

CGS Access Practice Exam (Sample)

Study Guide



Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. What control must be added to a form to include a subform?**
 - A. Form Control**
 - B. Subform Control**
 - C. Data Entry Control**
 - D. Navigation Control**

- 2. Which function is used to summarize the 'Credits' field in a query?**
 - A. Average**
 - B. Count**
 - C. Sum**
 - D. Max**

- 3. What steps are involved in creating a navigation form with horizontal tabs?**
 - A. Select 'New Form' from the Home tab and choose 'Tabs'**
 - B. Click the 'Navigation' button, then 'Horizontal Tabs'**
 - C. Access the File menu and select 'Create Navigation'**
 - D. Use the Design view to manually create tabs**

- 4. In Access, what is the significance of a unique identifier?**
 - A. It helps in data entry processes**
 - B. It serves as an optional field**
 - C. It ensures the integrity of records in a table**
 - D. It acts as a formatting tool**

- 5. What is conditional formatting used for in Access?**
 - A. Enhancing data visualization based on specific conditions**
 - B. Changing data types of fields**
 - C. Creating automatic backups**
 - D. Compiling reports**

- 6. What is the purpose of the 'Input Mask' property in data entry forms?**
- A. To validate user credentials**
 - B. To format data entry according to specific requirements**
 - C. To generate random data entries**
 - D. To allow users to skip certain data fields**
- 7. How can you create a query in Access?**
- A. Using the Query Design view or writing SQL code directly**
 - B. By exporting data to Excel first**
 - C. Only through the navigation pane**
 - D. Utilizing a pre-built template exclusively**
- 8. How do you modify controls to be the same size as the tallest control?**
- A. Use the Format menu to adjust sizes**
 - B. Click the 'Size/Space' button under the Arrange tab**
 - C. Manually adjust each control's size**
 - D. Use the Properties panel to set dimensions**
- 9. What is the purpose of the 'Subform/Subreport' button?**
- A. To link forms together**
 - B. To add additional data to reports**
 - C. To navigate between forms**
 - D. To create a new form**
- 10. What should you select as the column headings in a crosstab query?**
- A. Credits**
 - B. DeptName**
 - C. Days**
 - D. ScheduleByDepartment**

Answers

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1. B
2. C
3. B
4. C
5. A
6. B
7. A
8. B
9. B
10. C

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Explanations

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1. What control must be added to a form to include a subform?

A. Form Control

B. Subform Control

C. Data Entry Control

D. Navigation Control

To include a subform within a form, the appropriate control that must be added is the subform control. This control is specifically designed to host another form (the subform), which usually displays data that is related to the main form. For instance, if the main form displays customer information, the subform could show the orders associated with that customer. Using the subform control allows for the display of this related data in a structured and meaningful way, facilitating interactions and navigation between the main form and its corresponding subform. This is crucial for maintaining the relational aspect of databases, as it helps users see connections and associated information without having to navigate away from the primary data entry screen. The other options do not specifically serve this purpose—while form control can create a form, it does not necessarily refer to adding another connected form. Data entry control and navigation control also do not specifically address the need for a subform; rather, they pertain to other functionality within forms.

2. Which function is used to summarize the 'Credits' field in a query?

A. Average

B. Count

C. Sum

D. Max

The Sum function is specifically designed to calculate the total value of a given field across all records in a dataset. When applied to the 'Credits' field in a query, it aggregates the individual credit values into a single total, which helps in understanding the cumulative output or input of credits over a specified dataset. Using the Sum function is particularly useful in scenarios where you want to analyze financial data, student credits, or any other quantitative measure that can be added together. It allows users to quickly ascertain the overall impact or amount related to the credits being tracked, making it a fundamental tool in data analysis. The other functions, while valuable in their own right, serve different purposes: Average computes a mean value, Count tallies the number of entries, and Max identifies the highest value. Each of these functions captures distinct aspects of a dataset that may not provide the same insight into the total quantity like the Sum function does.

3. What steps are involved in creating a navigation form with horizontal tabs?

- A. Select 'New Form' from the Home tab and choose 'Tabs'**
- B. Click the 'Navigation' button, then 'Horizontal Tabs'**
- C. Access the File menu and select 'Create Navigation'**
- D. Use the Design view to manually create tabs**

Creating a navigation form with horizontal tabs in Access involves a straightforward process that allows users to easily switch between different forms or reports. The correct step, which highlights the proper procedure, is to click the 'Navigation' button and then select 'Horizontal Tabs.' This process provides a user-friendly interface and makes it easier for users to navigate between various components of the application. When you choose the 'Navigation' button, you are accessing a built-in feature that handles the design and functionality of the tabs automatically, ensuring a consistent experience across your forms. The other options do not correctly describe the steps or use functionalities specific to creating a navigation form with horizontal tabs. For instance, selecting 'New Form' from the Home tab leads to different form creation options, but does not specifically address the navigation format. Accessing the File menu to create navigation isn't the standard path for accomplishing this task, as navigation forms are commonly created directly using the Navigation area. Lastly, while it's possible to manually design a form in Design view, it does not specifically provide the tabbed navigation feature that the question asks about, making it less efficient for creating such forms.

4. In Access, what is the significance of a unique identifier?

- A. It helps in data entry processes**
- B. It serves as an optional field**
- C. It ensures the integrity of records in a table**
- D. It acts as a formatting tool**

A unique identifier in Access is critical because it ensures the integrity of records within a table by providing a way to distinguish each record from all others. This unique value, often referred to as a primary key, allows users to accurately reference, retrieve, and manipulate data without confusion. When records have a unique identifier, it prevents duplicates and maintains the accuracy of relationships between tables in a relational database. This is particularly important for maintaining data consistency and reliability, as it aids in tracking changes, linking related records, and enforcing referential integrity constraints. The use of unique identifiers is foundational to efficient database design and management, enabling robust data handling and retrieval processes that enhance overall data quality.

5. What is conditional formatting used for in Access?

- A. Enhancing data visualization based on specific conditions**
- B. Changing data types of fields**
- C. Creating automatic backups**
- D. Compiling reports**

Conditional formatting in Access is a powerful feature that allows users to enhance data visualization based on specific conditions. By applying conditional formatting, users can dynamically change the appearance of data cells, such as font color, background color, or style, depending on the values within the data. For instance, you might highlight a cell in red if it contains a value below a certain threshold or use bold text for entries that meet specific criteria. This visual differentiation makes it easier for users to quickly identify important data trends or anomalies, thereby improving the overall readability and effectiveness of the data presentation. The other options do not accurately reflect the function of conditional formatting. Changing data types of fields pertains to altering how data is stored and interpreted, while creating automatic backups relates to data preservation rather than visualization. Compiling reports focuses on the process of gathering and structuring data for presentations, which is separate from the visual enhancements offered by conditional formatting.

6. What is the purpose of the 'Input Mask' property in data entry forms?

- A. To validate user credentials**
- B. To format data entry according to specific requirements**
- C. To generate random data entries**
- D. To allow users to skip certain data fields**

The 'Input Mask' property in data entry forms serves the function of formatting data entry according to specific requirements. This feature ensures that users enter data in a consistent and expected format, which is particularly important for fields like phone numbers, social security numbers, or dates. By using an input mask, the form can guide users in how to enter their information correctly, automatically inserting characters such as parentheses or dashes where needed, thus reducing input errors and enhancing data integrity. This approach not only streamlines the data entry process but also improves the overall quality of the data collected, allowing for better data management later on. By enforcing a specific format, the input mask also helps in making data easier to read and understand, which is crucial when data will be accessed or analyzed later on in the application.

7. How can you create a query in Access?

- A. Using the Query Design view or writing SQL code directly**
- B. By exporting data to Excel first**
- C. Only through the navigation pane**
- D. Utilizing a pre-built template exclusively**

Creating a query in Access can be accomplished primarily in two ways: using the Query Design view or writing SQL code directly. When using the Query Design view, users benefit from a visual interface that allows them to select tables, specify criteria, and drag-and-drop fields to create the desired output. This approach is user-friendly, especially for those less familiar with SQL syntax, as it provides an easy way to construct queries through a graphical interface. Alternatively, for those comfortable with SQL, Access allows the direct execution of SQL statements to create and manipulate queries. This method offers greater flexibility for complex queries and can be more efficient in certain scenarios, particularly for users who are proficient in SQL syntax. The other options do not correctly represent how queries are made in Access. Exporting data to Excel first does not create a query within Access itself; it merely moves data to another application without processing it as a query in the Access environment. Relying solely on the navigation pane omits the design aspects necessary for creating and customizing queries. Lastly, while there may be pre-built templates available, relying exclusively on these would limit the customization and complexity that queries can achieve in Access.

8. How do you modify controls to be the same size as the tallest control?

- A. Use the Format menu to adjust sizes**
- B. Click the 'Size/Space' button under the Arrange tab**
- C. Manually adjust each control's size**
- D. Use the Properties panel to set dimensions**

The correct method to modify controls to be the same size as the tallest control involves utilizing the 'Size/Space' button located under the Arrange tab. This feature is specifically designed to allow users to easily adjust the sizes of selected controls in relation to each other. By selecting the controls you want to resize and then using this option, you can ensure that all selected items are adjusted to the same height as the tallest control, thus maintaining uniformity in your design. The other methods, while related, do not provide the same level of convenience or efficiency. For instance, using the Format menu can be more cumbersome and less intuitive for sizing multiple controls simultaneously. Manually adjusting each control's size requires more effort and is prone to human error, as it can be difficult to achieve exact uniformity without a reference. Lastly, the Properties panel allows for precise control over dimensions but is less efficient for scaling multiple controls at once, as it requires individually entering sizes rather than applying a uniform adjustment across selected controls.

9. What is the purpose of the 'Subform/Subreport' button?

- A. To link forms together
- B. To add additional data to reports**
- C. To navigate between forms
- D. To create a new form

The purpose of the 'Subform/Subreport' button in database applications, such as Microsoft Access, is primarily to facilitate the inclusion of additional data within a main form or report. By utilizing this button, users can embed a subform or subreport that displays related data in a structured way, allowing for a more comprehensive view of the information. For example, if you have a main form that displays customer details, you can use a subform to show related order information for each customer. This technique is beneficial because it allows users to see interconnected data without needing to navigate away from the main form or report, enhancing the overall usability and functionality of the database. The other options describe functionalities that are somewhat related but do not capture the specific purpose of the Subform/Subreport button. Linking forms, navigating between forms, and creating a new form are important tasks within database management, but they do not directly represent what the Subform/Subreport button is primarily designed to do. The button itself focuses on adding additional data contextually, enriching the main form or report rather than performing the other actions described.

10. What should you select as the column headings in a crosstab query?

- A. Credits
- B. DeptName
- C. Days**
- D. ScheduleByDepartment

In a crosstab query, the column headings typically represent the values or categories that you want to summarize across the dataset. Selecting the appropriate column headings helps structure the data in a way that facilitates analysis and comparisons. In the context of the choices provided, "Days" is a logical selection for column headings in a crosstab query, especially if you're looking to analyze data by specific days of the week or time intervals. This option would allow you to display summary information such as totals or averages of other data grouped by each day, enabling insights into patterns or trends over time. The other options do not serve this purpose effectively as column headings. For example, "Credits" might be a data field representing a numerical value but doesn't categorize data in the same way as days would. Similarly, "DeptName" can be a useful field in a crosstab but is typically better suited as a row heading rather than as a column heading. "ScheduleByDepartment" seems more descriptive of a dataset or report rather than a specific category of data to be summarized in columns. Hence, "Days" stands out as the most appropriate choice for column headings in this scenario.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://cgsaccess.examzify.com>

We wish you the very best on your exam journey. You've got this!

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