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Exam : **77-885**

Title : MS Access 2010

Vendor : Microsoft

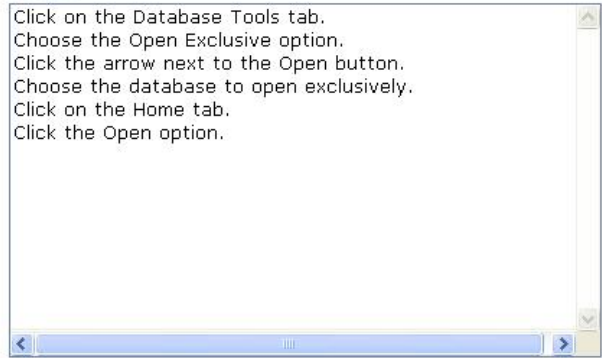
Version : DEMO

NO.1 You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista-based computer with Microsoft Office 2010 installed on it. The company uses Microsoft Office Access 2010 database named HumanResource. You need to make some modification in the database. You want to ensure that other users could not open the database until modifications are completed. In order to perform this task, you have to open the database in open exclusive mode. Choose and reorder the steps that you will take to open the database.

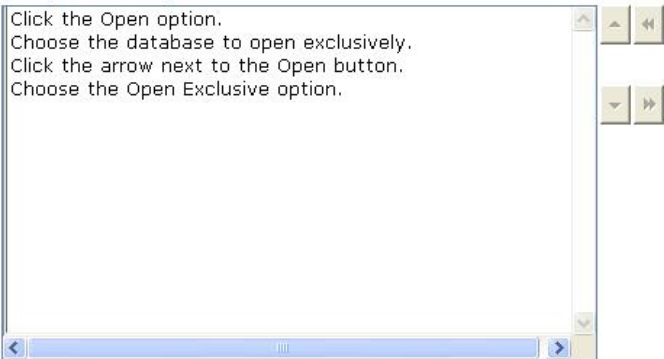
Required steps



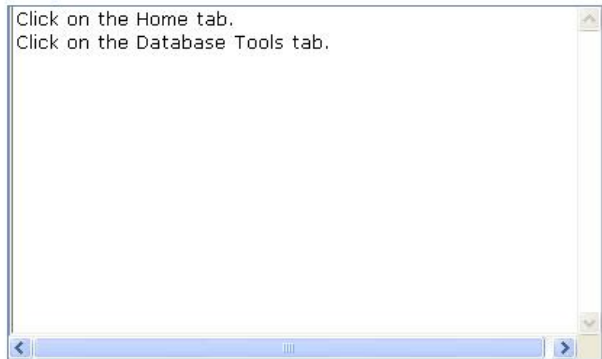
Steps



Required steps



Steps



Answer:

Answer Area

Click the Open option.

Choose the database to open exclusively.

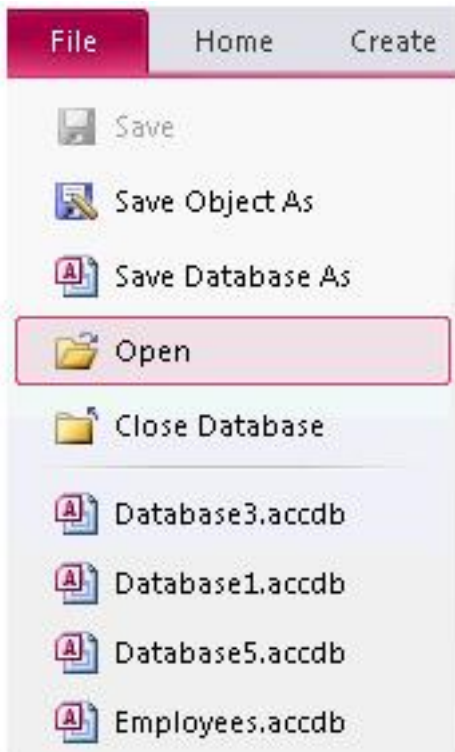
Click the arrow next to the Open button.

Choose the Open Exclusive option.

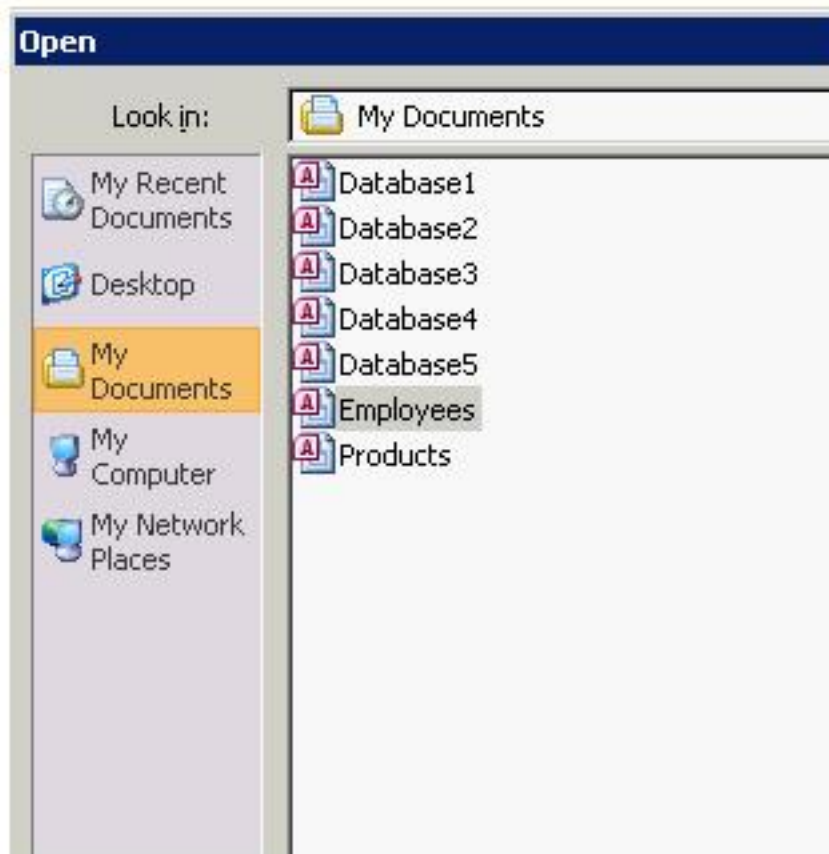
- 1 - Click the Open option.
- 2 - Choose the database to open exclusively.
- 3 - Click the arrow next to the Open button.
- 4 - Choose the Open Exclusive option.

Explanation:

1. Click the Open option.



2. Choose the database to open exclusively.



3. Click the arrow next to the Open button, and then choose the Open Exclusive option.



NO.2 You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista-based computer with Microsoft Office 2010 installed on it. The computer has a database named Institutes created in Microsoft Office Access 2010. You want to import a word document named Students to an Access file named Library. What will you do to accomplish the task?

- A. Choose the Word Merge option from the Import & Link group.
- B. Save the document as a text file and then import it.
- C. Copy and paste the word document to the destination file.
- D. Link the word document to the Access file.

Answer: B

Explanation:

In order to accomplish the task, you should save the word document as a text file and then import this file from the Import & Link group. You cannot directly import a word document to an Access file. Answer A is incorrect. There is no option for importing a word document in the Import & Link group. The Word Merge option is displayed in the Export group. Answer D is incorrect. You cannot import a word document by this way. Answer B is incorrect. Access does not allow linking a word document.

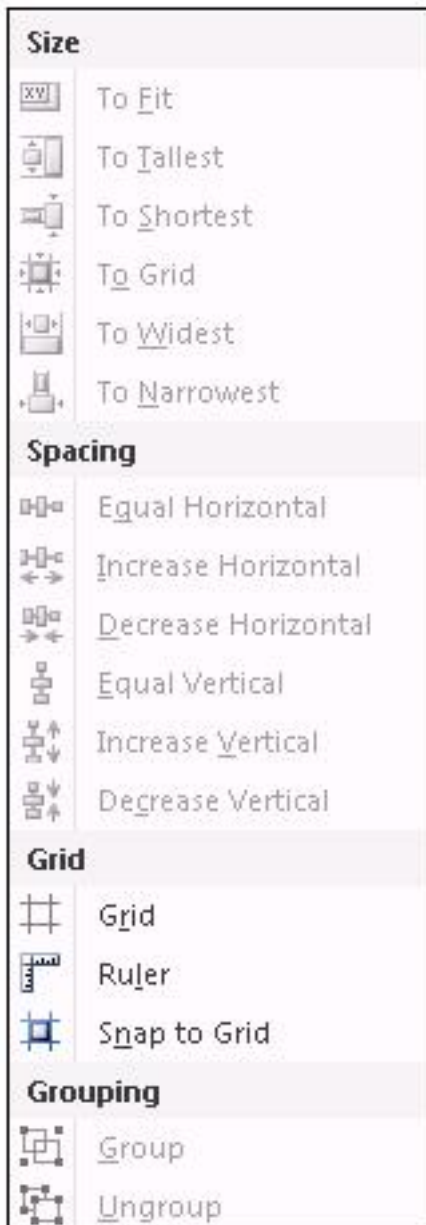
NO.3 Fill in the blank with the appropriate Access tool name.

The has a set of commands or functions (save, undo/redo, and print) that are independent of the tab on the ribbon currently displayed in MS Access.

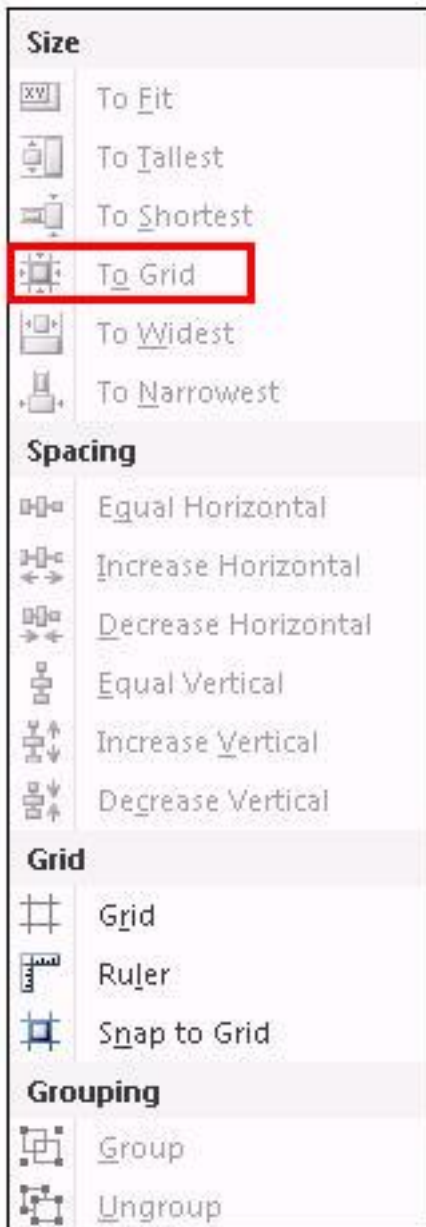
- A. Quick Access Toolbar

Answer: A

NO.4 Mark the option that you will choose to move all sides of selected controls in or out to meet the nearest point on the grid.



Answer:



Explanation:

The various commands available in the Size and Ordering group that are helpful in arranging the controls are as follows:

To Fit: It is used to adjust control height and width for the font of the text.

To Tallest: It is used to make selected controls the height of the tallest selected control.

To Shortest: It is used to make selected controls the height of the shortest selected control.

To Grid: It is used to move all sides of selected controls in or out to meet the nearest point on the grid.

To Widest: It is used to make selected controls the width of the widest selected control.

To Narrowest: It is used to make selected controls the height of the narrowest selected control.

NO.5 You want to customize the presentation of data extracted from queries or tables that are created in Microsoft Office Access 2010. Which of the following database objects will you use to accomplish the task?

A. Module

- B. Form
- C. Macro
- D. Report

Answer: B

Explanation:

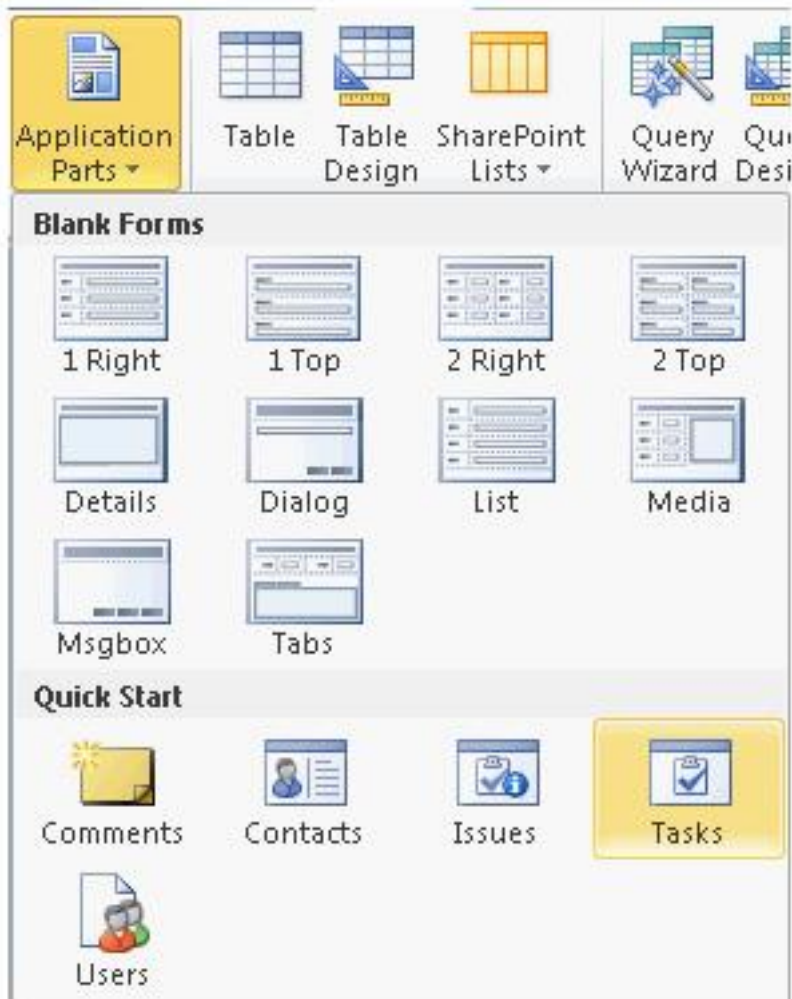
In Microsoft Office Access 2010, a form is a database object that is mainly used for data input. It controls the execution of an application. A form can also customize the presentation of data extracted from queries or tables. A user can take a print of forms. Forms are designed to run a macro or a Microsoft Visual Basic procedure as a result of various events.

Answer B is incorrect. In Microsoft Office Access 2010, a macro is a database object that defines the actions that are required for Access to perform as a result of a defined event. It is also used to open and execute queries, open tables, and print or view reports. A user can add simple conditions in macros to specify when actions are performed or skipped.

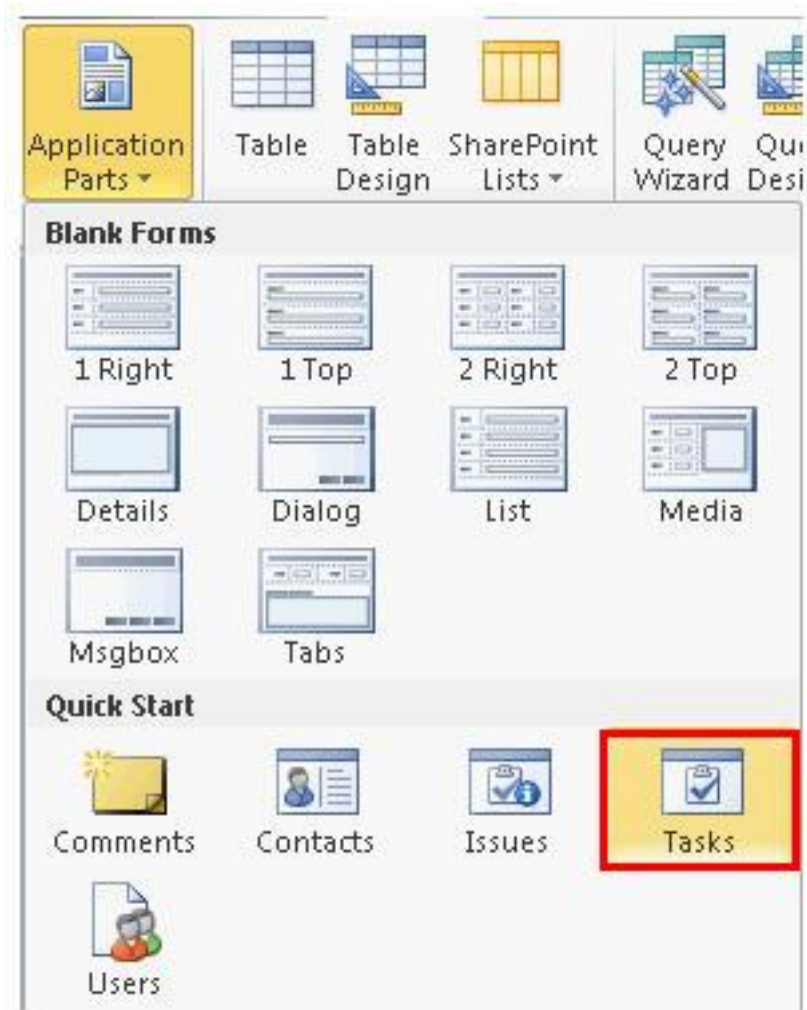
Answer A is incorrect. In Microsoft Office Access 2010, a module is a database object that includes custom procedures coded using Visual Basic. It provides a more discrete flow of actions and way to trap errors. A macro includes functions that can be called from anywhere in the Access application. It is directly linked with a form or a report as a result of events.

Answer D is incorrect. Report is used to display information from tables in a nicely formatted and easily accessible way. Information can be displayed on the computer screen or on paper. A report can contain information from multiple tables and queries, values calculated from information in the database, and formatting elements such as headers, footers, titles, and headings.

NO.6 You work as a Database Designer for Tech Perfect Inc. The company has a Windows Vista-based computer with Microsoft Office 2010 installed on it. The computer has a number of projects. You are required to create a table in Microsoft Office Access 2010 for tracking all projects that are required to be completed. Mark the option that you will choose to accomplish the task.

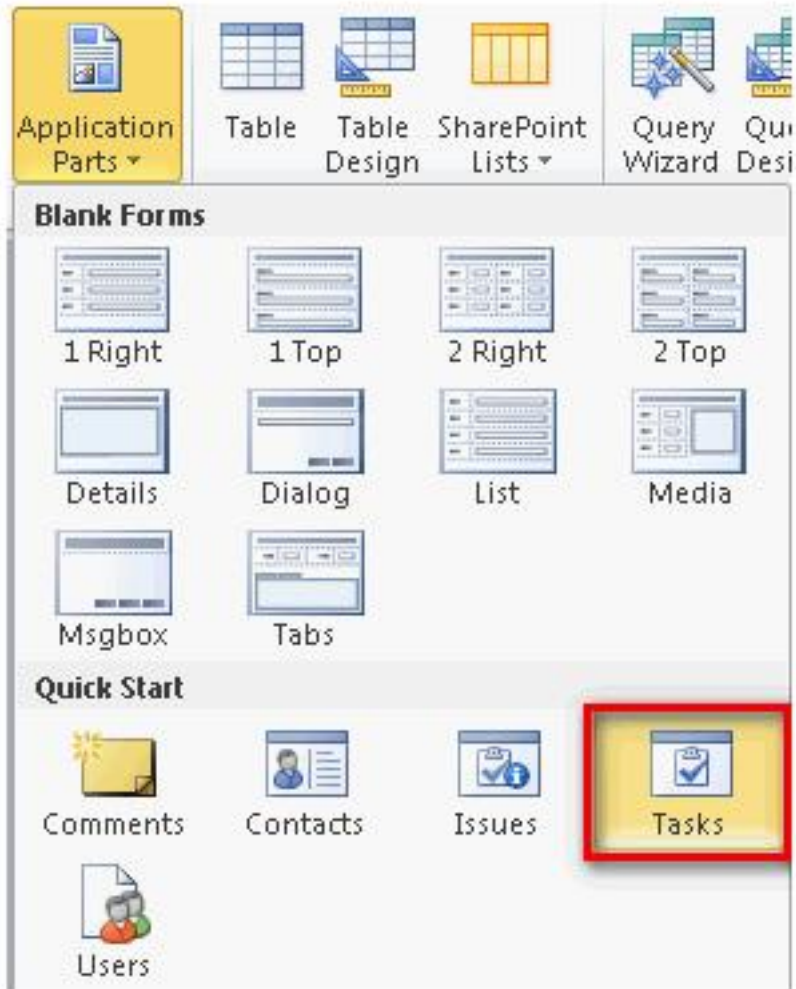


Answer:



Explanation:

In order to accomplish the task, you should choose the Tasks option. It is available in the Quick Start category as shown in the image given below:



The Tasks option is used to track various tasks and projects that are required to be completed. This option creates a Tasks table and two forms. Key fields of this table have start and due dates for the task and percentage of task completed.

NO.7 You have created a table named Books in Microsoft Office Access 2010. You have created a new field to enter the Book ID. For this purpose, you need to set the Number datatype for the field. Which of the following actions will you perform to accomplish the task?

Each correct answer represents a complete solution. Choose all that apply.

- A.** Right-click the field and choose the Number datatype.
- B.** Right-click the Field Header and choose the Number datatype.
- C.** Choose the Number datatype from the Formatting group.
- D.** Simply insert a number in the field.

Answer: C,D

Explanation:

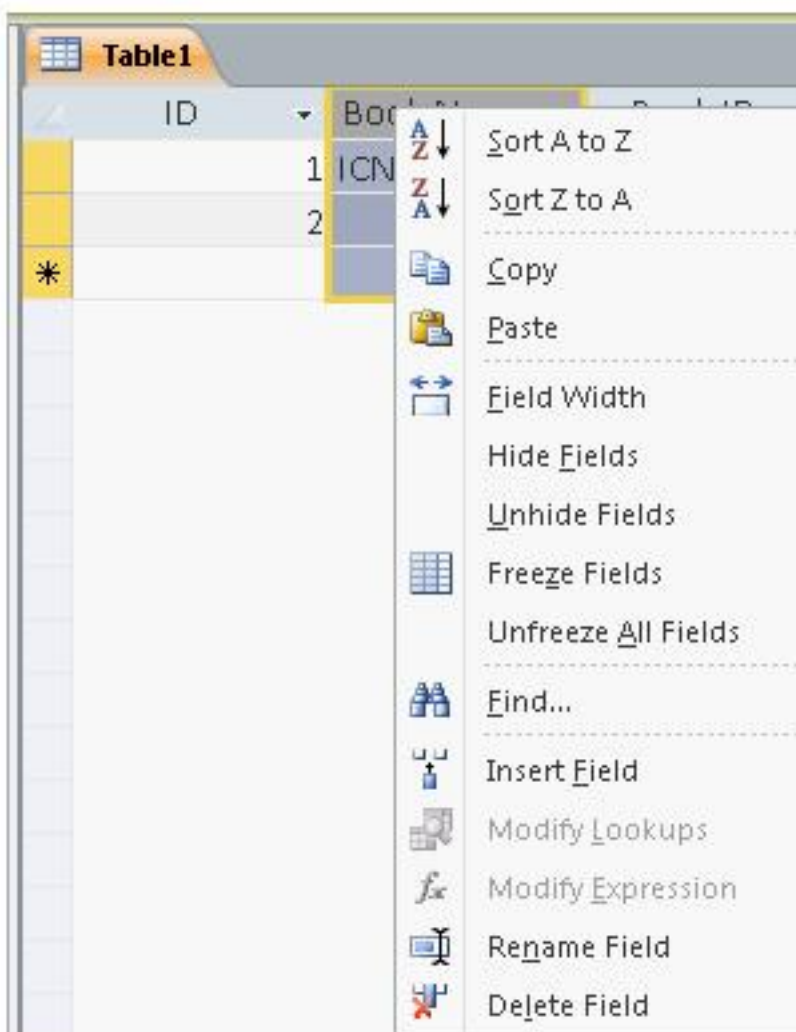
In order to accomplish the task, you can do one of the following:

Simply insert a number in the created field. When you insert a number in the field and press the 'Enter' key, Access automatically selects the Number datatype for that field.

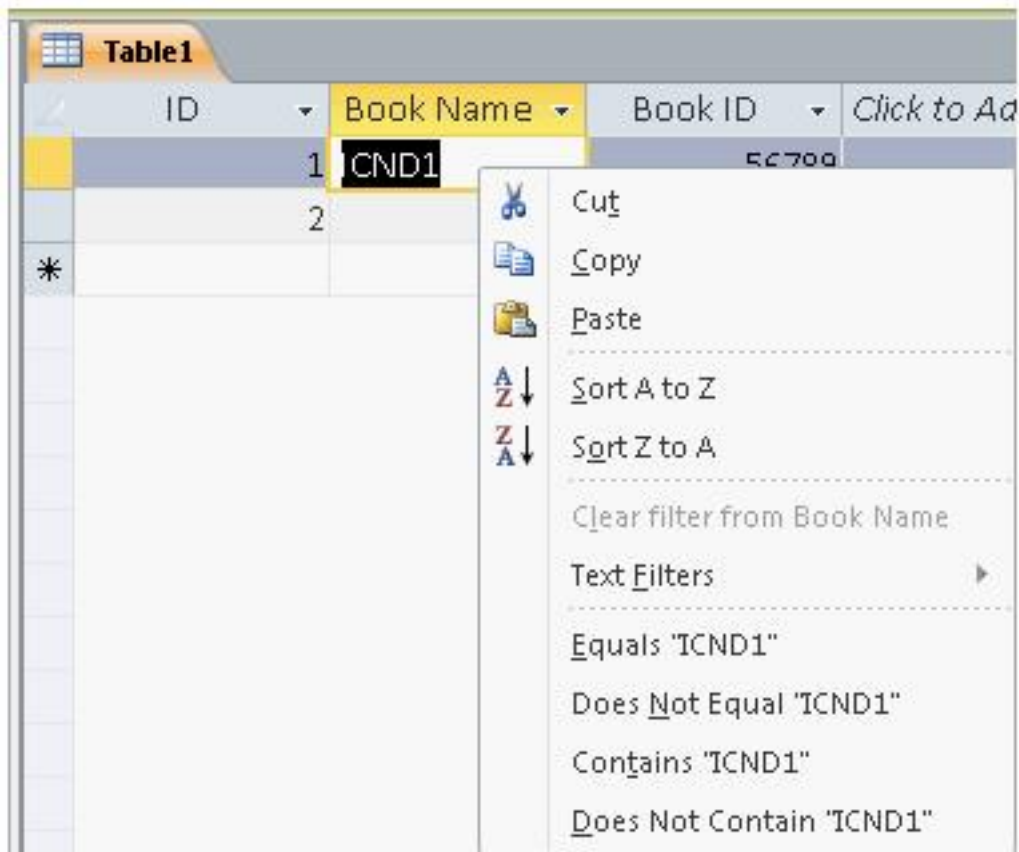
Choose the Number datatype from the Formatting group.



Answer B is incorrect. When you click on the Field Header, you do not find any option for the datatype.



Answer C is incorrect. When you right-click the field, you do not find any option for the datatype.



NO.8 Which of the following restricts a user from entering invalid data in the table columns?

- A. Application part
- B. Validation rule
- C. Input mask
- D. Index

Answer: B

Explanation:

A validation rule is a set of rules associated with a column so that a user is restricted from entering invalid data. A user can be restricted from entering data through the following options:

Datatypes: When a field is assigned to a datatype, data of another type cannot be inserted in the field.

Field size: The field size restricts the amount of data to be inserted in a table.

Table Properties: Certain table properties such as Required forces a user to enter data or the Format property forces a user to enter data in a defined format.

A validation rule can be applied by using the Validation Rule property. A user can be intimated about the invalid data through the Validation Text property.

Answer A is incorrect. An input mask is used to control values of a field entered by a database user. The input mask includes literal characters, for example, space, dot, parenthesis, and placeholder.

Microsoft Office Access contains a number of pre-defined input masks that match with most of the conditions. A user can create customized masks according to his needs. The Input Mask Wizard is used to create an input mask for text and date fields. If the user wants to create an input mask for numeric fields, he should enter the formatting symbol himself.

Answer C is incorrect. In Microsoft Office Access 2010, an index is a list of field values included in a

table. It helps Access in finding and sorting records quickly. An index stores the record's location based on the columns that are part of the index. The indexed fields have unique values which make it more efficient and faster for Access to read and find a specific field value.

Answer B is incorrect. An application part is a template available in Microsoft Office Access 2010. It can be added to an existing database. It is used to extend the functionality of an Access database. It can include only a single table or a number of database objects, such as tables, forms, reports, and even relationships. A user can open up the Application Parts gallery in order to view the built-in parts.

NO.9 You are working on a table named HumanResources created in Microsoft Access 2010. You need to insert a new field in the table in order to enter new information. Choose and reorder the steps that you will take to accomplish the task.

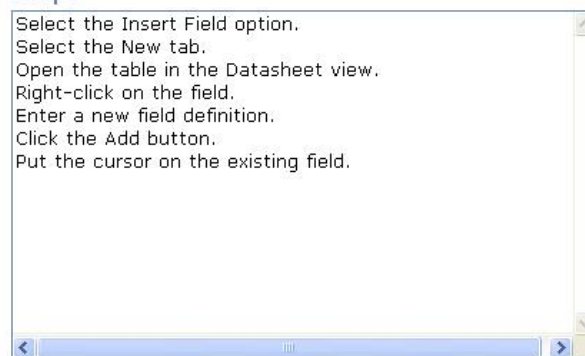
Required steps



Required steps

Open the table in the Datasheet view.
Put the cursor on the existing field.
Right-click on the field.
Select the Insert Field option.
Enter a new field definition.

Steps



Steps

Click the Add button.
Select the New tab.

Answer:

Answer Area

Open the table in the Datasheet view.

Put the cursor on the existing field

Right-click on the field.

Select the Insert Field option.

Enter a new field definition.

- 1 - Open the table in the Datasheet view.
- 2 - Put the cursor on the existing field
- 3 - Right-click on the field.
- 4 - Select the Insert Field option.
- 5 - Enter a new field definition.

Explanation:

1. Open the table in the Datasheet view.

The screenshot shows the Microsoft Access interface. The ribbon is set to 'Fields' > 'Table'. The 'Add & Delete' group is active, showing options like 'Insert Field', 'Delete Field', and 'Delete Fields'. The 'Staffs' table is open in Datasheet View, showing columns: ID, Employee, and Department. The current record is '(New)'. The status bar at the bottom indicates 'Record: 1 of 2'.

2. Put the cursor on the existing field.
3. Right-click on the field.
4. Select the Insert Field option.



5. Enter a new field definition.

Address	City	Field1	S
800 Riverton	Mammoth		MI
900 Martron	Mammoth		MI

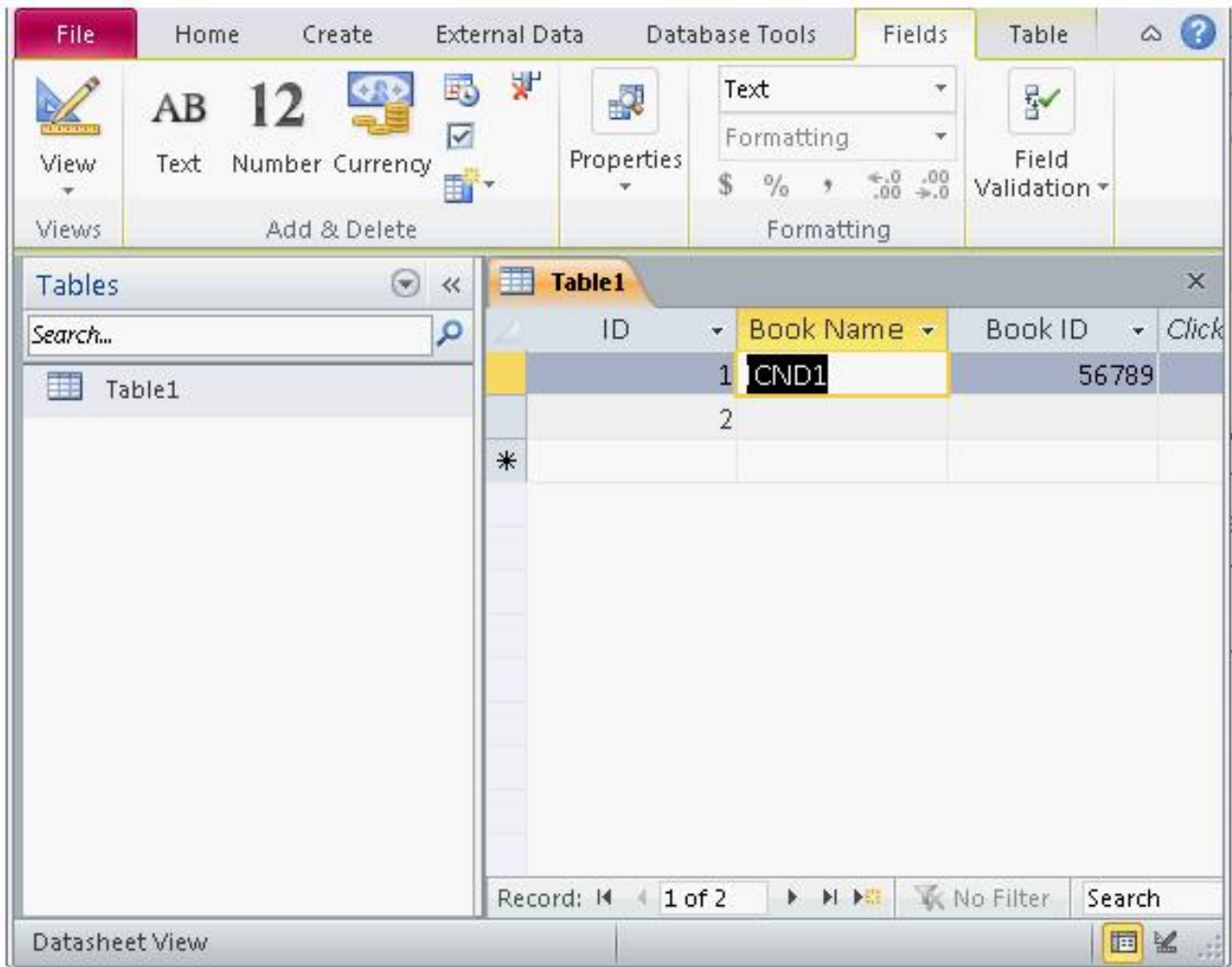
NO.10 You have a table named Projects created in Microsoft Office Access 2010. You are required to make some changes in the table's data. In which of the following views will you open the table to accomplish the task?

- A. PivotChart view
- B. Datasheet view
- C. PivotTable view
- D. Design view

Answer: B

Explanation:

You should open the Projects table in the Datasheet view to make some changes in the table's data. The Datasheet view is the default view of a table. It is used to display and modify data of the table. When a table is opened in the Datasheet view, this view displays the table's data in columns (fields) and rows (records). The first row has column headings or field names. In order to open a table in the Datasheet view, a user should double-click on the table's name or choose the Datasheet View option from the view list. The Datasheet view of a table is given below:



Answer D and B are incorrect. In the PivotTable and PivotChart views, you can perform data analysis. Both of them are used to organize and summarize information into useful analysis presentations. Answer C is incorrect. In the Design view, you can view and modify the structure of a table.

NO.11 Which of the following text box properties is used to determine whether the text box is bound, unbound, or calculated?

- A. TextFormat
- B. Name
- C. Can Grow
- D. ControlSource

Answer: D

Explanation:

The ControlSource property is used to determine whether the text box is bound, unbound, or calculated. The ControlSource property bounds a control to a field of a table. If a control is bound to a

field by using this property, the control is known as a bound control. If the value of this property is blank, the control is known as an unbound control. If the ControlSource property contains an expression, the control is known as a calculated control.

Answer C is incorrect. The Can Grow property allows a control to adjust its dimensions according to the contents present in the control. A control grows vertically to adjust its contents so that all the contents can be displayed. The default value of the Can Grow property is false.

Answer A is incorrect. The name property refers to the name given to a control in a form or a report. The default name of the control is the control name plus 1, 2, 3, etc. The name of the control should be meaningful so that it can be easily used during programming. The value of this property cannot be changed programmatically. It can be changed only in design view.

Answer B is incorrect. The TextFormat property of a control helps to change a text to rich text format. This helps to apply multiple formatting options for the text in a control. A user can change the format of the text to bold, italics, etc., The user can also change the font of the selected text and can apply other types of formatting.

NO.12 You have created a database in Microsoft Access 2010 that contains several tables, queries, forms, and reports. This database is available for use by several organizations, but the organizations do not want their members to change the form and report designs. What will you do?

- A.** Save the database as an ACCDE file.
- B.** Save the database as an ACCDC file.
- C.** Save the database as an ACCDB file.
- D.** Save the database as an ACCDR file.

Answer: A

Explanation:

You should save the database as an ACCDE file and then distribute it. When you save the database as an ACCDE file, it compiles and compacts the resulting database. Users who use the ACCDE file cannot change the form and report designs. They can only view forms and reports, update information, and run queries.

Answer D is incorrect. If you save the database as an ACCDB file, users can create, modify, or delete any database object.

Answer C is incorrect. If you save the database as an ACCDR file, users cannot view, create, modify, or delete any database object.

Answer A is incorrect. The ACCDC file contains one database that has been compressed.