

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

### Tutorial 03: Maintaining and Querying a Database

1. The default query type for Access is the Crosstab query.

- a. True
- b. False

ANSWER: False

2. To toggle between navigation mode and editing mode press the F2 keyboard shortcut.

- a. True
- b. False

ANSWER: True

3. Hiding a field in Datasheet view removes the field from the current table.

- a. True
- b. False

ANSWER: False

4. When a question is asked of a database using a select query, the answer is returned as a datasheet.

- a. True
- b. False

ANSWER: True

5. It is more efficient to use the Query Wizard for common, informational queries than to design your own query.

- a. True
- b. False

ANSWER: False

6. Changes made to a field in a query datasheet updates the same field in the table on which the query is based.

- a. True
- b. False

ANSWER: True

7. It is not possible to create a query from more than one table.

- a. True
- b. False

ANSWER: False

8. Fields included in a query may be modified after the query is saved.

- a. True
- b. False

ANSWER: True

9. Logical operators must be used in order to combine two or more conditions in a query.

- a. True
- b. False

ANSWER: True

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10. Results of a query are narrowed by using the Or logical operator.

- a. True
- b. False

ANSWER: False

11. The contents of query datasheet are permanent. \_\_\_\_\_

ANSWER: False - temporary

12. The process of rearranging records in a specified order or sequence is referred to as sorting. \_\_\_\_\_

ANSWER: True

13. Access may base queries on one or more tables or queries. \_\_\_\_\_

ANSWER: True

14. A sort field is unique if more than one record can have the same value for the sort field. \_\_\_\_\_

ANSWER: False - nonunique

| Field:    | City                                | FirstName                           | LastName                            | VisitDate                           | Reason                              |                          |
|-----------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Table:    | Patient                             | Patient                             | Patient                             | Visit                               | Visit                               |                          |
| Sort:     | Ascending                           |                                     |                                     | Descending                          |                                     |                          |
| Show:     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Criteria: |                                     |                                     |                                     |                                     |                                     |                          |
| on:       |                                     |                                     |                                     |                                     |                                     |                          |
|           |                                     |                                     |                                     |                                     |                                     |                          |
|           |                                     |                                     |                                     |                                     |                                     |                          |
|           |                                     |                                     |                                     |                                     |                                     |                          |
|           |                                     |                                     |                                     |                                     |                                     |                          |
|           |                                     |                                     |                                     |                                     |                                     |                          |
|           |                                     |                                     |                                     |                                     |                                     |                          |

15. In the accompanying figure, the sort order for the VisitDate field is descending. \_\_\_\_\_

ANSWER: True

16. The most simple technique to use for filtering records is Filter By Form. \_\_\_\_\_

ANSWER: False - Filter By Selection

17. Access database objects are divided into categories on the Navigation Pane. \_\_\_\_\_

ANSWER: True

18. Arithmetic operations are performed on selected records in a database using Statistical functions.

ANSWER: False - aggregate

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19. In the accompanying figure, a criterion is set for a field in the Visit table. \_\_\_\_\_

ANSWER: False - Billing

20. Expression Builder is found in the Query Setup group on the DESIGN tab. \_\_\_\_\_

ANSWER: True

21. Results of a query may be viewed at any time by clicking the \_\_\_\_ button in the Results group on the Ribbon.

- a. Run
- b. Append
- c. Show
- d. Design

ANSWER: a

22. The query type that gives Access an example of the information being requested and retrieves information based precisely on matching the example is which type of query?

- a. crosstab
- b. append
- c. query by example (QBE)
- d. update

ANSWER: c

23. The process of adding, modifying and deleting records in a database to keep the records current and accurate is referred to as \_\_\_\_ a database.

- a. reconstructing
- b. maintaining
- c. developing
- d. editing

ANSWER: b

24. Which record modification mode is used to insert or delete characters in a field value based on the location of the insertion point?

- a. navigation mode
- b. design mode
- c. editing mode
- d. selection mode

ANSWER: c

25. Which keyboard shortcut selects the first field value in the first record when in Navigation Mode?

- a. Tab
- b. Home + Up Arrow
- c. Up Arrow
- d. Ctrl+Home

ANSWER: d

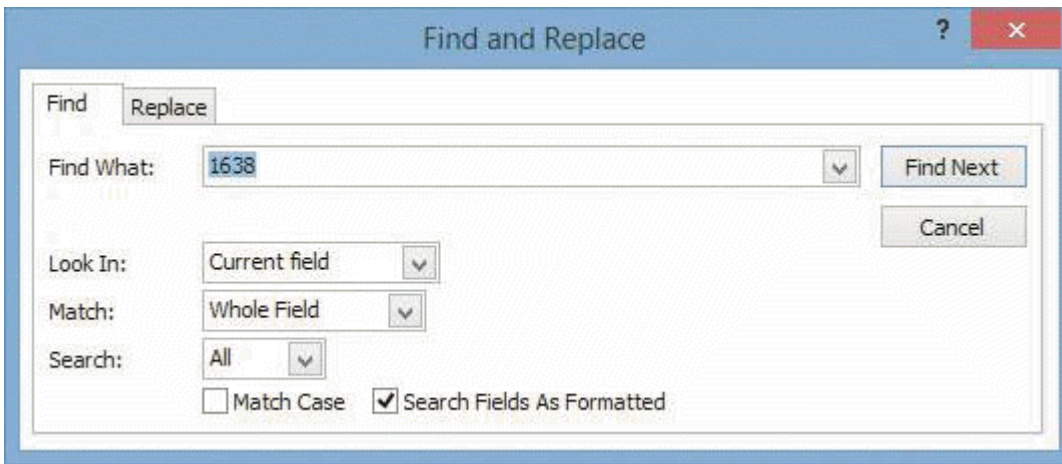
26. The \_\_\_\_ command removes the display of one or more fields in Datasheet view.

- a. Hide Fields
- b. Unhide Fields

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- c. Remove Fields    d. Display Fields

ANSWER: a



27. In the accompanying figure, how is the Match type specified to find the characters “1638”?

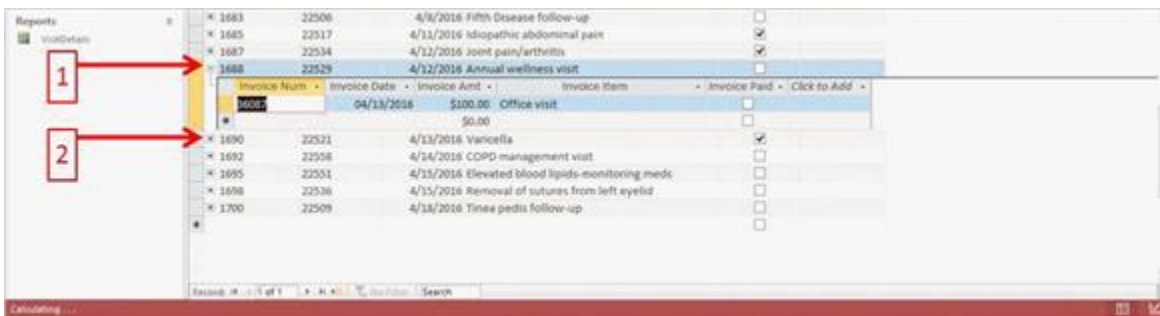
- a. current field value    b. any part of the field  
 c. entire field value    d. unformatted field value

ANSWER: c

28. Which view must be used to delete an entire record?

- a. Design    b. Query  
 c. Navigation    d. Datasheet

ANSWER: d



29. In the accompanying figure, the plus sign beside the record indicated by arrow number 2 indicates that this record \_\_\_\_\_.

- a. does not have a related record in another table    b. does have a related record in another table  
 c. has been selected to be deleted    d. has been selected to unhide

ANSWER: b

30. A query based on more than one table is a(n) \_\_\_\_\_ query.

- a. multiple    b. advanced  
 c. relationship    d. multitable

ANSWER: d

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31. Queries based on more than one table, must have a \_\_\_\_ field.  
 a. common      b. similar  
 c. text          d. calculated

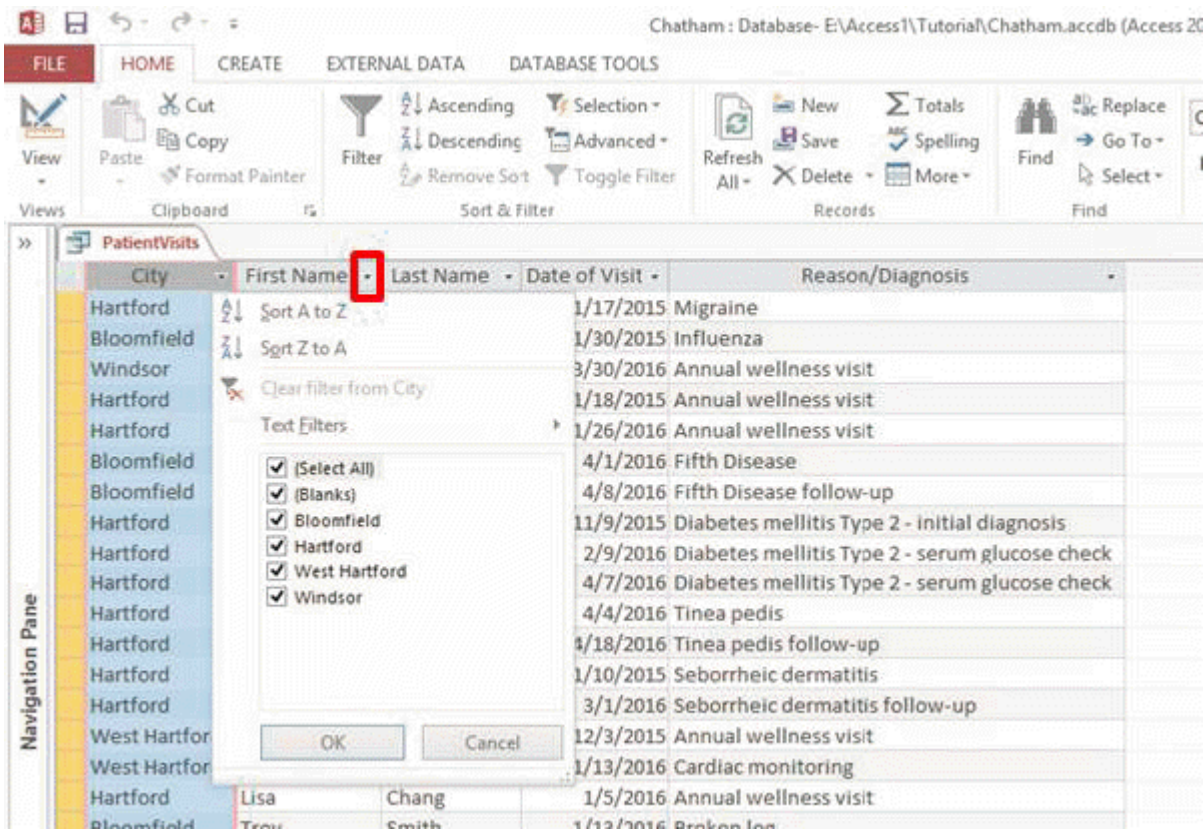
ANSWER: a

32. A field with the Short Text data type sorted in descending order will display the data in which order?  
 a. A to Z      b. lowest to highest  
 c. Z to A      d. highest to lowest

ANSWER: c

33. Data may be sorted in a table datasheet, a form, and a \_\_\_\_.  
 a. report      b. query datasheet  
 c. record      d. related table

ANSWER: b



34. In the accompanying figure, the arrow outlined to the right of the field name “First Name” gives the user access to the \_\_\_\_ feature when clicked.  
 a. AutoFilter      b. Sort  
 c. Selection      d. Replace

ANSWER: a

35. When the sort field data for each record in a database is different, the sort field is \_\_\_\_.  
 a. ascending      b. unique

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

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- c. nonunique
- d. descending

ANSWER: b

36. The primary key of a table must be unique for each record; however, the \_\_\_\_\_ sort field does not have to be unique.

- a. table
- b. chronological
- c. primary
- d. adjacent

ANSWER: c

37. The AutoFilter sort method works on a(n) \_\_\_\_\_ field(s).

- a. multiple
- b. 10 fields
- c. adjacent
- d. single

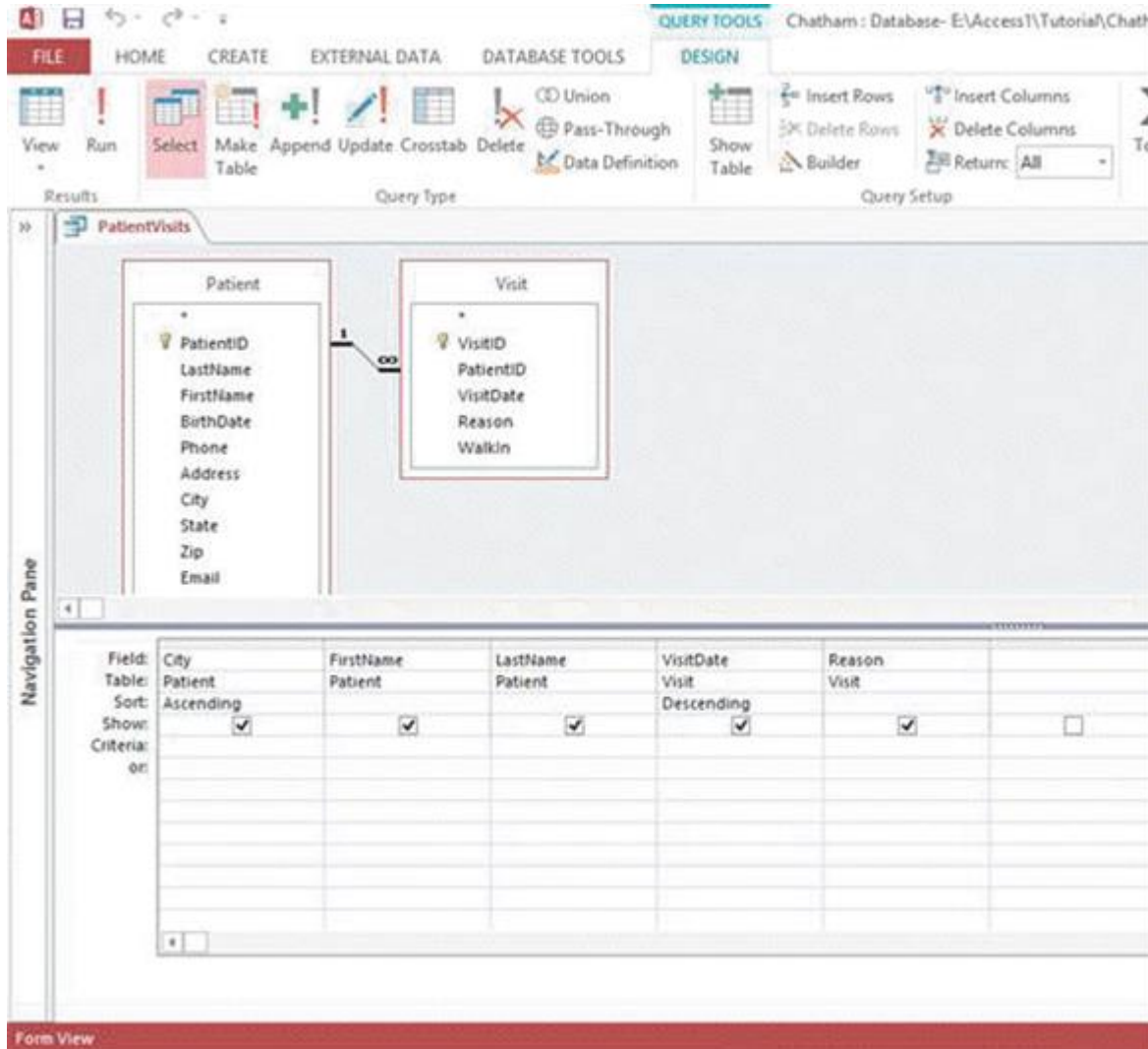
ANSWER: d

38. In a query, Access sorts fields first based on the sort field that is \_\_\_\_\_ in the design grid of the Query window when in Design view.

- a. leftmost
- b. rightmost
- c. adjacent to the leftmost field
- d. adjacent to the rightmost field

ANSWER: a

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39. In the accompanying figure, which field is the primary sort field?

- a. City
- b. Patient
- c. VisitDate
- d. Visit

ANSWER: a

40. In the accompanying figure, which field is the secondary sort field?

- a. City
- b. FirstName
- c. VisitDate
- d. LastName

ANSWER: c

41. A criterion, or rule, that determines which records are selected when a query is run is called a(n) \_\_\_\_.

- a. sort order
- b. condition
- c. operator
- d. match

ANSWER: b

42. The comparison operator, <>, is used to insert a condition that means \_\_\_\_.

- a. greater than
- b. And

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- c. less than      d. not equal to

ANSWER: d

43. In the criterion,  $\leq 250$ , the operator will return values for the specified field that are \_\_\_\_\_.

- a. less than 250      b. equal to 250  
 c. less than or equal to 250      d. greater than or equal to 250

ANSWER: c

44. The condition "Seattle" for the field *City* in a student database is an example of what type of value?

- a. text value      b. field value  
 c. comparison value      d. criteria value

ANSWER: a

45. To use an existing query as the basis for a new query, it is necessary to \_\_\_\_\_ the query before designing the new query.

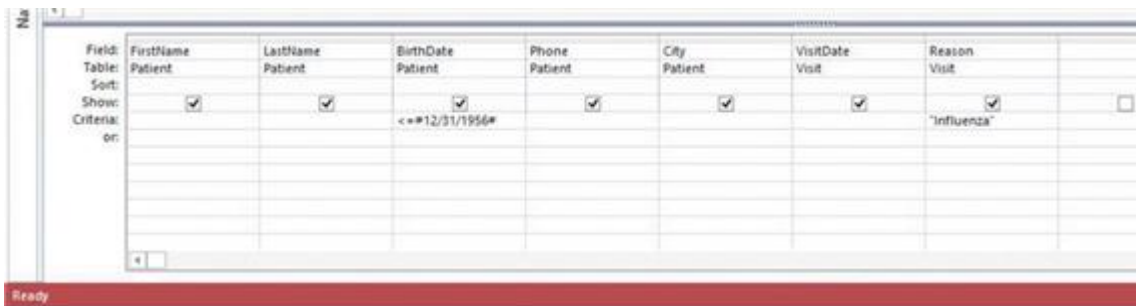
- a. modify      b. rename  
 c. delete the existing query      d. include comparison operators

ANSWER: b

46. Date criteria are automatically enclosed in \_\_\_\_\_ when entered in a query design.

- a. quotes      b. parenthesis  
 c. brackets      d. number signs

ANSWER: d



47. The criteria entered in the figure above are an example of which logical operator?

- a. Or      b. Not  
 c. And      d. Between

ANSWER: c

48. Based on the criterion for the *BirthDate* field in the image above, the query will return all patients with a birth date \_\_\_\_\_.

- a. on or after 12/31/1956      b. after 12/31/1956  
 c. before 12/31/1956      d. on or before 12/31/1956

ANSWER: d

49. A combination of database fields, constants, and operators that are used to perform a calculation is called a(n) \_\_\_\_\_.



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- a. builder      b. expression
- c. operator    d. query

ANSWER: b

50. The + symbol is an example of a(n) \_\_\_\_\_ operator.

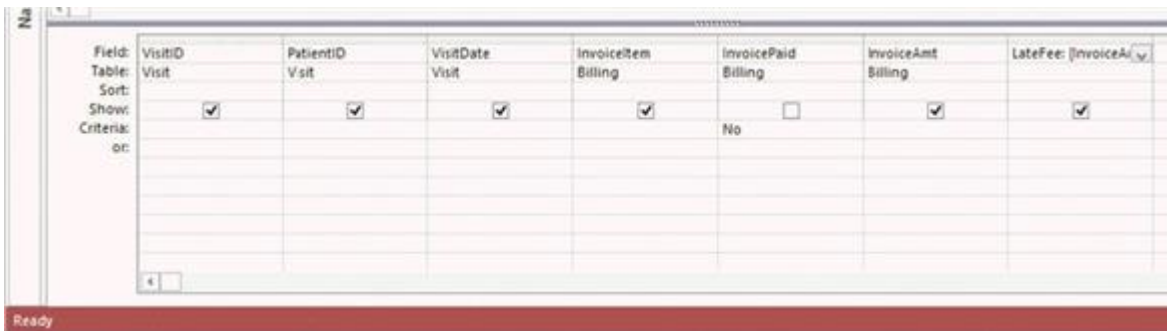
- a. arithmetic      b. logical
- c. comparison    d. calculation

ANSWER: a

51. The Expression Builder dialog box is available from which group on the Query DESIGN tab on the Ribbon?

- a. Query Type      b. Show/Hide
- c. Query Setup    d. Results

ANSWER: c



52. In the accompanying figure, which field represents a calculated field?

- a. Visit ID      b. Invoice Amt
- c. Late Fee      d. Date of Visit

ANSWER: c

53. A calculated field is formatted using the \_\_\_\_\_ for the field.

- a. Property Sheet      b. Criteria
- c. Expression Builder    d. Operator

ANSWER: a

54. A calculated field created in a query generates results when \_\_\_\_\_.

- a. the database is opened      b. the query's underlying table is opened
- c. when a report is created      d. when the query is run

ANSWER: d

55. Which aggregate function would be used to calculate the lowest field value for the selected records?

- a. Average      b. Minimum
- c. Maximum    d. Count

ANSWER: b

56. Which aggregate function supports the Yes/No field data type?

- a. Count      b. Average

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- c. Minimum      d. Sum

ANSWER: a

57. To add a row labeled “Total” to a query design click the \_\_\_\_\_ button in the Show/Hide group on the DESIGN tab on the Ribbon.

- a. SUM      b. New Row  
c. Totals      d. Add All

ANSWER: c

58. \_\_\_\_\_ is the default entry for each field in the Total row of the query design grid.

- a. Group By      b. SUM  
c. Totals      d. Maximum

ANSWER: a

59. The default group in the Navigation Pane is \_\_\_\_\_.

- a. Object Type      b. All Access Objects  
c. Table      d. Design Grids

ANSWER: b

60. Which comparison operator matches a pattern that includes wildcards?

- a. Between...And...      b. Or  
c. Not      d. Like

ANSWER: d

61. Statistical information such as totals and averages is calculated using \_\_\_\_\_.

- a. comparison operators      b. mathematical operators  
c. aggregate functions      d. logical functions

ANSWER: c

62. \_\_\_\_\_ categories may be created to group objects in a way best suited to manage any database in the Navigation Pane.

- a. Table Name      b. Custom  
c. Query Name      d. Relationship

ANSWER: b

### Case-Based Critical Thinking Questions

#### Case 3-1

Mrs. Godwin’s high school Environmental Science class has collected historical weather data for the months of January, February, and March for three cities. The data has been entered into a database. Mrs. Godwin has asked the students to answer the following questions using the Access database.

What was the highest recorded wind speed?

Which city had the highest temperature and what was the highest temperature?

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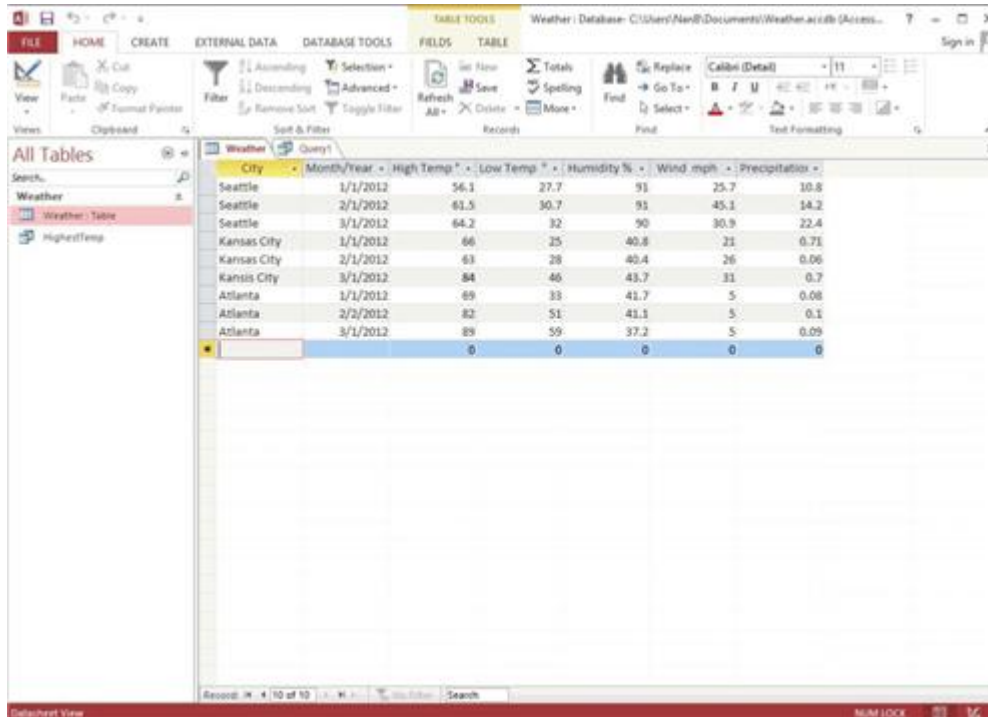


Figure Case 3-1-1

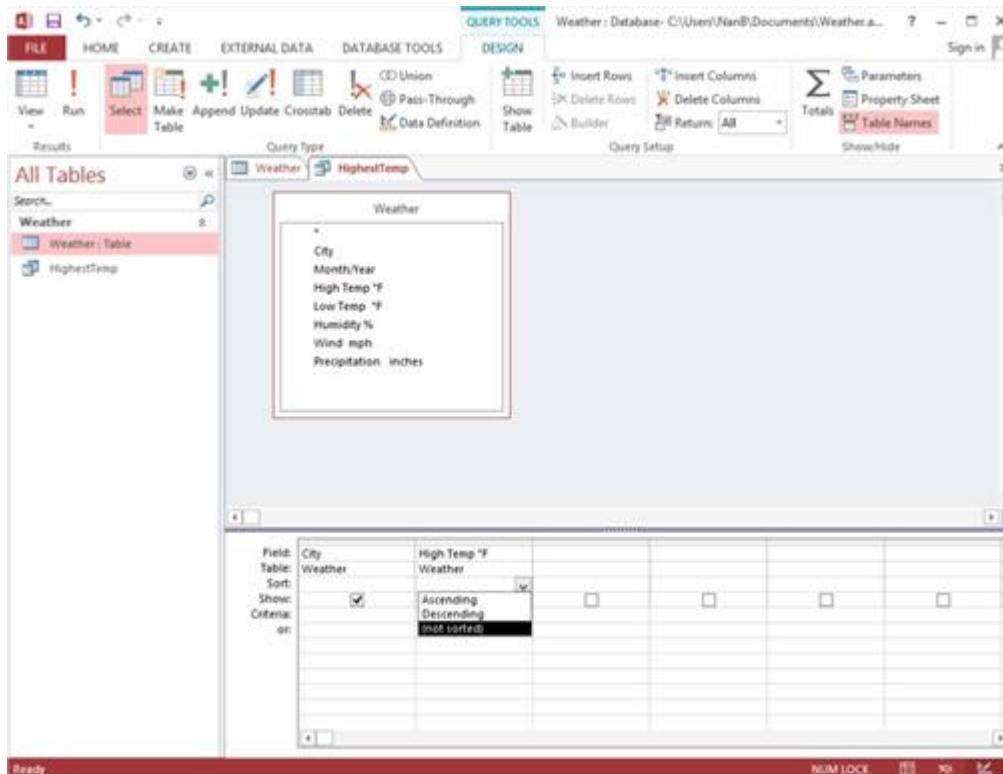


Figure Case 3-1-2

63. Using the datasheet in Figure 3-1-1, which is the quickest method to help students determine the highest wind speed from the recorded data?

- create a query that includes the fields: *City* and *Wind mph*
- sort the *Wind mph* field in Datasheet view using the largest to smallest AutoFilter option

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- c. use the Ascending sort option from the Sort & Filter group on the Ribbon to sort the *City* field      d. create a query that includes all fields in the table and sort the *Wind mph* field

ANSWER: b

64. To save the HighestTemp query, Mrs. Godwin's students had to perform which of the following tasks?  
a. run the query      b. type the query name in the query design window as a new field  
c. save the database      d. save the query object with a new name

ANSWER: d

#### Case-Based Critical Thinking Questions

##### Case 3-2

Jorge has created a database for the herb garden he is planting this spring. Fields in the database include: Plant Name, When to Plant, Amount of Sun, Annual, and Perennial. He needs to answer the following questions using his database. Which plants need full sun?  
Which plants are Perennials?

65. When creating a query to determine which plants need full sun, which fields must be included in the query?  
a. *Plant Name* and *When to Plant*      b. *Amount of Sun* and *Annual*  
c. *Plant Name* and *Amount of Sun*      d. *Amount of Sun* and *When to Plant*

ANSWER: c

66. After creating the query, Jorge must set criteria to have the query return only those plants that need full sun. Entries for the *Amount of Sun* field include: partial sun, little sun, and full sun. How should Jorge enter the criteria for the exact match of *full sun*?  
a. =>full sun      b. <=fullsun  
c. <> full sun      d. "full sun"

ANSWER: d

67. To create a datasheet that lists all herbs that are Perennials, Jorge will create a new query. The *Perennial* field has a data type of Yes/No. Which criterion should Jorge use in the query for the *Perennial* field?  
a. Yes      b. >No  
c. check=yes      d. 'yes'

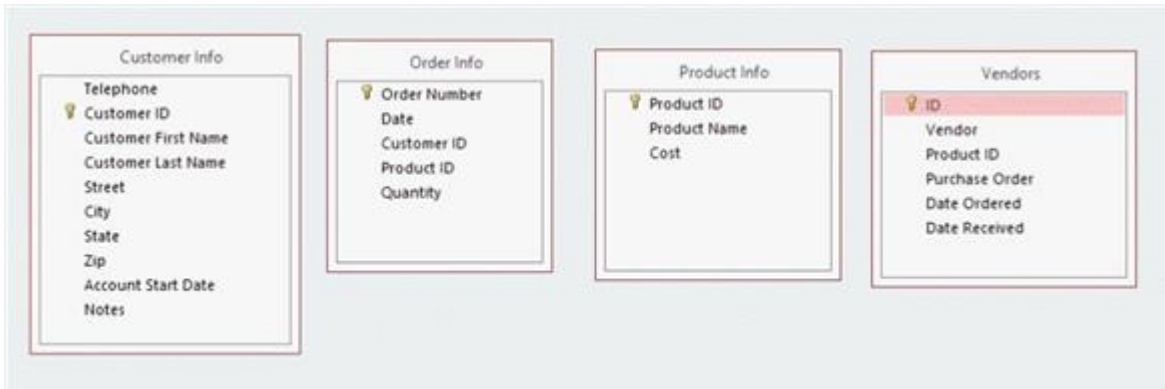
ANSWER: a

#### Case-Based Critical Thinking Questions

##### Case 3-3

Ja'nice launched an online jewelry business several months ago to sell her handmade jewelry. As her business expanded, Ja'nice developed product codes for her jewelry and a database to track orders, track supply orders, and maintain customer information. The tables and fields in her database are illustrated in the figure below.

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68. Ja'nice wants to create a query that will show her all orders placed on or after July 1, 2015. Which table does Ja'nice need to use for this query?

- a. Customer Info      b. Product Info
- c. Vendors              d. Order Info

ANSWER: d

69. Now that Ja'nice has chosen the table to use for the query, for which field will she create criteria?

- a. Account Start Date      b. Date
- c. Cost                      d. Product ID

ANSWER: b

70. Which of the following criteria will show Ja'nice all orders placed on or after July 1, 2015?

- a. >=#7/1/2015#      b. <=#7/1/2015#
- c. >7/1/2015          d. =#7/1/2015#

ANSWER: a

71. Ja'nice would also like to create a query that shows her specific products (by Product ID) that were purchased by individual customers. To do this, she must use at least two tables to create the query. Which two tables would be best to use for this query?

- a. Customer Info and Product Info      b. Order Info and Product Info
- c. Customer Info and Order Info      d. Order Info and Vendors

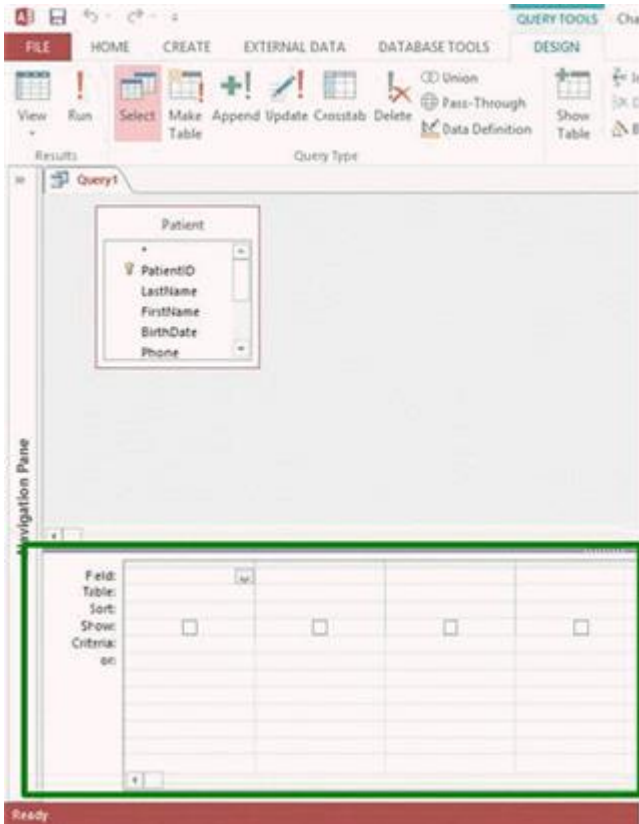
ANSWER: c

72. After choosing the two tables for the new query, Ja'nice must relate the two tables using a common field. What is the common field between the two tables?

- a. Product ID      b. Customer ID
- c. Date              d. Product

ANSWER: b

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73. In the accompanying figure, the \_\_\_\_\_ of the Query window in Design View is outlined.  
**ANSWER:** design grid

74. The \_\_\_\_\_ command allows hidden fields to be redisplayed.  
**ANSWER:** Unhide Fields



75. In the accompanying figure, the brackets indicate that a related record exists in a \_\_\_\_\_.  
**ANSWER:** subdatasheet

76. The \_\_\_\_\_ prompts for information by asking a series of questions and creates the appropriate results based on the answers to the prompts.  
**ANSWER:** Query Wizard

77. The default name for a new Access query is \_\_\_\_\_.  
**ANSWER:** Query1

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Tutorial 03: Maintaining and Querying a Database

78. Typing a value in a highlighted field while in the \_\_\_\_\_ mode replaces the highlighted field value.

*ANSWER:* navigation

79. To locate a specific field value or part of a field value, a user may search a table datasheet, a query datasheet, or a form using the \_\_\_\_\_.

*ANSWER:* Find command

80. A \_\_\_\_\_ is a set of records that answers the question resulting from a query.

*ANSWER:* recordset

81. The ascending sort order for the Date/Time data type sorts dates from \_\_\_\_\_.

*ANSWER:* oldest to most recent date

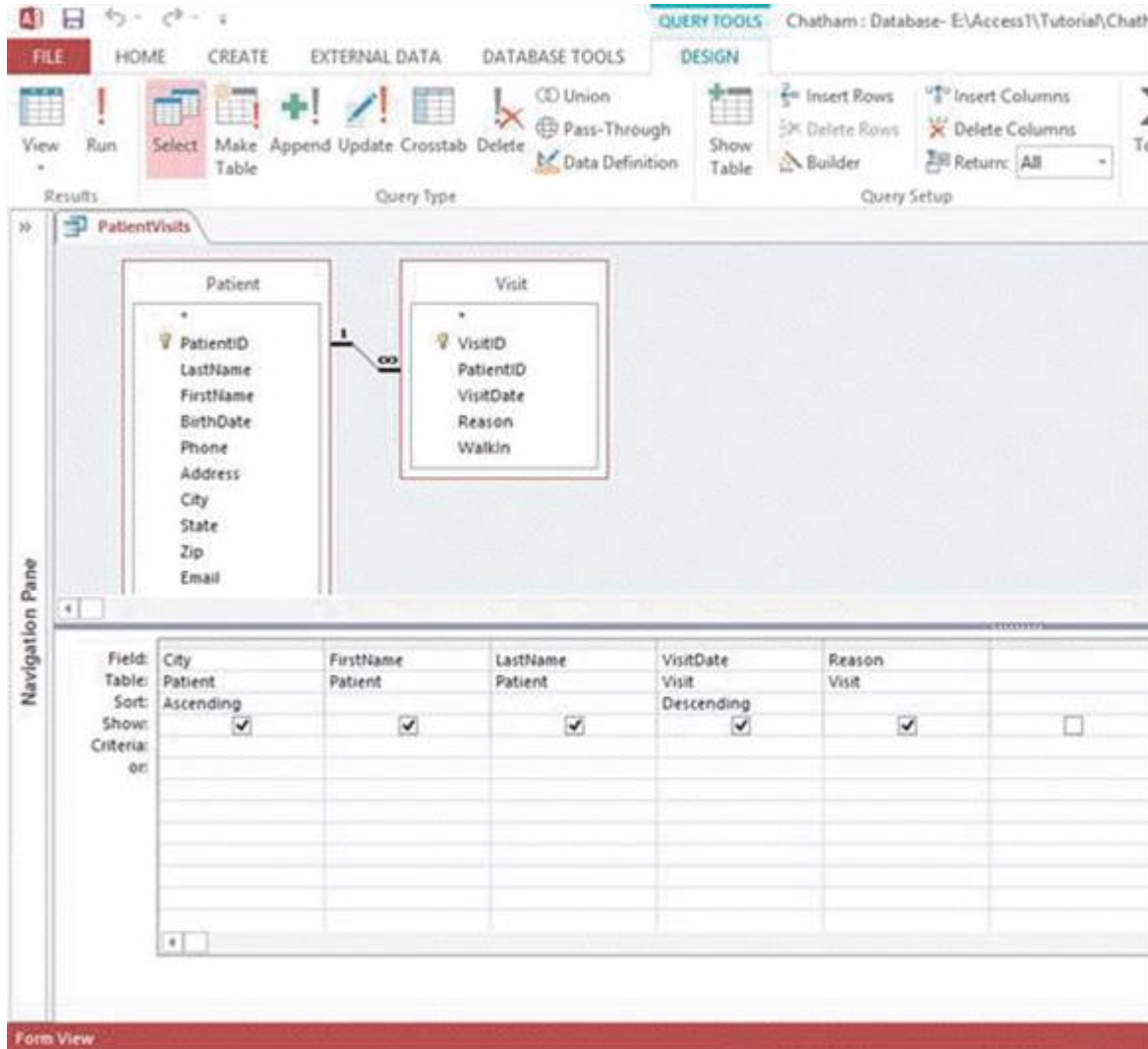
82. The arrangement of records sorted in a datasheet is \_\_\_\_\_ unless the datasheet is saved as a table.

*ANSWER:* temporary

83. The first field specified in the sorting process is called the \_\_\_\_\_ field.

*ANSWER:* primary sort

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84. In the accompanying figure, the VisitDate field is the \_\_\_\_\_ sort field in a sorted datasheet.

ANSWER: secondary

85. A set of restrictions placed on records in an open datasheet or form that temporarily isolates a subset of the records is called a \_\_\_\_\_.

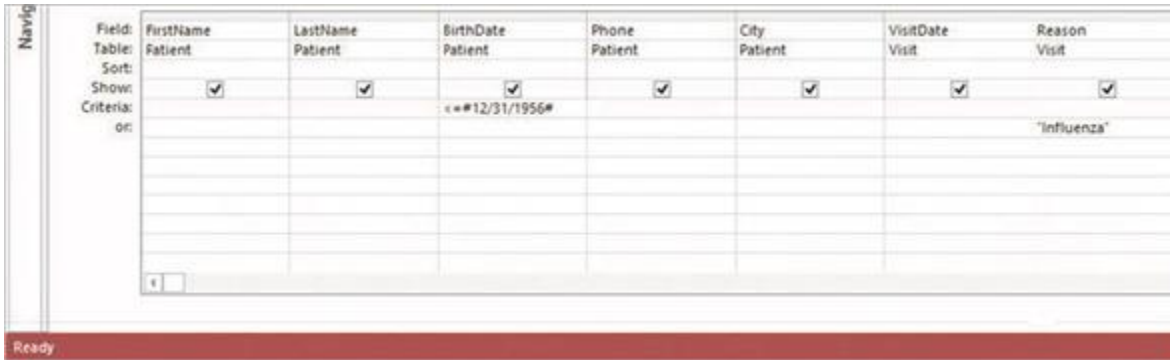
ANSWER: filter

86. To change the order fields in the query design grid, move a field by selecting it and then \_\_\_\_\_ it to the new location.

ANSWER: dragging



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87. The accompanying figure illustrates the use of the \_\_\_\_\_ logical operator to define query criteria.  
**ANSWER:** Or

88. Access queries provide several capabilities that allow data analysis and manipulation using tables and other Access database objects. List five capabilities that allow for data analysis and manipulation in Access.

**ANSWER:** Display selected fields and records from a table  
 Sort records  
 Perform calculations  
 Generate data for forms, reports, and other queries  
 Update data in the tables in a database  
 Find and display data from two or more tables

89. Which method of adding all of the fields from a table to the design grid is best when record selection criteria will be used in the query? How are the fields ordered in the design grid using this method?

**ANSWER:** The best method to use is to double-click the field list title bar which highlights all the fields in the table then click and drag any of the highlighted fields to the first column in the design grid. This adds each field in the table in a separate column on the grid and arranges the fields in the order in which they appear in the field list.

90. Kyra has been asked to sort a database of cities and zip codes using a query. The result should show records grouped by city with zip codes in ascending order within the city groups. What is the best method for Kyra to use to achieve this result?

**ANSWER:** Kyra needs to set the field containing city values as the primary sort field and the field containing zip code values as the secondary sort field with ascending sort order. This will sort the database first by the city field, then by the zip codes within the city group.

*Identify the letter of the choice that best matches the phrase or definition.*

- aggregate functions
- Zoom box
- theme
- logical operators
- comparison operator
- condition
- Ctrl + End
- Home
- sort field
- query

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

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91. Operators that allow two or more conditions to be combined such as And.

ANSWER: d

92. A predefined set of formats including colors, fonts, and other effects that enhance an object's appearance and usability.

ANSWER: c

93. The keyboard shortcut that moves the insertion point to the right of the last character in the field value when in editing mode.

ANSWER: g

94. A criterion or rule that determines which records are selected when a query is run.

ANSWER: f

95. Functions that perform arithmetic operations on selected records in a database.

ANSWER: a

96. The field used to determine the order of records in a datasheet.

ANSWER: i

97. The type of operator that compares the value in a field to the condition value and selects all records for which the condition is true.

ANSWER: e

98. A dialog box used to enter text, expressions, or other values.

ANSWER: b

99. This type of datasheet displays temporary contents based on the criteria established in the design grid.

ANSWER: j

100. The keyboard shortcut that moves the insertion point left to the first field value in a record when in navigation mode.

ANSWER: h