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Microsoft

MOS- Using Microsoft Office Access 2007

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QUESTION: 1

James works as a Database Designer for AccessSoft Inc. The company has a Windows Vista-based computer with Microsoft Office 2007 installed on it. The company uses Microsoft Office Access 2007 database named HumanResource. The database contains a table named Employees. The table contains several fields. James sets the Address field to Memo datatype and the name of the city to bold. Now he creates a form. What will happen when the Address field is displayed in the form?

- A. It will generate an error.
- B. The Address field will be added to the form and the data will be displayed as plain text.
- C. The Address field will be added to the form but no data will be displayed.
- D. The Address field will be added to the form and the data will be displayed same as in the table.

Answer: D

Explanation:

When James adds the Address field to the form the data will be displayed in the same format as it is in the table. According to the scenario, the field has been formatted in the table. Since the form's control is connected to the Address field, it will display the data in the same format as it is in the table. Similarly, if any changes are made in the form, the changes will also be reflected in the table.

QUESTION: 2

James works as a Database Designer for AccessSoft Inc. The company has a Windows Vista-based computer with Microsoft Office 2007 installed on it. The company uses a Microsoft Office Access 2007 database named HumanResource. A form named EmpForm is connected to the EmpQuery query. The form contains a listbox that displays the values of a column named PhoneNo of all the employees. Some of the employees do not have a phone. James wants to ensure that the field related to those employees does not look blank. Which of the following actions will he perform to accomplish the task?

- A. Use the IS NOT NULL clause in the fields.
- B. Use the IS NOT EMPTY clause in the fields.
- C. Use IsMissing in the fields.
- D. Use "" in the fields.

Answer: D

Explanation:

If James does not want to leave the fields blank that are related to the employees who do not have a phone, he should enter "" (Empty string) in each field.

Answer A is incorrect.

The IS NOT NULL clause is used to check whether or not a column in a table contains NULL values. The IS NOT NULL clause returns all the rows of a column that does not have NULL values. The following example will demonstrate the use of the IS NOT NULL clause:

SELECT CustID FROM Employees WHERE Fname IS NOT NULL This statement will retrieve the CstID of all customers whose Fname does not contain any empty string.

Answer C is incorrect. The IsMissing(arg) function is used to verify whether or not an argument has been passed to a procedure. If an argument is passed, the function returns false; otherwise, it returns true. The argument is a variant datatype and is optional. If the function is used without an argument, it returns true. The IsMissing(arg) function does not work on simple datatypes, such as Integer and Double.

Answer d is incorrect. There is no such clause as IS NOT EMPTY.

QUESTION: 3

Peter works as a Database Designer for AccessSoft Inc. The company has a Windows Vista-based computer with Microsoft Office 2007 installed on it. The company uses Microsoft Office Access 2007 database named Sales. Peter exports sales data to an Excel file named SalesReport. While exporting the data, the Export wizard asks to replace the existing file. When Peter clicked the Yes button, he got an error and data could not be exported successfully. Which of the following is the most likely cause of the issue?

- A. The Excel file is opened.
- B. The Excel file is deleted.
- C. The Excel file is stored in another location.
- D. The Excel file is corrupted.

Answer: A

Explanation:

The cause of the error is that the Excel file is opened. When an Excel file is opened, it can be updated by another program but it cannot be replaced. In order to replace the file by another program, the file must be closed. Answer D is incorrect. A corrupted file can be replaced by a new file so it is not the cause of the issue. Answer B and C are incorrect. If a file is deleted or stored in another location, a user is not asked to replace the file.

QUESTION: 4

You work as a Database Designer for AccessSoft Inc. The company has a Windows Vista-based computer with Microsoft Office 2007 installed on it. The computer contains a database named Access1, which is created in Microsoft Access 2007. You have split the database in order to improve the performance. Which of the following information is distributed to the users accessing this database?

- A. Back-end database
- B. Entire database
- C. .mdb file
- D. Front-end database

Answer: D

Explanation:

After splitting a database, you will get the following two databases:

1. Front-end database
2. Back-end database

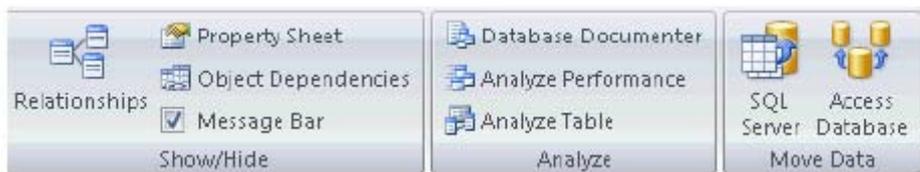
The front-end database contains the data and it is distributed to the users.

Answer A is incorrect. The back-end database is not distributed to the users. It contains formatting elements, such as queries, forms, and reports.

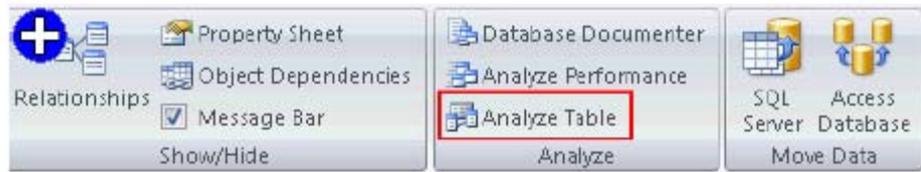
Answer B and C are incorrect. The entire database and .mdb file are not distributed to the users.

QUESTION: 5

Peter works as a Database Administrator for AccessSoft Inc. The company has a Windows Vista-based computer with Microsoft Office 2007 installed on it. The company uses Microsoft Office Access 2007 database named Sales. The database contains several tables and queries. A table named SalesInfo contains millions of rows. Peter wants to split the table. Mark the tool, which Peter will use to split the table.



Answer:



Explanation:

In order to accomplish the task, Peter will use the Analyze Table tool. This tool starts a wizard in which a user has to select a table. This wizard either itself decides how to split the table or a user can manually split the table. If there are few rows the wizard does not split the table. It recommends to either not to split the table or to split the table manually. When a table is split a new table is created for each column. The new table contains the name of the column and a unique id column is generated. A primary key is assigned to the unique id column.

QUESTION: 6

Andrew works as a Database Designer for AccessSoft Inc. The company has a Windows Vista computer on which Microsoft Office 2007 is installed. The computer contains a database named Sales created in Microsoft Office Access 2007. Andrew has to create a table named Products. He has to create a Description column that accepts more than 300 characters. Which of the following datatypes will he use to accomplish the task?

- A. Text
- B. Attachment
- C. OLE Object
- D. Memo

Answer: D

Explanation:

In order to accomplish the task, Andrew will use the Memo datatype. The Memo datatype stores alphanumeric values. These values can be numbers, alphabets, special characters such as <, >, ?, etc. This datatype is used in place of the Text datatype. It can store 65,535 characters. It also accepts text with rich text format, paragraphs, descriptions, etc.

Answer A is incorrect. The Text datatype is used to store alphanumeric values. These values can be numbers, alphabets, special characters such as <, >, ?, etc. This datatype

accepts values up to 255 characters. The number of characters can be limited to a fixed size by using the field size property.

Answer C is incorrect. The OLE Object datatype is used to attach files and add binary data to a table. This datatype stores each data in a bitmap format. This results in an increase in the size of a database file. Only a single file can be added to each row of a table. The files attached can be Microsoft Office files, graphics files, sound files, pdf files, etc.

Answer B is incorrect. The Attachment datatype is used to attach one or more files in a column. The files can be an office 2007 file, an image file, a text file, or a log file. Other types of files cannot be attached to the column. A file can be edited using software that is used for editing the file. If the datatype of a column is Attachment, the datatype for that column cannot be changed.

QUESTION: 7

You are working on the Date/Time datatype of MS Office Access 2007. You want to add a number to the interval component of the date to yield a new date value. Which of the following functions will you use for this task?

- A. DatePart(interval, date)
- B. DateAdd(interval, number, date)
- C. DateDiff(interval, date1, date2)
- D. Date()

Answer: B

Explanation:

The DateAdd(interval, number, date) function is used to adjust a specific date by adding a new integer to a Date/Time component. The number added to the interval component of the date yields a new date value.

QUESTION: 8

You have a home computer with Microsoft Office 2007 installed on it. Your friend James is working on a database file using Microsoft Office Access 2007. After half an hour, you open MS Access to check the database file. You get only the Home tab on the Office Fluent Ribbon, and other tabs, such as Create, External Data, and Database Tools are not displayed there. What is the cause of this issue?

- A. The Allow Default Shortcut Menus check box is unchecked.
- B. The Allow Full Menus check box is unchecked.
- C. The Use Access Special Keys check box is unchecked.
- D. The Display Navigation Pane check box is unchecked.

Answer: B

Explanation:

According to the given scenario, only the Home tab is displayed on the Office Fluent Ribbon, and other tabs, such as Create, External Data, and Database Tools are not displayed. The cause of this issue is that the Allow Full Menus check box is unchecked. When this check box is unchecked, the Office Fluent Ribbon appears as the given image:



Answer D is incorrect. If the Display Navigation Pane check box is unchecked, the Navigation Pane is not displayed after opening the database.

Answer A is incorrect. If the Allow Default Shortcut Menus check box is unchecked, Access disables all right click menus the next time when you open the database.

Answer C is incorrect. If the Use Access Special Keys check box is unchecked, the database users cannot use some special key sequences.

QUESTION: 9

Andrew works as a Database Designer for AccessSoft Inc. The company has a Windows Vista-based computer with Microsoft Office 2007 installed on it. The computer contains a database named HumanResource created in Microsoft Office Access 2007. The database contains several tables. Andrew has to create a form for a table named Employee. He wants to ensure that the data of a table should be visible in the form as well as in the datasheet. He wants to create the form in the minimum possible time. Which of the following tools will he use to accomplish the task?

- A. Form Design
- B. Blank Form
- C. Split Form
- D. Form

Answer: C

Explanation:

In order to accomplish the task, Andrew will use the Split Form tool. In this tool, all the fields in the form will automatically be mapped to the fields of the table and the table will be split in two parts showing the form and the datasheet view simultaneously.

QUESTION: 10

James works as a Database Designer for AccessSoft Inc. The company has a Windows Vista-based computer with Microsoft Office 2007 installed on it. The company uses Microsoft Office Access 2007 database named HumanResource. James has to modify a table named Department. He wants to ensure that other users could not open the database unless he has finished the work. Which of the following options will he use to accomplish the task?

- A. Open read-Only
- B. Open Exclusive Read-Only
- C. Open
- D. Open Exclusive

Answer: D

Explanation:

In order to accomplish the task, James will use the Open Exclusive option. When a database is opened with this option, other users cannot open the database unless the current user (James) closes the database and opens it normally.

Answer C is incorrect. When a database is opened by using the Open option, the database is opened in a shared mode. Any user can open the database, insert, modify, and delete data from the database.

Answer A is incorrect. When a database is opened by using the Open Read-Only option, data in the database can be viewed but data cannot be inserted, modified, or deleted. Other users can perform all the tasks on the database.

Answer B is incorrect. When a database is opened by using the Open Exclusive Read-Only option, data in the database can be viewed but data cannot be inserted, modified, or deleted. Other users can also open the database but the database will be opened in read-only mode.

QUESTION: 11

Peter works as a Database Designer for AccessSoft Inc. The company has a Windows Vista-based computer with Microsoft Office 2007 installed on it. The company uses Microsoft Office Access 2007 database named HumanResource. The

database contains several tables. Peter has to delete the records of an employee whose last name is Jackson. What will Peter do to accomplish the task?

- A. Use the DELETE statement with the ORDER BY clause.
- B. Use the DROP TABLE statement.
- C. Use the DROP TABLE statement with the WHERE clause.
- D. Use the DELETE statement with the WHERE clause.

Answer: D

Explanation:

In order to accomplish the task, Peter will use the DELETE statement with the WHERE clause. When a DELETE statement is used with the WHERE clause, the statement searches for the record to be deleted and deletes that record. The syntax of using the DELETE statement with the WHERE clause is as follows:

```
DELETE FROM <table_name> WHERE <column_name=value> DELETE * FROM  
<table_name>WHERE<column_name=value>
```

Answer B is incorrect. The DROP TABLE statement deletes the table with all its data.

Answer A is incorrect. The ORDER BY clause is not used with the DELETE statement.

Answer C is incorrect. The WHERE clause cannot be used with the DROP TABLE statement.

QUESTION: 12

Which of the following filtering features is used to filter records based on the values in fields of a table, query, or form?

- A. Filter by Form
- B. Filter by Selection
- C. Filter by group
- D. Advanced Filter

Answer: A

Explanation:

The Filter by Form feature is used to filter records based on the values in fields of a table, query, or form. It displays a filtering datasheet with blank fields. Each blank field is a combo box that contains a list of all the entries made in those fields. A user can select a value from this list or enter a new value. It is easy to use the Filter by Form feature when a table contains only a few fields.



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