

CGS ACCESS PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE

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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. To delete records from an underlying table, which query should be selected?**
 - A. 'RemoveEntries'
 - B. 'DeleteClasses'
 - C. 'ClearRecords'
 - D. 'TerminateClasses'
- 2. What is the first action needed to create a new table in Design view?**
 - A. Click the 'Table Design' button
 - B. Right-click in the Navigation Pane
 - C. Select 'New Table' from the menu
 - D. Open an existing table for editing
- 3. 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
- 4. How do you create a new custom category in the Navigation Pane?**
 - A. Right-click and select 'New Category'
 - B. Click 'Navigation Options' and 'Add Item'
 - C. Use the File menu to create a new category
 - D. Click 'Create' in the Navigation Pane
- 5. How can you view the SQL code for a query in Access?**
 - A. By exporting the query to a text file
 - B. By opening the query in Design View and switching to SQL View
 - C. By printing the query results
 - D. By creating a new database dedicated to SQL scripts
- 6. What are 'groups' used for in reports within Access?**
 - A. To sort records alphabetically
 - B. To organize data into sections based on common field values
 - C. To filter data for user-specific views
 - D. To set permissions for data access

- 7. What property do you modify to restrict data entry in a form to new records only?**
- A. Enabled
 - B. Data Entry
 - C. Allow Edits
 - D. Visible
- 8. What role do text boxes play in Access forms?**
- A. They help in data retrieval from other tables
 - B. They display instructions for users
 - C. They serve as input fields for entering data
 - D. They are used to manage database security
- 9. What is the method to disable Layout view for forms and reports?**
- A. Remove the checkmark from 'Enable Layout View'
 - B. Change the property settings in the Layout tab
 - C. Adjust permissions in the Security settings
 - D. Modify the database layout options
- 10. Where would you find the 'Property Sheet' button in Access?**
- A. On the Home tab
 - B. On the Design tab within the Report Tools
 - C. Under the File menu
 - D. In the Navigation Pane

Answers

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

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Explanations

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1. To delete records from an underlying table, which query should be selected?

- A. 'RemoveEntries'
- B. 'DeleteClasses'**
- C. 'ClearRecords'
- D. 'TerminateClasses'

The correct choice, 'DeleteClasses,' clearly indicates the action being taken—deleting records from an underlying table. In database terminology, "DELETE" is a standard keyword used in Structured Query Language (SQL) for removing existing records from a table. The use of "Classes" in the context suggests that the query is intended to specify a certain set of records (perhaps about classes) that the user wants to delete. The other options do not follow standard naming conventions associated with data manipulation and may lead to confusion. For example, 'RemoveEntries' could imply a variety of functions that don't specifically convey deletion, while 'ClearRecords' sounds more like a command that might clear or reset a table rather than specifically delete entries. Lastly, 'TerminateClasses' could mislead the user to think it refers to ending processes or relationships associated with classes, rather than directly related to deleting records. Using descriptive and conventional terminology like 'DeleteClasses' helps users understand the purpose and function of the query, ensuring clarity and effective database management.

2. What is the first action needed to create a new table in Design view?

- A. Click the 'Table Design' button**
- B. Right-click in the Navigation Pane
- C. Select 'New Table' from the menu
- D. Open an existing table for editing

To create a new table in Design view, the first action needed is to click the 'Table Design' button. This button initiates the process by opening a new table in the Design view layout, where users can begin defining field names, data types, and other attributes that structure the table. Engaging with this option directly leads to a clear environment for designing the table, allowing for precise control over the structure from the very beginning. The action effectively sets the stage for the user to input details pertinent to their data organization needs. Other options may be related to table management but do not facilitate the creation of a new table in Design view as directly as clicking the 'Table Design' button does.

3. 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.

4. How do you create a new custom category in the Navigation Pane?

- A. Right-click and select 'New Category'
- B. Click 'Navigation Options' and 'Add Item'
- C. Use the File menu to create a new category
- D. Click 'Create' in the Navigation Pane

Creating a new custom category in the Navigation Pane involves accessing the Navigation Options, which allows for more organized management of your navigation features. By selecting 'Navigation Options' and then 'Add Item', you can effectively insert a new category that helps to categorize different areas of your database. This method is straightforward and aligns with how navigation customization is intended to be executed within the software. While other methods might seem intuitive, they do not directly lead to the creation of a new category in the Navigation Pane. This emphasizes the importance of using the dedicated option designed for such modifications. Utilizing the Navigation Options ensures that users are following the correct protocol for creating and managing categories effectively.

5. How can you view the SQL code for a query in Access?

- A. By exporting the query to a text file
- B. By opening the query in Design View and switching to SQL View**
- C. By printing the query results
- D. By creating a new database dedicated to SQL scripts

To view the SQL code for a query in Access, you can open the query in Design View and then switch to SQL View. This method allows you to directly see and edit the underlying SQL statements that define how the data is being fetched from the database. In Design View, you can manipulate the visual arrangement of the query, and switching to SQL View immediately translates that design into the corresponding SQL code. It's a straightforward and effective way to understand and manage the database queries you are working with. Other options don't provide a direct way to view SQL code. Exporting the query to a text file typically results in only the data being exported rather than the SQL command used to generate that data. Printing the query results outputs the data, not the SQL syntax, so you wouldn't get an insight into how the query was structured. Creating a new database for SQL scripts is not relevant, as it does not pertain to accessing the SQL code for existing queries. Thus, the correct answer is focused on the functionality within Access itself that allows for immediate access to the SQL code.

6. What are 'groups' used for in reports within Access?

- A. To sort records alphabetically
- B. To organize data into sections based on common field values**
- C. To filter data for user-specific views
- D. To set permissions for data access

Groups in reports within Access are utilized to organize data into sections based on common field values. This functionality helps to categorize and summarize information, making reports easier to read and interpret. For instance, if you have a report on sales transactions, grouping by a common field such as 'Product Category' can allow users to see totals and details related to each category, providing a clearer understanding of the data. This grouping capability enhances the report's structure and lets viewers quickly identify patterns and differences in the data, facilitating better insights and decision-making. It is an essential feature for creating organized, meaningful reports that effectively communicate the necessary information.

7. What property do you modify to restrict data entry in a form to new records only?

- A. Enabled
- B. Data Entry**
- C. Allow Edits
- D. Visible

To restrict data entry in a form to new records only, modifying the Data Entry property is essential. When this property is set to "True," it ensures that users can only add new records and not edit or view existing ones. This is particularly useful in scenarios where you want to streamline data entry processes, such as when collecting survey responses or entries that should only be fresh inputs without interference from prior data. Setting this property prevents access to other records, thus providing a clean slate for each new entry. It enhances the integrity of the data entry process by minimizing the risk of accidental changes to existing records. This means users will only face fields for new record creation without visibility into what has been previously entered, fostering focus on the task at hand. The other properties listed serve different functions, with "Enabled" controlling whether the form can be interacted with, "Allow Edits" permitting changes to existing records, and "Visible" determining the form's visibility to users, but they do not specifically limit data entry to new records.

8. What role do text boxes play in Access forms?

- A. They help in data retrieval from other tables
- B. They display instructions for users
- C. They serve as input fields for entering data**
- D. They are used to manage database security

Text boxes in Access forms serve as input fields for entering data, making them a fundamental component of data entry in a database application. They are designed to allow users to input and edit data directly within a form. Each text box is typically linked to a specific field in a database table, which helps organize and capture data accurately during data entry. By providing a user-friendly interface, text boxes facilitate the process of data input and ensure that the information collected adheres to the structure of the underlying database. Users interact with text boxes to input various types of data, whether it's text, numbers, or dates, thereby streamlining the data collection process within the form. This design enhances the overall functionality of Access forms, making data management more efficient and accessible to users.

9. What is the method to disable Layout view for forms and reports?

- A. Remove the checkmark from 'Enable Layout View'**
- B. Change the property settings in the Layout tab
- C. Adjust permissions in the Security settings
- D. Modify the database layout options

Disabling Layout view for forms and reports in Microsoft Access is achieved by removing the checkmark from 'Enable Layout View'. Layout view is a feature designed for easier editing of forms and reports, allowing users to manipulate and align controls within the form or report. However, in scenarios where a user requires a more traditional view for design or layout purposes, disabling this feature is necessary. By unchecking 'Enable Layout View', you effectively restrict the ability to use this particular mode, reverting to the standard design view which may be better suited for certain tasks involving detailed layout adjustments or configurations. The other options involve methods that do not directly relate to disabling Layout view. Changing property settings in the Layout tab may affect other aspects of the form or report but won't toggle the Layout view itself. Adjusting permissions in the Security settings pertains to user access levels and restrictions, not specifically to the view modes in forms or reports. Modifying database layout options could influence the overall design setup of the database, yet it does not specifically control the layout view feature for individual elements. Hence, the correct approach to disabling Layout view resides in the specific action of removing the checkmark from 'Enable Layout View'.

10. Where would you find the 'Property Sheet' button in Access?

- A. On the Home tab
- B. On the Design tab within the Report Tools**
- C. Under the File menu
- D. In the Navigation Pane

The 'Property Sheet' button is located on the Design tab within the Report Tools in Access. This tool is specifically used when working in Design View for objects like forms and reports. The Property Sheet allows users to view and modify the properties of selected objects, such as forms, reports, controls, and data sources. This feature is essential for developers who want to customize the behavior and appearance of their database objects in a detailed manner. In contrast, the Home tab primarily contains commonly used commands for general tasks, such as copy, paste, and formatting options, but does not include advanced object properties. The File menu focuses on file management tasks such as opening, saving, and printing. The Navigation Pane is used for viewing and managing database objects, but it does not provide access to specific property settings or modifications for those objects. Thus, the correct location for the 'Property Sheet' is indeed on the Design tab within the Report Tools, where it serves its intended purpose for object customization.

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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