MATCHING

Match each term in the second column with its correct definition in the first column by writing the letter of the term on the blank line in front of the correct definition.

1. A form that displays data in two views—Form view and Datasheet view—on a single form.  
   A. Alphabetic index  
   B. Bang operator  
   C. Junction table  
   D. Linked form  
   E. Main report  
   F. Mini toolbar  
   G. Multi-page form  
   H. Nested subform  
   I. Parameter query  
   J. Split form  
   K. SQL statement  
   L. Subform  
   M. Subreport  
   N. Syntax  
   O. Unbound report

2. A miniature, semitransparent toolbar that is used to work with objects on the screen.
   
3. A form that is embedded within another form and is used to view, enter, and edit data that is related to data in the main form.

4. A table that breaks down the many-to-many relationship into two one-to-many relationships.

5. A related form that is not stored within the main form.

6. A subform that is embedded within another subform.

7. A form that displays the data from the underlying table or query on more than one page.

8. A report that is embedded within another report—the main report.


10. A report that does not display data from an underlying table, query, or SQL statement and has an empty Record Source property.


12. The exclamation point (!) that tells Access that what follows it is an object that belongs to the object that precedes it in the expression.

13. The set of rules by which words and symbols in an expression are combined.

14. A query that prompts the user for criteria.

15. A grouping of items by a common first character.

MULTIPLE CHOICE

Circle the correct answer.

1. Which property defines whether the datasheet displays above, below, to the left, or to the right of the form in a split form?
   A. Split Form Splitter
   B. Split Form Data
   C. Split Form Orientation

2. What is the default setting for the Split Form Printing property?
   A. Datasheet only
   B. Form only
   C. Both

3. Which view must be used to convert an existing form into a split form?
   A. Layout view
   B. Design view
   C. Form view

4. Which Size Mode property is used to resize an image to fit the control while maintaining the proportions of the object?
   A. Clip
   B. Default
   C. Zoom

5. Which type of relationship is created using a junction table when one record in one table has many matching records in a second table, and a single record in the second table has many matching records in the first table?
   A. Many-to-many
   B. One-to-one
   C. One-to-many

6. What key combination is used to create a two-line entry in a label control?
   A. Shift + Enter
   B. Alt + Enter
   C. Ctrl + Enter
7. What type of form enables you to divide a long form into sections that display on separate pages or to display subforms on different tabs within the main form?
   A. Nested form   B. Subform   C. Multi-page form

8. What object is inserted into a main form so that it displays data on different tabs?
   A. Subform/subreport   B. Control wizard   C. Tab control

9. If the underlying table or query has more than one relationship established, the form/subform would best be created using:
   A. Form wizard   B. Design view   C. Layout view

10. What type of report displays data from an underlying table, query, or SQL statement as specified in the report's Record Source property?
    A. Unbound report   B. Bound report   C. Parameter report

11. If formatting is to be applied to specific controls based on a comparison to a rule, which feature should be used?
    A. Formatting rules   B. Conditional formatting   C. Restrictive formatting

12. In which view will the data in the Report Footer section display?
    A. Design view   B. Layout view   C. SQL view

13. What operator tells Access that what follows it is an object that belongs to the object that precedes it in the expression?
    A. Expression operator   B. Bang operator   C. Bound operator

14. What type of record source should be used to enable a user to set the criteria for a report when the report is opened?
    A. SQL statement   B. Alphabetic index   C. Parameter query

15. Which option in a report can display a grouping similar to that of addresses in an address book?
    A. Alphabetic index   B. File group   C. A to Z Sort