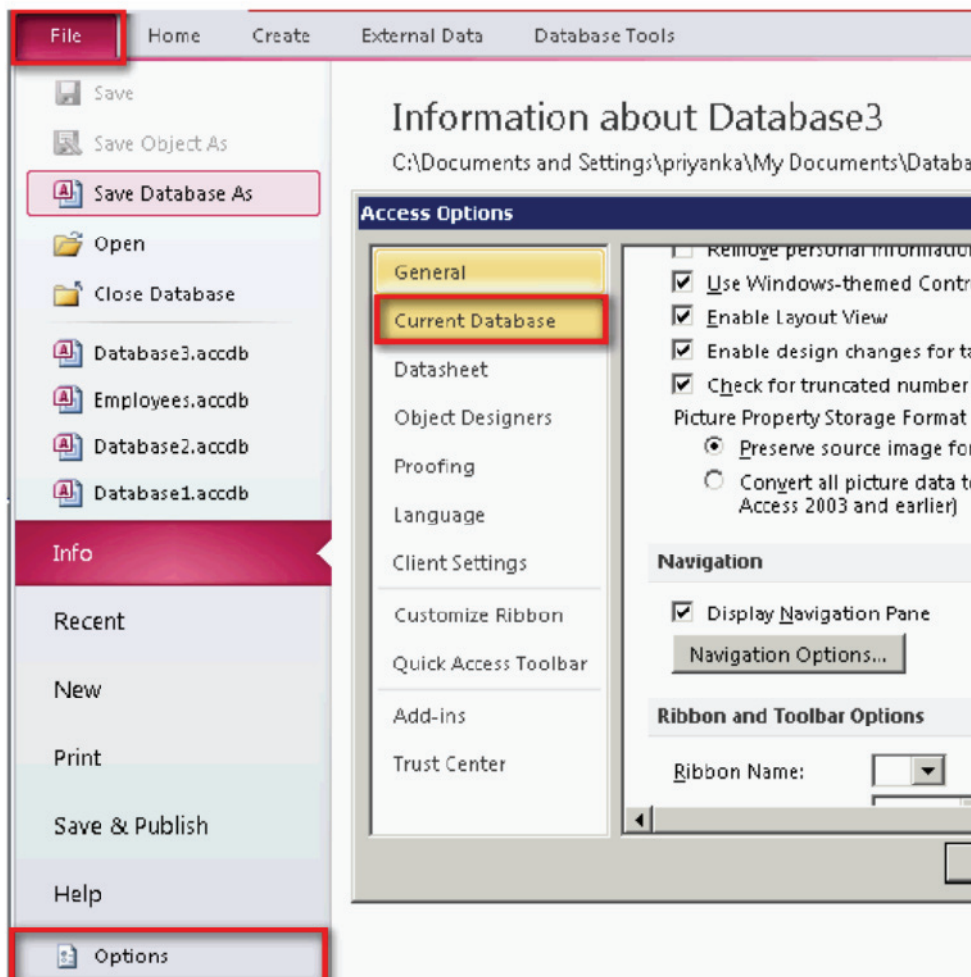
James works as a Database Designer for Tech Perfect Inc. He wants to prevent the Navigation Pane from appearing by default in Microsoft Office Access 2010. Which of the following steps will James take to find the option for this task?

- Ⓐ: New > Options > Current database
- Ⓑ: Home > View > Options
- Ⓒ: Database Tools > Options > Access Database
- Ⓓ: Create > Options > Templates

Explanation: Answer option A is correct.

James will take the following steps to find the option for the given task:

New > Options > Current database



Answer options B, C, and D are incorrect. These are not valid steps to find the option for the given task.

QUESTION: 14

James works as a Database Designer for Tech Perfect Inc. The company has a Windows Vista-based computer with Microsoft Office 2010 installed on it. The computer has a database named Accounts and two tables named Table1 and Table2, which are created in Microsoft O Access 2010. James wants to apply referential integrity to establish a relationship between these tables. Which of the following are requ to accomplish the task?

Each correct answer represents a part of the solution. Choose three.

- A: The related fields contain the same format.
- B: Table1 and Table2 are related to the same database.
- C: The related field must have different formats.
- D: The common field is the primary key of the primary table.

Explanation: Answer options D, A, and B are correct.

The following are required for establishing referential integrity between two tables:

- The common field is the primary key of the primary table.
- The related fields contain the same format.
- Both tables are related to the same database.

Answer option C is incorrect. In order to establish referential integrity, it is required that both tables have the same format.

QUESTION: 15

Which of the following types of query is commonly useful when queries are used as the basis for a report that is run periodically, but with different values at different times?

- A: Parameter query
- B: Select query
- C: Crosstab query
- D: Action query

Explanation: Answer option A is correct.

A parameter query prompts a user for information to be used in the query. For example, a range of dates. This type of query is commonly useful when queries are used as the basis for a report that is run periodically, but with different values at different times.

Answer option B is incorrect. A select query is a simple type of query that is commonly used in Microsoft Office Access 2007. This query retrieves data from one or more tables and displays the results in a datasheet. A user can use a select query to group records and calculate sum, counts, averages, and other types of totals. The user can also work with the results of a select query in the Datasheet view to update records in one or more related tables at the same time.

Answer option D is incorrect. An action query is used to update multiple records in one operation. It is a form of select query that performs an action on the results of the selection process. There are four types of action queries available in Microsoft Office Access 2007, which are as follows:

1. **Delete queries:** A delete query allows to delete records from one or more tables.
2. **Update queries:** An update query allows to modify fields. This is used to update a field with an expression or data from another table.
3. **Append queries:** An append query allows to add records from one or more tables to the end of one or more other tables.
4. **Make-table queries:** A make-table query allows to create a new table from all or part of the data in one or more tables.

Answer option C is incorrect. A crosstab query is a powerful analysis tool used to see the relationship of data between two fields. It calculates and restructures data for easier analysis. A user can use a crosstab query to calculate a sum, average, count, or other type of total for data that is grouped by two types of information- one down the left side of the datasheet and one across the top. The cell at the junction of each row and column displays the results of the query's calculation. This view is just like a spreadsheet with unique values of one field as rows, unique values of another field as columns, and the summary of another field as the cells in the matrix.

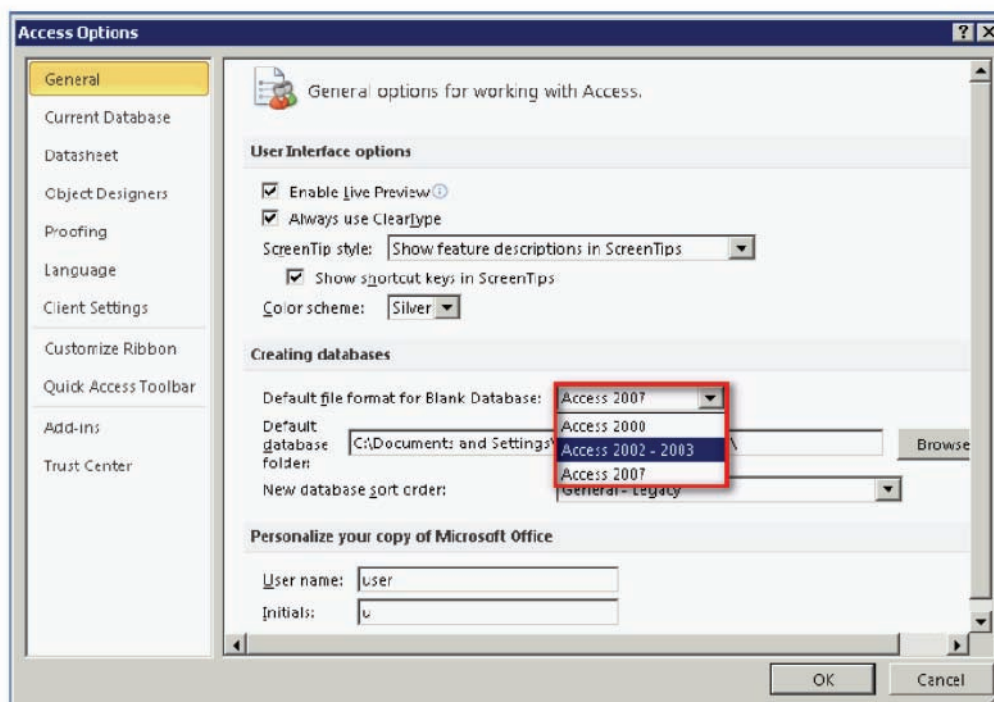
QUESTION: 16

You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista based computer with Microsoft Office 2010 installed on it. You want to ensure that the databases created in Microsoft Office Access 2010 save in the Microsoft Access 2003 format. Which of the following options will you choose in the Access Options dialog box to accomplish the task?

- A: Client Settings
- B: Current Database
- C: Object Designers
- D: General

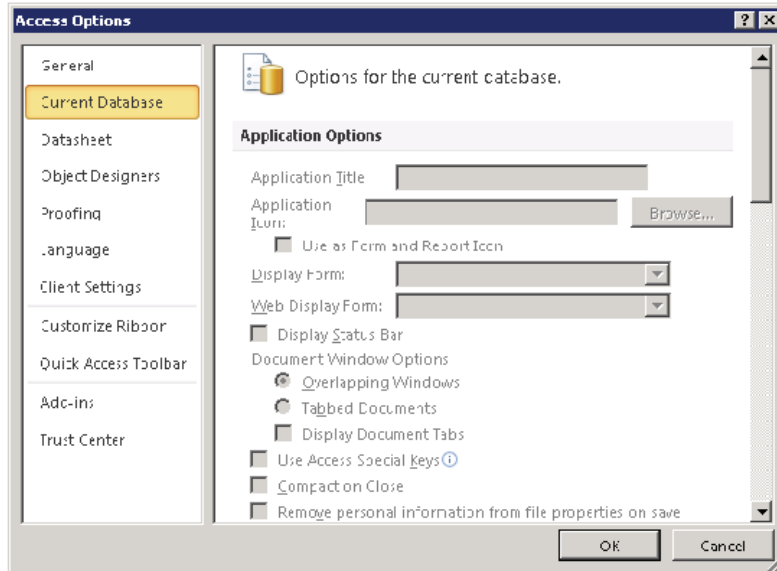
Explanation: Answer option D is correct.

In order to accomplish the task, you will choose the General option in the Access Options dialog box. This option opens a page that includes the Default file format drop-down list as shown in the image given below:

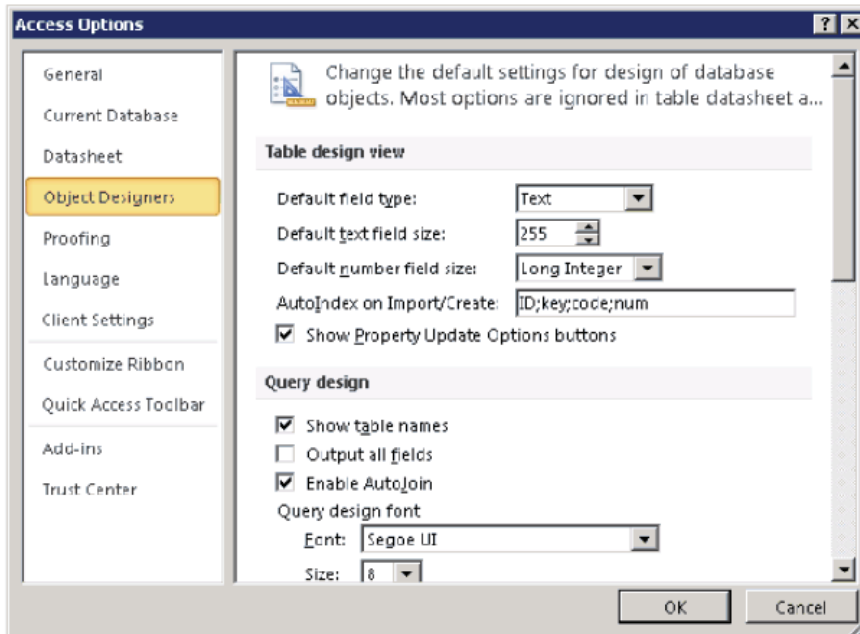


You can change the format of any of the previous versions of Microsoft Access.

Answer option B is incorrect. The Current Database option includes the settings for the currently used database.

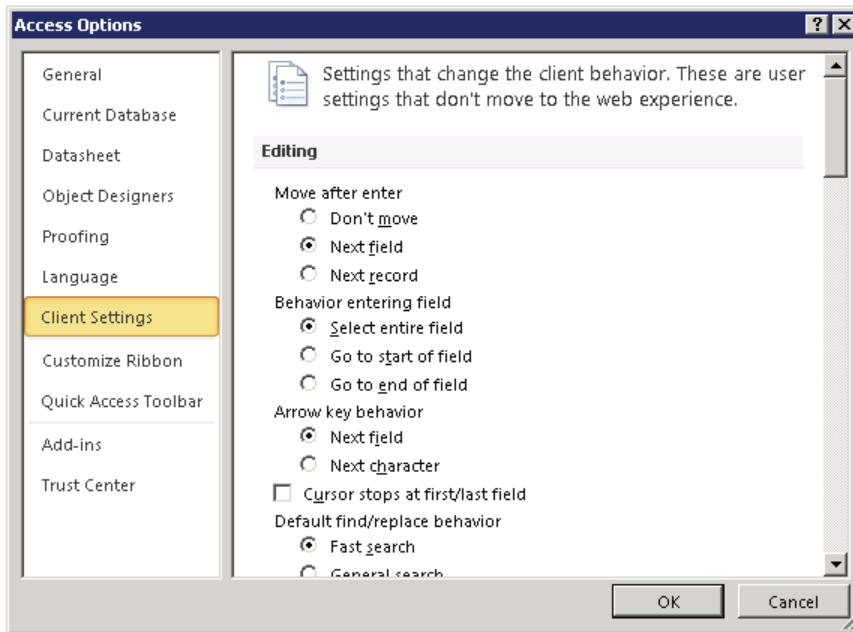


Answer option C is incorrect. The Object Designers option changes the default settings of database object's design.



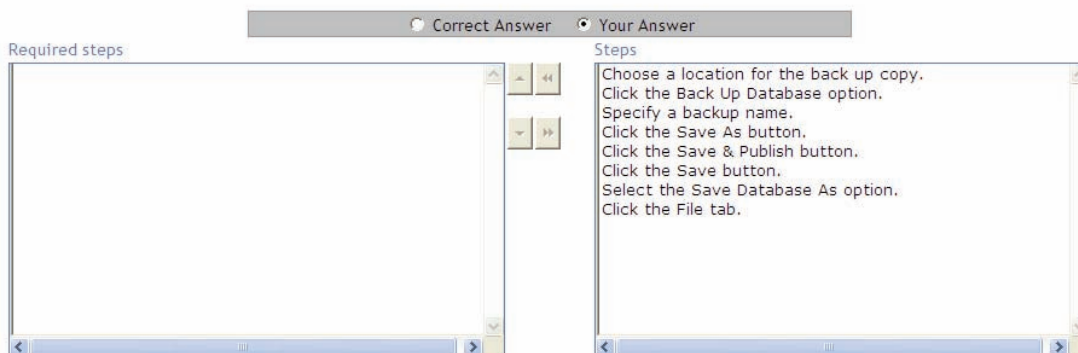
Answer option A is incorrect. The Client Settings option includes the settings that change the client behavior.

Answer option A is incorrect. The Client Settings option includes the settings that change the client behavior.



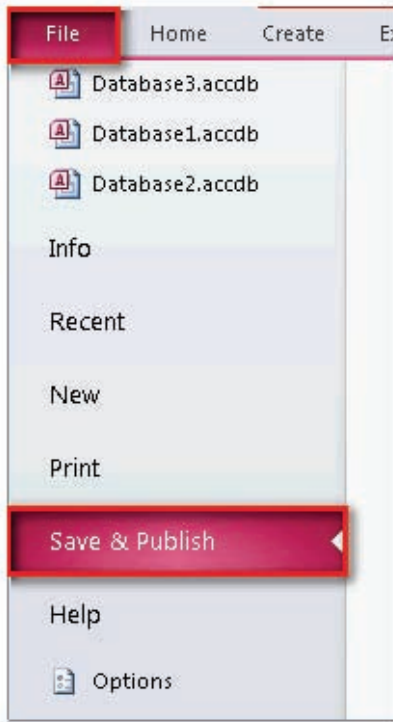
QUESTION: 17

You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista computer on which Microsoft Office 2010 is installed. The computer has a database named Sales created in MS Access 2010. You do not want to lose valuable data even when your computer encounters a problem. In order to save the data, you have to make backup copies of your database on a regular basis. Choose and re-order the steps that you will take to accomplish the task.

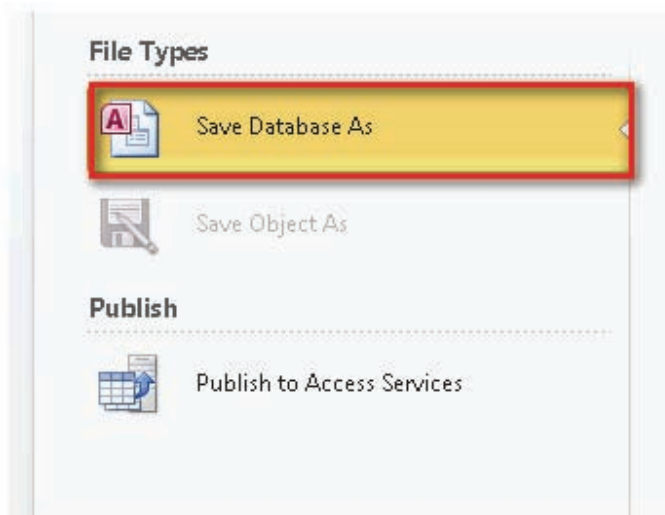


Explanation: Take the following steps to back up an Access database:

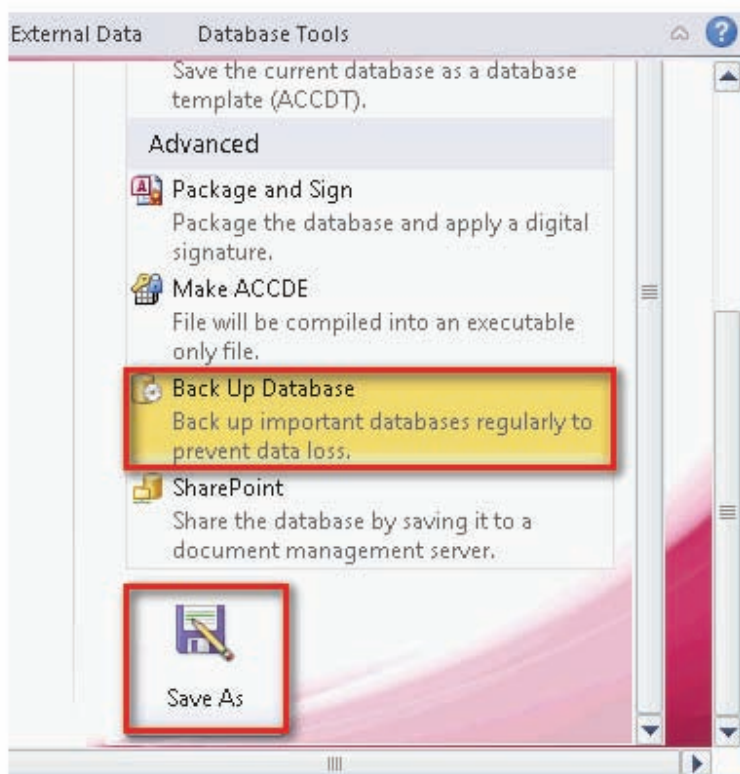
1. Save and close all objects in the database.
2. Click the File tab and then click the Save & Publish button.



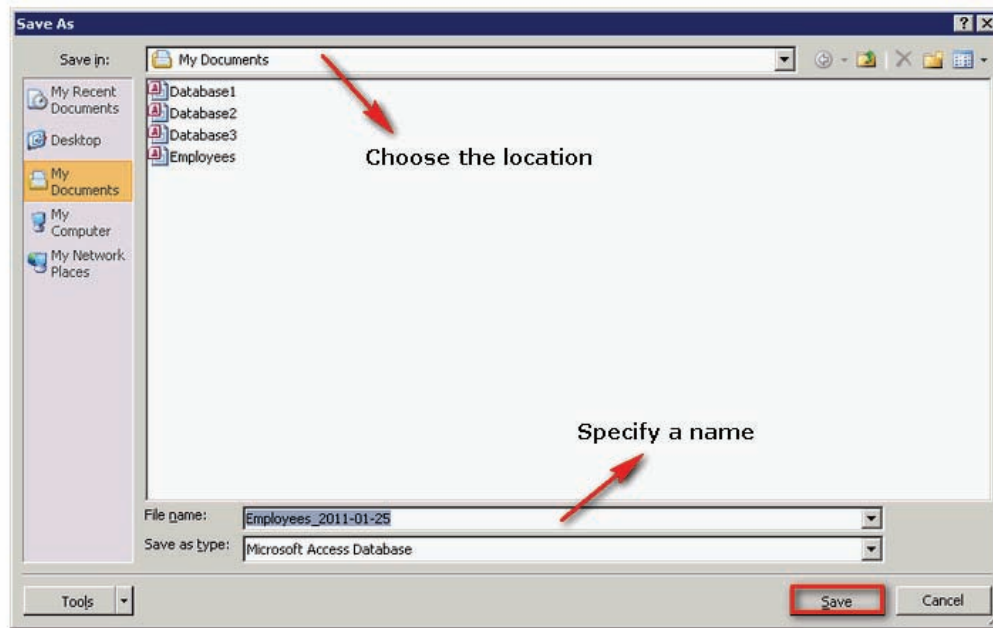
3. Select the Save Database As option.



4. Click the Back Up Database option and then click the Save As button.



5. Click the Save in list arrow to choose a location for the back up copy.
6. Specify a different backup name and then click the Save button.



QUESTION: 18

Which of the following options is used to package, digitally sign, and distribute a database in the .accdc file format while sharing an Access database file?

- A: SharePoint
- B: Make ACCDE
- C: Access Services
- D: Package and Sign

Explanation: Answer option D is correct.

The Package and Sign option is used to package, digitally sign, and distribute a database in the .accdc format. All users will be able to extract the database from the package and work directly on the database. If you share the modules with other users, you should convert the database file to the .accde file format.

Answer option B is incorrect. The Make ACCDE option allows Access to remove the editable source code and compacts it into a smaller and more optimized database.

Answer option A is incorrect. The SharePoint option allows you to synchronize file content with SharePoint libraries.

Answer option C is incorrect. The Access Services option allows you to publish the database to the server and use the database in a Web browser.



QUESTION: 19

Which of the following is located along the left side of the Access screen and provides an interface for all database objects?

- A: Application part
- B: Quick Access Toolbar
- C: Navigation Pane
- D: Object Dependencies pane

Explanation: Answer option C is correct.

The Navigation Pane provides an interface for all database objects, such as tables, queries, forms, reports, macros, and modules. It is located along the left side of the Access screen. In the Navigation Pane, all items are organized into groups. It is also used to show or hide the database objects.

Answer option B is incorrect. The Quick Access Toolbar in MS Access 2010 is a customizable toolbar which is displayed in the title bar of the Database window. It has a set of commands or functions (save, undo/redo, and print) that are independent of the tab on the ribbon currently displayed in MS Access. The Quick Access Toolbar can be moved from one of the two possible locations. A user can add any Access command as a button to the Quick Access Toolbar.

Answer option D is incorrect. The Object Dependencies pane is available on the Relationships group in the Database Tools tab. It demonstrates the interactions or dependencies of all database objects. It helps in preventing record sources from being accidentally deleted. It also displays how other objects are affected by the design change whenever any change is made in the design of an object.

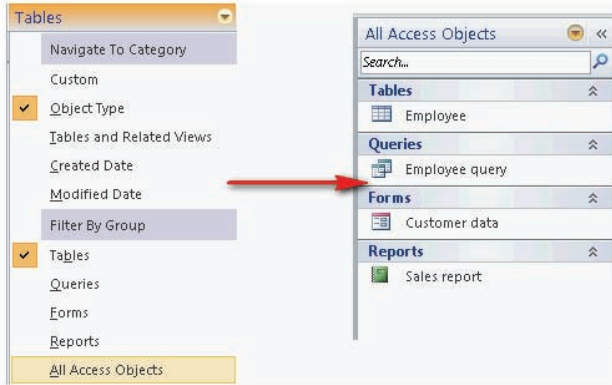
QUESTION: 20

You work on a home computer with Microsoft Office 2010 installed on it. You have created a database named Database3 using Microsoft Office Access 2010. This database contains four Access objects named Employee, Employee query, Customer data, and Sales report. You want to view these objects in the Navigation Pane. Which of the following options will you choose to accomplish the task?

- A: Navigate To Category
- B: Filter By Group
- C: Custom
- D: All Access Objects

Explanation: Answer option D is correct.

In order to accomplish the task, you should choose the All Access Objects options in the Navigation Pane. It displays all Access objects included in Database3 as shown in the image given below:



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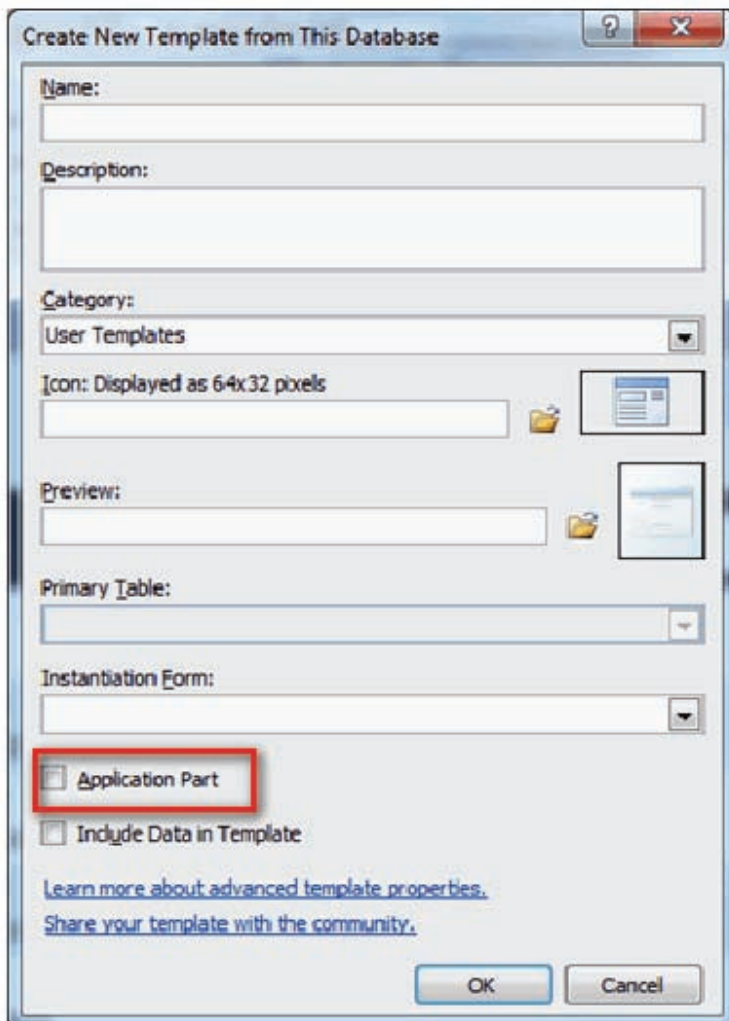
QUESTION: 21

You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista-based computer with Microsoft Office 2010 installed on it. The computer contains a database named Products created in Microsoft Office Access 2010. You are adding the application part template to the database. You want to apply a setting that displays the template both in the Access Getting Started place and in the Application Parts Gallery. Which of the following actions will you take to accomplish the task?

- A: Choose a primary table.
- B: Choose an appropriate category.
- C: Check the Include Data in the Template check box.
- D: Check the Application Part check box.

Explanation: Answer option D is correct.

In order to accomplish the task, you should check the Application Part check box. You can view the template in the Access Getting Started place and in the Application Parts Gallery when this check box is checked.



Answer option B is incorrect. It determines which section of the Application Parts Gallery is displayed in your part.

Answer option C is incorrect. It saves the current set of table data with the template.

Answer option A is incorrect. It allows Access to launch a relationship wizard that helps you in connecting the part to the rest of your database.

QUESTION: 22

You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista-based computer with Microsoft Office 2010 installed on it. The computer contains two databases named Shippers and Orders created in Microsoft Office Access 2010. A one-to-many relationship is created between both tables. You want to delete a Shipper. The shipper that you want to delete has orders in the Orders table. When you delete the Shipper record, these orders will become "orphans". The orders will still include a shipper ID, but this ID will not be valid. What will you do to prevent these orphans?

- A: Cascade update related fields.
- B: Enforce domain integrity.
- C: Cascade delete related records.
- D: Enforce referential integrity.

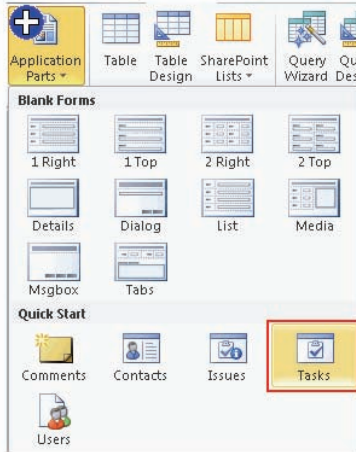
Explanation: Answer option D is correct.

To prevent these orphans, you should enforce referential integrity. Referential integrity means that the foreign key in any referencing table must always refer to a valid row in the referenced table. Referential integrity ensures that the relationship between two tables remains synchronized during updates and deletes. For a foreign key to be valid, it must contain either the value NULL, or an existing key value from the primary or unique key columns referenced by the foreign key. To enforce referential integrity, a foreign key column link to the primary key column should be created in the related table.

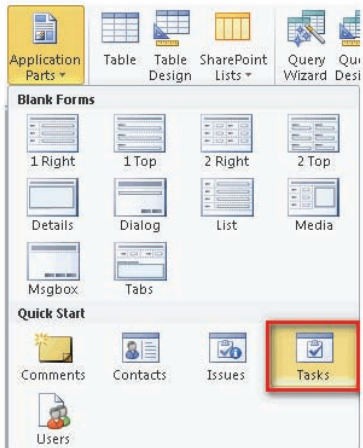
Answer option A is incorrect. You can cascade update related fields to update all affected rows as part of a single operation.

QUESTION: 23

You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista-based computer with Microsoft Office 2010 installed on it. The computer has a number of projects. You are required to create a table in Microsoft Office Access 2010 for tracking all projects that are required to be completed. Mark the option that you will choose to accomplish the task.



Explanation: In order to accomplish the task, you should choose the Tasks option. It is available in the Quick Start category as shown in the image given below:



The Tasks option is used to track various tasks and projects that are required to be completed. This option creates a Tasks table and two forms. Key fields of this table have start and due dates for the task and percentage of task completed.

The Tasks option is used to track various tasks and projects that are required to be completed. This option creates a Tasks table and two forms. Key fields of this table have start and due dates for the task and percentage of task completed.

QUESTION: 24

You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista-based computer with Microsoft Office 2010 installed on it. The computer has a database named Customers created in Microsoft Office Access 2010. You want to find all customer records where the contact person's title is Owner and the person is located either in Portland or in Eugene. Which of the following filter features will you use to accomplish the task?

- A: Advanced Filter
- B: Filter By Record
- C: Filter By Selection
- D: Filter By Form

Explanation: Answer option D is correct.

In order to accomplish the task, you should use the Filter By Form feature. The Filter by Form feature is used to filter records based on the values in fields of a table, query, or form. It displays a filtering datasheet with blank fields. Each blank field is a combo box that contains a list of all the entries made in those fields. A user can select a value from this list or enter a new value. It is easy to use the Filter by Form feature when a table contains only a few fields.

Answer option C is incorrect. The Filter by Selection feature is used to filter records based on the current selection in a field.

Answer option A is incorrect. The Advanced Filter feature is used to create a simple query on a single table.

Answer option B is incorrect. There is no such feature as Filter by Record in Access 2010.

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QUESTION: 25

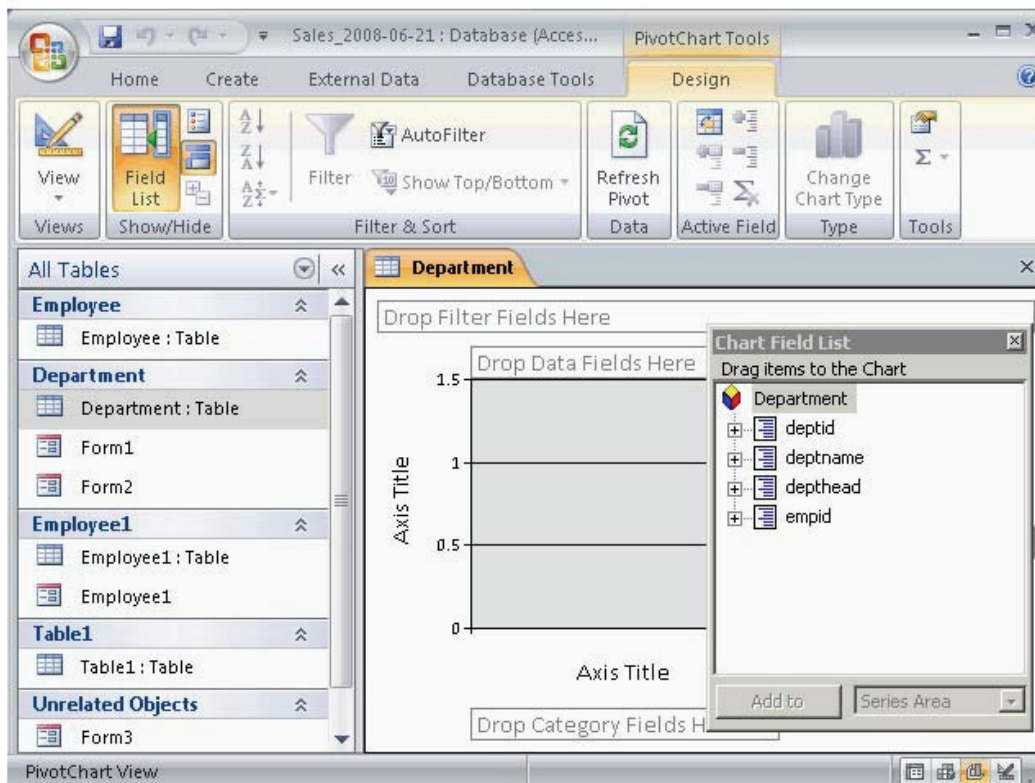
In which of the following views does the program window open when a user starts Microsoft Office Access 2010 without opening a database?

- A: PivotTable view
- B: Design view
- C: PivotChart view
- D: Backstage view

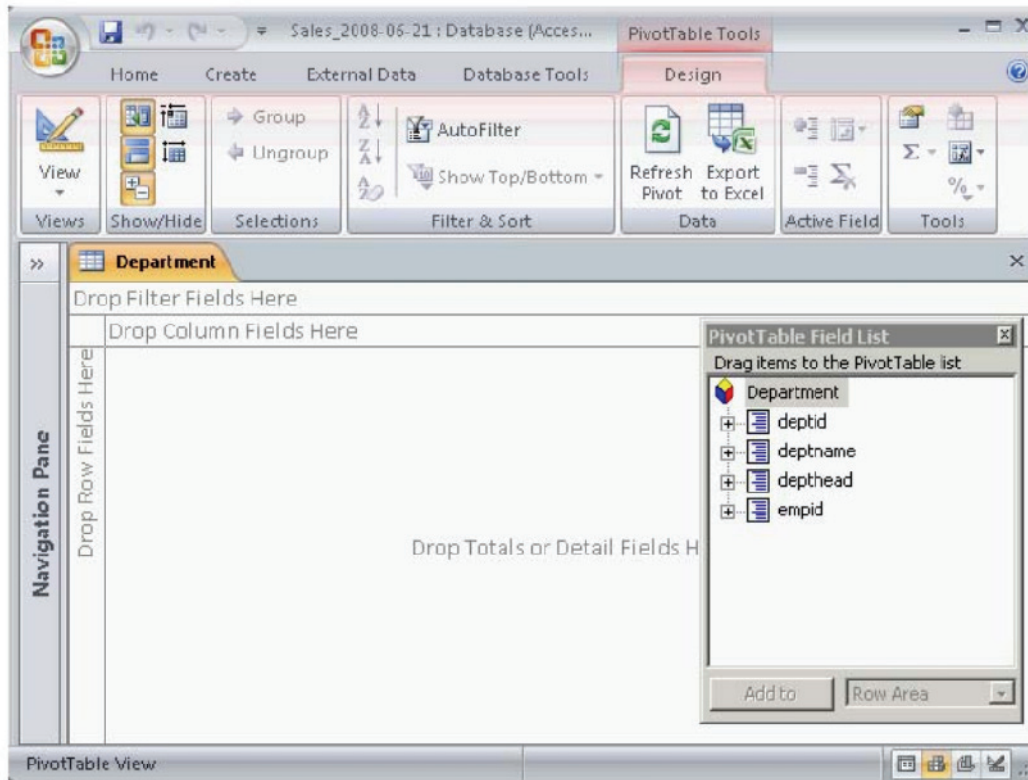
Explanation: Answer option D is correct.

The program window opens in the Backstage view when a user starts Microsoft Office Access 2010 without opening a database. The Backstage view is a full-screen user interface model in which commands related to managing MS Access and Access database are arranged in the form of buttons and pages. The File tab in the upper-left corner of the program window displays the Backstage view. The Backstage view allows a user to create, save, and check hidden metadata or personal information. It also helps in discovering and using the features that are not related to the authoring features on the Ribbon.

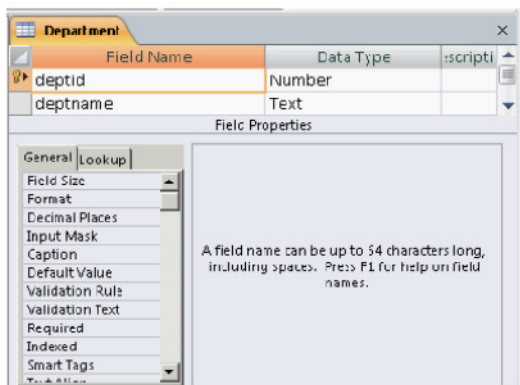
Answer option C is incorrect. The PivotChart view of a table can be used to display the data of a table in the desired format using a graph. This view cannot be used to create or delete a field or modify its properties. The data can be filtered according to fields. When the PivotChart view is opened, a blank work area is displayed and the columns of the table are displayed in the Chart Field List window. A user has to drag and drop the fields to view the desired result. The PivotChart view uses an Office Chart Component and helps a user to create dynamic and interactive charts.



Answer option A is incorrect. The PivotTable view of a table can be used to display the data of a table in the desired format. This view cannot be used to create or delete a field or modify its properties. The data can be filtered according to fields. When the PivotTable view is opened, a blank work area is displayed and the columns of the table are displayed in the Pivot Table Field List window. A user has to drag and drop the fields to view the desired result.

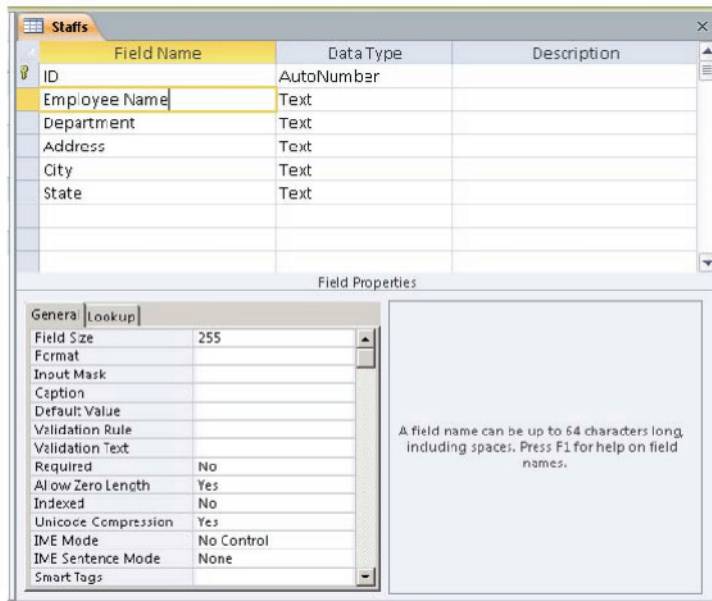


Answer option B is incorrect. The Design view of a table displays its fields and datatypes. New fields can be added to the table and assigned to a datatype. A user cannot insert data in this view. The datatype of a field can be formatted and other table properties such as field size, validation rule, etc., can be set for the field.



QUESTION: 26

You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista-based computer with Microsoft Office 2010 installed on it. The computer has a database named Details. The database contains several tables. You open a table named Staffs which contains all information about employees working in 1997. The structure of the table is given in the image below:



Now, you want to delete this table from the database. You get an error while deleting the table. Which of the following is the most likely cause of the error?

Now, you want to delete this table from the database. You get an error while deleting the table. Which of the following is the most likely cause of the error?

- A: The table is connected with another table.
- B: The table does not have a primary key.
- C: The table is opened in the Design view.
- D: The table uses referential integrity.

Explanation: Answer option C is correct.

The cause of the error is that the table is opened in the Design view. When a table is opened in the Design view, the Datasheet view, the PivotChart view, or the PivotTable view, it cannot be deleted. In order to delete the table, all views must be closed.

Answer option A is incorrect. A table can be deleted successfully when it is connected to two or more tables.

Answer option B is incorrect. A table can be deleted successfully even if it contains a primary key.

Answer option D is incorrect. A table can be deleted successfully when it uses referential integrity.

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QUESTION: 27

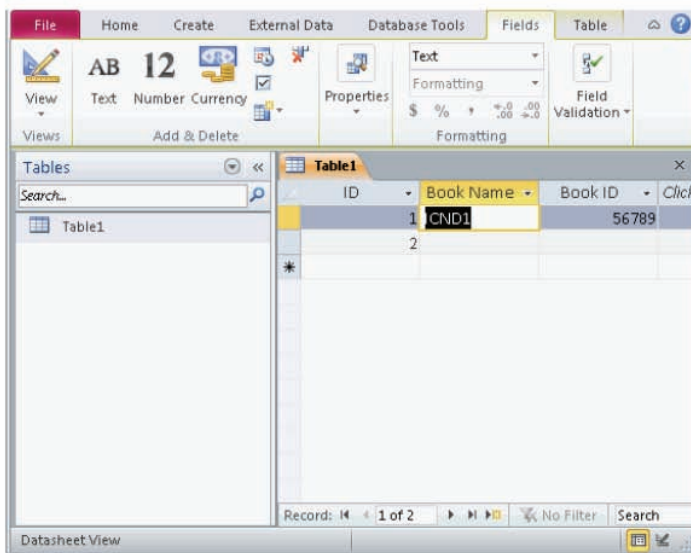
You have a table named Projects created in Microsoft Office Access 2010. You are required to make some changes in the table's data. In which of the following views will you open the table to accomplish the task?

- A: PivotChart view
- B: Datasheet view
- C: PivotTable view
- D: Design view

Explanation: Answer option B is correct.

You should open the Projects table in the Datasheet view to make some changes in the table's data.

The Datasheet view is the default view of a table. It is used to display and modify data of the table. When a table is opened in the Datasheet view, this view displays the table's data in columns (fields) and rows (records). The first row has column headings or field names. In order to open a table in the Datasheet view, a user should double-click on the table's name or choose the Datasheet View option from the view list. The Datasheet view of a table is given below:



Answer options C and A are incorrect. In the PivotTable and PivotChart views, you can perform data analysis. Both of them are used to organize and summarize information into useful analysis presentations.

QUESTION: 28

Which of the following are the benefits of specifying a primary key for a table in Microsoft Office Access 2010?

Each correct answer represents a complete solution. Choose all that apply.

- A: MS Access ensures that each record consists of a value in the primary key field.
- B: MS Access ensures that each value in the primary key field is unique.
- C: MS Access improves the database performance.
- D: MS Access restricts the data type, valid values, and range of possible values for columns in a table.

Explanation: Answer options C, A, and B are correct.

The various benefits of specifying a primary key for a table are as follows:

- MS Access improves the database performance by automatically generating an index for the primary key.
- MS Access ensures that each record consists of a value in the primary key field.
- MS Access ensures that each value in the primary key field is unique.

Answer option D is incorrect. Domain integrity enforces data validity by restricting the data type, valid values (using CHECK constraints and rules), and range of possible values (using FOREIGN KEY constraints) for columns in a table.

QUESTION: 29

You have two tables named Customers and Orders created in Microsoft Office Access 2010. In Orders table, each order has a customer ID. You want to correspond it to a record in the Customers table. Which of the following will you use to accomplish the task?

Each correct answer represents a complete solution. Choose all that apply.

- A: Entity integrity
- B: Foreign key
- C: Primary key
- D: Domain integrity

Explanation: Answer options C and B are correct.

In order to accomplish the task, you should use the following:

- **Primary key:** 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.



- **Foreign key:** 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.

Answer option A is incorrect. Entity integrity enforces the uniqueness of rows in a table. The uniqueness of rows can be enforced by the identifier column(s) through indexes, UNIQUE constraints, PRIMARY KEY constraints, or IDENTITY properties.

Answer option D is incorrect. Domain integrity enforces data validity by restricting the data type, valid values (using CHECK constraints and rules), and range of possible values (using FOREIGN KEY constraints) for columns in a table.

QUESTION: 30

You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista-based computer with Microsoft Office 2010 installed on it. The computer has a database named Institutes created in Microsoft Office Access 2010. You want to import a word document named Students to an Access file named Library. What will you do to accomplish the task?

- A: Choose the Word Merge option from the Import & Link group.
- B: Copy and paste the word document to the destination file.
- C: Link the word document to the Access file.
- D: Save the document as a text file and then import it.

Explanation: Answer option D is correct.

In order to accomplish the task, you should save the word document as a text file and then import this file from the Import & Link group. You cannot directly import a word document to an Access file.

Answer option A is incorrect. There is no option for importing a word document in the Import & Link group. The Word Merge option is displayed in the Export group.

Answer option B is incorrect. You cannot import a word document by this way.

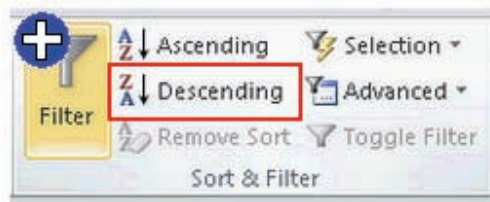
Answer option C is incorrect. Access does not allow linking a word document.

QUESTION: 31

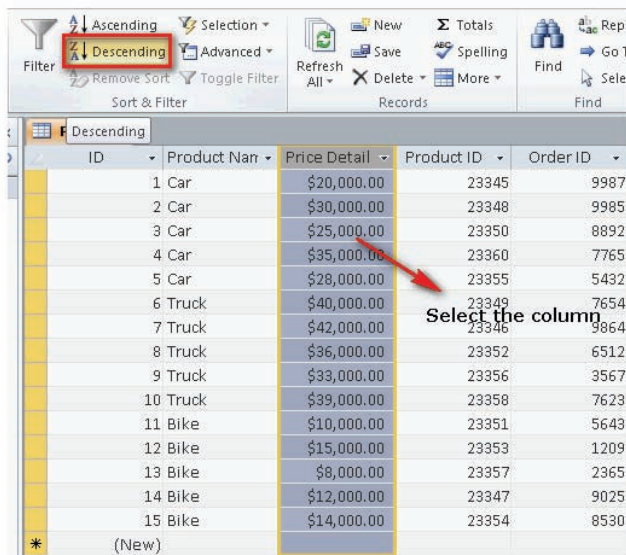
You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista-based computer with Microsoft Office 2010 installed on it. The computer has a table named Products created in Microsoft Office Access 2010.

ID	Product Name	Price Detail	Product ID	Order ID
7	Truck	\$42,000.00	23346	9864
6	Truck	\$40,000.00	23349	7654
10	Truck	\$39,000.00	23358	7623
8	Truck	\$36,000.00	23352	6512
4	Car	\$35,000.00	23360	7765
9	Truck	\$33,000.00	23356	3567
2	Car	\$30,000.00	23348	9985
5	Car	\$28,000.00	23355	5432
3	Car	\$25,000.00	23350	8892
1	Car	\$20,000.00	23345	9987
12	Bike	\$15,000.00	23353	1209
15	Bike	\$14,000.00	23354	8530
14	Bike	\$12,000.00	23347	9025
11	Bike	\$10,000.00	23351	5643
13	Bike	\$8,000.00	23357	2365

You want to rearrange all products so that the table displays product's price list in the decreasing order. Mark the tab/button that you will choose to accomplish the task.



Explanation: In order to accomplish the task, you should select the field consisting of the price list and then click on the Descending button in the Sort & Filter group.



After clicking on the Descending button, the table displays product's price list in the decreasing order.

ID	Product Name	Price Detail	Product ID	Order ID
7	Truck	\$42,000.00	23346	9864
6	Truck	\$40,000.00	23349	7654
10	Truck	\$39,000.00	23358	7623
8	Truck	\$36,000.00	23352	6512
4	Car	\$35,000.00	23360	7765
9	Truck	\$33,000.00	23356	3567
2	Car	\$30,000.00	23348	9985
5	Car	\$28,000.00	23355	5432
3	Car	\$25,000.00	23350	8892
1	Car	\$20,000.00	23345	9987
12	Bike	\$15,000.00	23353	1209
15	Bike	\$14,000.00	23354	8530
14	Bike	\$12,000.00	23347	9025
11	Bike	\$10,000.00	23351	5643
13	Bike	\$8,000.00	23357	2365

QUESTION: 32

You have a list of records where fields are empty in a certain column. You want to filter the list so that you get the non-empty fields only. What will you do to accomplish the task?

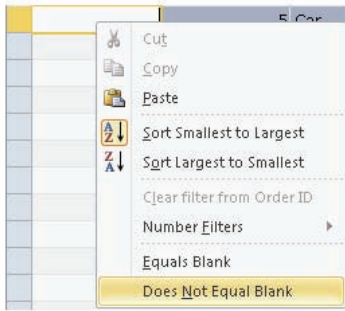
Each correct answer represents a complete solution. Choose two.

- A: Click on an empty field in the column and choose the Equals Blank option from the Selection menu.
- B: Click on an empty field in the column and choose the Does Not Equal Blank option from the Selection menu.
- C: Right-click on an empty field in the column and click the Equals Blank option.
- D: Right-click on an empty field in the column and click the Does Not Equal Blank option.

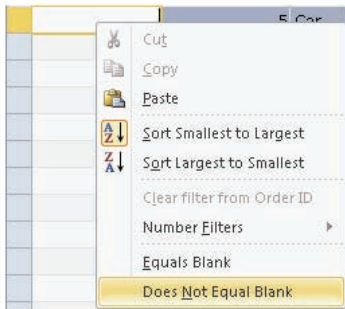
Explanation: Answer options D and B are correct.

In order to accomplish the task, you will have to perform one of the following tasks:

- Right-click on an empty field in the column and click the Does Not Equal Blank option.



- Click on an empty field in the column and choose the Does Not Equal Blank option from the Selection menu.



Both will display the non-empty fields only.

Answer options C and A are incorrect. When you perform any of these tasks, you will get the empty fields only.

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QUESTION: 33

Which of the following field properties allows you to enter a "" string in a field to indicate that there is no value for that field?

- A: Allow Zero Length
- B: Append Only
- C: IME Mode
- D: Input Mask

Explanation: Answer option A is correct.

The Allow Zero Length property allows a user to enter a zero-length ("") string in a field to indicate that there is no value for that field.

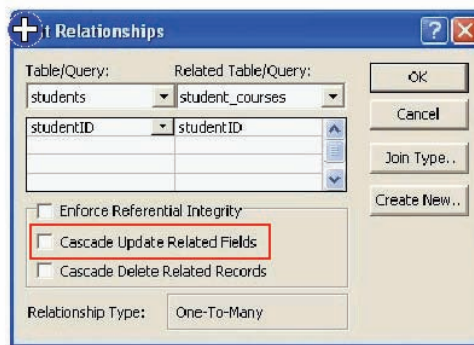
Answer option B is incorrect. The Append Only property is mainly used for memo fields. When this property is set to 'Yes', it creates a field value history to add new text to the field.

Answer option C is incorrect. The IME Mode property is related to East Asian languages.

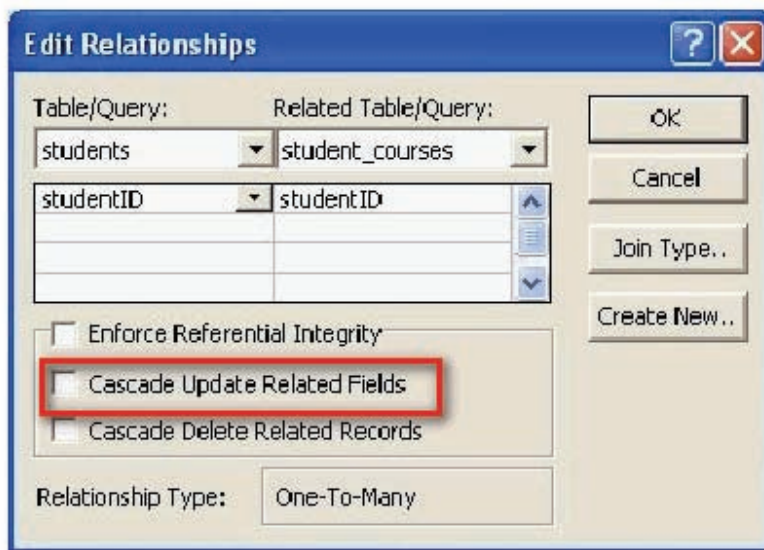
Answer option D is incorrect. The Input Mask property is used to specify that the field value should conform to the pattern set by the mask.

QUESTION: 34

You are working with Microsoft Office Access 2010. You have created two tables named Students and StudentCourses. You have established a one-to-many relationship between both tables. You want changes made to the primary field of the StudentCourses table to be automatically copied to the related field of the Students table. Mark the option that you will choose to accomplish the task?



Explanation: In order to accomplish the task, you should choose the Cascade Update Related Fields option. When you choose this option, the changes made to the primary field of the StudentCourses table will be automatically copied to the related field of the Students table.



QUESTION: 35

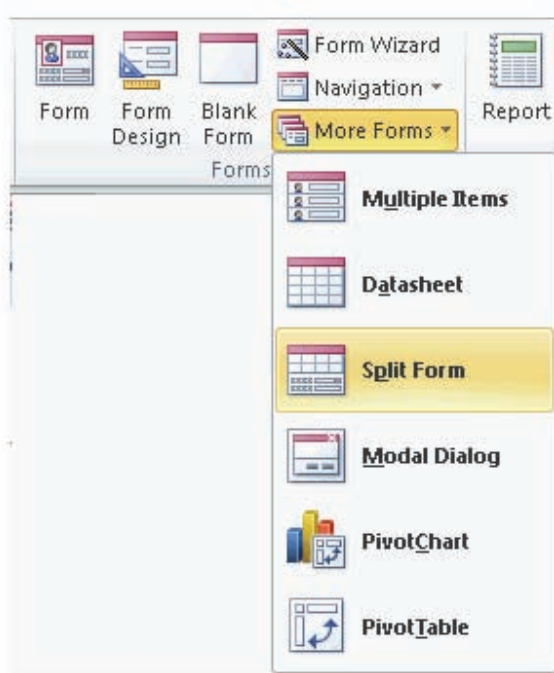
You are creating a form in Microsoft Office Access 2010. You want the created form to display a Form view and a Datasheet view of the same data at the same time. Which of the following tools will you use to accomplish the task?

- A: Navigation
- B: Multiple Items
- C: Split Form
- D: Form

Explanation: Answer option C is correct.

In order to accomplish the task, you should use the Split Form tool. It is used to create a form that displays a Form view and a Datasheet view of the same data at the same time.

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QUESTION: 36

You have created a database by clicking the Blank Web Database button in the Microsoft Backstage view. Which of the following types of view is available for designing forms?

- A: Form view
- B: Datasheet view
- C: Layout view
- D: Design view

Explanation: Answer option C is correct.

When a database is created by clicking the Blank Web Database button in the Microsoft Backstage view, only the Layout view is available for designing forms.

The Layout view is used to modify a form in Microsoft Office Access 2010. In this view, the form is actually running. The Layout view displays the data when the form is modified. This view is very helpful in setting the control's size or performing other tasks that change the look and usability of the form.

Answer option A is incorrect. The Form view is a common view of forms in which you can view and enter data as per your requirement.

Answer option D is incorrect. The Design view is a common view of form in which you can work with the elements of the form and refine element's look and way of working. You can also add controls to the form through the Design view.

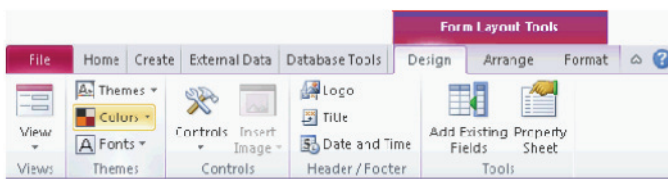
QUESTION: 37

You have created a form named Details in Microsoft Office Access 2010. You want to add new elements, change the header/footer, and apply a new theme to the form. Which of the following tabs will you choose to accomplish the task?

- A: Element
- B: Design
- C: Format
- D: Arrange

Explanation: Answer option B is correct.

In order to accomplish the task, you should choose the Design tab lying in Form Layout Tools. You can add new elements, change the header/footer, and apply themes to the form by using the Design tab.



Answer option D is incorrect. The Arrange tab has various layout options.

Answer option D is incorrect. The Arrange tab has various layout options.

Answer option C is incorrect. The Format tab is used to change the color and font of text and the style of gridlines around the fields. It also includes a logo and various formatting options.

Answer option A is incorrect. This tab is not displayed in Form Layout Tools.

QUESTION: 38

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You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista-based computer with Microsoft Office 2010 installed on it. The computer has a database named Sales created in Microsoft Office Access 2010. The database contains detailed information about thousands of orders. You want to summarize these orders to illustrate the rate of growth of the company's sales. Which of the following database objects will you generate to accomplish the task?

- A: Macro
- B: Module
- C: Report
- D: Query

Explanation: Answer option C is correct.

To summarize the orders, you should create a report in Microsoft Office Access 2010.

In Microsoft Office Access 2010, a report is a database object that is used to display information in a well formatted way. The report is displayed on screen or on paper. It cannot be used to enter or edit information. A user can view reports in the Report, Design, Print, and Layout views.

Answer option A is incorrect. In Microsoft Office Access 2010, a macro is a database object that defines the actions that are required for Access to perform as a result of a defined event. It is also used to open and execute queries, open tables, and print or view reports. A user can add simple conditions in macros to specify when actions are performed or skipped.

QUESTION: 39

You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista-based computer with Microsoft Office 2010 installed on it. The computer has a database named OrdersDatabase created in Microsoft Office Access 2010. The database contains several tables. You have created a report named OrdersReport, which is connected to a table named OrdersTable. After some days, you have renamed the table as OrdersInfo. How will this change affect the report?

- A: The report will be disconnected.
- B: The report will generate an error.
- C: The report will look blank.
- D: The report will not get affected.

Explanation: Answer option D is correct.

After renaming the table, you will find that the report will not get affected. The report will remain connected to the table and work successfully.

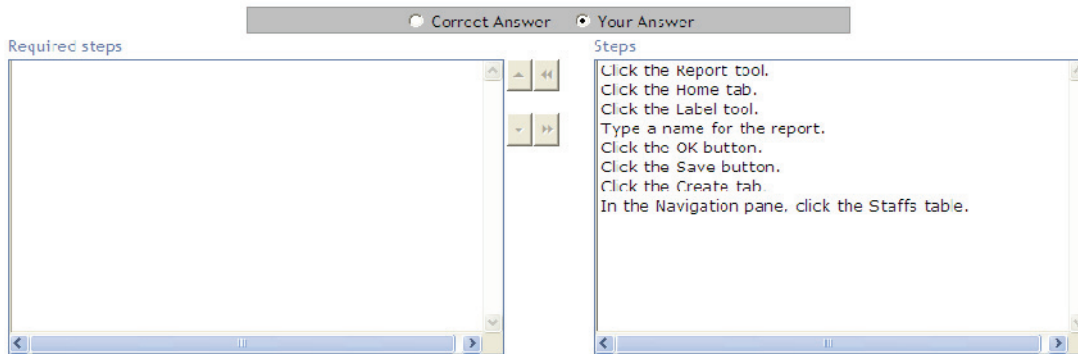
Answer option A is incorrect. The report will remain connected to the table and work successfully.

Answer option B is incorrect. No error will be generated after renaming the connected table.

Answer option C is incorrect. The report will display the information from the connected table.

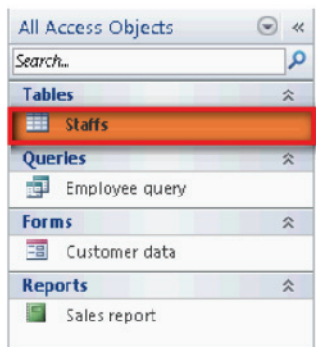
QUESTION: 40

Choose and re-order the steps that you will take to create a report based on the Staffs table in Microsoft Office Access 2010.

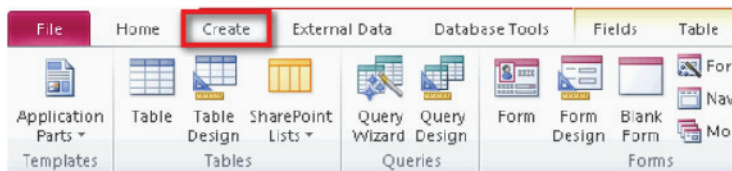


Explanation: Take the following steps to create a report in Microsoft Office Access 2010:

- In the Navigation pane, click the table that is required to be used in the report.



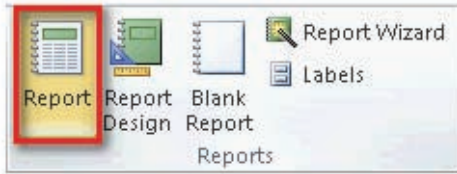
- Click the Create tab.



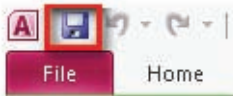
- Click the Report tool on the Reports group.

WWW

- Click the Report tool on the Reports group.



- Click the Save button.



- Type a name for the report and then click the OK button.



QUESTION: 41

Which of the following properties binds the forms and reports to a source from which data is to be retrieved?

- A: RowSource
- B: ControlSource
- C: Can Grow
- D: RecordSource

Explanation: Answer option D is correct.

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 option 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.

Answer option 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.

QUESTION: 42

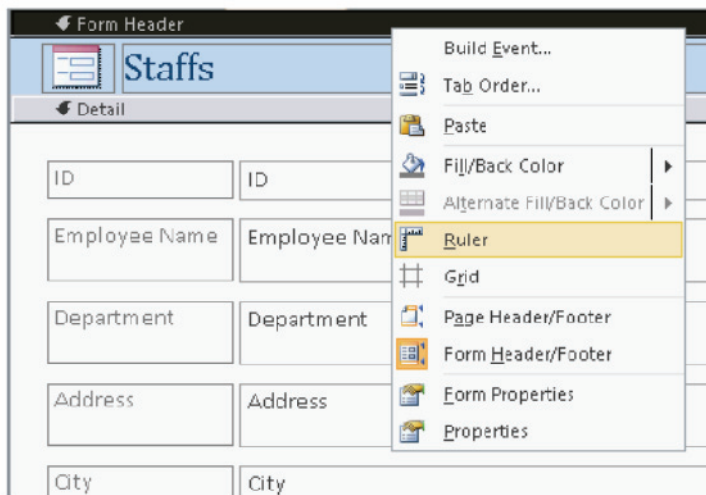
You have a form named Assets created in Microsoft Office Access 2010. You have to make some changes in the formatting of the form. For this reason, you have opened the form in the Design view. Now, you want to display ruler and grid for making the formatting easy. Which of the following steps will you take to accomplish the task?

- A: Click on the Design contextual tab and choose the Tools option.
- B: Right-click on the form name and choose the Format option.
- C: Click on the Format contextual tab and choose the Conditional Formatting option.
- D: Right-click on Form Header, and choose the Ruler and Grid options.

Explanation: Answer option D is correct.

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

- Right-click on Form Header.
- Choose the Ruler and Grid options.
- Right-click on Form Header.
- Choose the Ruler and Grid options.



After choosing both of these options, ruler and grid will be displayed on the form.

Answer option A is incorrect. The Tools option is not used for displaying ruler and grid on the form.

Answer option C is incorrect. Conditional Formatting does not include any option for ruler and grid.

Answer option B is incorrect. When you right-click the form, it does not show the Format option.

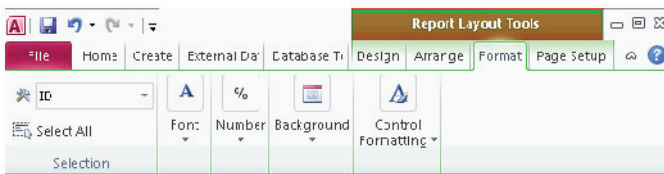
QUESTION: 43

Which of the following Report Layout tools is used to specify the color, width, and line style for the outline of the selected field of a report?

- A: Format
- B: Page Setup
- C: Arrange
- D: Design

Explanation: Answer option A is correct.

The Format tool is used to specify the color, width, and line style for the outline of the selected field of a report. It is also used to set font size, font style, and background image.



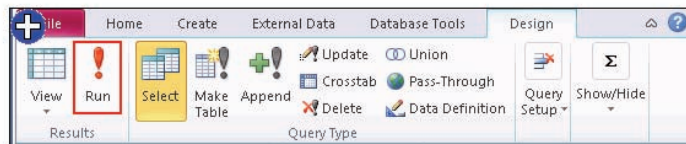
Answer option D is incorrect. The Design tool is used to apply themes, controls, and header/footer in a report.

Answer option C is incorrect. The Arrange tool is used to arrange the rows and columns in a report.

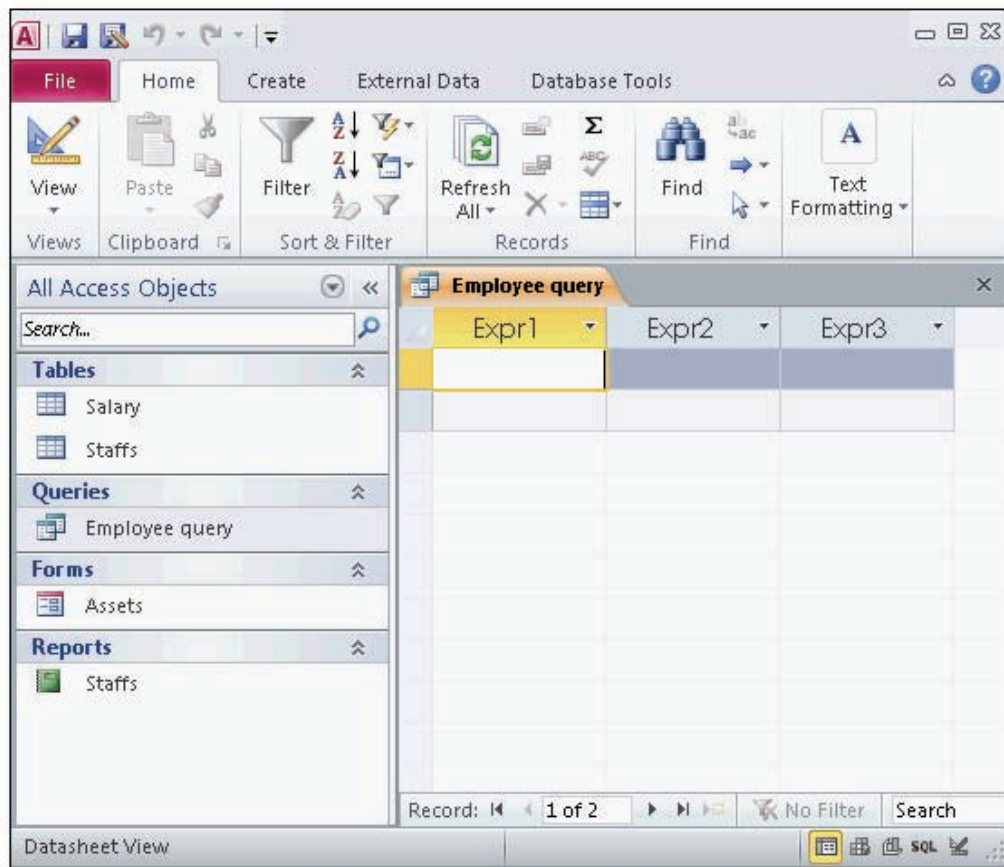
Answer option B is incorrect. The Page Setup tool is used to set the page layout and page size of a report.

QUESTION: 44

You are working with a query created in Microsoft Access 2010. Mark the button that you will click to perform the operations specified by the query.



Explanation: In order to perform the operations specified by the query, you should click the Run button. It displays the datasheet of a selected query and serves the same function as selecting Datasheet View from the View button.



QUESTION: 45

You have created an arithmetic expression in an Access query to compute the results that determine fees based on a contract amount. When you run this query, Access performs the calculations and displays the results. Choose and re-order the steps that you will take to create the calculated field.

Correct Answer Your Answer

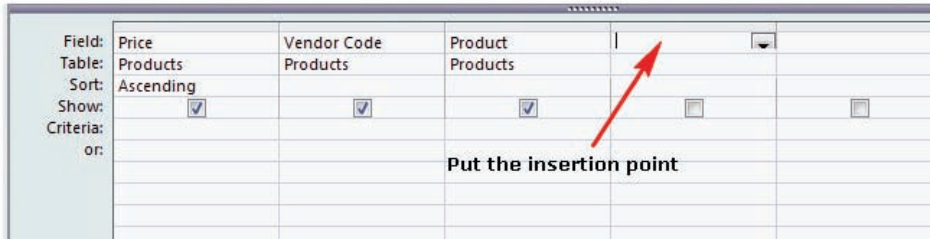
Required steps

Steps

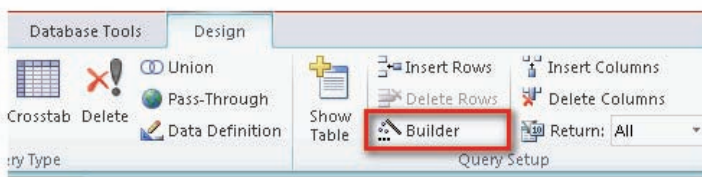
- Build an expression using the operator buttons and elements.
- Click the Run button.
- Click the Builder button.
- Double-click the field to be used in the calculation.
- Put the insertion point in the Field row.
- Type other values required to be included in the expression.
- Click the OK button.

Explanation: Take the following steps to create a calculated field:

1. Put the insertion point in the Field row of a blank column in the Design grid.



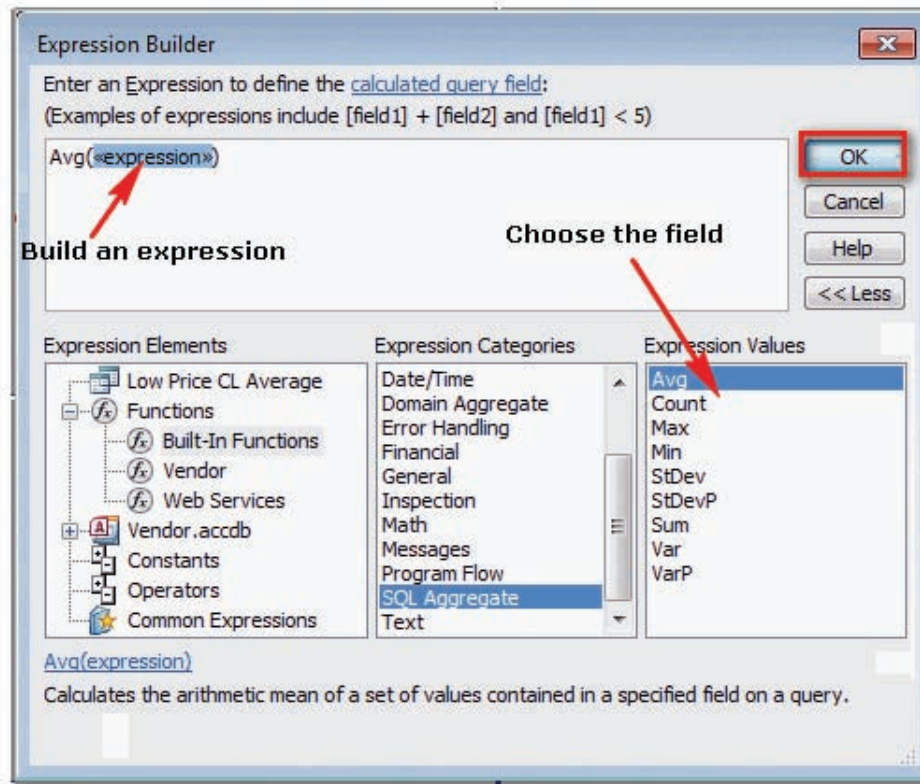
2. Click the Builder button.



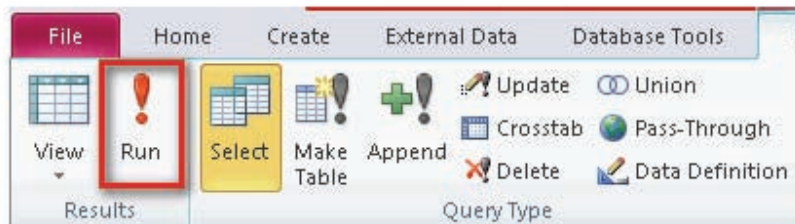
3. Double-click the field to be used in the calculation.
4. Build an expression using the operator buttons and elements area.

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4. Build an expression using the operator buttons and elements area.
5. Type other values required to be included in the expression.
6. Click the OK button.



7. Click the Run button.



QUESTION: 46

Which of the following statements are true about an expression used in Microsoft Office Access 2010?

Each correct answer represents a complete solution. Choose all that apply.

- A: It is a set of logical or mathematical operators, functions, and constants.
- B: It performs a calculation.
- C: It defines the actions needed to perform as a result of a defined event.
- D: It manipulates character or test data.

Explanation: Answer options D, B, and A are correct.

An expression is a set of logical or mathematical operators, functions, constants, and names of field, control, and property. It evaluates to a single value. An expression performs the following functions:

- Manipulate character or test data.
- Perform a calculation.

QUESTION: 47

You are working on a table named Students created in Microsoft Office Access 2010. You are required to retrieve the addresses and phone numbers of all students from the table more quickly. Which of the following features of the table help you in performing the task?

Each correct answer represents a complete solution. Choose two.

- A: Input mask
- B: Primary key
- C: Index
- D: Validation rule

Explanation: Answer options B and C are correct.

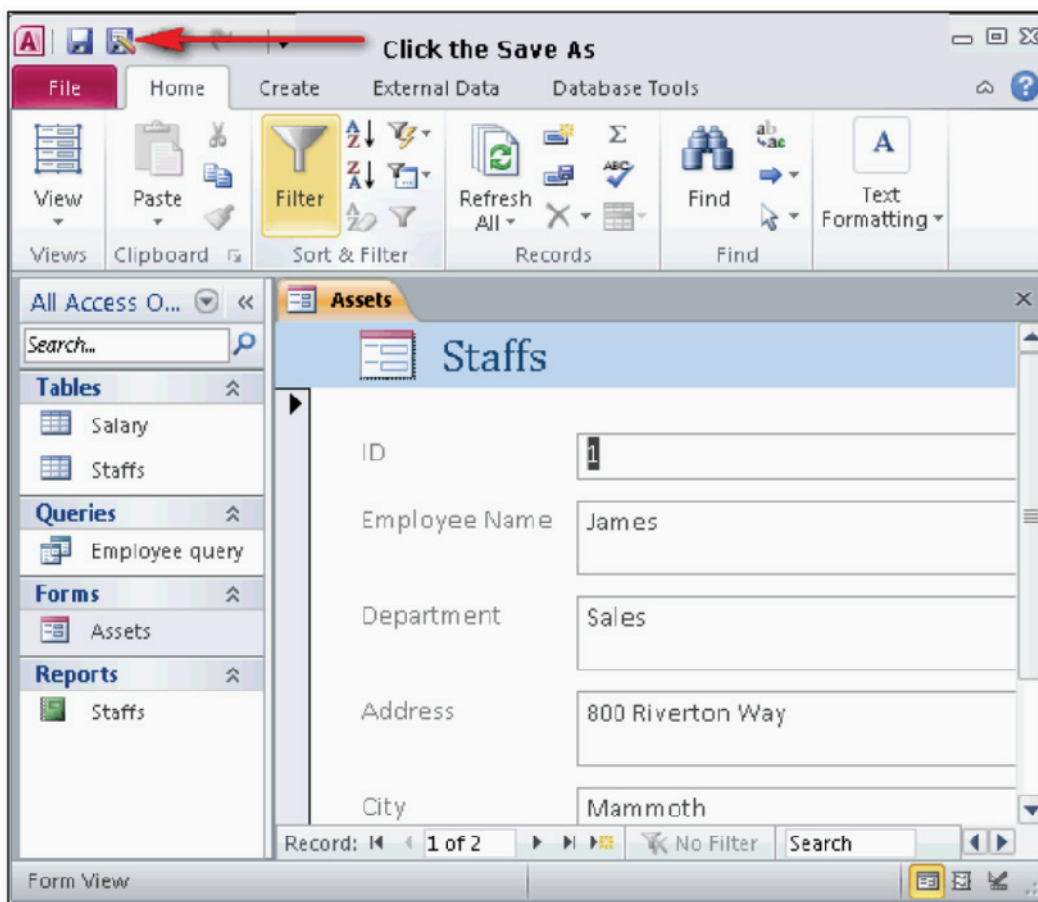
QUESTION: 48

You have opened an Access form in the Design view. The form has header and footer. You want to save the entire form as the report. What will you do?

- A: Click the Save As button and choose the Report option.
- B: Access does not allow you to save the form as the report.
- C: Click Report Wizard and follow the procedure.
- D: Delete the form header and footer and click the Save As Report option.

Explanation: Answer option A is correct.

In order to save the entire form as the report, you should open the form in the Design view and then click the Save As button.



QUESTION: 49

You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista-based computer with Microsoft Office 2010 installed on it. The computer has a database named Database1 created in Microsoft Office Access 2010. The database includes two tables named Table-A and Table-B. You want to divide Table-A with many columns and isolate a part of Table-A for security reasons. Which of the following types of relationship will you create between both tables to accomplish the task?

- A: One-to-many relationship
- B: One-to-one relationship
- C: Container managed relationship
- D: Many-to-many relationship

Explanation: Answer option B is correct.

In order to accomplish the task, you should create a one-to-one relationship between Table-A and Table-B. A one-to-one relationship is an association between two tables in which each record in one table can have only one related record in another table. This type of relationship is not generally used because it is easier to shift all the fields in one table. A one-to-one relationship is created if both of the related fields are primary keys or have unique limitations. A one-to-one relationship performs the following tasks:

- It divides a table with many columns.
- It isolates part of a table for security reasons.
- It stores short-lived data and deletes this data by deleting the table.
- It stores information that applies only to a subset of the main table.

QUESTION: 50

You want to perform the following tasks to manipulate data before importing it into Access:

- Add fields.
- Combine fields.
- Use complex mathematical functions.

Which of the following is the best place to perform the above listed tasks?

- A: Text file
- B: HTML file
- C: Excel worksheet
- D: Outlook folder

Explanation: Answer option C is correct.

A Microsoft Office Excel worksheet is the best place to perform the following tasks to manipulate data before importing it into Access:

- Add or remove fields.
- Combine or split fields.
- Use complex mathematical functions.

QUESTION: 51

Which of the following is used to control values of a field entered by a database user?

- A: Validation text
- B: Datatype
- C: Index
- D: Input mask

Explanation: Answer option D is correct.

An input mask is used to control values of a field entered by a database user. The input mask includes literal characters, for example, space, dot, parenthesis, and placeholder. Microsoft Office Access contains a number of pre-defined input masks that match with most of the conditions. A user can create customized masks according to his needs. The Input Mask Wizard is used to create an input mask for text and date fields. If the user wants to create an input mask for numeric fields, he should enter the formatting symbol himself.

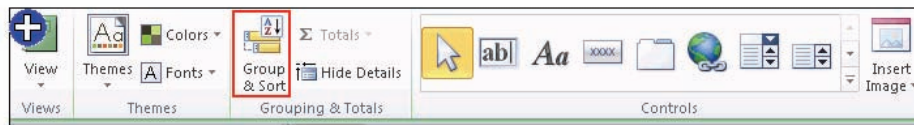
Answer option A is incorrect. Validation text is used to provide an error if data has not been filled as per the Validation Rule.

Answer option C is incorrect. In Microsoft Office Access 2010, an index is a list of field values included in a table. It helps Access in finding and sorting records quickly. An index stores the record's location based on the columns that are part of the index. The indexed fields have unique values which make it more efficient and faster for Access to read and find a specific field value.

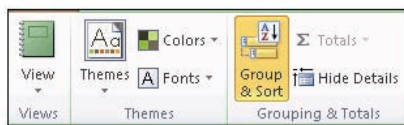
Answer option B is incorrect. Datatype defines the kind of data that a field can accept.

QUESTION: 52

You want to group by Sales Region to see all records for each sales region together, with a total of sales for each region. Mark the button that you will click to accomplish the task.



Explanation: In order to accomplish the task, you should click the Group & Sort button in the Grouping & Totals group.



When you click this button, Access displays all records for each sales region together, with a total of sales for each region.

QUESTION: 53

You work as a Database Designer for Tech Perfect Inc. The company has a Windows based environment. A database file created in Microsoft Office Access 2010 is shared over the network and multiple users work directly with the file simultaneously. The database file has a small risk of becoming corrupted. The risk of corruption is greater if users often modify data in Memo fields, and the risk grows over time. Which of the following will you use to mitigate this risk?

- A: Linked Table Manager
- B: Database Documenter
- C: Back Up Database
- D: Compact and Repair Database

Explanation: Answer option D is correct.

In order to mitigate the risk, you should use the Compact and Repair Database. The Compact and Repair Database is a command used in Microsoft Office Access 2010. It rearranges data, fills up the spaces left behind by the deleted objects, and repairs the problems. It compresses the database if any problem is encountered in the Access database.

Answer option C is incorrect. The Back Up Database is used to save the database file to a removable disk or network drive to ensure that it is safe from problems.

Answer option A is incorrect. The Linked Table Manager is used to list the paths to all currently linked tables.

QUESTION: 54

You work as a Database Designer for Tech Perfect Inc. The company has Windows Vista-based computer with Microsoft Office 2010 installed on it. The computer contains a database named Products created in Microsoft Office Access 2010. You want to add an Access template to the database in order to extend its functionality. Which of the following Access templates will you use to accomplish the task?

- A: Northwind
- B: Tasks
- C: Assets Web Database
- D: Application part

Explanation: Answer option D is correct.

In order to accomplish the task, you should use the application part. An application part is a template available in Microsoft Office Access 2010. It can be added to an existing database. It is used to extend the functionality of an Access database. It can include only a single table or a number of database objects, such as tables, forms, reports, and even relationships. A user can open up the Application Parts gallery in order to view the built-in parts.

Answer option C is incorrect. The Assets Web Database template keeps track of assets. It also classifies and records the status of assets.

Answer option A is incorrect. The Northwind template creates an order tracking system that organizes customers, employees, order details, and inventory.

QUESTION: 55

You work as a Database Documenter for Tech Perfect Inc. You have a database named Database1 created in Microsoft Office Access 2010. This database contains three tables named Products, Orders, and Order Details. You want to manage the tables in such a way that each record in the Orders table will have many records in the Products table and each record in the Products table will have many records in the Orders table. What should you do to accomplish the task?

- A: Create a container-managed relationship.
- B: Create a one-to-one relationship.
- C: Create a many-to-many relationship.
- D: Create a one-to-many relationship.

Explanation: Answer option C is correct.

In order to accomplish the task, you should create a many-to-many relationship between the Orders table and the Products table. You can define this relationship by creating two one-to-many relationships to the Order Details table.

Answer option B is incorrect. A one-to-one relationship is created between two tables in which each record in one table can have only one related record in another table.

Answer option D is incorrect. A one-to-many relationship is created between two tables in which a row in the first table can have one or more matching rows in the second table, but a row in the second table can have only one matching row in the first table.

QUESTION: 56

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You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista-based computer that has Microsoft Office 2010 installed on it. The computer has a database named Sales created in Microsoft Office Access 2010. The database contains a table named Products. Some records in the table are incomplete or missing. You need to complete the records. For this reason, you want to rearrange the table in such a manner that it displays the incomplete or missing records on the top of the respected column. What will you do to accomplish the task?

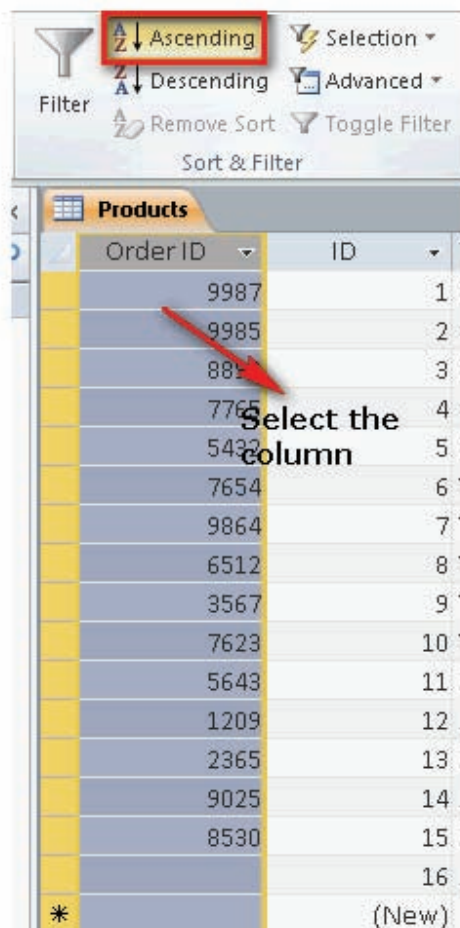
Each correct answer represents a complete solution. Choose two.

- A: Select the column and click on the Ascending button.
- B: Select the column and click on the Toggle Filter button.
- C: Right-click on the column header and choose the Sort Smallest to Largest option.
- D: Select the column and click on the Descending button.

Explanation: Answer options A and C are correct.

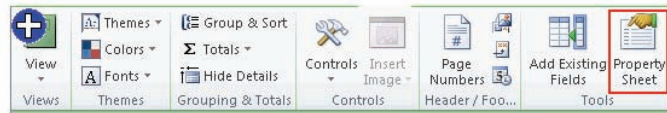
In order to accomplish the task, you will have to perform one of the following tasks:

- Select the column and click on the Ascending button.



QUESTION: 57

You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista-based computer with Microsoft Office 2010 installed on it. The computer has a database named SalaryData created in Microsoft Office Access 2010. This database has a report named SalaryReport. You have to determine bonuses based on a percentage of sales and display it in the report. For this, you want to insert an arithmetic expression in the report. Mark the tab/button that you will use to accomplish the task.



Explanation: You should click on the Property Sheet button displayed on the Design contextual tab. It is used to insert an expression for the calculation. You can also use the Property Sheet button to define formats for dates, currency, and other numeric data.



QUESTION: 58

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