

Chapter 7: Database Management Systems

Q1. Which of the following describes a Database Management System (DBMS)?

- A) Software used to create, store, manage and retrieve data in an organized manner
- B) A spreadsheet application only
- C) A presentation application
- D) A word processing application

Answer: A) Software used to create, store, manage and retrieve data in an organized manner

Q2. Which of the following is the first step in working with a database application?

- A) Creating a form
- B) Creating a query
- C) Creating a report
- D) Creating a database

Answer: D) Creating a database

Q3. Which of the following describes a 'Field' in a database table?

- A) An entire database
- B) A single column representing a specific category of data (e.g., Name, Age)
- C) A single row representing one complete record
- D) An entire table

Answer: B) A single column representing a specific category of data (e.g., Name, Age)

Q4. Which of the following describes a 'Field Type' in a database table?

- A) The kind of data a field can hold, such as Text, Number, or Date
- B) The name of the database
- C) The name of the table
- D) The size of the entire database file

Answer: A) The kind of data a field can hold, such as Text, Number, or Date

Q5. Which of the following describes 'entering data in a table'?

- A) Deleting the entire table
- B) Renaming the database file
- C) Printing the entire database
- D) Adding records into the rows of a database table

Answer: D) Adding records into the rows of a database table

Q6. Which of the following allows viewing how a table will look before printing?

- A) Preview
- B) Save As only saves the file
- C) Close only exits the table
- D) Print directly without any preview option

Answer: A) Preview

Q7. Which of the following allows printing a database table?

- A) Save As alone does not print
- B) Print command
- C) Preview alone does not print
- D) Close alone does not print

Answer: B) Print command

Q8. Which of the following allows adjusting the height and width of rows/columns in a table view?

- A) Sorting the table
- B) Changing row and column height
- C) Creating a query
- D) Finding and replacing text

Answer: B) Changing row and column height

Q9. Which of the following allows arranging table records in ascending or descending order?

- A) Sorting of Table
- B) Finding text only locates data
- C) Closing the table only exits view

D) Replacing text only substitutes data

Answer: A) Sorting of Table

Q10. Which of the following allows searching for specific data and substituting it with new data?

- A) Creating a Report only presents data for printing
- B) Finding and Replacing Texts
- C) Sorting only arranges data order
- D) Creating a Query only retrieves data based on criteria

Answer: B) Finding and Replacing Texts

Q11. Which of the following is a tool used to retrieve specific data from a database based on defined criteria?

- A) Report presents data typically for printing
- B) Query (using Query Wizard)
- C) Table stores the raw data
- D) Form is used for data entry

Answer: B) Query (using Query Wizard)

Q12. Which of the following allows creating a database Report using a guided step-by-step tool?

- A) Table Wizard is not a standard DBMS term for reports
- B) Query Wizard retrieves data, not necessarily formatted reports
- C) Report Wizard
- D) Form Wizard creates data entry screens

Answer: C) Report Wizard

Q13. Which of the following describes 'modifying a report'?

- A) Renaming the database only
- B) Printing the report only
- C) Deleting the report file entirely
- D) Changing the layout, formatting or content of an existing report

Answer: D) Changing the layout, formatting or content of an existing report

Q14. Which of the following allows producing a hard copy of a database report?

- A) Creating a Table only stores raw data
- B) Creating a Query only retrieves data
- C) Printing of Report
- D) Modifying a Report only changes its design

Answer: C) Printing of Report

Q15. Which of the following is a user-friendly interface used for entering and viewing data in a database, often created using a Wizard?

- A) Report presents data typically for printing
- B) Query retrieves specific data
- C) Table stores the raw data structure
- D) Form (using Form Wizard)

Answer: D) Form (using Form Wizard)

Q16. Which of the following describes 'entry in the forms'?

- A) Only viewing a report
- B) Only printing a table
- C) Adding or editing data through a form interface
- D) Only deleting a query

Answer: C) Adding or editing data through a form interface

Q17. Which of the following describes 'basic formatting of forms and reports'?

- A) Adjusting fonts, colors, and layout to improve the appearance of forms/reports
- B) Only changing the underlying data type
- C) Only closing the database
- D) Only deleting records

Answer: A) Adjusting fonts, colors, and layout to improve the appearance of forms/reports

Q18. Which of the following describes the objective of the Database Management Systems module as stated in the syllabus?

- A) To acquire skills in presentation design only
- B) To acquire skills in network configuration only
- C) To acquire skills in creating and developing forms, queries and reports
- D) To acquire skills in word processing only

Answer: C) To acquire skills in creating and developing forms, queries and reports

Q19. Which of the following best describes the purpose of a database Query?

- A) Extracting specific information from one or more tables based on set conditions
- B) Printing an entire database without filtering
- C) Permanently deleting a table
- D) Formatting the font of a report

Answer: A) Extracting specific information from one or more tables based on set conditions

Q20. Which of the following is an example of a common Field Type used to store whole numbers in a database?

- A) Text is for alphanumeric data
- B) Currency is specifically for monetary values
- C) Number
- D) Yes/No is for boolean values

Answer: C) Number

Q21. Which of the following is an example of a common Field Type used to store dates in a database?

- A) Date/Time
- B) Text is for alphanumeric data generally
- C) Number is for numeric values generally
- D) Currency is specifically for monetary values

Answer: A) Date/Time

Q22. Which of the following best describes the relationship between a Table, Query, Form and Report in a DBMS?

- A) Only Tables are used in a DBMS; the rest do not exist
- B) Reports are used to store raw data, not Tables
- C) A Table stores data, a Query retrieves it, a Form enters/views it, and a Report presents it for printing
- D) They are all identical and interchangeable

Answer: C) A Table stores data, a Query retrieves it, a Form enters/views it, and a Report presents it for printing

Q23. Which of the following describes 'closing and opening of table' as a basic database operation?

- A) Only printing a table
- B) Only deleting a table permanently
- C) Only renaming a database file
- D) Managing the state (open/closed) of a table for editing or viewing

Answer: D) Managing the state (open/closed) of a table for editing or viewing

Q24. Which of the following term describes a set of related fields that together represent one complete database record (row)?

- A) Record
- B) Table refers to the entire collection of records
- C) Field refers to a single column
- D) Query is used to retrieve data

Answer: A) Record

Q25. Which of the following term describes the entire collection of related tables in a database?

- A) Record is a single row
- B) Database
- C) Query is used to retrieve data
- D) Field is a single column

Answer: B) Database

Q26. Which of the following field type is typically used to store True/False or Yes/No values in a database?

- A) Number is for numeric values generally
- B) Date/Time is for date values
- C) Text is for alphanumeric data
- D) Yes/No (Boolean)

Answer: D) Yes/No (Boolean)

Q27. Which of the following field type is used to store large amounts of text content, more than a standard text field?

- A) Memo/Long Text
- B) Number is for numeric values
- C) Yes/No is for boolean values
- D) Currency is for monetary values

Answer: A) Memo/Long Text

Q28. Which of the following field type is used to store attached files or embedded objects, such as images, in a database record?

- A) Number is for numeric values
- B) OLE Object/Attachment
- C) Text is for basic alphanumeric content
- D) Date/Time is for date values

Answer: B) OLE Object/Attachment

Q29. Which of the following describes a Primary Key in a database table?

- A) A field that stores only text data
- B) A field that is always left empty
- C) A field (or set of fields) that uniquely identifies each record in a table
- D) A field used only for sorting purposes

Answer: C) A field (or set of fields) that uniquely identifies each record in a table

Q30. Which of the following describes a Foreign Key in a database?

- A) A field in one table that links to the Primary Key of another table, establishing a relationship
- B) A field with no relationship to any other table

- C) A type of query, not a field
- D) A field that can never store any value

Answer: A) A field in one table that links to the Primary Key of another table, establishing a relationship

Q31. Which of the following describes the purpose of establishing 'Relationships' between database tables?

- A) Formatting the appearance of reports only
- B) Merging all tables into a single massive table always
- C) Deleting unrelated tables permanently
- D) Connecting related data across multiple tables to avoid redundancy and maintain data integrity

Answer: D) Connecting related data across multiple tables to avoid redundancy and maintain data integrity

Q32. Which of the following is a common type of database Query used to retrieve specific records matching certain criteria?

- A) Delete Query removes data rather than just retrieving it
- B) Select Query
- C) Append Query adds data rather than just retrieving it
- D) Update Query modifies data rather than just retrieving it

Answer: B) Select Query

Q33. Which of the following is a type of database Query used to modify existing data in a table?

- A) Delete Query removes records entirely
- B) Append Query adds new records
- C) Update Query
- D) Select Query retrieves data without modifying it

Answer: C) Update Query

Q34. Which of the following is a type of database Query used to remove records from a table?

- A) Delete Query
- B) Append Query adds new records
- C) Select Query retrieves data without removing it
- D) Update Query modifies data without deleting records

Answer: A) Delete Query

Q35. Which of the following is a type of database Query used to add new records into a table from another source?

- A) Update Query modifies existing data without adding new records
- B) Delete Query removes data rather than adding it
- C) Append Query
- D) Select Query retrieves data without adding new records

Answer: C) Append Query

Q36. Which of the following describes the purpose of a database 'Form' in relation to end users?

- A) Automatically generating printed reports only
- B) Automatically deleting old records only
- C) Automatically sorting a table permanently
- D) Providing a user-friendly interface for data entry and viewing, rather than working directly with raw tables

Answer: D) Providing a user-friendly interface for data entry and viewing, rather than working directly with raw tables

Q37. Which of the following describes the purpose of a database 'Report' as an output object?

- A) Presenting data from tables/queries in a formatted, print-ready layout
- B) Allowing direct modification of table structure
- C) Allowing direct deletion of database records
- D) Allowing direct data entry into the database

Answer: A) Presenting data from tables/queries in a formatted, print-ready layout

Q38. Which of the following describes 'Normalization' in database design (a foundational DBMS concept)?

- A) The process of organizing data to reduce redundancy and improve data integrity
- B) The process of deleting all data from a database
- C) The process of formatting reports only
- D) The process of printing a database

Answer: A) The process of organizing data to reduce redundancy and improve data integrity

Q39. Which of the following term describes searching for and locating specific text within a database table?

- A) Closing the table exits the view entirely
- B) Finding text
- C) Replacing text substitutes found text, distinct from just finding it
- D) Sorting arranges data order, it does not search for specific text

Answer: B) Finding text

Q40. Which of the following term describes changing the order of records in a table based on one or more fields?

- A) Sorting
- B) Finding locates specific text
- C) Filtering narrows down visible records based on criteria, distinct from full reordering
- D) Replacing substitutes text

Answer: A) Sorting

Q41. Which of the following term describes displaying only records that meet certain criteria, without changing their underlying order?

- A) Filtering
- B) Finding locates specific text
- C) Replacing substitutes found text
- D) Sorting changes the order of all records

Answer: A) Filtering

Q42. Which of the following describes a benefit of using a DBMS over a simple spreadsheet for large, related datasets?

- A) Better data integrity, relationships between tables, and more powerful querying capabilities
- B) DBMS always has less functionality than spreadsheets
- C) DBMS cannot generate reports
- D) DBMS cannot store data at all

Answer: A) Better data integrity, relationships between tables, and more powerful querying capabilities

Q43. Which of the following is a common example of database management software used to create and manage tables, queries, forms and reports?

- A) MS PowerPoint is a presentation tool
- B) MS Access
- C) MS Word is a word processor
- D) MS Excel is primarily a spreadsheet tool, though it can store simple data

Answer: B) MS Access

Q44. Which of the following describes the purpose of a 'Report Header/Footer' in a database report?

- A) Displaying no information at all
- B) Displaying information (like title or date) once at the beginning/end of the entire report
- C) Displaying information on every single record only

D) Displaying information only in the middle of the report

Answer: B) Displaying information (like title or date) once at the beginning/end of the entire report

Q45. Which of the following describes the purpose of a 'Page Header/Footer' in a database report?

- A) Displaying information (like page number) on every printed page of the report
- B) Displaying information only once for the entire report
- C) Displaying information only for a single record
- D) Displaying information not related to printing at all

Answer: A) Displaying information (like page number) on every printed page of the report

Q46. Which of the following describes the purpose of 'Introduction to the concepts of database management system' as a starting topic?

- A) Only teaching internet browsing
- B) Only teaching advanced SQL programming immediately
- C) Only teaching hardware assembly
- D) Building foundational understanding of what a DBMS is and why it is used

Answer: D) Building foundational understanding of what a DBMS is and why it is used

Q47. Which of the following describes 'Creating a database' as the first practical step in this module?

- A) Immediately generating a final printed report with no setup
- B) Setting up a new, empty database file ready to hold tables and other objects
- C) Immediately connecting to the internet
- D) Immediately deleting an existing database

Answer: B) Setting up a new, empty database file ready to hold tables and other objects

Q48. Which of the following describes the concept of a 'Field' more specifically, as covered in 'Creating a Table'?

- A) An entire database file
- B) An entire row of related data
- C) An entire table of data
- D) A single category of information stored in a table, represented as a column

Answer: D) A single category of information stored in a table, represented as a column

Q49. Which of the following describes the concept of 'Field Types' more specifically, as covered in 'Creating a Table'?

- A) The data type constraint applied to a field, such as Text, Number, Date/Time, or Yes/No
- B) The number of records in a table
- C) The name given to an entire database
- D) The name given to an entire table

Answer: A) The data type constraint applied to a field, such as Text, Number, Date/Time, or Yes/No

Q50. Which of the following describes 'entering data in a table' as a hands-on skill covered in this module?

- A) Only printing the empty table structure
- B) Populating table rows with actual record values according to defined field types
- C) Only deleting the table structure
- D) Only designing the table structure without adding data

Answer: B) Populating table rows with actual record values according to defined field types

Q51. Which of the following describes 'preview and print a table' as covered in this module?

- A) Only viewing table data with no printing capability
- B) Neither viewing nor printing table data is possible
- C) Only printing table data with no preview capability
- D) Viewing how table data will appear before producing a physical printout, then printing it

Answer: D) Viewing how table data will appear before producing a physical printout, then printing it

Q52. Which of the following describes 'changing row and column height' within a table view, similar to spreadsheet formatting?

- A) Only changing the table's name
- B) Only changing the database's name
- C) Adjusting the visual display size of rows/columns in the table's datasheet view
- D) Only changing the field type of a column

Answer: C) Adjusting the visual display size of rows/columns in the table's datasheet view

Q53. Which of the following describes 'closing and opening of table' as a basic operational skill?

- A) Only renaming a database file
- B) Managing when a table is actively open for editing/viewing versus closed
- C) Only permanently deleting a table
- D) Only printing a table

Answer: B) Managing when a table is actively open for editing/viewing versus closed

Q54. Which of the following describes 'sorting of table' as covered specifically in the DBMS module?

- A) Only searching for specific text within a table
- B) Rearranging displayed table records based on one or more field values, in ascending or descending order
- C) Only replacing text within a table
- D) Only filtering records based on a condition

Answer: B) Rearranging displayed table records based on one or more field values, in ascending or descending order

Q55. Which of the following describes 'finding and replacing texts' within a database table, similar to word processing?

- A) Locating specific text within table data and substituting it with new text
- B) Only locating text with no substitution capability
- C) Only substituting text with no location capability
- D) Neither locating nor substituting text is possible in a DBMS

Answer: A) Locating specific text within table data and substituting it with new text

Q56. Which of the following describes 'using queries wizard' as a guided approach to building queries?

- A) A tool used only for creating tables, not queries
- B) A tool used only for creating forms, not queries
- C) A tool used only for creating reports, not queries
- D) A step-by-step tool that helps users construct a query without writing complex code manually

Answer: D) A step-by-step tool that helps users construct a query without writing complex code manually

Q57. Which of the following describes 'creating report from tables / queries from report wizard' more specifically?

- A) Using a guided wizard tool to generate a formatted report based on data from tables or queries
- B) Creating a report that automatically deletes the source data
- C) Creating a report that cannot be based on any table or query data
- D) Manually writing a report with no guided assistance ever possible

Answer: A) Using a guided wizard tool to generate a formatted report based on data from tables or queries

Q58. Which of the following describes 'creating a form using wizard' more specifically, as covered in this module?

- A) Using a step-by-step guided tool to design a data-entry form based on a table or query
- B) Manually coding a form with no guided assistance possible
- C) Creating a form that cannot be linked to any table or query
- D) Creating a form that automatically deletes the underlying table

Answer: A) Using a step-by-step guided tool to design a data-entry form based on a table or query

Q59. Which of the following describes 'entry in the forms' as a hands-on activity in this module?

- A) Only printing forms with no data entry capability
- B) Only designing the form's visual layout with no data entry
- C) Using a designed form interface to input or view actual record data
- D) Only deleting forms with no data entry capability

Answer: C) Using a designed form interface to input or view actual record data

Q60. Which of the following describes 'basic of formatting of forms and reports' as covered in this module?

- A) Adjusting visual elements such as fonts, colors, and layout to improve the appearance and usability of forms/reports
- B) Only changing the underlying database file type
- C) Only changing the database file name
- D) Only changing the field data types within the table

Answer: A) Adjusting visual elements such as fonts, colors, and layout to improve the appearance and usability of forms/reports

Q61. Which of the following describes the fundamental purpose of a database, distinct from a simple spreadsheet, as introduced in this module?

- A) Efficiently organizing and managing large volumes of related, structured data with reduced redundancy
- B) Only storing a small number of unrelated values
- C) Only displaying static images
- D) Only performing basic arithmetic calculations

Answer: A) Efficiently organizing and managing large volumes of related, structured data with reduced redundancy

Q62. Which of the following describes the very first practical step covered under 'Creating a database' in this module?

- A) Immediately deleting existing data
- B) Immediately connecting to the internet
- C) Setting up a new, empty database file before adding any tables
- D) Immediately generating a final report with no groundwork

Answer: C) Setting up a new, empty database file before adding any tables

Q63. Which of the following describes the concept of a database 'Table' as the fundamental storage structure?

- A) A type of chart used only for visualization
- B) A single individual value with no structure
- C) A structured collection of related data organized into rows (records) and columns (fields)
- D) A printed document with no digital structure

Answer: C) A structured collection of related data organized into rows (records) and columns (fields)

Q64. Which of the following describes why defining appropriate 'Field Types' matters when creating a table?

- A) Field types have no impact on how data is stored or validated
- B) Ensuring data is stored, validated, and processed correctly according to its intended type (e.g., numbers vs text)
- C) Field types only affect the visual color of the table

D) Only text fields are ever used in any database

Answer: B) Ensuring data is stored, validated, and processed correctly according to its intended type (e.g., numbers vs text)

Q65. Which of the following describes the purpose of 'entering data in a table' as a core hands-on DBMS skill?

- A) Populating the table structure with actual record values for later retrieval and use
- B) Only deleting the table structure entirely
- C) Only designing the table structure without ever adding real data
- D) Only printing an empty table with no data

Answer: A) Populating the table structure with actual record values for later retrieval and use

Q66. Which of the following describes why 'preview and print a table' is a useful DBMS skill?

- A) Allowing users to verify layout and content before producing a physical copy of table data
- B) Preview and print are unrelated to reviewing table data before printing
- C) Only printing is possible, with no preview capability at all
- D) Only digital viewing is possible, with no printing capability at all

Answer: A) Allowing users to verify layout and content before producing a physical copy of table data

Q67. Which of the following describes why understanding 'closing and opening of table' matters in daily DBMS usage?

- A) This concept is irrelevant to practical database usage
- B) Tables should always remain permanently open with no management needed
- C) Properly managing when a table is actively open for edits helps prevent data conflicts or corruption
- D) Tables cannot be closed once opened in any DBMS

Answer: C) Properly managing when a table is actively open for edits helps prevent data conflicts or corruption

Q68. Which of the following describes why 'sorting of table' is useful for end users?

- A) Sorting permanently changes the underlying stored data order in every DBMS

B) It allows records to be viewed in a more meaningful order, such as alphabetically or by date

C) Sorting has no effect on how table records are displayed

D) Sorting is identical in function to filtering

Answer: B) It allows records to be viewed in a more meaningful order, such as alphabetically or by date

Q69. Which of the following describes why the 'Query Wizard' is helpful for users unfamiliar with writing manual query syntax?

- A) It automatically deletes all query results after creation
- B) It requires advanced coding knowledge before it can be used at all
- C) It guides users step-by-step to build a query without needing to write complex code themselves
- D) It only works for creating tables, not queries

Answer: C) It guides users step-by-step to build a query without needing to write complex code themselves

Q70. Which of the following describes the general relationship between a Report and its underlying Query or Table, as covered in this module?

- A) Reports automatically delete their source Table or Query once created
- B) Reports can only be created without ever using any Table or Query as a source
- C) Reports store data independently with no connection to Tables or Queries
- D) A Report typically pulls and formats data sourced from an underlying Table or Query for presentation/printing

Answer: D) A Report typically pulls and formats data sourced from an underlying Table or Query for presentation/printing

Q71. Which of the following describes the general relationship between a Form and its underlying Table, as covered in this module?

- A) A Form typically provides a user-friendly interface for entering or viewing data stored in an underlying Table
- B) Forms store data completely independently with no connection to any Table
- C) Forms automatically delete their underlying Table once created
- D) Forms can only display data, never allow new data entry

Answer: A) A Form typically provides a user-friendly interface for entering or viewing data stored in an underlying Table

Q72. Which of the following describes why 'basic formatting of forms and reports' improves usability?

- A) Only the underlying data matters, never the visual presentation
- B) Formatting only applies to reports, never to forms
- C) Well-formatted forms/reports are easier to read, navigate, and use effectively by end users
- D) Formatting has no impact on how usable a form or report is

Answer: C) Well-formatted forms/reports are easier to read, navigate, and use effectively by end users

Q73. Which of the following describes a common built-in Field Type used to store monetary values with proper currency formatting?

- A) Text is for general alphanumeric data
- B) Date/Time is for date values, not monetary amounts
- C) Currency
- D) Number could store monetary values but lacks specific currency formatting features

Answer: C) Currency

Q74. Which of the following describes an 'AutoNumber' field type commonly used for Primary Keys?

- A) A field that stores only date values
- B) A field that stores only text values
- C) A field that automatically generates a unique, sequential number for each new record
- D) A field requiring manual entry of a unique number for every record

Answer: C) A field that automatically generates a unique, sequential number for each new record

Q75. Which of the following best describes the purpose of setting 'Required' field properties in a database table design?

- A) Required field settings have no impact on data entry behavior
- B) Ensuring a field cannot be left empty when a record is entered, improving data completeness
- C) Making a field automatically delete itself if left empty

D) Making a field impossible to ever fill in with data

Answer: B) Ensuring a field cannot be left empty when a record is entered, improving data completeness

Q76. Which of the following best describes the purpose of setting field 'Validation Rules' in a database table design?

- A) Automatically deleting invalid records with no warning
- B) Preventing any data from ever being entered into that field
- C) Validation rules have no impact on the accuracy of entered data
- D) Restricting the values that can be entered into a field to ensure data accuracy (e.g., only positive numbers)

Answer: D) Restricting the values that can be entered into a field to ensure data accuracy (e.g., only positive numbers)

Q77. Which of the following describes the purpose of a 'Lookup Field' in database table design?

- A) Allowing a field to display a list of selectable values, often sourced from another table, for easier and more accurate data entry
- B) A field that cannot store any predefined value list
- C) A field unrelated to data entry assistance
- D) A field used only for storing images

Answer: A) Allowing a field to display a list of selectable values, often sourced from another table, for easier and more accurate data entry

Q78. Which of the following describes the general purpose of database 'Indexes' for improving performance?

- A) Indexes always slow down data retrieval with no benefit
- B) Indexes automatically delete duplicate records
- C) Indexes are unrelated to database performance
- D) Speeding up data retrieval by creating an efficient lookup structure for specific fields

Answer: D) Speeding up data retrieval by creating an efficient lookup structure for specific fields

Q79. Which of the following best describes a One-to-Many relationship between two database tables?

- A) Each record in both tables can only ever relate to exactly one other record

- B) Records in both tables must always have an identical number of matches
- C) No relationship can exist between separate tables in a database
- D) A single record in one table can be related to multiple records in another table (e.g., one customer, many orders)

Answer: D) A single record in one table can be related to multiple records in another table (e.g., one customer, many orders)

Q80. Which of the following best describes the general purpose of database 'Referential Integrity' rules?

- A) Ensuring relationships between tables remain valid and consistent, preventing orphaned records
- B) Allowing any data to be entered regardless of table relationships
- C) Automatically deleting all related tables when one changes
- D) Referential integrity has no practical purpose in database design

Answer: A) Ensuring relationships between tables remain valid and consistent, preventing orphaned records

Q81. Which of the following describes the purpose of grouping and summarizing data within a database Report (e.g., grouping sales by region)?

- A) Grouping data has no impact on how a report is presented
- B) Organizing detailed data into meaningful categories with subtotals for easier analysis and presentation
- C) Reports cannot include any grouping or summarization features
- D) Grouping data always removes all underlying detail permanently

Answer: B) Organizing detailed data into meaningful categories with subtotals for easier analysis and presentation

Q82. Which of the following describes the general purpose of using a 'Query' as the data source for a Form, rather than a raw Table?

- A) Allowing the form to display filtered, sorted, or combined data from one or more tables based on specific criteria
- B) Forms can only ever be based directly on a single raw table with no filtering
- C) Queries can never be used as a data source for forms

- D) Using a query as a data source always corrupts the underlying data

Answer: A) Allowing the form to display filtered, sorted, or combined data from one or more tables based on specific criteria

Q83. Which of the following describes the general purpose of 'Calculated Fields' within a database query?

- A) Calculated fields can only display static, unchanging text
- B) Calculated fields are identical in function to a database's Primary Key
- C) Calculated fields automatically delete the fields used in their calculation
- D) Creating a new field whose value is computed from other fields, such as multiplying quantity by price

Answer: D) Creating a new field whose value is computed from other fields, such as multiplying quantity by price

Q84. Which of the following describes why understanding basic DBMS concepts (tables, queries, forms, reports) is valuable for office/business tasks?

- A) Only large corporations ever need to understand basic DBMS concepts
- B) DBMS concepts have no practical application in typical office/business tasks
- C) DBMS knowledge is only relevant to professional software developers
- D) It supports organized, efficient data management for tasks like inventory, customer records, or sales tracking

Answer: D) It supports organized, efficient data management for tasks like inventory, customer records, or sales tracking

Q85. Which of the following describes the purpose of exporting database data to another format, such as Excel or PDF?

- A) Data can never be exported from a database once entered
- B) Exporting is only possible for empty, data-free tables
- C) Allowing data to be shared, analyzed, or presented outside the original database application
- D) Exporting data always permanently deletes it from the original database

Answer: C) Allowing data to be shared, analyzed, or presented outside the original database application

Q86. Which of the following describes the purpose of importing data into a database from an external source like a CSV file?

- A) Data can only ever be entered manually, never imported
- B) Importing data always corrupts the destination database table
- C) Bringing existing data from another format into the database for management and use
- D) Importing is only possible for image files, never structured data

Answer: C) Bringing existing data from another format into the database for management and use