

**Access 2013 Unit J: Creating a Database**

1. A database is an organized collection of unrelated information.

- a. True
- b. False

**ANSWER:** False

**POINTS:** 1

**REFERENCES:** Access 254

**LEARNING OBJECTIVES:** ENHO:HUNT.16.001 - Define database, table, field, record, form, and query

2. A query extracts data from one or more database tables according to criteria that you set.

- a. True
- b. False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Access 254

**LEARNING OBJECTIVES:** ENHO:HUNT.16.002 - Name and describe common database objects in Access

3. A relational database contains only one table.

- a. True
- b. False

**ANSWER:** False

**POINTS:** 1

**REFERENCES:** Access 254

**LEARNING OBJECTIVES:** ENHO:HUNT.16.001 - Define database, table, field, record, form, and query

4. A form is a summary of database information specifically designed for printing.

- a. True
- b. False

**ANSWER:** False

**POINTS:** 1

**REFERENCES:** Access 254

**LEARNING OBJECTIVES:** ENHO:HUNT.16.002 - Name and describe common database objects in Access

5. The column headings in a database table are called field names.

- a. True
- b. False

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Access 254

**LEARNING OBJECTIVES:** ENHO:HUNT.16.001 - Define database, table, field, record, form, and query

6. You can save a table in Datasheet view by clicking the Save button on the Quick Access toolbar.

- a. True
- b. False

**ANSWER:** True

# Answers To Microsoft Office 2013 Chapters

**Carole Matthews, Marty  
Matthews, Bobbi Sandberg**



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