

Vendor: ICDL

# Exam Code: ICDL-Access

Exam Name: ICDL Access Exam

Version: DEMO

#### **QUESTION 1**

Which two of these statements about referential integrity are true?

- A. If a record in a parent table has a related child record referential integrity prevents you from deleting the parent record
- B. In Access, referential integrity is enforced by typing in a rule.
- C. You can set rules about referential integrity in a one table database.
- D. Referential integrity ensures that records in linked tables are automatically updated when changes are made.
- E. A child record cannot be entered unless it has a parent in the database if referential integrity is used

Answer: AE

#### **QUESTION 2**

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

Microsoft Access		_ 🗆 ×
Eile Edit View Insert I	ools Window Help	
10 🛩 🖬 🖨 🖪 🖤	* * • • • * • • • • • • • • • • • • • •	
	Microsoft Access     Create a new database using     Image: Create a new database using file     Image: Create Files     Image: Create Files <	
Ready		

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

#### Answer: A

### **QUESTION 3**

Create a new blank database.

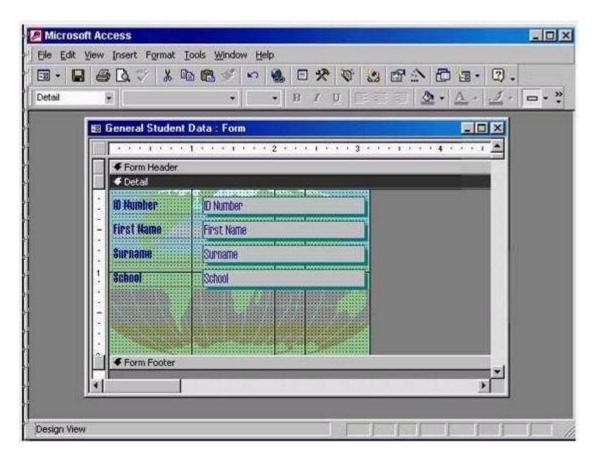
_					
	ustomers : Tal			PARTY AND ADDRESS OF THE OWNER OF THE OWNER OF TAXABLE	
	Customer ID	<b>Company Name</b>	Billing Address	Contact First Name	Co-
	1	Brinks China	7 Earl St	Joan	Sui
	2	Babel	10a North Wall	Thomas	Rei
	3	Amber Lighting	Gray Park	Joe	Kei
	4	Crinleys	28 Thomas St	Kumar	Gu
	5	Trident Pillows	Knowles Alley	Larry	Hin
	6	Sayalot	Chatam St	Omar	Sal
	7	SlumberWell	Meeting Sqr	Pierre	Vin
	8	Oyster Pond	47 Oriel Road	Anna Maria	Sin
	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
		The Vineyard	11 The Retail Centre	NY TO SHOW DO NO.	Cui
			14 Blackthorn Park	Petunia	Cla

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

#### Answer: A

#### **QUESTION 4**

Use Microsoft Access Help to find information about decimal numbers.



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

#### Answer: A

#### **QUESTION 5**

Hide the Formatting (Form/Report) toolbar.

Table1 : Table			×I
Field Name	Data Type	Description	
Company ID	AutoNumber		-
Company Name	Text	-	-
PO Box	Text		
Postal Code	Text		
Code	Text		
Location	Text		- 1 C
	Field Prope		
ieneral Lookup		A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.	

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

## Answer: A

# **QUESTION 6**

Save the above table and give it the name Sals.

Orders : Table				1 100	
Field Name	Data Type	De	escription		
Company ID	AutoNumber				1.000
					100
PO Box	Text				- 11
Postal Code	Text				- 21
Code	Text				
Quantity	Number				-
Price	Currency Field Prop	No againm			100
ieneral Lookup			1		

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

# Answer: A

### **QUESTION 7**

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

5	Personnel : Table	B B 1 9 9	21 21 9 20 7	#4	>+ •×	• 2,.
	Surname	Name	Parking	P	ension S	
10	Lamont	Ted				
*	101.045X					

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

### Answer: A

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