CGS ACCESS PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR THE FULL VERSION STUDY GUIDE

https://cgsaccess.examzify.com

Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.

ALL RIGHTS RESERVED.

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.

SAMPLE

Table of Contents

Copyright 1

Table of Contents 2

Introduction 3

How to Use This Guide 4

Questions 5

Answers 8

Explanations 10

Next Steps 15

SAMPLE

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.

SAMPLE

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!

SAMPLE

Questions

SAMPLE

1. What does SQL stand for in the context of Access?

A. Structured Query Language

B. Standard Query Language

C. Simple Query Language

D. Systematic Query Language

2. Which button would you use to run a modified SQL query in Access?

A. Run Query button

B. Execute button

C. Start button

D. Launch button

3. What is the correct process to switch the Navigation Pane to show a custom category?

A. Use the 'Switch Category' button

B. Right-click on the Navigation Pane and select the category

C. Select the desired category from the dropdown

D. Click the arrow and choose 'Grades' from the list

4. 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

5. What command is used to save the database options in Access?

A. Select the "Save" option from the File menu

B. Click the "OK" button after setting options

C. Press Ctrl + S to save changes

D. Navigate to File tab and select Save As

6. What functionality do combo boxes provide in Access forms?

A. They allow users to only select predefined values

B. They enable users to enter new values or select from a list of options

C. They automatically calculate values based on user inputs

D. They are used solely for displaying images

SAMPLE

7. How can you disable editing for a specific text control in a form?

A. Set the control's 'Visible' property to False

B. Select 'No' in the 'Enabled' property

C. Remove the control from the form

D. Lock the form entirely

8. What method allows you to access the Property Sheet in a Form Design view?

A. Right-click the form and select Properties

B. Click the Property Sheet button on the Design tab

C. Press the F4 key

D. Navigate to the View menu option

9. To create a new form based on the 'Details' application part, you should:

A. Access the Design tab and select 'New Form'

B. Click on the Application Parts button in the Create tab

C. Utilize the subform wizard to create the new form

D. Copy and paste elements from the existing form

10. To modify the database options for the title bar, which tab must you access first?

A. Home

B. Design

C. File

D. Database Tools

SAMPLE

Answers

SAMPLE

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

SAMPLE

Explanations

SAMPLE

1. What does SQL stand for in the context of Access?

A. Structured Query Language

B. Standard Query Language

C. Simple Query Language

D. Systematic Query Language

SQL stands for Structured Query Language, which is a standardized programming language specifically designed for managing and manipulating relational databases. In the context of Microsoft Access, SQL is used to execute operations such as querying databases for information, inserting new records, updating existing records, and deleting records. The term "structured" refers to the language's ability to handle structured data within a database, which follows a defined schema. This structure allows for complex operations using commands that can retrieve and manipulate data efficiently. SQL's role is fundamental in database management systems as it provides the means to communicate effectively with the database and perform various actions. Other options describe languages or concepts that do not exist as recognized standards in database management, which clarifies why they are not the correct answer.

2. Which button would you use to run a modified SQL query in Access?

A. Run Query button

B. Execute button

C. Start button

D. Launch button

To run a modified SQL query in Microsoft Access, the appropriate button to use is the Run Query button. This feature is specifically designed to execute SQL statements within the Access environment, allowing users to see the results of any changes they have made to their queries. When you modify an SQL query, Access requires a way to re-evaluate and process the new instructions contained within the query. The Run Query button is clearly marked and readily identifies its function, ensuring that users can easily find and utilize it for executing their SQL commands. In the context of Access, other options may seem plausible but do not specifically denote the action of executing a SQL query. The Execute button, for example, is more commonly associated with other database systems or programming languages, while the Start and Launch buttons do not have defined functions related to running queries in Access. Therefore, the Run Query button is the definitive choice for executing your modified SQL queries within Microsoft Access.

3. What is the correct process to switch the Navigation Pane to show a custom category?

A. Use the 'Switch Category' button

B. Right-click on the Navigation Pane and select the category

C. Select the desired category from the dropdown

D. Click the arrow and choose 'Grades' from the list

To switch the Navigation Pane to show a custom category, the proper process involves accessing the dropdown menu that allows users to select from various options available in the Navigation Pane. By clicking the arrow, you can unveil a list of categories, including custom ones. Choosing 'Grades' from this list effectively updates the displayed content to reflect the selected category. The capability to navigate through different categories using a dropdown menu is intuitive and central to managing different views within software tools, enabling users to quickly switch contexts without extensive navigation. This process streamlines workflow, allowing for efficient access to the specific information needed for tasks or analyses.

SAMPLE

4. 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.

5. What command is used to save the database options in Access?

A. Select the "Save" option from the File menu

B. Click the "OK" button after setting options

C. Press Ctrl + S to save changes

D. Navigate to File tab and select Save As

The command used to save database options in Access is to click the "OK" button after setting the desired options. This action confirms your changes and saves the settings within the options dialog. When you adjust settings in the database options and then click "OK," Access processes your modifications and stores them, ensuring that your preferences are applied correctly for the database. While other options like selecting the "Save" option from the File menu or pressing Ctrl + S are effective for saving various elements like forms, reports, or the overall database, they do not specifically pertain to saving the options settings. Similarly, using "Save As" would be for creating a copy or a new name for the database rather than saving specific settings or options. Thus, clicking "OK" in the options dialog directly saves those specific settings you've just modified.

6. What functionality do combo boxes provide in Access forms?

A. They allow users to only select predefined values

B. They enable users to enter new values or select from a list of options

C. They automatically calculate values based on user inputs

D. They are used solely for displaying images

Combo boxes in Access forms offer a versatile functionality that enhances user interaction with data entry. Specifically, they enable users to both enter new values and select from a predefined list of options. This dual capability is particularly beneficial in scenarios where there are standard choices available—like categories or types—but users may also need to introduce new values that aren't present in the list. This flexibility helps maintain data integrity while accommodating unique or diverse inputs. The design of combo boxes makes them ideal for use cases where a mixture of fixed options and freeform input is necessary. They help streamline the data entry process, reduce errors related to manual entries, and ultimately enhance the overall user experience in forms.

SAMPLE

7. How can you disable editing for a specific text control in a form?

A. Set the control's 'Visible' property to False

B. Select 'No' in the 'Enabled' property

C. Remove the control from the form

D. Lock the form entirely

Disabling editing for a specific text control in a form is effectively achieved by setting the control's 'Enabled' property to 'No'. When the 'Enabled' property is set to 'No', users cannot interact with the text control to enter or modify text. This prevents any changes while keeping the control visible on the form, allowing the user to see the current text without being able to edit it. The other options do not specifically address the requirement to prevent editing while retaining the visibility of the control. For example, making the control invisible would remove it from the form entirely, which is not useful if you want to display the text without allowing edits. Similarly, removing the control from the form eliminates it entirely, and locking the entire form disables interaction with all controls, which may not be desirable if only one specific control needs to be restricted. Therefore, adjusting the 'Enabled' property to 'No' is the most appropriate method for the task at hand.

8. What method allows you to access the Property Sheet in a Form Design view?

A. Right-click the form and select Properties

B. Click the Property Sheet button on the Design tab

C. Press the F4 key

D. Navigate to the View menu option

To access the Property Sheet in Form Design view, clicking the Property Sheet button on the Design tab is effective because it provides a quick and straightforward way to open the Property Sheet, which is essential for customizing the properties of the form and its controls. The Design tab specifically contains tools and options relevant to designing forms, and the Property Sheet button is readily accessible there, making it a logical choice for a user looking to modify specific attributes of the form being worked on. While other methods for accessing the Property Sheet may exist, the Design tab's Property Sheet button is specifically designed for this purpose, ensuring that it is the most efficient way to achieve this task in a design-focused environment.

9. To create a new form based on the 'Details' application part, you should:

A. Access the Design tab and select 'New Form'

B. Click on the Application Parts button in the Create tab

C. Utilize the subform wizard to create the new form

D. Copy and paste elements from the existing form

The best approach to create a new form based on the 'Details' application part is to click on the Application Parts button in the Create tab. This option allows users to access pre-defined application parts that are designed to simplify the form creation process by providing ready-made layouts and structures based on common data entry needs. When you select the Application Parts button, you can find a variety of options, including the 'Details' application part. By choosing this, you can quickly incorporate standard fields and design elements specifically crafted for displaying details about records, which saves time and ensures consistency in data presentation. The other methods, while functional in their own right, do not leverage the specificity and convenience of application parts tailored for various data management needs. The Design tab's option to create a new form allows for a blank slate that requires additional setup, while utilizing a subform wizard and copying elements from existing forms can be more complex and time-consuming without providing the same structured benefits.

SAMPLE

10. To modify the database options for the title bar, which tab must you access first?

A. Home

B. Design

C. File

D. Database Tools

To modify the database options for the title bar, the first step is to access the File tab. This tab is essential because it provides access to the various options and settings related to the database, including its properties. Within the File tab, one can access the information needed to make adjustments to how the title bar appears or functions in the database system. When you open the File tab, you typically find options related to database management such as saving, exporting, and accessing the database properties. This area acts as the control center for high-level database configurations, which is why it is the correct starting point for modifying the title bar options. Other tabs, while important for different functions within a database, do not contain the necessary options to manage title bar specific settings.

SAMPLE

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!

SAMPLE