



**ICDL-ACCESS**

**ICDL the access exam**

Q&A

DEMO Version

## **Important Note Please Read Carefully**

For demonstration purpose only, this free version Chinatag study guide contains **10** full length questions selected from our full version products which have more than **200** questions each.

This Study guide has been carefully written and compiled by Chinatag certification experts. It is designed to help you learn the concepts behind the questions rather than be a strict memorization tool. Repeated readings will increase your comprehension.

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## **Study Tips**

This product will provide you questions and answers along with detailed explanations carefully compiled and written by our experts. Try to understand the concepts behind the questions instead of cramming the questions. Go through the entire document at least twice so that you make sure that you are not missing anything.

## **Latest Version**

We are constantly reviewing our products. New material is added and old material is revised. Free updates are available for 90 days after the purchase. You should check the products page on the <http://www.chinatag.com> website for an update 3-4 days before the scheduled exam date.

Please tell us what you think of our products. We appreciate both positive and critical comments as your feedback helps us improve future versions. Feedback on specific questions should be send to [feedback@chinatag.com](mailto:feedback@chinatag.com).

Thanks for purchasing our products and look forward to supplying you with all your Certification training needs.

Good studying!

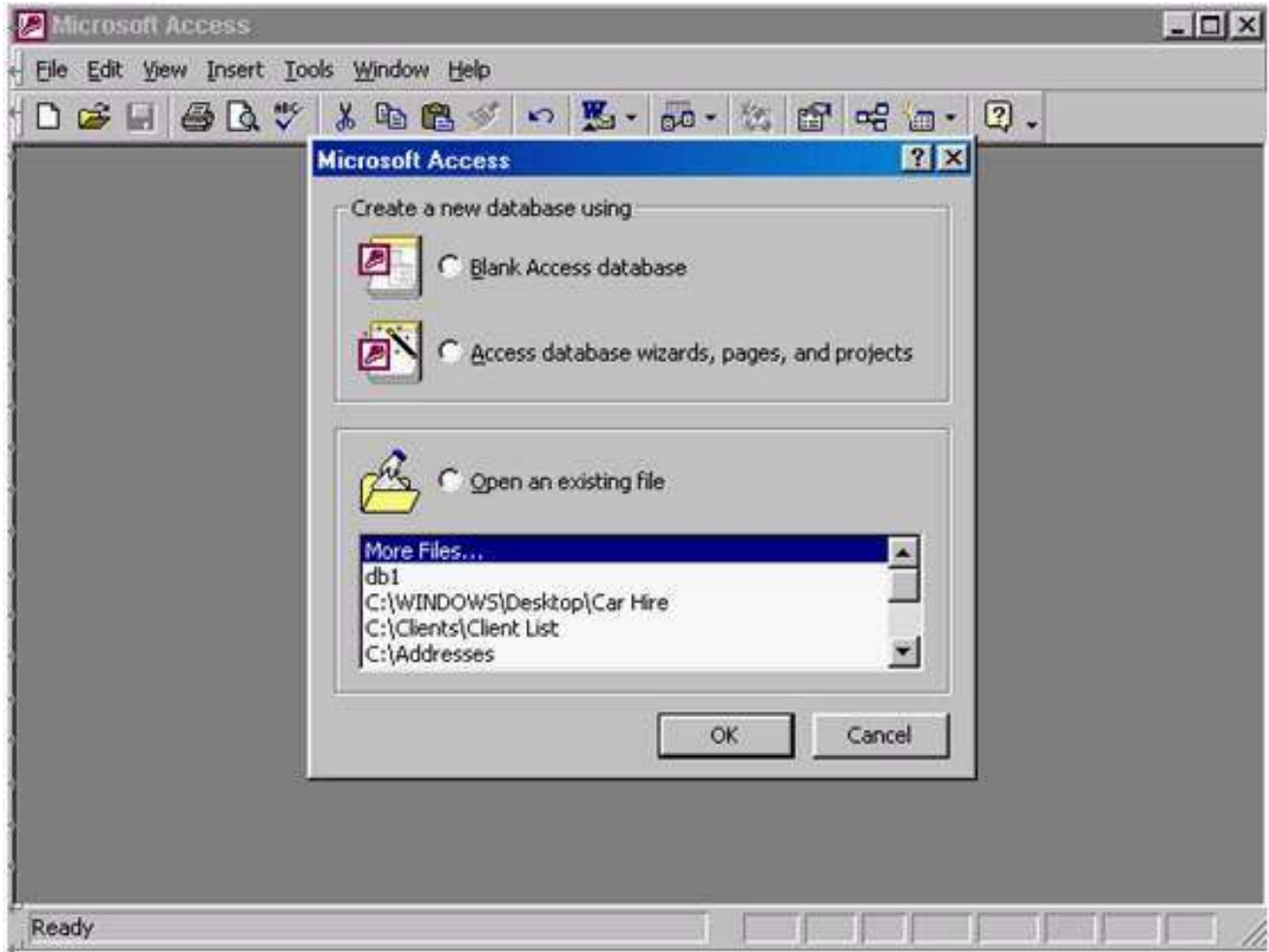
Technical and Support Team  
Chinatag LLC.

**Question No: 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: A, E**

**Question No: 2 Log on to the database named Car Hire with the username icoffey and password ken\*72**



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 No: 3 Create a new blank database.**

Microsoft Access

File Edit View Insert Format Records Tools Window Help

Customers : Table

Customer ID	Company Name	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	Ws
11	Rest A While	Cookes Corner	James	Ry
12	Storeys Best	8b Sheffield Way	Joseph	Stc
13	The Vineyard	11 The Retail Centre	John	Cui
14	Petunia Florists	14 Blackthorn Park	Petunia	Cla

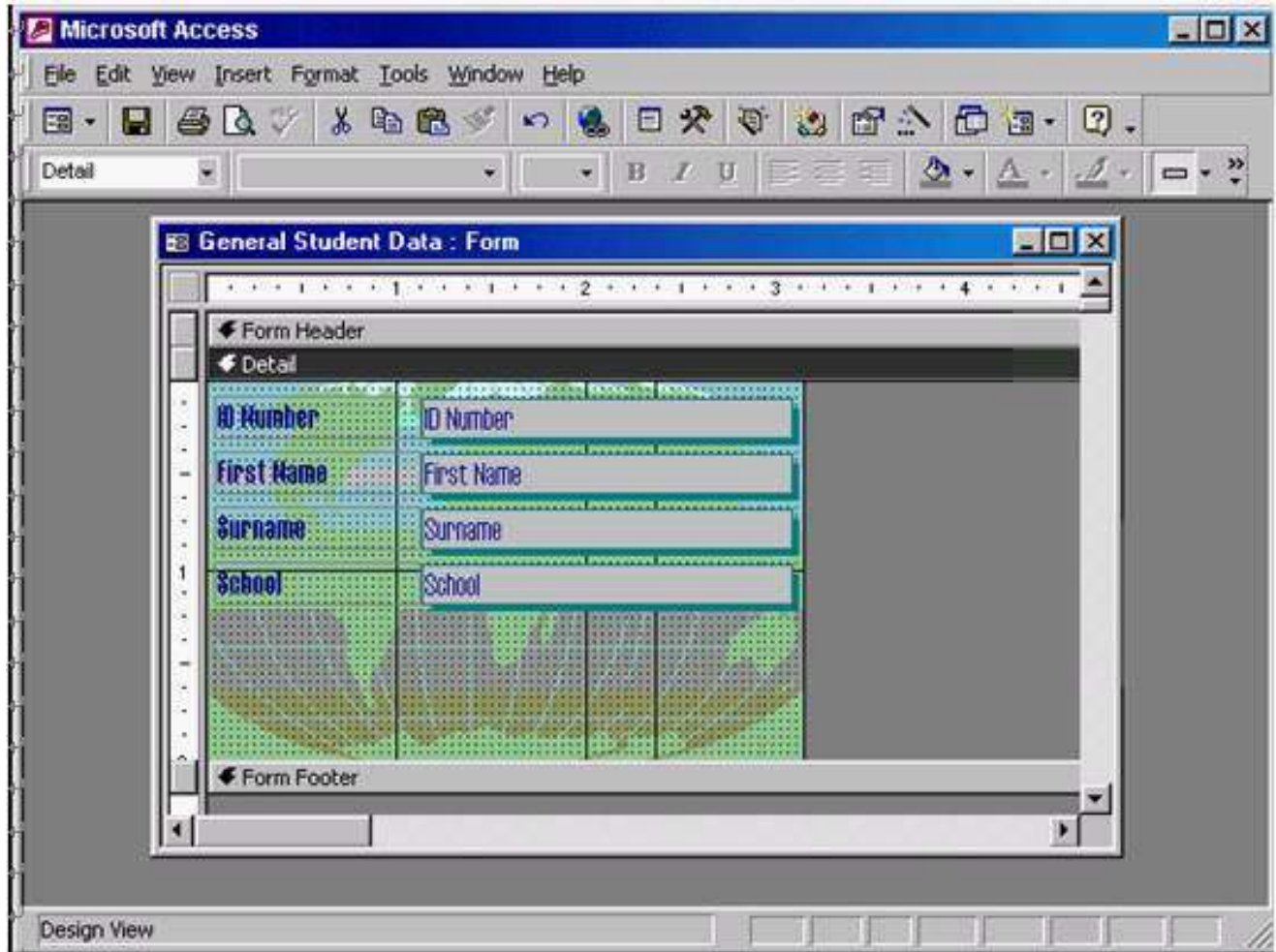
Record: 15 of 15

Datasheet View

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

**Answer: A**

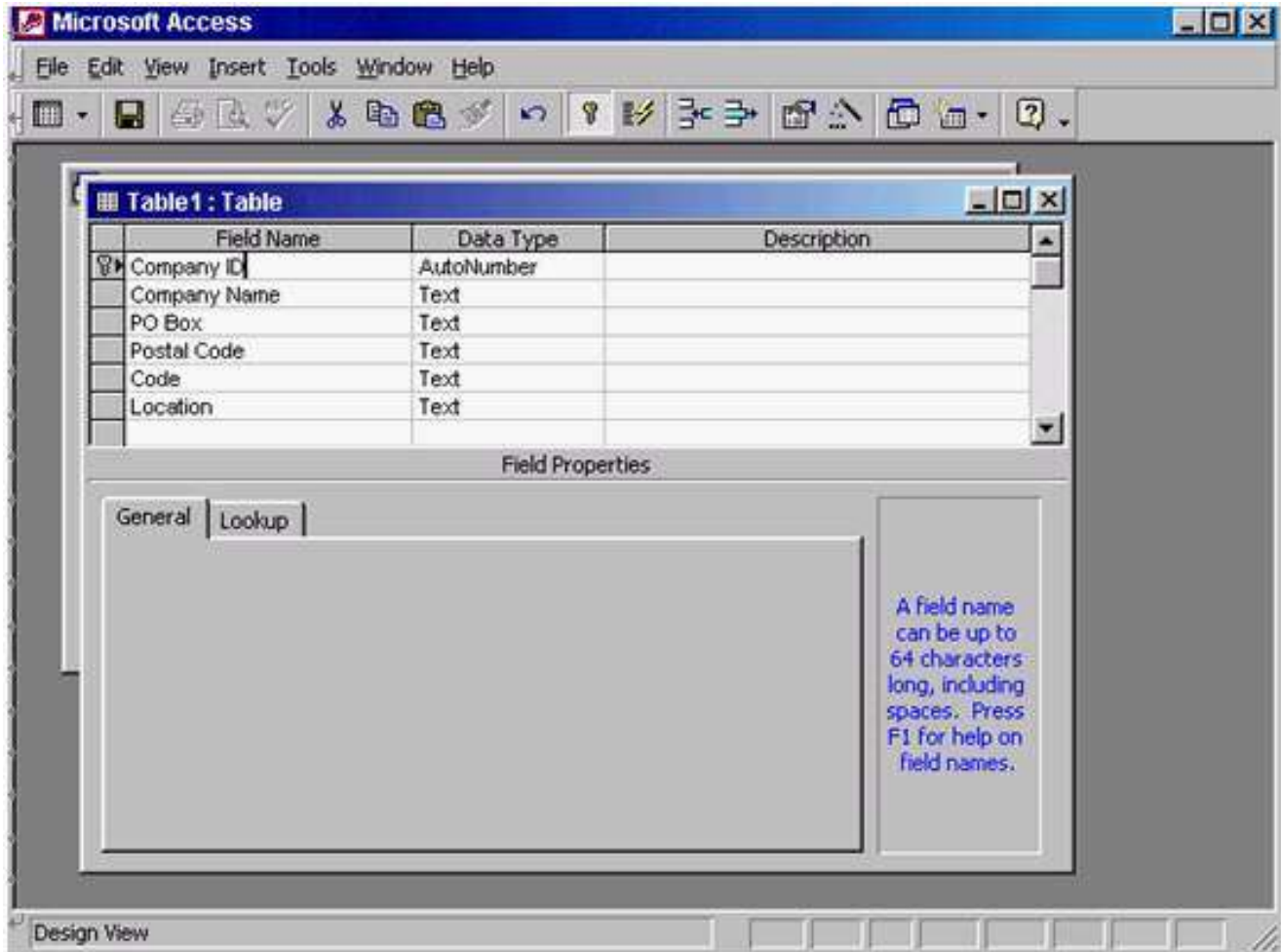
**Question No: 4 Use Microsoft Access Help to find information about decimal numbers.**



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

**Answer: A**

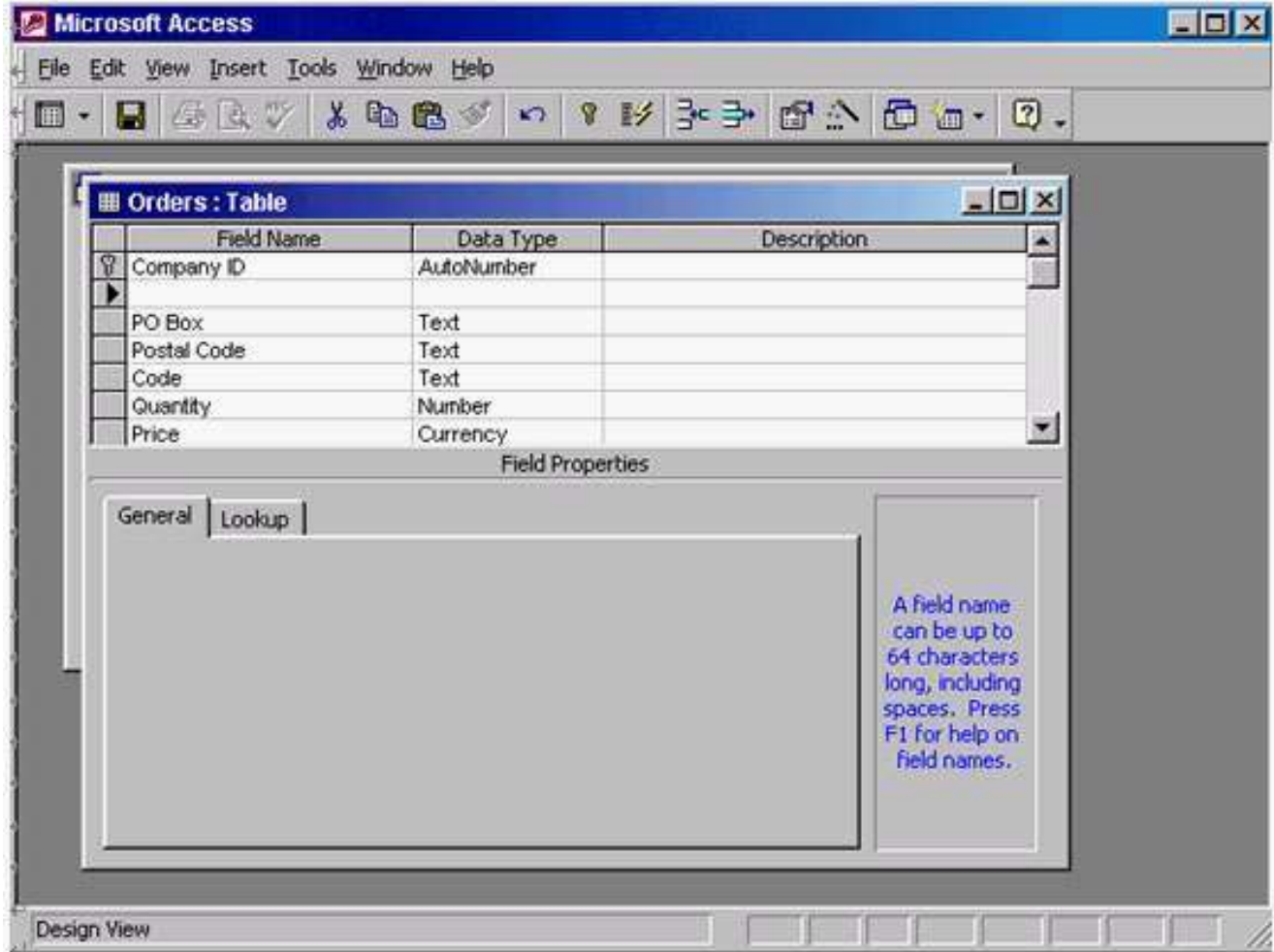
**Question No: 5 Hide the Formatting (Form/Report) toolbar.**



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

**Answer: A**

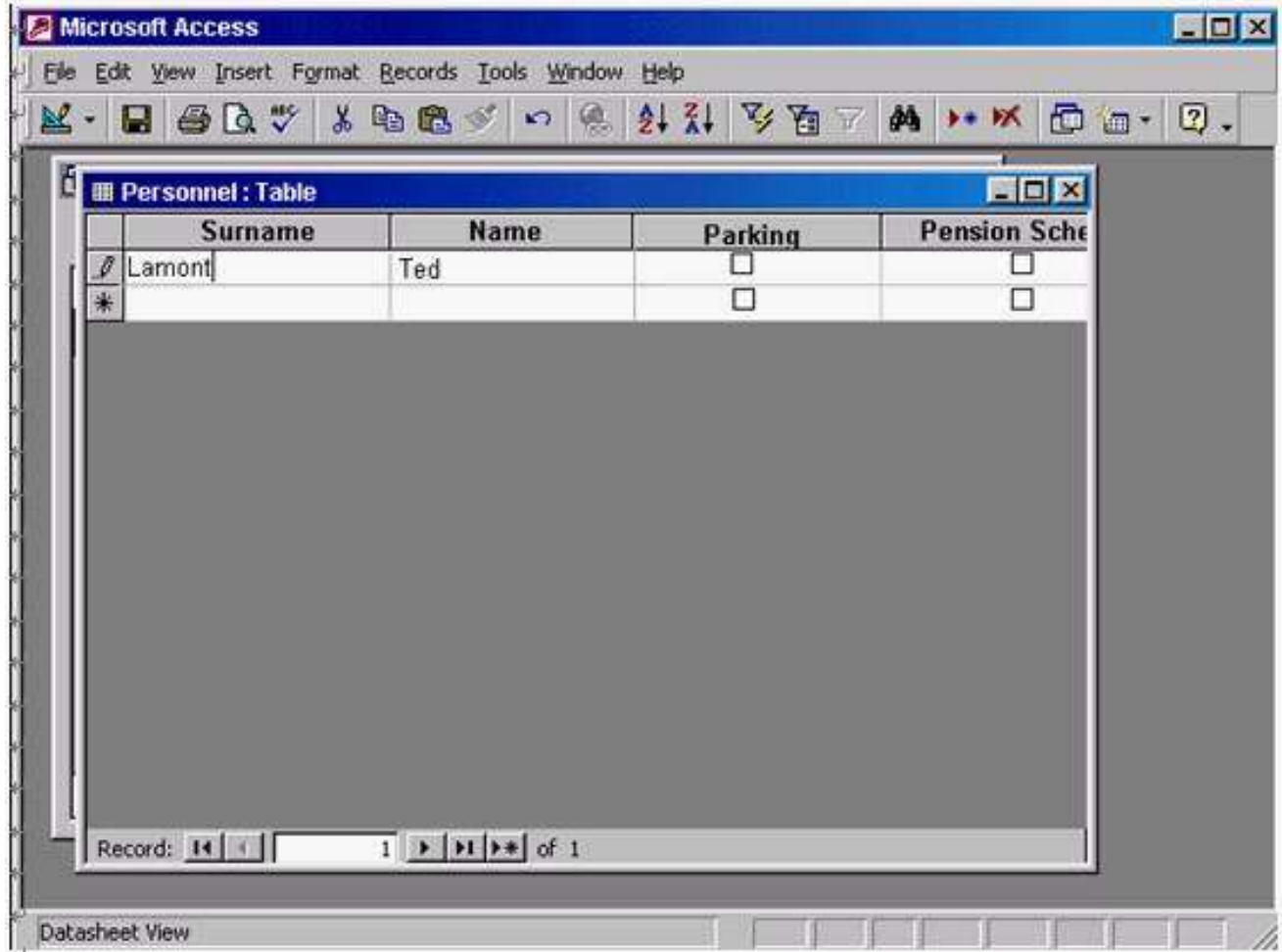
**Question No: 6 Save the above table and give it the name Sals.**



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

**Answer: A**

**Question No: 7 Enter the field name Contact Name into the empty row. When you have finished, move the insertion point to the Data Type column.**



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

**Answer: A**

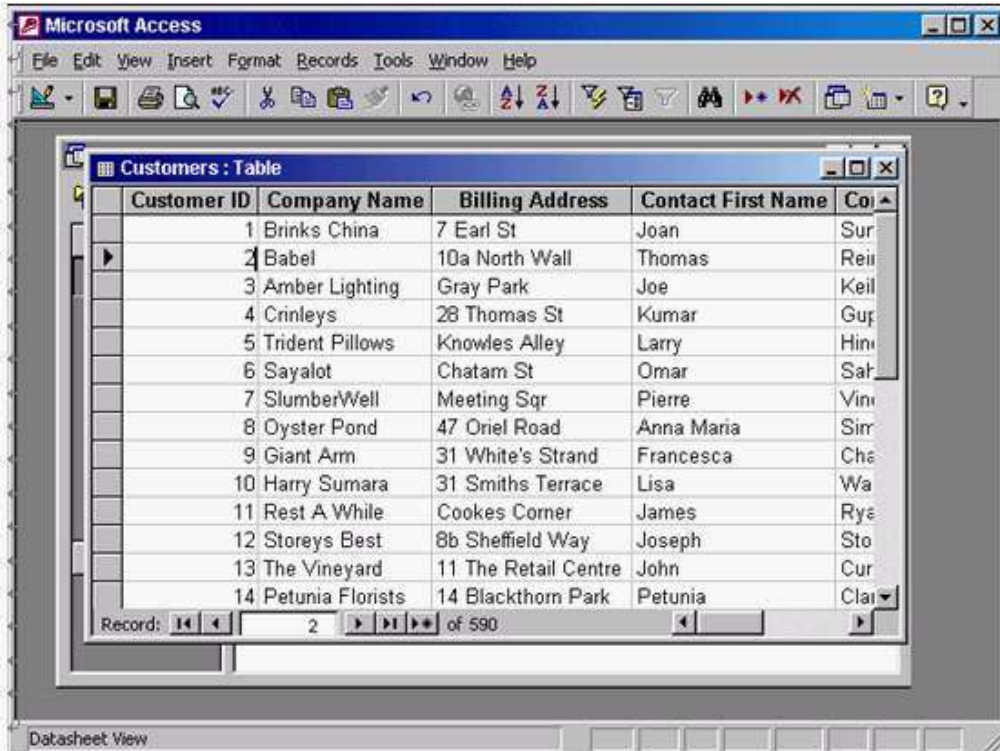
**Question No: 8 Change the entry in the Surname field of this record to Dawson. Move to the next field in this record when you have finished.**

Customer ID	Company Name	Billing Address	Contact First Name	Company Name
1	Brinks China	7 Earl St	Joan	Sur
2	Babel	10a North Wall	Thomas	Rei
3	Amber Lighting	Gray Park	Joe	Keil
4	Crinleys	28 Thomas St	Kumar	Gu
5	Trident Pillows	Knowles Alley	Larry	Hin
6	Sayalot	Chatam St	Omar	Sah
7	SlumberWell	Meeting Sqr	Pierre	Vin
8	Oyster Pond	47 Oriel Road	Anna Maria	Sim
9	Giant Arm	31 White's Strand	Francesca	Cha
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11	Rest A While	Cookes Corner	James	Rya
12	Storeys Best	8b Sheffield Way	Joseph	Sto
13	The Vineyard	11 The Retail Centre	John	Cur
14	Petunia Florists	14 Blackthorn Park	Petunia	Clai

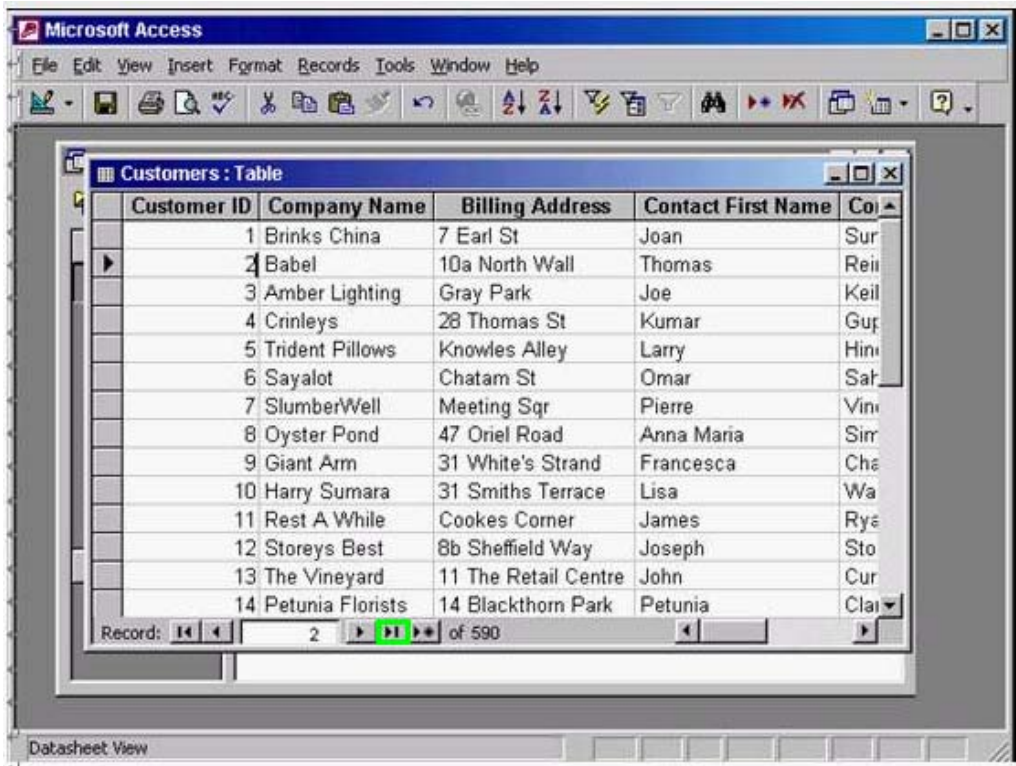
A. Use the back space from the keyboard to delete Lamont -> type Dawson -> press Tab from the keyboard

**Answer: A**

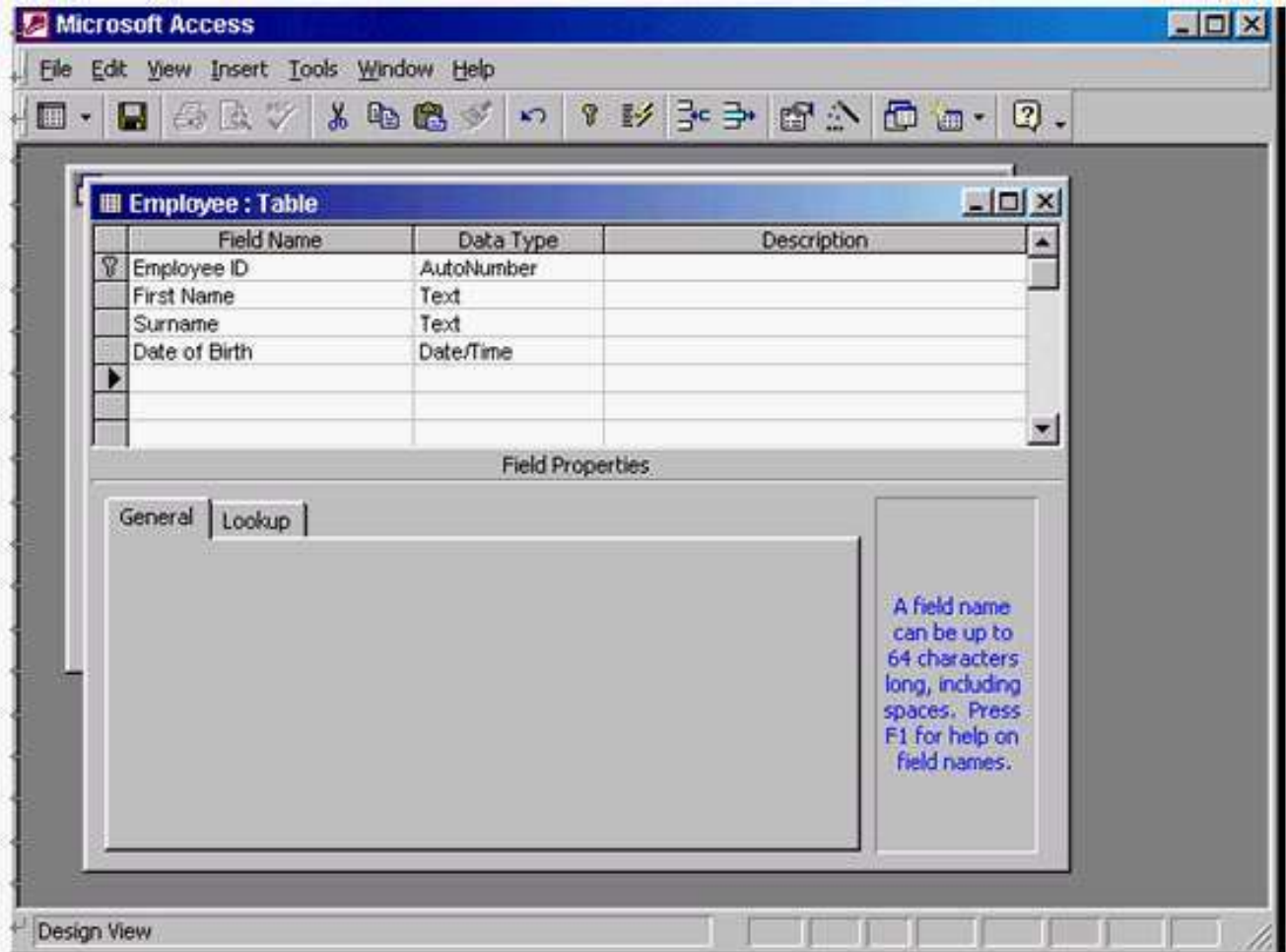
**Question No: 9** Navigate quickly to the last record in this table.



Answer:



Question No: 10 Save and close this table.



A. Click on save tool from the table design toolbar -> close the table

**Answer: A**