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# ICDL-ACCESS

## ICDL

*ICDL the access exam*

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# **DEMO EXAM**

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**Question: 1**

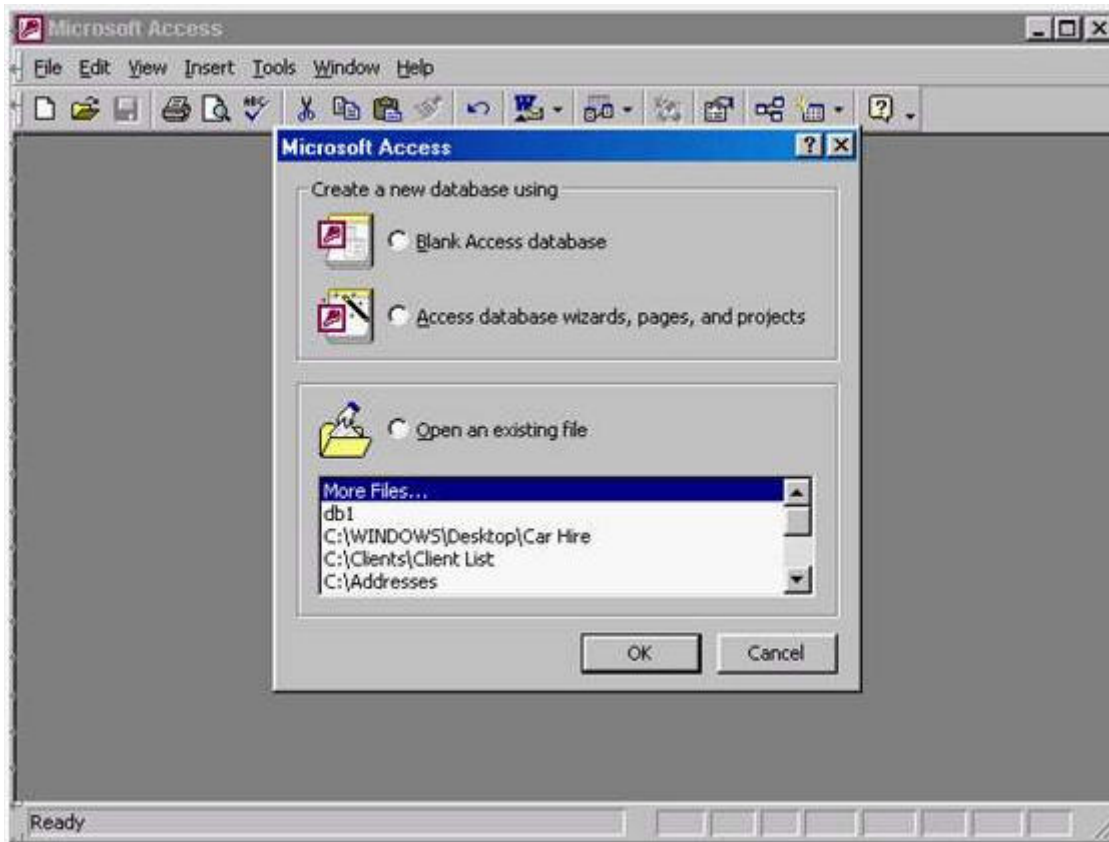
Which two of these statements about referential integrity are true?

- 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: A, E**

**Question: 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: 3**

Create a new blank database.

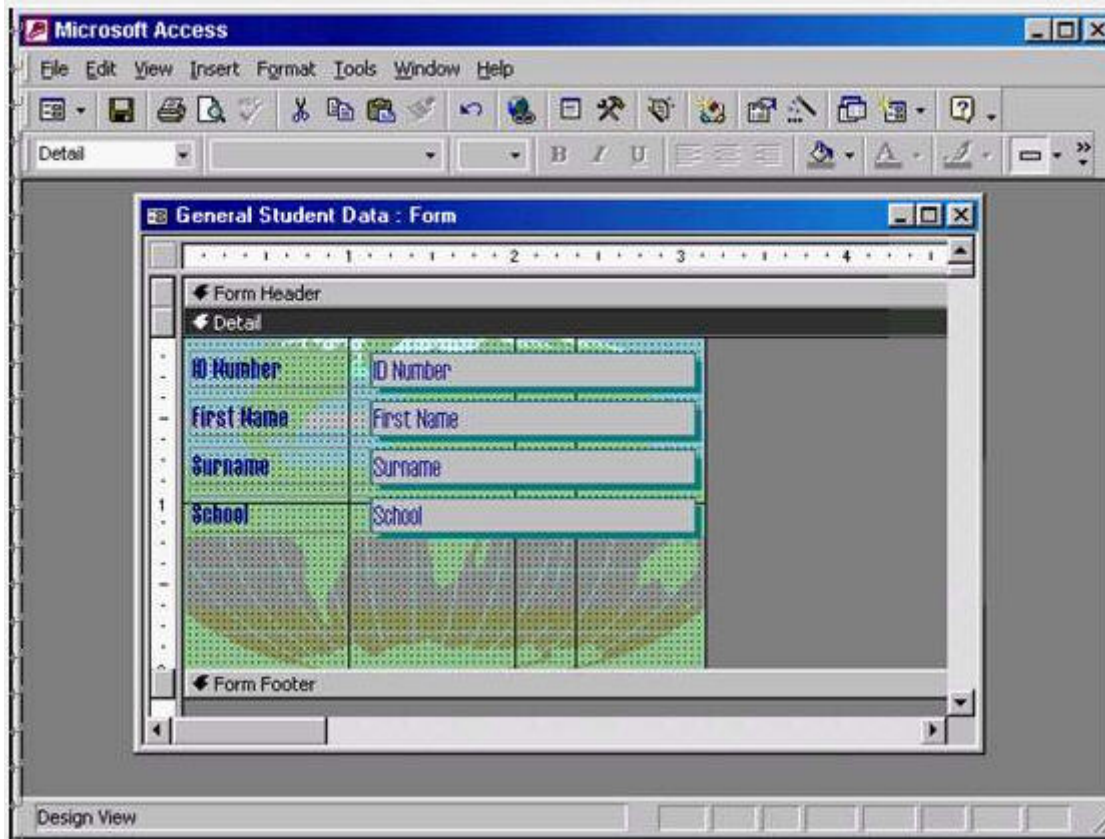
Customer ID	Company Name	Billing Address	Contact First Name	Co
1	Brinks China	7 Earl St	Joan	Suri
2	Babel	10a North Wall	Thomas	Re
3	Amber Lighting	Gray Park	Joe	Ke
4	Crinleys	28 Thomas St	Kumar	Gu
5	Trident Pillows	Knowles Alley	Larry	Hin
6	Sayalot	Chatam St	Omar	Sal
7	SlumberWell	Meeting Sqr	Pierre	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
13	The Vineyard	11 The Retail Centre	John	Cur
14	Petunia Florists	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.

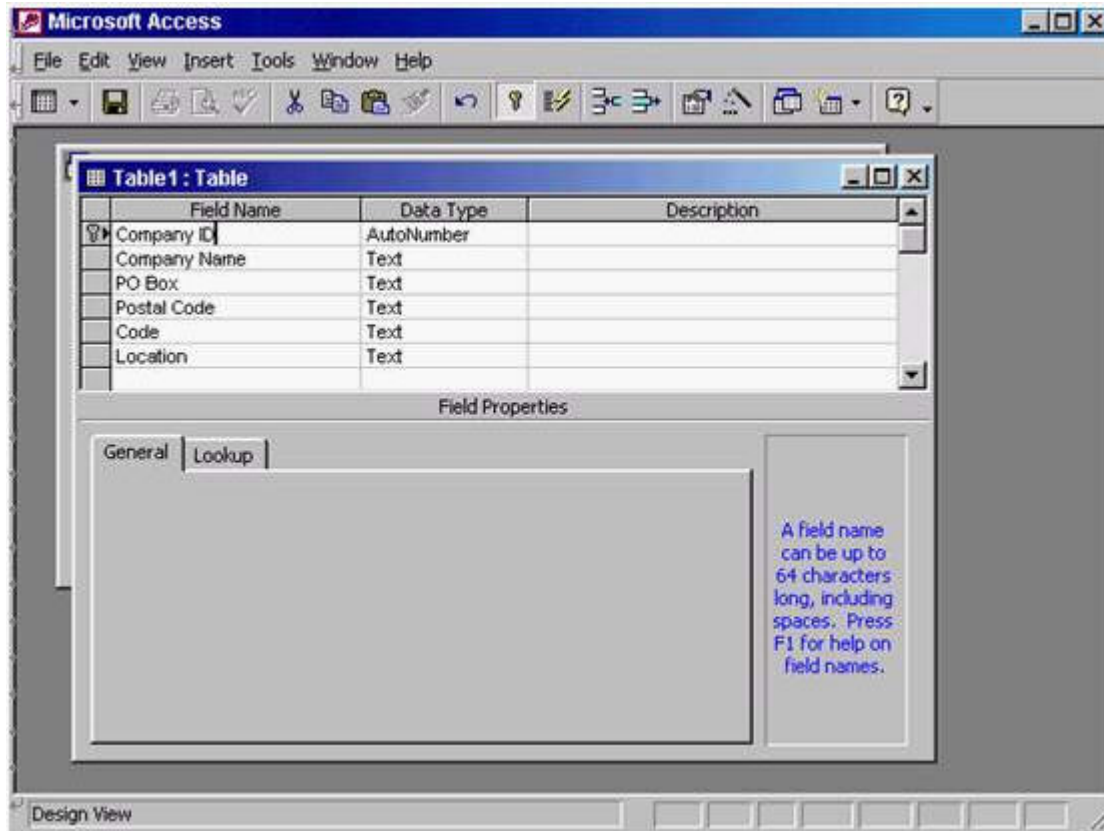


A. Help -> Microsoft access help -> type decimal numbers -> search

**Answer: A**

**Question: 5**

Hide the Formatting (Form/Report) toolbar.



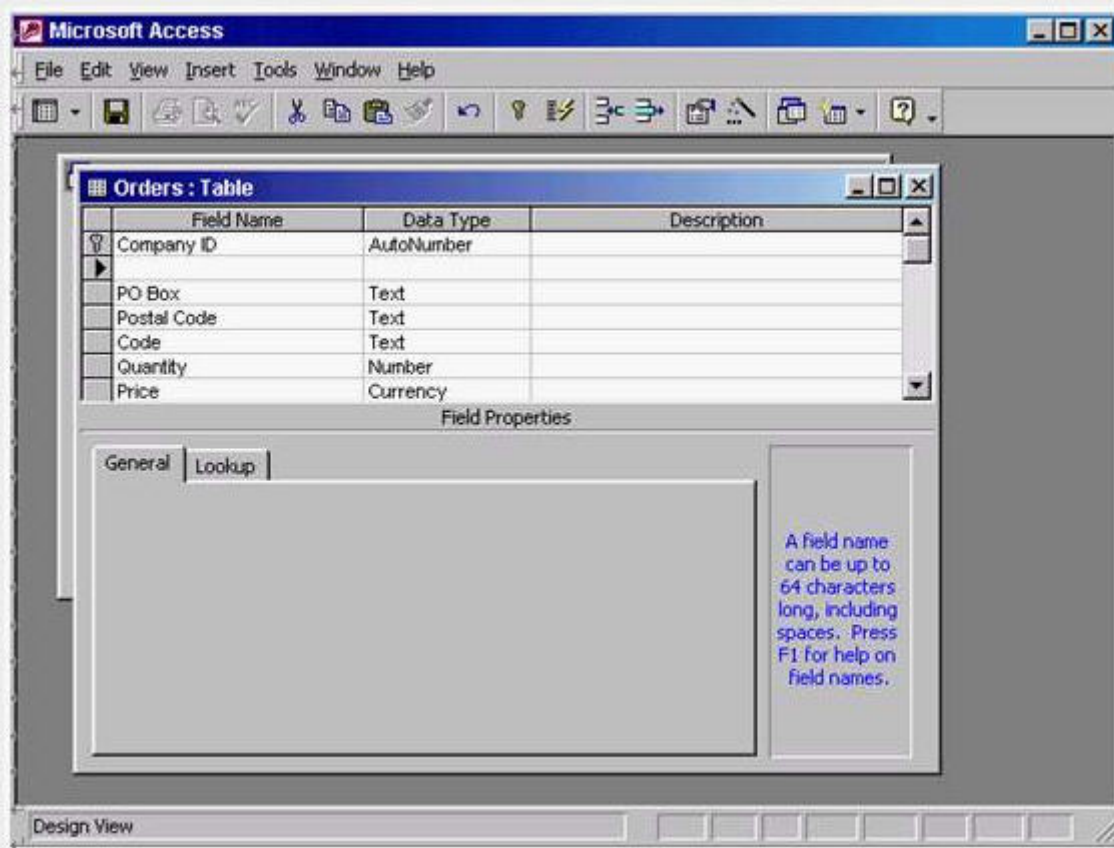
A. View -> toolbars -> select formatting (form/Report)

**Answer: A**

**Question: 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: 7**

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





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