These are TRUE/FALSE questions from the test bank that will be similar to the topics you’ll find on the exam. They are NOT the exam questions. These are merely a guide to help you study. Knowing the answers to all these questions is no guarantee that you’ll know the answers to the questions that are found on the exam. The exam will NOT contain T/F questions…they will be multiple choice.

Chapter 1

True/False Questions

1. Knowledge workers work with and produce information as a product.
   Answer: True   Page: 4   Taxonomy: 1 Knowledge   Level: Easy   LO: 3

2. As the use of information technology increases in business the number of knowledge workers will decrease.
   Answer: False   Page: 4   Taxonomy: 2 Comprehension   Level: Medium   LO: 3

3. Management information systems deals only with the use of information technology tools to help people perform tasks related to information processing and management.
   Answer: False   Page: 4   Taxonomy: 2 Comprehension   Level: Medium   LO: 1

4. Online booking of travel is growing in popularity.
   Answer: True   Page: 4   Taxonomy: 1 Knowledge   Level: Easy   LO: 5

5. The travel industry will probably never adopt information technology for customer bookings.
   Answer: False   Page: 5   Taxonomy: 2 Comprehension   Level: Medium   LO: 5

6. Data is information that has been processed in some way.
   Answer: False   Page: 6   Taxonomy: 1 Knowledge   Level: Medium   LO: 2

7. Business intelligence refers solely to information about your competitors.
   Answer: False   Page: 6   Taxonomy: 1 Knowledge   Level: Hard   LO: 2

8. M-commerce relies on wireless technology.
   Answer: True   Page: 18   Taxonomy: 1 Knowledge   Level: Medium   LO: 4
9. Information is raw facts that describe a particular phenomenon.
   Answer: False  Page: 6  Taxonomy: 1 Knowledge  Level: Easy  LO: 2

10. Information is simply data that have a particular meaning within a specific context.
    Answer: True  Page: 6  Taxonomy: 1 Knowledge  Level: Easy  LO: 2

11. An executive information system (EIS) is a highly interactive IT system that allows you to first view highly summarized information and then choose how you would like to see greater detail, which may alert you to potential problems or opportunities.
    Answer: True  Page: 21  Taxonomy: 1 Knowledge  Level: Easy  LO: 5

12. Information technology is any computer-based tool that people use to work with information and support the information and information-processing needs of an organization.
    Answer: True  Page: 4  Taxonomy: 1 Knowledge  Level: Easy  LO: 1

13. Copying software so that your neighbor can install it on their machine is completely legal and ethical, unless you charge a fee for the software.

14. Hardware consists of the instructions executed by the computer to complete a specific task.
    Answer: False  Page: 15  Taxonomy: 1 Knowledge  Level: Easy  LO: 4

15. Examples of input devices include a keyboard, mouse, or speaker.
    Answer: False  Page: 15  Taxonomy: 2 Comprehension  Level: Medium  LO: 4

16. Software such as Microsoft Word, Excel, PowerPoint, or Access are all considered examples of utility software.
    Answer: False  Page: 16  Taxonomy: 2 Comprehension  Level: Easy  LO: 1

17. The concept of shared information suggests putting all of the organization's information into one or more central locations in order to enhance security and protect the information by only allowing access to a limited number of authorized people.
18. Mobile computing refers to your ability to transport mobile equipment, such as laptops or PDAs, to any location.

Answer: False   Page: 18   Taxonomy: 1 Knowledge   Level: Medium   LO: 4

19. Ubiquitous computing refers to limited information access during business hours.

Answer: False   Page: 17   Taxonomy: 1 Knowledge   Level: Medium   LO: 4

20. Executive information systems analyze situations and make recommendations on what action to take.

Answer: False   Page: 21   Taxonomy: 1 Knowledge   Level: Medium   LO: 5

21. Supply chain management only deals with the tracking of the final product as it is delivered to the consumer.

Answer: False   Page: 24   Taxonomy: 1 Knowledge   Level: Medium   LO: 5

22. OLAP refers to the new Online Application Program utilized by many companies to automatically process job applications.

Answer: False   Page: 21   Taxonomy: 1 Knowledge   Level: Medium   LO: 5

23. Competitive advantage occurs for a company when its competition has more to offer a customer than it does.

Answer: False   Page: 26   Taxonomy: 1 Knowledge   Level: Hard   LO: 5

24. Sharing information with your coworkers through an information system can create a competitive advantage.

Answer: True   Page: 26   Taxonomy: 3 Analysis and Evaluation   Level: Easy   LO: 5

25. An organization does not need technology to compete effectively in today's marketplace.

Answer: False   Page: 5   Taxonomy: 3 Analysis and Evaluation   Level: Medium   LO: 5

26. Identity theft losses are starting to decrease with the use of database software.

27. Random access memory is a temporary holding space for data and applications.
   Answer: True Page: 16 Taxonomy: 1 Knowledge Level: Easy LO: 4

28. The sole focus of MIS is information technology.
   Answer: False Page: 4 Taxonomy: 2 Comprehension Level: Easy LO: 1

29. Telecommuting is the use of communications technologies to work in a place other than a central location.
   Answer: True Page: 5 Taxonomy: 1 Knowledge Level: Easy LO: 5

30. The time dimension of information has only one aspect - having access to information when you need it.
   Answer: False Page: 6 Taxonomy: 1 Knowledge Level: Hard LO: 2

31. Personal dimensions of information include information flows and information granularity.
   Answer: False Page: 6 Taxonomy: 1 Knowledge Level: Medium LO: 2

32. Information in an organization flows in four basic ways including up, down, inward, and outward.
   Answer: False Page: 8 Taxonomy: 1 Knowledge Level: Medium LO: 2

33. Tactical management provides an organization with overall direction and guidance.
   Answer: False Page: 8 Taxonomy: 1 Knowledge Level: Easy LO: 2

34. Strategic management is the second level in the traditional organization pyramid.
   Answer: False Page: 8 Taxonomy: 1 Knowledge Level: Medium LO: 2

35. The horizontal flow of information consists of information that is communicated to customers, suppliers, distributors, and other partners for the purpose of doing business.
   Answer: False Page: 9 Taxonomy: 1 Knowledge Level: Easy LO: 2
36. Objective information attempts to describe something that is unknown.

   Answer: False   Page: 9   Taxonomy: 1 Knowledge   Level: Easy   LO: 2

37. A storage device is for information that you are going to use immediately.


38. Online transaction processing is the manipulation of information to support decision making.

   Answer: False   Page: 21   Taxonomy: 1 Knowledge   Level: Easy   LO: 5

39. Electronic data interchange automates the flow of information between organizations to support the planning, design, development, production, and delivery of products and services.

   Answer: False   Page: 24   Taxonomy: 1 Knowledge   Level: Easy   LO: 5

**Extended Learning Module A, Computer Hardware and Software**

1. Information technology (IT) is any computer-based tool that people use to work with information and support the information and information-processing needs of an organization.

   Ans:  T
   Level:  Easy
   Learning Outcome: 1
   Taxonomy: 1 - Knowledge
   Page: 39

2. RAM, or random access memory, is permanent storage that holds the information you’re working with, the application software you’re using, and the operating system software you’re using.

   Ans:  F
   Level:  Medium
   Learning Outcome: 4
   Taxonomy: 1 - Knowledge
   Page: 41

3. An output device is a tool you use to store information for use at a later time.

   Ans:  F
   Level:  Easy
   Learning Outcome: 5
4. Application software is the software that enables you to solve specific problems or perform specific tasks.
   Ans: T
   Level: Easy
   Learning Outcome: 3
   Taxonomy: 1 - Knowledge
   Page: 41

5. A desktop computer is a fully functional computer designed for you to carry around and run on battery power.
   Ans: F
   Level: Easy
   Learning Outcome: 2
   Taxonomy: 1 - Knowledge
   Page: 43

6. A mainframe computer is designed to meet the computing needs of several people simultaneously in a small to medium-size business environment.
   Ans: F
   Level: Easy
   Learning Outcome: 2
   Taxonomy: 1 - Knowledge
   Page: 45

7. Uninstaller software is utility software that you can use to remove software from your hard disk that you no longer want.
   Ans: T
   Level: Easy
   Learning Outcome: 3
   Taxonomy: 1 - Knowledge
   Page: 50

8. Uninstaller software organizes your information on your hard disk in the most efficient way.
   Ans: F
   Level: Easy
   Learning Outcome: 3
   Taxonomy: 1 - Knowledge
   Page: 50
9. Today’s most often used input technology is a mouse.
Ans: F
Level: Easy
Learning Outcome: 5
Taxonomy: 1 - Comprehension
Page: 52

10. A byte is the smallest unit of information that your computer can process.
Ans: F
Level: Medium
Learning Outcome: 4
Taxonomy: 1 - Knowledge
Page: 51

11. A trackball is an output device.
Ans: F
Level: Easy
Learning Outcome: 5
Taxonomy: 1 - Comprehension
Page: 53

12. The larger the number of pixels on a computer screen the clearer and crisper the screen images are displayed.
Ans: T
Level: Medium
Learning Outcome: 5
Taxonomy: 1 - Comprehension
Page: 55

13. Resolution of a printer is the number of dots per inch it produces.
Ans: T
Level: Medium
Learning Outcome: 5
Taxonomy: 1 - Knowledge
Page: 55

14. An IrDA port is for wireless devices that work in a completely different way than the remote control to your TV does.
15. A gigabyte (GB or Gig) is roughly 1 trillion bytes.

Ans: F
Level: Easy
Learning Outcome: 4
Taxonomy: 1 - Knowledge
Page: 56

16. The physical devices that make up a computer (computer system) are known as hardware.

Ans: T
Level: Easy
Learning Outcome: 1
Taxonomy: 1 - Knowledge
Page: 40

17. With the advent of the Internet and wireless networks, storage devices are becoming unnecessary.

Ans: F
Level: Medium
Learning Outcome: 5
Taxonomy: 3 - Analysis & Evaluation
Page: 41

18. Telecommunications devices permit users to send and receive information from another person or location.

Ans: T
Level: Easy
Learning Outcome: 5
Taxonomy: 1 - Knowledge
Page: 41

19. Software is the set of instructions that your hardware executes to carry out a specific task.

Ans: T
Level: Easy
Learning Outcome: 3
Taxonomy: 1 - Knowledge
20. A tablet PC is just a giant PDA, and cannot perform the same tasks as a traditional laptop or desktop PC.
Ans: F
Level: Medium
Learning Outcome: 2
Taxonomy: 1 - Comprehension
Page: 42

21. Minicomputers are commonly used as calendars and address books. These “mini” computers are small enough to carry around in your pocket, and use batteries for power.
Ans: F
Level: Medium
Learning Outcome: 2
Taxonomy: 1 - Knowledge
Page: 44

22. Multitasking allows you to work with more than one piece of software at a time.
Ans: T
Level: Easy
Learning Outcome: 3
Taxonomy: 1 - Knowledge
Page: 48

23. Open-source is only available for application software.
Ans: F
Level: Medium
Learning Outcome: 3
Taxonomy: 3 - Analysis & Evaluation
Page: 50

24. A bit represents an on/off state, or a 0/1 state.
Ans: T
Level: Medium
Learning Outcome: 4
Taxonomy: 1 - Knowledge
Page: 51
25. ASCII is an abbreviation for the American Standard Convention for Intelligent Interchange.
   Ans: F
   Level: Medium
   Learning Outcome: 4
   Taxonomy: 1 - Knowledge
   Page: 51

26. Joysticks are commonly used input devices in most business settings.
   Ans: F
   Level: Easy
   Learning Outcome: 5
   Taxonomy: 1 - Comprehension
   Page: 53

27. A gaming wheel consists of a steering wheel and foot petals.
   Ans: T
   Level: Medium
   Learning Outcome: 5
   Taxonomy: 1 - Knowledge
   Page 53

28. An image scanner is used to capture human physical attributes.
   Ans: F
   Level: Medium
   Learning Outcome: 5
   Taxonomy: 1 - Knowledge
   Page: 53

29. Biometric scanners are used to detect illnesses.
   Ans: F
   Level: Medium
   Learning Outcome: 5
   Taxonomy: 1 - Comprehension
   Page: 54

30. Microphones are used to capture video into electronic form.
   Ans: F
   Level: Easy
   Learning Outcome: 5
   Taxonomy: 1 - Comprehension
   Page: 54
31. Webcam captures analog video to upload to the Web.
   Ans: F
   Level: Medium
   Learning Outcome: 5
   Taxonomy: 1 - Knowledge
   Page: 54

32. Given two monitors with equal quoted size (ie 19’’), a CRT has a larger viewable image size than a flat panel display.
   Ans: F
   Level: Hard
   Learning Outcome: 5
   Taxonomy: 3 - Analysis & Evaluation
   Page: 55

33. Inkjet printers make images in black and white only.
   Ans: F
   Level: Medium
   Learning Outcome: 5
   Taxonomy: 1 - Knowledge
   Page: 56

34. Printers with lower resolution are better than those with higher resolution.
   Ans: F
   Level: Easy
   Learning Outcome: 5
   Taxonomy: 3 - Analysis & Evaluation
   Page: 55

35. Laser printers only produce black and white images.
   Ans: F
   Level: Easy
   Learning Outcome: 5
   Taxonomy: 1 - Knowledge
   Page: 56

36. Plotters were the first type of color printers.
   Ans: T
37. Flash memory devices are usually small enough to fit on your key ring.
   Ans: T
   Level: Easy
   Learning Outcome: 5
   Taxonomy: 1 - Knowledge
   Page: 56

38. The CPU cache is a type of memory on the CPU.
   Ans: T
   Level: Medium
   Learning Outcome: 5
   Taxonomy: 1 - Knowledge
   Page: 58

39. Processing instructions from RAM is faster than processing instructions stored in the CPU cache.
   Ans: F
   Level: Medium
   Learning Outcome: 5
   Taxonomy: 1 - Knowledge
   Page: 60

40. The CPU clock runs at half the speed of a machine cycle.
   Ans: F
   Level: Hard
   Learning Outcome: 5
   Taxonomy: 1 - Knowledge
   Page: 60

41. A CPU uses more power when running at higher speeds.
   Ans: T
   Level: Medium
   Learning Outcome: 5
   Taxonomy: 3 - Analysis & Evaluation
   Page: 61
42. Items connected to a USB port can never be hot swapped.
Ans: F
Level: Medium
Learning Outcome: 5
Taxonomy: 1 - Knowledge
Page: 61

43. A firewire port can support up to 53 daisy-chained devices.
Ans: F
Level: Hard
Learning Outcome: 5
Taxonomy: 1 - Knowledge
Page: 62

44. Firewire is also called WiFi.
Ans: F
Level: Medium
Learning Outcome: 5
Taxonomy: 1 - Knowledge
Page: 62

45. The Mac OS is more widely used than Windows XP.
Ans: F
Level: Easy
Learning Outcome: 4
Taxonomy: 1 - Knowledge
Page: 48

Chapter 2, Strategic and Competitive Opportunities

1. The distribution chain is simply the path followed from the distributor of a product or service to the end consumer.
Ans: F
Level: Hard
Learning Outcome: 3
Taxonomy: 2 – Comprehension
Page: 78
2. A supply chain management system automates inventory tracking but still requires that information be transferred manually.
   Ans: F
   Level: Easy
   Learning Outcome: 3
   Taxonomy: 2 – Comprehension
   Page: 78

3. The five forces model was developed to determine the relative attractiveness of an industry.
   Ans: T
   Level: Easy
   Learning Outcome: 1
   Taxonomy: 1 – Knowledge
   Page: 72

4. If the suppliers in a particular industry hold a lot of the power, the industry is less attractive to enter if you are a buyer.
   Ans: T
   Level: Medium
   Learning Outcome: 1
   Taxonomy: 2 – Comprehension
   Page: 73

5. If the buyers in a particular industry hold a lot of the power, the industry is more attractive to enter if you are a supplier.
   Ans: F
   Level: Easy
   Learning Outcome: 1
   Taxonomy: 2 – Comprehension
   Page: 73

6. The threat of new entrants is low when it is easy for competitors to enter the market.
   Ans: F
   Level: Easy
   Learning Outcome: 1
   Taxonomy: 1 – Knowledge
   Page: 75

7. An industry is more attractive when the rivalry among existing competitors is high.
   Ans: F
   Level: Easy
   Learning Outcome: 1
8. Buyer power is high when buyers have few choices.
Ans: F
Level: Medium
Learning Outcome: 1
Taxonomy: 1 – Knowledge
Page: 73

9. A company that provides goods and services typically wishes to increase buyer power.
Ans: F
Level: Medium
Learning Outcome: 1
Taxonomy: 2 – Comprehension
Page: 73

10. Establishing a frequent-buyer club is one method a business could use to decrease buyer power.
Ans: T
Level: Hard
Learning Outcome: 1
Taxonomy: 3 – Analysis & Evaluation
Page: 73

11. Supplier power is high when there are many suppliers.
Ans: F
Level: Medium
Learning Outcome: 1
Taxonomy: 2 – Comprehension
Page: 73

12. Switching costs are those costs that make customers reluctant to change product or service providers.
Ans: T
Level: Easy
Learning Outcome: 1
Taxonomy: 1 – Knowledge
Page: 74
13. An entry barrier is a product or service that customers have come to expect from an industry and must be offered by new entrants to compete and survive. Such barriers, once created, are permanent.
   Ans: F
   Level: Easy
   Learning Outcome: 1
   Taxonomy: 2 – Comprehension
   Page: 75

14. Rivalry among existing competitors is high when competition in the industry is fierce.
   Ans: T
   Level: Easy
   Learning Outcome: 1
   Taxonomy: 1 – Knowledge
   Page: 75

15. The value chain is the path followed from the originator to the final consumer.
   Ans: F
   Level: Easy
   Learning Outcome: 2
   Taxonomy: 1 – Knowledge
   Page: 76

16. Customer relationship management systems are remarkably successful when compared to other information systems. Over 90% of installations are considered successful.
   Ans: F
   Level: Easy
   Learning Outcome: 4
   Taxonomy: 1 – Knowledge
   Page: 80

17. Business intelligence helps you make effective, important, often strategic decisions about your business.
   Ans: T
   Level: Easy
   Learning Outcome: 5
   Taxonomy: 1 – Knowledge
   Page: 85
18. A business intelligence system supports the illegal gathering of confidential information from your competitors.
Ans: F
Level: Easy
Learning Outcome: 5
Taxonomy: 2 – Comprehension
Page: 85

19. Virtual team members are typically located in the same geographic areas.
Ans: F
Level: Easy
Learning Outcome: 6
Taxonomy: 1 – Knowledge
Page: 89

20. Collaboration systems are designed to support the sharing and flow of information between companies.
Ans: F
Level: Easy
Learning Outcome: 6
Taxonomy: 2 – Comprehension
Page: 89

21. Presence awareness software is based on Instant Messaging (IM).
Ans: T
Level: Medium
Learning Outcome: 6
Taxonomy: 1 – Knowledge
Page: 90

22. Domestic supply chains rarely use inter-modal transportation.
Ans: F
Level: Easy
Learning Outcome: 3
Taxonomy: 1 – Knowledge
Page: 80

23. Revenue and profit are optimized by a well-designed supply chain management.
Ans: T
Level: Easy
Learning Outcome: 3
Taxonomy: 2 – Comprehension
24. Supply chain management includes fulfillment.
   Ans: T
   Level: Easy
   Learning Outcome: 3
   Taxonomy: 1 – Knowledge
   Page: 80

25. Business intelligence is knowledge about your customers, your competitors, your partners, your competitive environment, and your own internal operations.
   Ans: T
   Level: Easy
   Learning Outcome: 5
   Taxonomy: 1 – Knowledge
   Page: 85

26. Business intelligence is a specialized branch of competitive intelligence.
   Ans: F
   Level: Easy
   Learning Outcome: 5
   Taxonomy: 2 – Comprehension
   Page: 86

27. A data mart is a subset of a data warehouse in which only a focused portion of the data warehouse information is kept.
   Ans: T
   Level: Easy
   Learning Outcome: 5
   Taxonomy: 1 – Knowledge
   Page: 86

28. A data warehouse is a logical collection of information – gathered from many different operational databases – used to create business intelligence that supports business analysis activities and decision-making tasks.
   Ans: T
   Level: Medium
   Learning Outcome: 5
   Taxonomy: 1 – Knowledge
   Page: 86
29. Customer relationship management systems cannot help you acquire new customers.
Ans: F
Level: Medium
Learning Outcome: 4
Taxonomy: 2 – Comprehension
Page: 82

30. Customer relationship management should be completely based upon software—there are no other components to consider.
Ans: F
Level: Medium
Learning Outcome: 4
Taxonomy: 2 – Comprehension
Page: 82

31. The CRM system only interfaces with the front office system to better serve the customer.
Ans: F
Level: Medium
Learning Outcome: 4
Taxonomy: 2 – Comprehension
Page: 81

32. Posting a customer payment would be an example of a business process.
Ans: T
Level: Medium
Learning Outcome: 6
Taxonomy: 2 – Comprehension
Page: 76

33. Accounting, finance, and human resources are part of the primary process in the value chain.
Ans: F
Level: Easy
Learning Outcome: 2
Taxonomy: 3 – Analysis & Evaluation
Page: 76

34. Using email to notify a customer that a payment has been received for their account would reduce value for the customer.
Ans: F
35. Both the front office and the back office systems send customer information to the corporate database.
Ans: T

Chapter 3, Databases and Data Warehouses

1. Business intelligence is knowledge about your customers, your competitors, your partners, your competitive environment, and your own internal operations.
Ans: T

2. Operational databases are databases that support OLAP.
Ans: F

3. Online analytical processing (OLAP) is the gathering of input information, processing that information, and updating existing information to reflect the gathered and processed information.
Ans: F
4. If an employee needs to check the details of a specific customer order, he/she would use OLTP (online transaction processing).
   Ans: T
   Level: Medium
   Learning Outcome: 2
   Taxonomy: 3 – Analysis & Evaluation
   Page: 124

5. XYZ, Corp. would like to determine advertising strategies for customers who buy high-priced products. They would use OLTP on their data warehouse.
   Ans: F
   Level: Medium
   Learning Outcome: 2
   Taxonomy: 3 – Analysis & Evaluation
   Page: 125

6. A database is a collection of information that you organize and access according to the logical structure of that information.
   Ans: T
   Level: Easy
   Learning Outcome: 3
   Taxonomy: 1 – Knowledge
   Page: 126

7. A relational database model uses a series of physically related two-dimensional tables or files to store information in the form of a database.
   Ans: F
   Level: Easy
   Learning Outcome: 3
   Taxonomy: 1 – Knowledge
   Page: 126

8. Assume you have an order entry database with an Order file and a Customer file. The Order Date field most likely would be the common field used to relate the two files.
   Ans: F
   Level: Medium
   Learning Outcome: 3
   Taxonomy: 2 – Comprehension
   Page: 127-128
9. A database actually consists of three parts: information, the logical structure of that information, and tables.
   Ans: F
   Level: Medium
   Learning Outcome: 3
   Taxonomy: 2 – Comprehension
   Page: 126

10. A data dictionary is a two-dimensional table used to store data within a relational database.
    Ans: F
    Level: Medium
    Learning Outcome: 3
    Taxonomy: 1 – Knowledge
    Page: 126

11. A primary key must consist of one and only one field.
    Ans: F
    Level: Medium
    Learning Outcome: 3
    Taxonomy: 2 – Comprehension
    Page: 128

12. There can be duplicate primary keys in the same file in a database.
    Ans: F
    Level: Easy
    Learning Outcome: 3
    Taxonomy: 2 – Comprehension
    Page: 128

13. Foreign keys uniquely identify records.
    Ans: F
    Level: Easy
    Learning Outcome: 3
    Taxonomy: 1 – Knowledge
    Page: 128

14. Two foreign keys are used to create a relationship between two files in a relational database.
    Ans: F
    Level: Medium
    Learning Outcome: 3
    Taxonomy: 2 – Comprehension
15. If a salesperson attempts to order merchandise for a customer not in the customer database, the database will typically generate an error message. This message indicates that an integrity constraint has been violated.

Ans: T
Level: Hard
Learning Outcome: 3
Taxonomy: 3 – Analysis & Evaluation
Page: 129

16. A physical view represents how the users view the data.

Ans: F
Level: Medium
Learning Outcome: 3
Taxonomy: 1 – Knowledge
Page: 130

17. A DBMS, or Database Marketing System, is a database designed to support the marketing function within a business.

Ans: F
Level: Medium
Learning Outcome: 4
Taxonomy: 1 – Knowledge
Page: 130

18. A database management system (DBMS) allows you to specify the logical organization for a database and access and use the information within a database.

Ans: T
Level: Easy
Learning Outcome: 4
Taxonomy: 1 – Knowledge
Page: 130

19. The logical view of information focuses on how you arrange and access information to meet the needs of the business.

Ans: T
Level: Easy
Learning Outcome: 4
Taxonomy: 1 – Knowledge
Page: 130
20. If you need to add a new field to a database, you would use the data manipulation system.  
Ans: F  
Level: Hard  
Learning Outcome: 4  
Taxonomy: 2 – Comprehension  
Page: 131

21. The data manipulation subsystem is often the interface between the user and the information contained in the database.  
Ans: T  
Level: Medium  
Learning Outcome: 4  
Taxonomy: 1 – Knowledge  
Page: 132

22. Report generators help you quickly define formats of reports and what information you want to see in a report.  
Ans: T  
Level: Easy  
Learning Outcome: 4  
Taxonomy: 1 – Knowledge  
Page: 134

23. Query-by-example (QBE) tools help you graphically design the answer to a question.  
Ans: T  
Level: Easy  
Learning Outcome: 4  
Taxonomy: 1 – Knowledge  
Page: 135

24. The data administration subsystem is used to create the data dictionary.  
Ans: F  
Level: Easy  
Learning Outcome: 4  
Taxonomy: 1 – Knowledge  
Page: 136

25. Backup and recovery facilities are included in the data administration subsystem.
26. The data definition subsystem includes security management facilities.  
Ans: F  
Level: Easy  
Learning Outcome: 4  
Taxonomy: 1 – Knowledge  
Page: 138

27. Structured query language (SQL) is a standardized third-generation query language found in most DBMSs.  
Ans: F  
Level: Medium  
Learning Outcome: 4  
Taxonomy: 1 – Knowledge  
Page: 138

28. QBE allows you to query by pointing, clicking, and dragging, unlike SQL.  
Ans: T  
Level: Hard  
Learning Outcome: 4  
Taxonomy: 2 – Comprehension  
Page: 138

29. The data dictionary includes query optimization facilities.  
Ans: F  
Level: Easy  
Learning Outcome: 4  
Taxonomy: 1 – Knowledge  
Page: 139

30. Query optimization facilities are used to create backups just in case the database is damaged or lost.  
Ans: F  
Level: Easy  
Learning Outcome: 4  
Taxonomy: 2 – Comprehension  
Page: 139
31. Database security and network security are the same thing.
   Ans: F
   Level: Easy
   Learning Outcome: 4
   Taxonomy: 3 – Analysis & Evaluation
   Page: 141

32. There is no way to examine the impact of proposed changes on an existing database.
   Ans: F
   Level: Hard
   Learning Outcome: 4
   Taxonomy: 2 – Comprehension
   Page: 141

33. Data warehouses always use 2D tables to store data.
   Ans: F
   Level: Medium
   Learning Outcome: 5
   Taxonomy: 1 – Knowledge
   Page: 142

34. A data warehouse is a logical collection of information – gathered from many different operational databases – used to create business intelligence that supports business analysis activities and decision-making tasks.
   Ans: T
   Level: Medium
   Learning Outcome: 5
   Taxonomy: 1 – Knowledge
   Page: 142

35. A hypercube is a two-dimensional representation of information.
   Ans: F
   Level: Medium
   Learning Outcome: 5
   Taxonomy: 1 – Knowledge
   Page: 142

36. Data warehouses support transaction processing.
   Ans: F
   Level: Easy
37. Data-mining tools support the concept of OLTP in manipulating information to support decisions.
Ans: F
Level: Medium
Learning Outcome: 6
Taxonomy: 2 – Comprehension
Page: 143

38. Multidimensional analysis (MDA) tools are slice-and-dice techniques that allow you to view multidimensional information from different perspectives.
Ans: T
Level: Easy
Learning Outcome: 6
Taxonomy: 1 – Knowledge
Page: 144

39. A data mart is a subset of a data warehouse in which only a focused portion of the data warehouse information is kept.
Ans: T
Level: Easy
Learning Outcome: 5
Taxonomy: 1 – Knowledge
Page: 145

40. An intelligent agent utilizes artificial intelligence to “discover” information in data warehouses.
Ans: T
Level: Hard
Learning Outcome: 6
Taxonomy: 1 – Knowledge
Page: 144

41. Intelligent agents are used in OLAP and in online searching.
Ans: T
Level: Medium
Learning Outcome: 6
Taxonomy: 1 – Knowledge
42. Data marts focus on the entire organization, while data warehouses focus on specific needs.
   Ans: F
   Level: Medium
   Learning Outcome: 5
   Taxonomy: 2 – Comprehension
   Page: 145

43. Data administration is the function in an organization that is responsible for the more technical and operational aspects of managing the information contained in organizational information repositories.
   Ans: F
   Level: Easy
   Learning Outcome: 7
   Taxonomy: 1 – Knowledge
   Page: 148

44. The CIO is responsible for overseeing an organization’s information resource.
   Ans: T
   Level: Easy
   Learning Outcome: 7
   Taxonomy: 1 – Knowledge
   Page: 148

45. The CSO (chief security officer) is responsible for overseeing every aspect of the organization’s information resource.
   Ans: F
   Level: Medium
   Learning Outcome: 7
   Taxonomy: 1 – Knowledge
   Page: 148-150

**Extended Learning Module C, Designing Databases and Entity-Relationship Diagramming**

1. A database is a collection of information that you organize and access according to the logical structure of that information.
   Ans: T
   Level: Easy
   Learning Outcome: 1
   Taxonomy: 1 – Knowledge
   Page: 161
2. A database is a collection of information that you organize and access according to the physical structure of that information.
   Ans: F
   Level: Easy
   Learning Outcome: 1
   Taxonomy: 1 – Knowledge
   Page: 161

3. A relational database uses a series of logically related two-dimensional tables or files to store information in the form of a database.
   Ans: T
   Level: Easy
   Learning Outcome: 1
   Taxonomy: 1 – Knowledge
   Page: 161

4. When creating a database you don’t need to know the physical location of the information you want to see or use.
   Ans: T
   Level: Easy
   Learning Outcome: 1
   Taxonomy: 2 – Comprehension
   Page: 161

5. Defining relationships among entity classes is the second step in designing and building a database.
   Ans: T
   Level: Easy
   Learning Outcome: 2
   Taxonomy: 1 – Knowledge
   Page: 161

6. Defining entity classes and primary keys is the third step in designing and building a database.
   Ans: F
   Level: Easy
   Learning Outcome: 2
   Taxonomy: 1 – Knowledge
   Page: 161
7. Before you begin the process of designing a database, it’s important that you first understand the business rules.
   Ans: T
   Level: Medium
   Learning Outcome: 2
   Taxonomy: 2 – Comprehension
   Page: 163

8. Knowing the relationship between a company’s products and suppliers would provide business rules.
   Ans: T
   Level: Medium
   Learning Outcome: 4
   Taxonomy: 2 – Comprehension
   Page: 163

9. An instance or record in a relational database can be duplicated.
   Ans: F
   Level: Medium
   Learning Outcome: 3
   Taxonomy: 2 – Comprehension
   Page: 163

10. A primary key is a field (or group of fields in some cases) that uniquely describes each record.
    Ans: T
    Level: Easy
    Learning Outcome: 3
    Taxonomy: 1 – Knowledge
    Page: 163

11. Using the Customer Last Name field as a primary key is recommended for easy lookup.
    Ans: F
    Level: Medium
    Learning Outcome: 4
    Taxonomy: 2 – Comprehension
    Page: 163

12. An entity class is a concept which stores information and can be identified with a common key.
    Ans: F
    Level: Easy
13. A Customer Name would be an example of an entity class.
   Ans: F
   Level: Medium

14. An entity-relationship (E-R) diagram is a graphic method of representing entity classes and their relationships.
   Ans: T
   Level: Easy

15. A crow’s foot denotes a multiple relationship in an E-R diagram.
   Ans: T
   Level: Easy

16. A “|” denotes a zero or optional relationship in an E-R diagram.
   Ans: F
   Level: Easy

17. To develop the numerical relationships (cardinality) among entity classes, you must clearly understand the business situation or business rules.
   Ans: T
   Level: Easy
18. The second rule of normalization is to eliminate repeating groups or many-to-many relationships.
   Ans: F
   Level: Medium
   Learning Outcome: 5
   Taxonomy: 1 – Knowledge
   Page: 167

19. An intersection relation is also called a composite relation.
   Ans: T
   Level: Medium
   Learning Outcome: 5
   Taxonomy: 1 – Knowledge
   Page: 169

20. A foreign key consists of the primary key fields from two intersecting relations.
   Ans: F
   Level: Easy
   Learning Outcome: 3
   Taxonomy: 1 – Knowledge
   Page: 169

21. A database management system helps you specify the logical organization for a database and access and use the information within the database.
   Ans: T
   Level: Easy
   Learning Outcome: 1
   Taxonomy: 1 – Knowledge
   Page: 174

22. A database management system helps you specify the physical organization for a database and access and use the information within the database.
   Ans: F
   Level: Easy
   Learning Outcome: 1
   Taxonomy: 1 – Knowledge
   Page: 174

23. Social security number is often a good primary key since it is unique.
   Ans: T
24. A library might wish to store information about its clients. Information regarding a specific client would be known as a primary key.
Ans: F

25. Your implementation of technology should match the way your business rules work.
Ans: T

26. Business rules are not required to create a valid E-R diagram.
Ans: F

27. A good database designer need not worry about business rules—good database design can replace business rules easily.
Ans: F

28. Repeating groups should be eliminated during database design.
Ans: T
29. All fields in a relation should depend on each primary key within the database.  
Ans: F  
Level: Hard  
Learning Outcome: 5  
Taxonomy: 2 – Comprehension  
Page: 167

30. A composite primary key consists of a primary key and a foreign key.  
Ans: F  
Level: Easy  
Learning Outcome: 6  
Taxonomy: 2 – Comprehension  
Page: 169

31. The Average Order Amount is a field that should be stored in the Order entity.  
Ans: F  
Level: Medium  
Learning Outcome: 5  
Taxonomy: 3 – Analysis & Evaluation  
Page: 172

**Chapter 9 Emerging Technologies**

**TRUE/FALSE**

1. A push technology is an environment in which businesses and organizations come to you with information, services, and product offerings based on your profile.  
   A) True  
   B) False  
   A

2. Biometrics is the use of your physiological characteristics – such as your fingerprint, the blood vessels in the iris of your eye, the sound of your voice, or perhaps even your breath – to provide identification.  
   A) True  
   B) False  
   A
3. Pattern classification occurs when the system captures your words as you speak into a microphone, eliminates any background noise, and converts the digital signals of your speech in phonemes (syllables).
   A) True
   B) False
   B

4. Feature analysis occurs when the system matches your spoken phonemes to a phoneme sequence stored in an acoustic model database.
   A) True
   B) False
   B

5. Language processing occurs when the system attempts to make sense of what you're saying by comparing the word phonemes generated in step 2 with a language model database.
   A) True
   B) False
   A

6. An ASR system follows three steps including feature classification, pattern processing, and language analysis.
   A) True
   B) False
   B

7. An example of language processing is that if your phoneme was "dü," the system would match it to the words do and due.
   A) True
   B) False
   B

8. Virtual reality is a three-dimensional computer simulation in which you actively and physically participate.
   A) True
   B) False
   A

9. A headset is an input device that captures and records the shape and movement of your hand and fingers and the strength of your hand and finger movements.
   A) True
   B) False
   B
10. A headset is a combined input and output device that (1) captures and records the movement of your head and (2) contains a screen that covers your entire field of vision and displays various views of an environment based on your movements.
   A) True
   B) False  

A

11. A walker is an input device that captures and records the movement of your feet as you walk or turn in different directions.
   A) True
   B) False  

A

12. A CAVE (cave automatic virtual environment) is a special 3-D virtual reality room that can display images of other people and objects located in other CAVEs all over the world.
   A) True
   B) False  

A

13. Mobility refers to how easy it is for you to carry around your technology.
   A) True
   B) False  

B

14. Portability encompasses what you have the ability to do with your technology while carrying it around.
   A) True
   B) False  

B

15. Technology cannot improve the human condition.
   A) True
   B) False  

B

16. Facial recognition software can be integrated within vehicles to help users navigate.
   A) True
   B) False  

B
17. A wearable computer is a fully-equipped computer that you wear as a piece of clothing or attached to a piece of clothing similar to the way you would carry your cell phone on your belt.
   A) True
   B) False
A

18. An implant chip is a technology-enabled microchip implanted into the human body.
   A) True
   B) False
A

19. Click-and-mortar refers to organizations that have both physical and online presences.
   A) True
   B) False
A

20. The great digital divide is marked by the electronic movement of all types of information, not limited to numbers, words, graphs, and photos but including physiological information such as voice recognition and synthesis, biometrics (your retina scan and breath for example), and 3-D holograms.
   A) True
   B) False
B

21. Currently, more dollars are spent in the C2C area than any other.
   A) True
   B) False
B

22. Digital cash is an electronic representation of cash.
   A) True
   B) False
A

23. In a virtual reality system, you make use of special input and output devices that capture your psychological movements and send psychological responses back to you.
   A) True
   B) False
B

24. International Government-to-Government (IG2G) is the electronic commerce activities performed between two or more governments including providing foreign aid.
   A) True
   B) False
A
25. Government-to-Business (G2B) is limited to performing electronic commerce activities within a single nation's government focusing on vertical integration (local, city, state, and federal) and horizontal integration (within among the various branches and agencies).
   A) True
   B) False
   B

26. Technology for the sake of technology is a good thing.
   A) True
   B) False
   B

27. The most explosive and visible aspect of technology is the Internet.
   A) True
   B) False
   A

28. Free Internet calls all over the world are possible today.
   A) True
   B) False
   B

29. Most current internet services are based on push technology.
   A) True
   B) False
   B

30. When information comes from a variety of sources, it is easier to filter.
   A) True
   B) False
   B

31. ASR permits you to speak in a normal voice.
   A) True
   B) False
   A

32. With ASR, you must insert clear pauses between each sentence.
   A) True
   B) False
   B
33. A virtual reality system must utilize a glove.
   A) True
   B) False

B

34. A glove is an input device that capture and records hand and finger movements.
   A) True
   B) False

A

35. A holographic device such as a CAVE can display objects in true four-dimensional form.
   A) True
   B) False

B

36. The abbreviation CAVE stands for Concave Automatic Virtual Environment.
   A) True
   B) False

B

37. CAVEs require even more special gear than does virtual reality.
   A) True
   B) False

B

38. The best form of biometric security encompasses two factors: what you know and who you are.
   A) True
   B) False

B

39. Future transaction processing systems may incorporate biometric processing systems to capture personal characteristics of the person performing the transaction.
   A) True
   B) False

A

40. Digital cash has been extremely successful.
   A) True
   B) False

B
41. Multi-state CPUs work with information represented by more than 2 states, where each state can represent a digit between 0 and 9. This requires the CPU to do more computations than before.
   A) True
   B) False
   B

42. A holographic storage device will store information on a storage medium of 3-D crystal-like objects.
   A) True
   B) False
   A

DB Textbook, Intro

INTRODUCTION TO DATA MANAGEMENT WITH MICROSOFT ACCESS

TRUE/FALSE

1. Traditional study of computer applications addresses when a particular tool is most appropriate.
   ANS: F       REF: 3

2. A relational database program allows data to be stored in tables.
   ANS: T       REF: 3

3. Data can only consist of words.
   ANS: F       REF: 3

4. Using data to make decisions depends on an organization’s ability to transform data into information that can be used to support those decisions.
   ANS: T       REF: 3

5. Context is an important factor to consider when solving the problems in this book.
   ANS: T       REF: 4

6. Different departments at a company should each maintain their own data separately.
   ANS: F       REF: 9

7. Gathering all the data used in a company and storing it in one relational database saves time and money.
8. If all the data used in a company is gathered and stored in one relational database, redundancy is increased.

ANS: F  REF: 9

9. An Excel workbook can be used to effectively store as much data as can be stored in an Access database.

ANS: F  REF: 9

10. You can join together multiple tables in Access.

ANS: T  REF: 9

11. In Access, you can query tables that are joined together as though they were one big table.

ANS: T  REF: 9

12. Creating relationships between tables in a database makes it harder to retrieve the data stored in these tables.

ANS: F  REF: 11

13. Any type of querying that can be performed in Access can also be performed in Excel.

ANS: F  REF: 11

14. Problem solving requires you to know why or when to use which tool.

ANS: T  REF: 11

15. Problem solving requires you to know how to use a tool.

ANS: T  REF: 11

16. As the amount of structure in a problem is reduced, you need to understand more of the pieces and how they fit together to reach a solution.

ANS: T  REF: 12

17. When complexity is reduced, there are more pieces of the puzzle to understand.

ANS: F  REF: 12

18. As structure is reduced and complexity is increased, the difficulty of solving the problem decreases.

ANS: F  REF: 12
MODIFIED TRUE/FALSE

1. Information can be words, images, numbers, or even sounds. _________________________
   ANS: F, Data
   REF: 3

2. Excel is limited in the structure of its data. _________________________
   ANS: T
   REF: 9

3. Through a process of relating tables to each other, you can join together multiple tables in Access if they share common data. _________________________
   ANS: T
   REF: 9

4. Complexity can be thought of as the way that various parts of a problem are held or put together. _________________________
   ANS: F, Structure
   REF: 12

5. As the amount of structure is reduced in a problem, you need to understand less of the pieces and how they fit together to reach a solution. _________________________
   ANS: F, more
   REF: 12

6. As complexity is increased, the difficulty of solving the problem increases. _________________________
   ANS: T
   REF: 12

7. Traditional study of computer applications does not address how a particular tool should best be utilized in solving a specific problem. _________________________
   ANS: T
   REF: 3

8. The amount of information available can overwhelm many decision makers as they try to determine which sets of data and information are important and which should be ignored. _________________________
   ANS: T
   REF: 3
1. Data duplication is a desirable aspect of a database.

ANS: F REF: 21

2. When one member of a household reports a new address or change of insurance that also affects other people in the household, the 4Corners Pharmacy database must update the records for everyone affected by the change.

ANS: T REF: 22

3. Data redundancy can consume a great deal of space in a database.

ANS: T REF: 22

4. In the current system used by 4Corners Pharmacy, aggregating data by customer, doctor, or drug is easy.

ANS: F REF: 25

5. With the current 4Corners Pharmacy system, it has been easy to generate items, such as mailing labels for customers and doctors, for the marketing person.

ANS: F REF: 25-26

6. Under the current system, as 4Corners Pharmacy grows, it is becoming increasingly difficult to manage employee records.

ANS: T REF: 27

7. When creating a database, it is essential to interview employees, managers, and potential users of the database to learn how data is gathered and stored in an organization.

ANS: T REF: 32

8. The Number data type can only store positive numbers in a field.

ANS: F REF: 34

9. By default, the Currency data type displays values with a dollar sign.

ANS: T REF: 34

10. Dates stored using the Date/Time data type cannot be used in calculations.

ANS: F REF: 35
11. The Yes/No data type takes up nine characters of storage space.
   ANS: F       REF: 35
12. Using the Yes/No field makes data entry more difficult.
   ANS: F       REF: 35
13. A Byte field stores only positive numbers.
   ANS: T       REF: 39
14. Database tables must have unique names.
   ANS: T       REF: 43
15. Table names can include a period.
   ANS: F       REF: 43
16. Table names should not include spaces.
   ANS: T       REF: 43
17. Most developers capitalize the first letter of the second word when a table name includes two words, such as employeeTraining.
   ANS: F       REF: 43
18. In general, field names follow the same naming rules as tables.
   ANS: T       REF: 43
19. Data in a relational database is stored in one or more tables.
   ANS: T       REF: 45
20. When you run a select query, the query results are dynamic.
   ANS: T       REF: 46
21. A one-to-many relationship exists when each record in one table matches exactly one record in the related table.
   ANS: F       REF: 56
22. One reason to enforce referential integrity is to make it possible to add records to a related table that do not have matching records in the primary table.
   ANS: F       REF: 60
23. One reason to enforce referential integrity is to prevent orphaned related records if the record in the primary table is deleted.

ANS: T  REF: 60

24. The goal of normalization is to split tables into smaller related tables to avoid creating anomalies.

ANS: T  REF: 65

25. A surrogate key is a field or collection of fields that could function as the primary key, but was not chosen to do so.

ANS: F  REF: 72

MODIFIED TRUE/FALSE

1. Data duplication can lead to inconsistent and inaccurate data. _________________________

ANS: T   REF: 21

2. The *Currency* data type is used to store numbers that are used in calculations.

_________________________

ANS: F, Number

REF: 33

3. The *OLE Object* data type is used to store text or alphanumeric combinations of data and numbers that are not used in calculations. _________________________

ANS: F, Text

REF: 33

4. The *Hyperlink* data type creates fields that let you look up data in another table or in a list of values created for the field. _________________________

ANS: F, Lookup Wizard

REF: 36

5. The *Yes/No* and *Lookup Wizard* data types ease data entry by controlling what data a user can enter into a field. _________________________

ANS: T   REF: 37

6. Naming conventions in which a prefix precedes the object name to define it further are called the *Leszynski/Reddick* naming conventions. _________________________

ANS: T   REF: 44
7. **Relational** databases overcome the limitations of flat file databases.

   ANS: T  REF: 55

8. In a one-to-many relationship, the related table is on the “one” side of the relationship.

   ANS: F, primary  REF: 55-56

9. A(n) **surrogate** key is a primary key that details an obvious and innate trait of a record.

   ANS: F, natural  REF: 66

10. A(n) **artificial** key is a computer-generated primary key that is usually invisible to users.

    ANS: F, surrogate  REF: 66
CHAPTER 2: BUILDING THE DATABASE

1. In the 4Corners Pharmacy database, the table that stores doctor data is linked to the table that stores details about prescriptions the doctor has written.
   
   ANS: T  REF: 97

2. In Design view, the Field Properties pane includes the Field Name, Data Type, and Description columns.
   
   ANS: F  REF: 103

3. Names of Access objects cannot contain numbers.
   
   ANS: F  REF: 103

4. Names of Access objects cannot begin with a space.
   
   ANS: T  REF: 103

5. The Description property is optional for a field.
   
   ANS: T  REF: 105

6. Literal characters supplied by an input mask are stored in the database.
   
   ANS: F  REF: 114

7. To accept the default value specified in the Default Value property, the user simply tabs through the field during data entry.
   
   ANS: T  REF: 119

8. Two tables have identical structures if they have the same number of fields and those fields have the same data types and field sizes.
   
   ANS: T  REF: 132

9. An AutoNumber record number that is used once can be used again in the same table if you delete the original record.
   
   ANS: F  REF: 134

10. To correct errors with AutoNumber field record numbers that should be incremented sequentially, you must delete the AutoNumber field from the table, and then add it back.
    
    ANS: T  REF: 134
11. Access can import all data, including graphics, from an Excel worksheet.
   ANS: F REF: 136

12. You can use Access to import specific data saved in an Excel workbook.
   ANS: T REF: 137

13. A primary key and its foreign key counterparts must have the same data type and field size.
   ANS: T REF: 141

14. A primary key and its foreign key counterparts can have different values.
   ANS: F REF: 141

15. If referential integrity is set, a primary key value must exist before entering a corresponding record.
   ANS: T REF: 141

16. A user can enter a null value into a primary key field.
   ANS: F REF: 141

17. A primary key field and the corresponding foreign key field must have the same field name.
   ANS: F REF: 147

18. The space created by deleting a record or object is automatically recovered for use by records and objects that users add to the database.
   ANS: F REF: 156

19. Setting the Compact on Close option also repairs the database.
   ANS: F REF: 157

20. The backup copy of a database is a copy that you can open just like any other Access database.
   ANS: T REF: 158

21. A password is a collection of characters that a user types to gain access to a file.
   ANS: T REF: 161

22. Under user-level security, individuals access the database using passwords assigned to them by the database administrator.
   ANS: T REF: 164
23. The unique character string of 4 to 20 characters that identifies a workgroup is called the personal ID.

ANS: F  REF: 165

24. To define user-level security in a database, you need to open the database with exclusive access.

ANS: F  REF: 165

25. While the database is encrypted, if someone tries to open this file with any program besides Access, the data will be unintelligible.

ANS: T  REF: 162

MODIFIED TRUE/FALSE

1. In the 4Corners Pharmacy database, the table that stores data about classes is linked to the table that stores details about the employees who took the classes. ________________

ANS: T  REF: 98

2. The Database window indicates the opened table’s name. ________________

ANS: F, Table  
REF: 101

3. You can use Design view to define the table’s fields and the field properties and rearrange the order of fields as necessary. ________________

ANS: T  REF: 103

4. A(n) input mask compares the data entered by the user against one or more valid values that the database developer specified using the Validation Rule property for the field.

______________

ANS: F, validation rule  
REF: 117

5. The Validation Text property enters a default value into any type of field except for an AutoNumber field. ________________

ANS: F, Default Value  
REF: 119

6. By default, nonprimary key fields can store null values. ________________

ANS: T  REF: 142
7. The Database Utilities command is found on the **File** menu in the Database window.

   _______________________

   ANS: F, Tools

   REF: 156

8. **Compacting** a database creates a copy of the database that you can restore in the event of a loss.

   _______________________

   ANS: F, Backing up

   REF: 158

9. To run the Documenter, you would click **Tools** on the menu bar, point to **Database Utilities**, and then click Documenter. _______________________

   ANS: F, Analyze

   REF: 159

10. User-level security is accomplished by setting permissions that specify the level of access for each user and group of users. _______________________

    ANS: T   REF: 164