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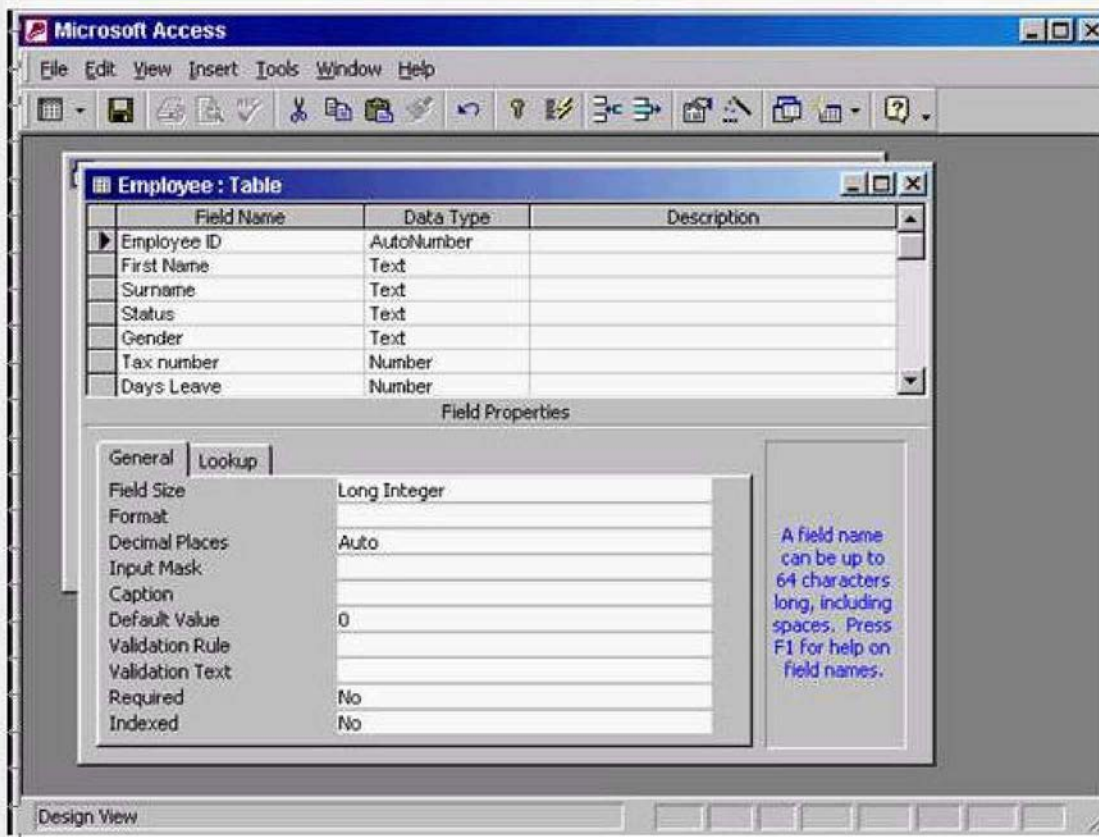


**ICDL**

# ICDL-ACCESS

*ICDL the access*

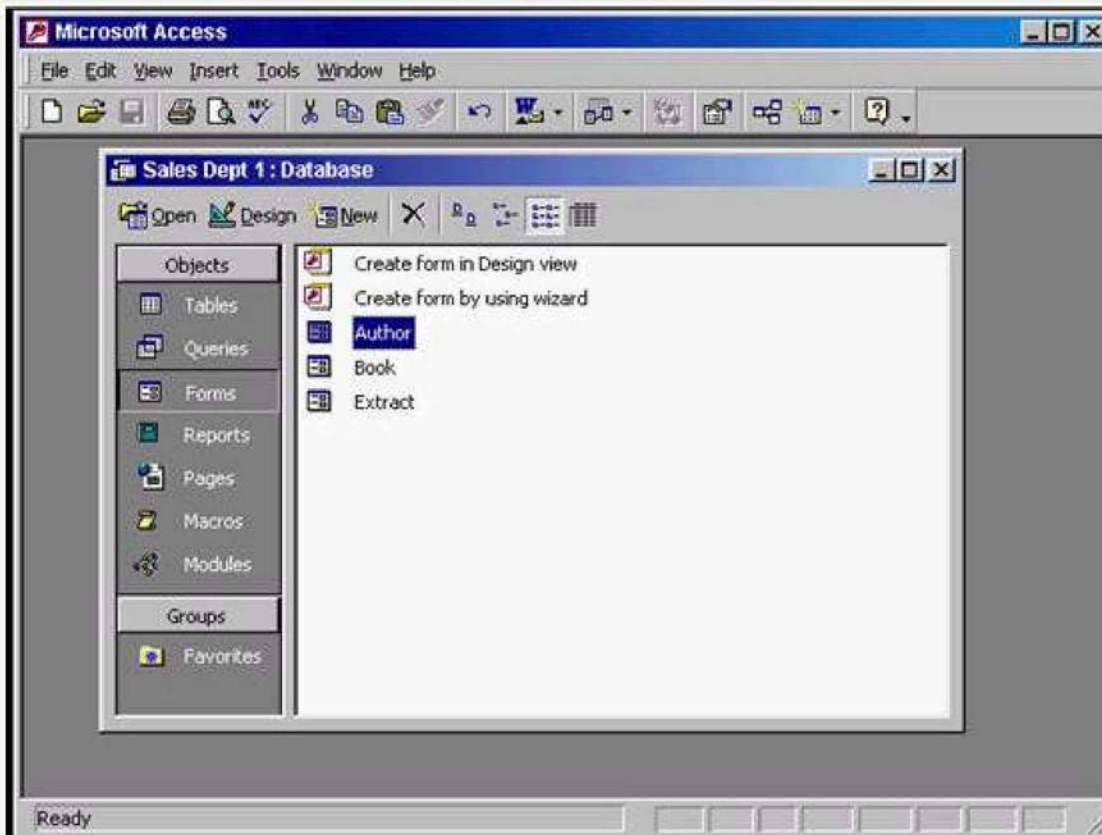




**Answer:** In the field size box use the drop down list -> select single

**QUESTION:** 70

Access the option that would enable you to create a new query without the help of the Simple Query Wizard



**Answer:** Select Queries from the objects pane -> double click on create query in design view

**QUESTION:** 71

Which two of the following statements are true?

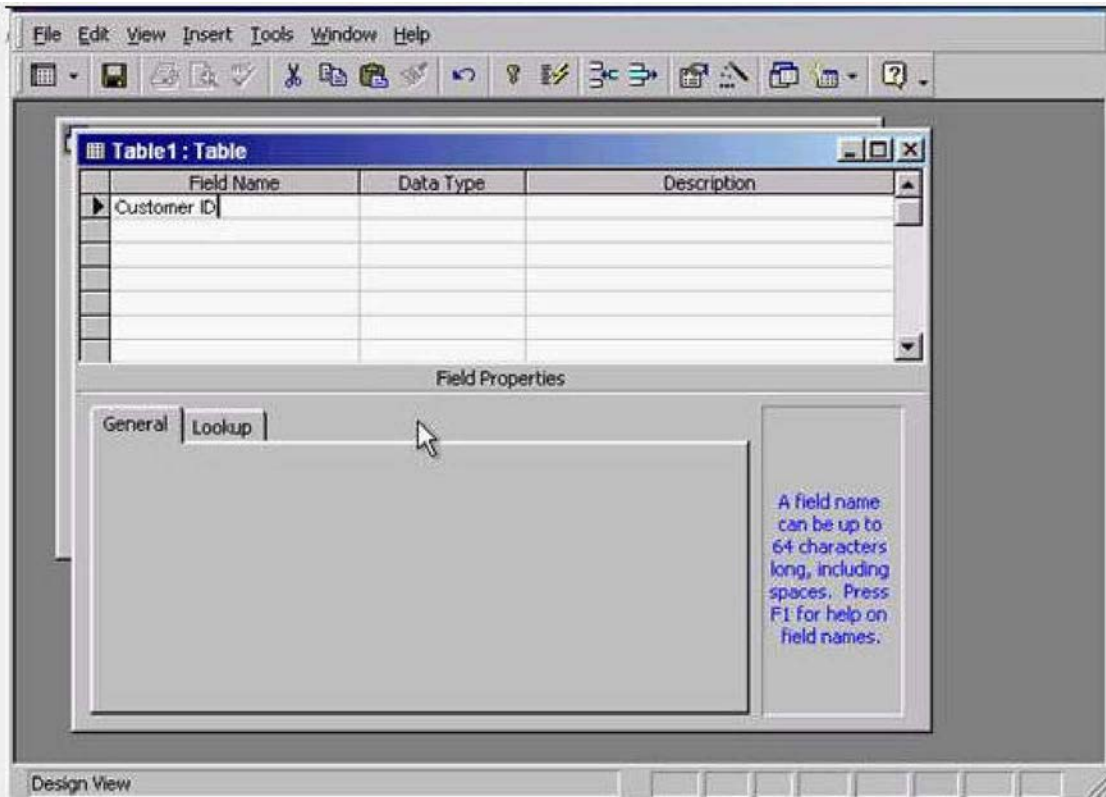


- A. <100 will find values that are greater than 100.
- B. >= 10 will find values that are greater than or equal to 10
- C. >=Sep 30 1950 will find dates that are equal to or before Sep 30th 1950.
- D. <=Oct 31 1956 will find dates that are equal to or after Oct 31st 1956.
- E. <Jan 1 1965 And > Dec 31 1963 will find all dates in 1964

**Answer:** B, E

**QUESTION:** 72

Select the data type that will automatically assign a unique Customer ID number to each new customer.

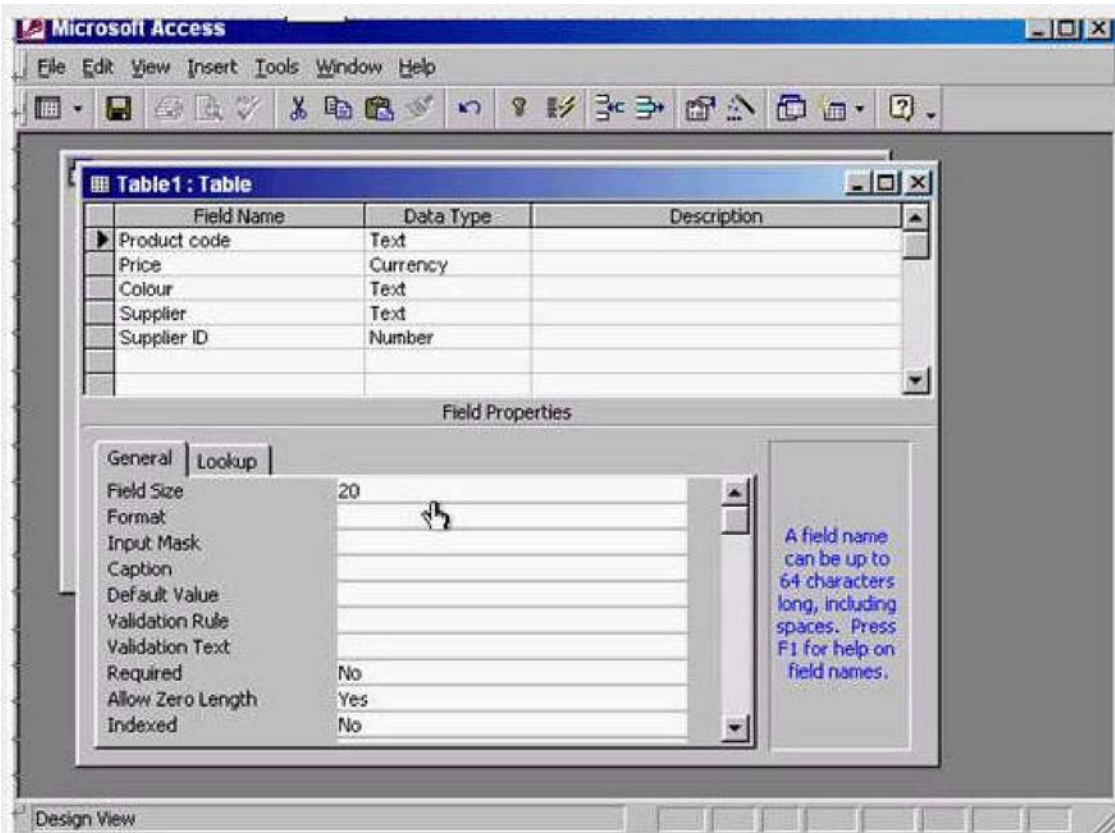


Move to the next cell when you have finished.

**Answer:** In the data type column -> use the drop down list and select Auto number -> press tab from the keyboard

**QUESTION:** 73

The Product code field contains a unique reference for each product. This field will be used in a lot of searches, so we should index it.

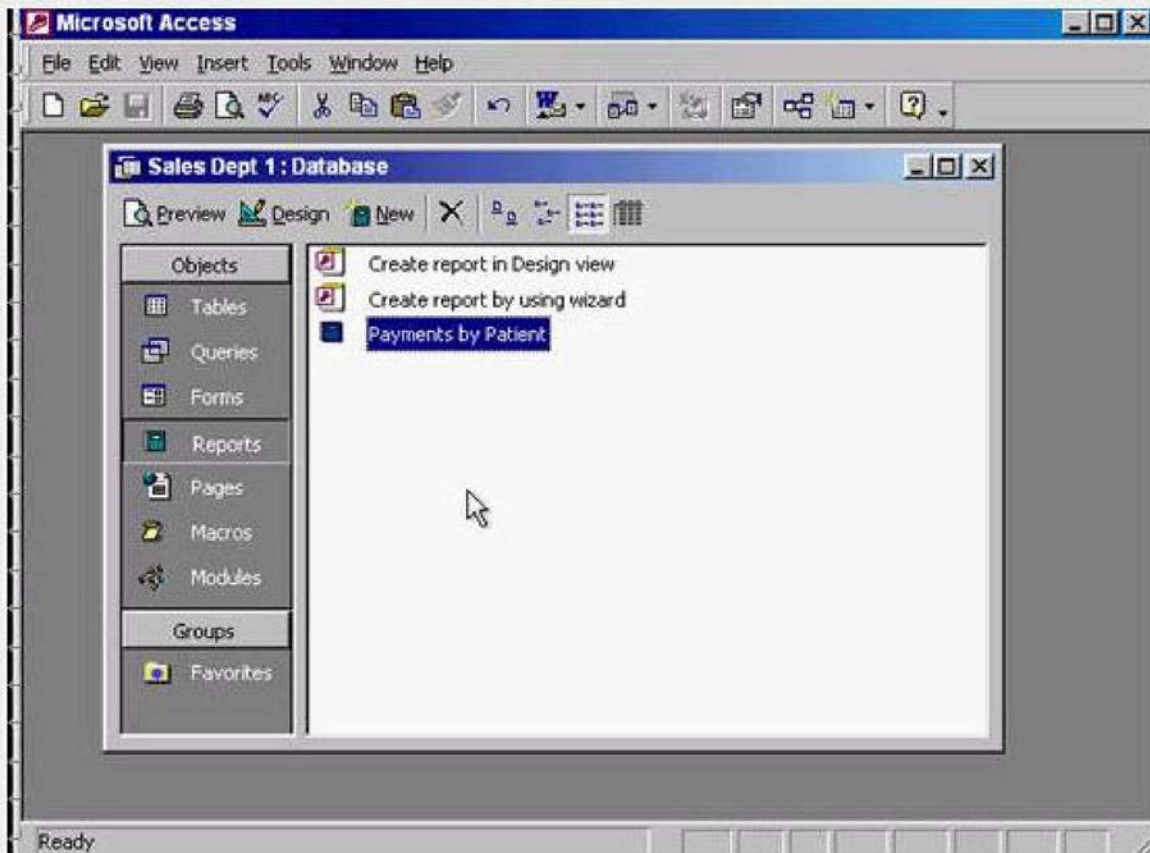


Create a suitable index for this field.

**Answer:** Put the cursor in the indexed box -> from the drop down list select yes (No Duplicates)

**QUESTION:** 74

Create a new query using the Simple Query Wizard.



**Answer:** Select Queries from the object pane -> double click on create query by using wizard

**QUESTION:** 75

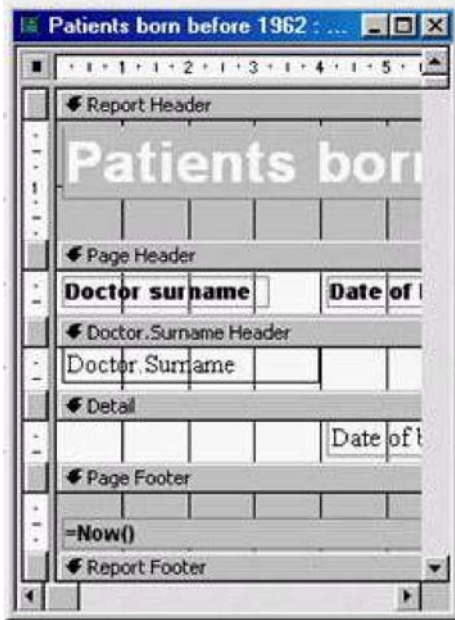
Which one of the following is not a database?

- A. A telephone directory
- B. A sales catalogue.
- C. A newsletter.
- D. A price list

**Answer:** C

**QUESTION: 76**

Which two of the following statements about the layout of data field and headers are true:



- A. You can change the layout of a report in design view
- B. The order in which you add fields in the wizard sets how they display in the report
- C. If you move a Page Header control, the associated Detail control will move with it.
- D. You can change the layout of a report in Print Preview.
- E. You can rearrange the order of fields in a report using the Sorting and Grouping dialog box.

**Answer:** A, B

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