Exploring Microsoft Office 2013, Volume 2 **(Poatsy)**
Chapter 5 Data Validation and Data Analysis: Hands-On-Exercise Videos

1) Validation rules are entered in the _____ pane.
A) Field Properties
B) Validation
C) Rules
D) Data macro
Answer: A
Diff: 2
Objective: HOE 1: Data Validation in Tables

2) When most people in a database reside in New York, you should make NY the _____
value for the State field.
A) data validation rule
B) default
C) lookup field
D) input mask
Answer: B
Diff: 1
Objective: HOE 1: Data Validation in Tables

3) When data is entered, a(n) _____ is used to have a consistent format.
A) data macro
B) field property
C) data validation rule
D) input mask
Answer: D
Diff: 2
Objective: HOE 1: Data Validation in Tables

4) (___) ___-____ is an example of a(n) _____.
A) data validation rule
B) default value
C) input mask
D) lookup field
Answer: C
Diff: 2
Objective: HOE 1: Data Validation in Tables

5) A(n) _____ allows the user to select a field value from a list of options.
A) input mask
B) lookup field
C) field property
D) data macro
Answer: B
Objective: HOE 1: Data Validation in Tables

6) When creating a parameter query, the prompt is enclosed in _____ .
A) parentheses ( )
B) braces { }
C) brackets [ ]
D) quotations " "
Answer: C
Diff: 2
Objective: HOE 2: Data Analysis Using Advanced Select Queries

7) Using the Round function with only one parameter rounds the numerical value of the parameter to the nearest _____ .
A) whole number
B) tenth
C) hundredth
D) thousandth
Answer: A
Diff: 2
Objective: HOE 1: Data Validation in Tables

8) You would use the _____ function to calculate the current date.
A) Now()
B) Today()
C) Present()
D) Date()
Answer: D
Diff: 2
Objective: HOE 2: Data Analysis Using Advanced Select Queries

9) The IIf function requires _____ parameters.
A) 0
B) 1
C) 2
D) 3
Answer: D
Diff: 3
Objective: HOE 2: Data Analysis Using Advanced Select Queries

10) The _____ function is used to check whether a field contains no value.
A) IsNull
B) Concat
C) IIf
D) IsNumeric
Answer: A
Diff: 2
Objective: HOE 2: Data Analysis Using Advanced Select Queries

11) The DatePart function has _____ required parameters.
A) 1
B) 2
C) 3
D) 4
Answer: B
Diff: 2
Objective: HOE 2: Data Analysis Using Advanced Select Queries

12) When a field is designated as required, it CANNOT be left blank.
Answer: TRUE
Diff: 1
Objective: HOE 1: Data Validation in Tables

13) When a field is required, it must have a default value.
Answer: FALSE
Diff: 2
Objective: HOE 1: Data Validation in Tables

14) If a validation rule is not met, you CANNOT continue until the data value meets the rule.
Answer: TRUE
Diff: 2
Objective: HOE 1: Data Validation in Tables

15) The Validation Text property is used to display a message when the corresponding validation rule is not met.
Answer: TRUE
Diff: 1
Objective: HOE 1: Data Validation in Tables

16) The table that contains the values for a lookup field CANNOT be modified.
Answer: FALSE
Diff: 1
Objective: HOE 1: Data Validation in Tables

17) When creating a parameter query, you are limited to a single parameter in the Criteria row for a given field.
Answer: FALSE
Diff: 2
Objective: HOE 2: Data Analysis Using Advanced Select Queries

18) When one IIf function is used within another IIf function, they are referred to as nested IIf functions.
Answer: TRUE
Diff: 2
Objective: HOE 2: Data Analysis Using Advanced Select Queries

1) A(n) _____ is a set of constraints or rules that help control how data is entered into a field.
A) Data validation
B) Input mask
C) Lookup list
D) Default value
Answer: A
Diff: 2
Objective: 1. Establish data validation

2) Which data validation method forces data entry in a field?
A) Required
B) Default value
C) Data macro
D) Validation rule
Answer: A
Diff: 2
Objective: 1. Establish data validation

3) Which data validation property specifies a value that is automatically entered into a field?
A) Default value
B) Validation rule
C) Input mask
D) Required
Answer: A
Diff: 2
Objective: 1. Establish data validation

4) Which data validation method forces users to conform to a specific data-entry format for a given field?
A) Input mask
B) Validation text
C) Default value
D) Data macro
Answer: A
Diff: 2
Objective: 1. Establish data validation

5) Which data validation method enables you to execute programming tasks whenever data in a table is changed?
A) Data macro
B) Validation rule
C) Input mask
D) Default value
Answer: A
Diff: 1
Objective: 1. Establish data validation

6) Which data validation method provides an error message when a validation rule has been broken?
A) Validation text
B) Required field
C) Input mask
D) Default value
Answer: A
Diff: 2
Objective: 1. Establish data validation

7) A(n) _____ accepts two or more options in a lookup field.
A) multiple-value field
B) input mask
C) lookup list
D) required
Answer: A
Diff: 3
Objective: 1. Establish data validation

8) The data validation method that causes fields to be limited to predefined list of values is a:
A) lookup list.
B) default value.
C) data macro.
D) validation text.
Answer: A
Diff: 3
Objective: 1. Establish data validation

9) A field that cannot be left blank when you create a new record is a:
A) required field.
B) default value.
C) validation rule.
D) data macro.
Answer: A
Diff: 1
Objective: 1. Establish data validation

10) A(n) _____ helps to reduce editing time when there is a common value in a field.
A) default value
B) validation rule
C) input mask
D) data macro
Answer: A
Diff: 1
Objective: 1. Establish data validation

11) What data validation method is designed to restrict the data values entered into a field?
A) Validation rule
B) Validation text
C) Input mask
D) Lookup list
Answer: A
Diff: 2
Objective: 1. Establish data validation

12) A _____ rule limits the type of data a user can enter into a field.
A) validation
B) lookup
C) default
D) macro
Answer: A
Diff: 2
Objective: 1. Establish data validation

13) A(n) _____ sets the property of a field to force data entry.
A) required
B) input mask
C) default value
D) data macro
Answer: A
Diff: 2
Objective: 1. Establish data validation

14) _____ is the first method for controlling data input in a field of a table.
A) Selecting an appropriate data type
B) Creating an appropriate default value
C) Creating an appropriate validation rule
D) Creating a data macro
Answer: A
Diff: 1
Objective: 2. Create an input mask

15) A(n) _____ forces users to conform to a specific data entry format for a given field.
A) input mask
B) validation rule
C) validation text
D) default value
Answer: A
Diff: 2
Objective: 2. Create an input mask

16) A field with a number of repeated values may be better suited as what kind of field?
A) Lookup field
B) Validation text field
C) Input mask
D) Data macro
Answer: A
Diff: 2
Objective: 3. Create and modify a lookup field

17) The _____ creates a menu of finite values by asking you questions and using your answers to create the options list.
A) Lookup Wizard
B) Input Mask Wizard
C) validation rule
D) default value
Answer: A
Diff: 3
Objective: 3. Create and modify a lookup field

18) When creating a parameter query, the text phrase should be enclosed in which of the following?
A) Brackets [ ]
B) Parenthesis ( )
C) Quotation marks " "
D) Apostrophe '
Answer: A
Diff: 2
Objective: 4. Create a parameter query

19) When you use the _____ operator, each criterion must be true for the compound criterion to be true.
A) Like
B) Between
C) And
D) Not
Answer: A
Diff: 3
Objective: 4. Create a parameter query

20) Which of the following enables you to create mathematical functions in Access?
A) Expression builder
B) Excel builder
C) Precision builder
D) Macro builder
Answer: A
Diff: 3
Objective: 5. Use advanced functions in the Expression Builder

21) A(n) _____ performs calculations on an entire column of data and returns a single value.
A) Aggregate function
B) data macro
C) Expression Builder
D) Round function
Answer: A
Diff: 3
Objective: 5. Use advanced functions in the Expression Builder

22) _____ is the correct syntax for the Round function.
A) Round(expression, precision)
B) Round(expression)
C) Round(expression, truepart, falsepart)
D) Round(expression, interval)
Answer: A
Diff: 3
Objective: 5. Use advanced functions in the Expression Builder

23) Which of the following function checks to see if a field has no value?
A) IsNull
B) Sum
C) Average
D) IsNotNull
Answer: A
Diff: 2
Objective: 5. Use advanced functions in the Expression Builder

24) The _____ function evaluates an expression and displays one value when the expression is true and another when the expression is false.
A) IIF
B) Math
C) IsNull
D) DatePart
Answer: A
Diff: 2
Objective: 5. Use advanced functions in the Expression Builder

25) _____ functions refers to using one formula within another one.
A) Nesting
B) IIF
C) IsNull
D) Math
Answer: A
Diff: 3
Objective: 5. Use advanced functions in the Expression Builder

26) Assuming a hire date of February 15, 2017, which of the following date part functions would return the number of days since the beginning of the current year?
A) DatePart("yyyy",[HireDate])
B) DatePart("y",[HireDate])
C) DatePart ("q",{HireDate])
D) DarePart("w",[HireDate])
Answer: A
Diff: 1
Objective: 6. Perform date arithmetic

27) Assuming a hire date of 7/31/2016, which of the following would be the correct DatePart Function for the correct day of the week?
A) DatePart("w",[HireDate])
B) DatePart("ww",([HireDate])
C) DatePart("y",[HireDate])
D) DatePart("m",(HireDate])
Answer: A
Diff: 3
Objective: 6. Perform date arithmetic

28) Which fields in a table are required fields by definition?
A) A field with a primary key
B) A field with a default value
C) A field with a lookup List
D) A field with an input mask
Answer: A
Diff: 1
Objective: 1. Establish data validation

29) _____ is similar to a validation rule except the logic is more complex and the actions taken are more powerful when table data is changed.
A) Data macro
B) Validation text
C) Required text
D) Input mask
Answer: A
Diff: 3
Objective: 1. Establish data validation

30) Which of the following forces you to enter the phone number in a consistent manner in the database table?
A) Input mask
B) Default value
C) Lookup list
D) Validation rule
Answer: A
Diff: 1
Objective: 2. Create an input mask

31) When two functions are not sufficient to evaluate an expression, you may need to use a(n):
A) Nested function.
B) IsNull function.
C) Round function.
D) Parameter query.
Answer: A
Diff: 3
Objective: 5. Use advanced functions in the Expression Builder

32) _____ affects the display of the date without affecting the underlying value.
A) Formatting
B) Rounding
C) Ruling
D) Nesting
Answer: A
Diff: 3
Objective: 6. Perform date arithmetic

33) An Access function that examines a date and returns a portion of the date is:
A) DatePart function.
B) Date formatting.
C) <<interval>>.
D) <<firstweekofyear>>.
Answer: A
Diff: 3
Objective: 6. Perform date arithmetic

34) _____ function checks to see if a field does not contain a value.
A) IsNull
B) IsNotNull
C) IIF
D) Math
Answer: A
Diff: 2
Objective: 5. Use advanced functions in the Expression Builder

35) Validation rules prevent invalid data from being entered into a field.
Answer: TRUE
Diff: 1
Objective: 1. Establish data validation

36) A lookup list accepts multiple values in a single field.
Answer: FALSE
Diff: 1
Objective: 1. Establish data validation

37) A required field indicates that a value for the field must be entered.
Answer: TRUE
Diff: 1
Objective: 1. Establish data validation

38) Validation rules limit the type or range of data a user can enter into a field.
Answer: TRUE
Diff: 2
Objective: 1. Establish data validation

39) An input mask forces users to conform to a specific data-entry format for a given field.
Answer: TRUE
Diff: 3
Objective: 1. Establish data validation

40) A required field can be left blank when entering a record.
Answer: FALSE
Diff: 1
Objective: 1. Establish data validation

41) An input mask can be used when there is a common value in many records.
Answer: FALSE
Diff: 2
Objective: 2. Create an input mask

42) Validation text restricts the data value that can be entered into a field.
Answer: FALSE
Diff: 2
Objective: 1. Establish data validation

43) When you violate a validation rule, Access allows you to continue entering the record.
Answer: FALSE
Diff: 3
Objective: 1. Establish data validation

44) By creating an input mask you can further restrict the data being input into a field by specifying the exact format of the data entry.
Answer: TRUE
Diff: 1
Objective: 2. Create an input mask

45) For phone numbers, the input mask helps ensure consistency in data entry.
Answer: TRUE
Diff: 1
Objective: 2. Create an input mask

46) When using an input mask, parentheses and hyphens are automatically stored with the data.
Answer: FALSE
Diff: 2
Objective: 2. Create an input mask

47) When using an input mask, data is still not necessarily consistent.
Answer: FALSE
Diff: 2
Objective: 2. Create an input mask

48) If you add a validation rule to a table with existing records, some data in those records may violate the rule.
Answer: TRUE
Diff: 1
Objective: 1. Establish data validation

49) To ensure the integrity of records in a table, you should set the required property to Yes for critical fields.
Answer: TRUE
Diff: 1
Objective: 1. Establish data validation

50) The user provides the criterion at run time when using a lookup list.
Answer: FALSE
Diff: 2
Objective: 4. Create a parameter query

51) If you want to see records with a field within a certain date range, you could use the Between operator.
Answer: TRUE
Diff: 2
Objective: 4. Create a parameter query

52) You can use Date() in the default value property to insert the current date when a new record is added.
Answer: TRUE
Diff: 2
Objective: 5. Use advanced functions in the Expression Builder

53) A required field is one that cannot be left blank when you create a new record.
Answer: TRUE
Diff: 2
Objective: 1. Establish data validation

54) Like any other field, a calculated field using DatePart can have criteria applied to it.
Answer: TRUE
Diff: 1
Objective: 5. Use advanced functions in the Expression Builder

55) The default Required setting for all fields except the primary key field is Yes.
Answer: FALSE
Diff: 1
Objective: 1. Establish data validation

56) A lookup field can be used when there is repetitive data in a field.
Answer: TRUE
Diff: 2
Objective: 3. Create and modify a lookup field

57) When using the Lookup Wizard to create a lookup field, Access creates a hidden relationship between two tables—the table that contains the lookup field and the table that holds the options.
Answer: TRUE
Diff: 3
Objective: 3. Create and modify a lookup field

58) The options for a lookup field can be stored in a separate table.
Answer: TRUE
Diff: 2
Objective: 3. Create and modify a lookup field

59) When creating a lookup field, it is important to only allow options from the lookup table.
Answer: TRUE
Diff: 2
Objective: 3. Create and modify a lookup field

60) A Multivalued Lookup field accepts numerous options instead of just one field choice.
Answer: TRUE
Diff: 3
Objective: 3. Create and modify a lookup field

61) [Enter city] on the criteria line of a query is an example of the criteria in a parameter query.
Answer: TRUE
Diff: 2
Objective: 4. Create a parameter query

62) Instead of modifying the query grid each time a new criteria is needed, a parameter query can be created to enter the criteria.
Answer: TRUE
Diff: 2
Objective: 4. Create a parameter query

63) A parameter query prompt is enclosed in parentheses.
Answer: FALSE
Diff: 2
Objective: 4. Create a parameter query

64) A parameter query is similar to creating most other query types.
Answer: TRUE
Diff: 2
Objective: 4. Create a parameter query

65) When there is more than one parameter in a query, Access asks for the information starting from the left and moving to the right.
Answer: TRUE
Diff: 3
Objective: 4. Create a parameter query

66) In the criteria of a query, Access encloses date fields with & symbols.
Answer: FALSE
Diff: 2
Objective: 4. Create a parameter query

67) Reports can be created based on the results of a parameter query.
Answer: TRUE
Diff: 2
Objective: 4. Create a parameter query

68) The Date function calculates the current date.
Answer: TRUE
Diff: 1
Objective: 4. Create a parameter query

69) When a report has been created and used in Access, it can be formatted and laid out differently than the original design.
Answer: TRUE
Diff: 3
Objective: 4. Create a parameter query

70) The Date function is commonly used as a default value for a date field.
Answer: TRUE
Diff: 1
Objective: 5. Use advanced functions in the Expression Builder

71) Match the following terms with their meanings:
I.   Date arithmetic
II. Date formatting
III. Date function
IV. DatePart function

A. affects the date's display without changing the actual underlying value in the table
B. an Access function that examines a date and returns a portion of the date
C. used to create expressions to calculate lapsed time
D. calculates the current date
Answer: C, A, D, B
Diff: 2
Objective: 6. Perform date arithmetic

72) Match the following terms with their meanings:
I.   Round function
II. IsNull function
III. IIF function
IV. Nesting functions

A. using one function within another function
B. returns a number rounded to a specific number of decimal places
C. checks whether a field has no value
D. evaluates an expression and displays one value when the expression is true and another value if the expression is false
Answer: B, C, D, A
Diff: 2
Objective: 5. Use advanced functions in the Expression Builder

73) Match the following terms with their meanings:
I. data validation
II. validation rule
III. input mask
IV. lookup field

A. enables you to restrict the data being input into a field by specifying the exact format of the data entry
B. restricts the data values that can be entered into a field
C. provides the user with a finite list of values to choose from in a menu
D. a set of constraints or rules that help control how data is entered into a field
Answer: D, B, A, C
Diff: 2
Objective: 1. Establish data validation

74) _____ enable you to execute programming tasks whenever data in a table is changed.
Answer: Data macros
Diff: 1
Objective: 1. Establish data validation

75) A query where the user provides the criterion at run time is called a(n) _____ query.
Answer: parameter
Diff: 2
Objective: 4. Create a parameter query

76) The _____ function returns a number rounded to a specific number of decimal places.
Answer: Round
Diff: 2
Objective: 5. Use advanced functions in the Expression Builder

77) In Access, there are several _____ methods to help minimize data entry errors into tables and forms.
Answer: data validation
Diff: 2
Objective: 1. Establish data validation

78) When building a table, you can set up a(n) _____ to restrict the data values that the user can enter into a field.
Answer: validation rule
Diff: 2
Objective: 1. Establish data validation

79) If a field in a table has a _____ a drop down menu will appear in the field.
Answer: lookup field
Diff: 2
Objective: 3. Create and modify a lookup field

80) If you run a query and a dialog box appears asking you to enter data, it is a _____.
Answer: parameter query
Diff: 2
Objective: 4. Create a parameter query

81) A(n) _____ rule limits the type of data a user can enter into a field.
Answer: validation
Diff: 2
Objective: 1. Establish data validation

82) A(n) _____ property sets the property of a field to force data entry.
Answer: required
Diff: 2
Objective: 1. Establish data validation

83) The _____ function checks if a field does not contain a value
Answer: IsNull
Diff: 2
Objective: 5. Use advanced functions in the Expression Builder

84) The _____ Wizard restricts how data is entered into a field.
Answer: Input Mask
Diff: 2
Objective: 1. Establish data validation

85) When entering data into a table or form, the _____ key is a required field.
Answer: primary
Diff: 1
Objective: 1. Establish data validation

86) An Access expression that calculates lapsed time is called _____.
Answer: date arithmetic
Diff: 2
Objective: 6. Perform date arithmetic

87) A(n) _____ forces data entry into a table or form to conform to a specific format.
Answer: input mask
Diff: 2
Objective: 1. Establish data validation

88) Explain the difference between validation rule and validation text.
Answer: The validation rule limits the type or range of data a user can enter into a field. The Validation text provides the error message telling users what they did wrong and giving instructions on what they need to do to fix it.
Diff: 2
Objective: 1. Establish data validation

89) Explain the difference between a lookup list and a multiple-value list.
Answer: A lookup list limits a field to a predefined list of values which can be used only one time. A multiple-value list accepts multiple values in a single field.
Diff: 2
Objective: 1. Establish data validation

90) Why is it easier to create a parameter query instead of multiple queries using the same field?
Answer: A parameter query provides flexibility that other queries do not. When using the same field in a query, you can create a query for one criterion and then expand it into a query for unlimited criteria.
Diff: 1
Objective: 4. Create a parameter query

91) What are the three options that need to be filled in for an IIF function to give correct results?
Answer: expression (the question you are asking), the true part(what to do if the expression is true), and the false part (what to do if the expression is false).
Diff: 3
Objective: 5. Use advanced functions in the Expression Builder

92) Using the example of a hire date of October 5, 2017, what would the DatePart function be for the quarter?
Answer: DatePart("4",[HireDate])
Diff: 2
Objective: 6. Perform date arithmetic

93) What can you use to create an expression to calculate lapsed time?
Answer: Date arithmetic
Diff: 2
Objective: 5. Use advanced functions in the Expression Builder

94) What does a IsNull function do?
Answer: An IsNull function checks to see whether a field has a value assigned. If it has a value assigned, it is considered not null. If it has no value assigned, then it is considered null.
Diff: 2
Objective: 5. Use advanced functions in the Expression Builder

95) After setting a required property to an existing table, what does Access do to the existing records if the field is blank?
Answer: Access will leave the fields blank, but a message appears "Data integrity rules have been changed, existing data may not be valid for the new rules. This process may take a long time. Do you want the existing data to be tested with the new rules?" You are prompted to keep the new settings, revert to old optional settings, or to stop testing the existing data for the requirement.
Diff: 2
Objective: 1. Establish data validation

96) The Access feature that helps you to keep track of parameter queries _____.
Answer: Query Parameters window
Diff: 2
Objective: 4. Create a parameter query

97) When creating a lookup list for the State field, what must you also consider?
Answer: U.S. Postal Service recognizes a number of other abbreviations than the 50 states.
Many of those have more than 2 characters.
Diff: 1
Objective: 3. Create and modify a lookup field

98) How can you see relationships created with a Lookup Wizard?
Answer: Click All Relationships in the Relationships group and the new hidden relationship
appear.
Diff: 3
Objective: 3. Create and modify a lookup field

99) What is the purpose of adding an input mask to a field?
Answer: Restricting the data being input into a field by specifying the exact format of the data
entry.
Diff: 1
Objective: 2. Create an input mask

100) Why would you set a default value for a field?
Answer: A default value is used when the same value is used multiple times in the table to save
data entry time.
Diff: 2
Objective: 1. Establish data validation