

Microsoft Access - Mini Quiz

1. Microsoft Access 2007 creates database files with the extension _____.
2. When creating a table in design view, the _____ key is used to jump from the field name in the upper part of the window to the field size area in the lower part.
3. Which database object allows you to retrieve specific rows and fields from a table based on criteria you enter?
4. The field that serves as a unique identifier for each record in a table is called a _____.
5. The columns in a table correspond to the _____ and the rows correspond to the _____.
6. The Access object that displays selected fields and records in a easy-to-read format ready for printing is a _____.
7. When a field will contain money amounts, the _____ data type should be used.
8. _____ is an Access data type that sequentially numbers each record as it is entered.
9. The action of filling a database table with records is called _____.
10. A query can be created quickly by using the _____.
11. The vertical area along the left edge of the screen which shows the database objects that have been created so far is called the _____.
12. A pre-built table format for common topics such as contacts, employees or events is called a _____.