

# Pretest

## What You Should Know Before Taking Access Macros

To get the most out of this class, you should have a good working knowledge of the Access program. The following questions are a self evaluation, which should help you determine if you are ready for the class or should take the Access prerequisite courses or in some other way learn the basic information required. You should know at least 9 of the 12 questions.

Question	Answer
1. What form property prevents the underlying table or query from being edited?	
2. What criteria are used in a query to see all records where a field starts with the letters BR?	
3. What keys are used to move to the first and last records of a datasheet?	
4. What symbols are not allowed in the name of a field?	
5. What property stores the name of the query or table used to lookup data in a combo box?	
6. What two properties determine whether a control on a form is editable or just for viewing?	
7. What property determines whether the TAB key can cursor into a form control?	
8. What menu and command is used to change the order a form's controls are tabbed through?	
9. What menu and command is used to locate a record based on the contents of one of its fields?	
10. What symbol is displayed on the Build button?	
11. What is the name of the buttons used to move through the records in a form?	
12. What are record selectors, and where do they appear?	

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## Answer Sheet

1. The property Allow Edits set to No
2. Like "BR\*"
3. CTRL+UP AND CTRL+DOWN OR CTRL+HOME and CTRL+END
4. brackets, periods, exclamation points, or accent mark
5. Record Source property of the combo box
6. The Enabled and Locked properties
7. Tab Stop property
8. View menu, Tab Order command
9. Edit menu, Find command
10. three periods
11. navigation buttons
12. Record selectors are gray buttons used to select a record. They are located to the left of each record in datasheets and basic forms.