

Name: _____ Class: _____ Date: _____

Access Module 2

1. To create a new query in Design view, click CREATE on the ribbon to display the CREATE tab and then click the _____ button to create a new query.

- a. Query b. Design View
c. Query Design d. Select Query

ANSWER: c

POINTS: 1

REFERENCES: AC 68
Creating Queries

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 4/16/2016 11:04 AM

2. To save a query, click the Save button on the _____.

- a. status bar b. Quick Access Toolbar
c. CREATE tab on the ribbon d. HOME tab on the ribbon

ANSWER: b

POINTS: 1

REFERENCES: AC 71
Creating Queries

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 4/16/2016 11:06 AM

3. To view the results of a query, open it by right-clicking the query in the Navigation Pane and clicking _____ on the shortcut menu.

- a. Datasheet View b. Design View
c. Open d. Run

ANSWER: c

POINTS: 1

REFERENCES: AC 71
Creating Queries

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 4/16/2016 11:07 AM

4. To change the design of a query that is not currently open, right-click the query and then click _____ on the shortcut menu.

- a. Datasheet View b. Layout View
c. Change View d. Design View

ANSWER: d

POINTS: 1

Access Module 2

REFERENCES: AC 71
Creating Queries

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 4/16/2016 11:11 AM

5. To print the results of a query that is open, click FILE on the ribbon, click the ____ tab in the Backstage view, and then click Quick Print.

- a. Preview
- b. Query
- c. Print Query
- d. Print

ANSWER: d

POINTS: 1

REFERENCES: AC 71
Creating Queries

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 4/16/2016 11:13 AM

6. To create a parameter query, enter a parameter rather than a specific value as a criterion in the design grid. The parameter must be enclosed in ____.

- a. curly braces { }
- b. square brackets []
- c. parentheses ()
- d. single quotes ‘ ’

ANSWER: b

POINTS: 1

REFERENCES: AC 75
Creating Queries

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 4/16/2016 11:14 AM

7. To view the results of a query, right-click the query in the Navigation Pane and then click ____ on the shortcut menu.

- a. Use Parameter
- b. Enter Values
- c. Open
- d. Run

ANSWER: c

POINTS: 1

REFERENCES: AC 71
Creating Queries

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 4/16/2016 11:17 AM

Access Module 2

8. Less than (<), greater than (>), and NOT (not equal to) are examples of ____.

- a. compound conditions
- b. comparison operators
- c. compound values
- d. conditions

ANSWER: b

POINTS: 1

REFERENCES: AC 79
Creating Queries

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

9. The ____ operator allows you to search for a range of values in one field.

- a. BETWEEN
- b. RANGE
- c. IN
- d. SEARCH

ANSWER: a

POINTS: 1

REFERENCES: AC 82
Creating Queries

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

10. To order the records in the answer to a query in a particular way, you ____ the records.

- a. index
- b. sort
- c. arrange
- d. list

ANSWER: b

POINTS: 1

REFERENCES: AC 83
Sorting

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

11. To sort records in a query, specify the sort order in the ____ row of the design grid below the field that is the sort key.

- a. Show
- b. List
- c. Sort
- d. Order

ANSWER: c

POINTS: 1

REFERENCES: AC 83
Sorting

Access Module 2

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

12. To omit duplicates from a query, use the property sheet and change the Unique Values property to ____.

a. No b. Yes
c. Off d. On

ANSWER: b

POINTS: 1

REFERENCES: AC 85
 Sorting

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

13. To use the Report Wizard to create a report for a query, select the query in the Navigation Pane, click ____ on the ribbon, and then click the Report Wizard button.

- a. CREATE b. DATABASE TOOLS
c. REPORT d. FILE

ANSWER: a

POINTS: 1

REFERENCES: AC 94
 Joining Tables

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 4/16/2016 11:22 AM

14. To export data from a query to Excel, select the query in the Navigation Pane, click ____ on the ribbon, and then click the Excel button.

- a. DATABASE TOOLS b. EXTERNAL DATA
c. OFFICE EXPORT d. CREATE

ANSWER: b

POINTS: 1

REFERENCES: AC 98
 Exporting Data From Access to Other Applications

QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 4/16/2016 11:24 AM

15. To re-use saved export steps, click the Saved Exports button on the ____ tab on the ribbon.

Access Module 2

- a. FILE
- b. CREATE
- c. DATABASE TOOLS
- d. EXTERNAL DATA

ANSWER: d
POINTS: 1
REFERENCES: AC 100
Exporting Data From Access to Other Applications
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 4/16/2016 11:25 AM

16. To use the Expression Builder to create a calculated field, select the column in the Field row, right-click to display the shortcut menu, and then click _____.

- a. Expression Builder
- b. Builder box
- c. Build
- d. Field Builder

ANSWER: c
POINTS: 1
REFERENCES: AC 102
Calculations
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 4/16/2016 11:27 AM

17. To include calculated fields in queries, enter a name for the calculated field, a(n) _____, and then the expression in one of the columns in the Field row.

- a. colon (:)
- b. semi-colon (;)
- c. equal sign (=)
- d. exclamation point (!)

ANSWER: a
POINTS: 1
REFERENCES: AC 103
Calculations
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

18. To display the entire entry for a calculated field, select the column in the Field row, right-click to display the shortcut menu, and then click _____.

- a. Enlarge
- b. Resize
- c. Magnify
- d. Zoom

ANSWER: d
POINTS: 1
REFERENCES: AC 103

Access Module 2

Calculations

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

19. You can include ____ in calculations to indicate which calculation should be done first.

- a. curly braces { }
- b. brackets []
- c. parentheses ()
- d. slashes //

ANSWER: c

POINTS: 1

REFERENCES: AC 103
Calculations

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

20. To change the caption for a field in a query, click the field in the design grid, click the ____ button on the Design tab, click the Caption box, and enter the new caption.

- a. Caption
- b. Property Sheet
- c. Field Name
- d. Format

ANSWER: b

POINTS: 1

REFERENCES: AC 105
Calculations

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 4/16/2016 11:31 AM

21. To include the Total row in the design grid, click the ____ button on the DESIGN tab.

- a. Aggregate
- b. Statistics
- c. Calculations
- d. Totals

ANSWER: d

POINTS: 1

REFERENCES: AC 106
Calculations

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

22. To find the largest amount paid amount for a client, select ____ as the entry in the Total row for the Amount Paid

Access Module 2

column.

- a. Large
- b. Maximum
- c. LGE
- d. MAX

ANSWER: d

POINTS: 1

REFERENCES: AC 106
Calculations

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

23. To calculate statistics for only those records that satisfy certain criteria, select ____ as the entry in the Total row for the field, and then enter the criterion in the Criteria row.

- a. Having
- b. Where
- c. Restrict
- d. Find

ANSWER: b

POINTS: 1

REFERENCES: AC 107
Calculations

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

24. To indicate grouping in Access, select ____ as the entry in the Total row for the field to be used for grouping.

- a. Like
- b. Where
- c. Same
- d. Group By

ANSWER: d

POINTS: 1

REFERENCES: AC 108
Calculations

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

25. To create a crosstab, click the ____ button on the CREATE tab.

- a. Crosstab Wizard
- b. Query Wizard
- c. Statistics
- d. Chart

ANSWER: b

POINTS: 1

REFERENCES: AC 109
Crosstab Queries

Access Module 2

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

26. To show the Navigation Pane if it is hidden, click the ____ Button.

- a. Show
- b. Shutter Bar Open/Close
- c. Restore
- d. Show/Hide

ANSWER: b

POINTS: 1

REFERENCES: AC 112
Customizing the Navigation Pane

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

27. To organize entries in the Navigation Pane by table, click ____ on the Navigation Pane menu.

- a. Objects by Table
- b. Table Object
- c. Tables and Related Views
- d. Default

ANSWER: c

POINTS: 1

REFERENCES: AC 112
Customizing the Navigation Pane

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

Modified Multiple Choice

28. The special criteria that can be used in queries are ____.

- a. AND
- b. INCLUSIVE
- c. BETWEEN
- d. IN

ANSWER: a, c, d

POINTS: 1

REFERENCES: AC 82
Creating Queries

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

PREFACE NAME: mod

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

Access Module 2

29. For group calculations, Microsoft Access supports _____ built-in statistics.

- a. STDEV
- b. VAR
- c. MAX
- d. LOW

ANSWER: a, b, c

POINTS: 1

REFERENCES: AC 106
Calculations

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

30. When you enter text data in a criterion, you must enclose the text in quotation marks.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 70
Creating Queries

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

31. The asterisk (*) wildcard represents any collection of characters.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 72
Creating Queries

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

32. The question mark (?) wildcard represents any collection of characters.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 72
Creating Queries

Access Module 2

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

33. To enter a criterion for a particular field without displaying the field in the results of the query, include the field in the design grid, enter the criterion, and remove the check mark from its Show check box.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 74
Creating Queries

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

34. A query that prompts for input whenever it is run is a dialog query.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: AC 75
Creating Queries

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

35. To create a parameter query that will prompt users to enter a city name as input, place [Enter City] as the criterion in the City field.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 75
Creating Queries

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

36. To enter a number in a criterion, type the number without any dollar signs or commas.

Access Module 2

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 78
Creating Queries
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

37. Unless you specify otherwise, Access assumes that the criteria you enter involve equality (exact matches).

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 79
Creating Queries
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

38. To find all accounts whose current due amounts are greater than \$2,500.00 and whose account manager is manager 31, enter each criterion on the same row.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 80
Creating Queries
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 4/16/2016 11:37 AM

39. The field or fields on which records are sorted is called the sort key.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 83
Sorting

Access Module 2

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

40. If you specify more than one sort key, the sort key on the left will be the major sort key and the one on the right will be the minor sort key.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 83
Sorting
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

41. When you sort data in a query, the records in the underlying table are actually rearranged.

- a. True
- b. False

ANSWER: False
POINTS: 1
REFERENCES: AC 83
Sorting
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

42. A property sheet is a window containing the various properties of the object.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 85
Sorting
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

43. When you sort data, duplicates are not included.

- a. True

Access Module 2

b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 85
Sorting

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

44. To create a top-values query, use the Top Values box on the DESIGN tab to change the number of records to be included from All to the desired number.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 88
Sorting

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

45. Joining tables in a query creates an ad hoc relationship, that is, a relationship between tables created for a specific purpose.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 89
Joining Tables

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

46. You cannot create a report for a query.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 94
Joining Tables

QUESTION TYPE: True / False

Access Module 2

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

47. You can export data from Access to the standard Word format.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 100
Joining Tables

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

48. In fixed-width files, each record is on a separate line and the fields are separated by a special character.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 101
Joining Tables

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

49. The expression for a calculated field can be typed directly into the Field row.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 103
Calculations

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

50. The only calculated fields you can create in Access are those involving addition and subtraction.

- a. True
- b. False

Access Module 2

ANSWER: False
POINTS: 1
REFERENCES: AC 103
Calculations
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

51. Grouping means creating groups of records that share some common characteristic.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 108
Calculations
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

52. Crosstab queries are useful for summarizing data by category or group.

- a. True
- b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 108
Calculations
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

53. To include all fields in the design grid, double-click the question mark (?) in the field list. _____

ANSWER: False - asterisk (*)
POINTS: 1
REFERENCES: AC 69
Creating Queries
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

54. Wildcards are symbols that represent any character or combination of characters. _____

Access Module 2

ANSWER: True
POINTS: 1
REFERENCES: AC 72
Creating Queries
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

55. A summary function is a function that performs some mathematical function against a group of records.

ANSWER: False - aggregate
POINTS: 1
REFERENCES: AC 106
Calculations
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

56. A crosstab query calculates a statistic for data that is grouped by two different types of information.

ANSWER: True
POINTS: 1
REFERENCES: AC 108
Crosstab Queries
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

57. To restrict the objects that appear on the Navigation Pane use the Retrieval Bar. _____

ANSWER: False - Search
POINTS: 1
REFERENCES: AC 111
Customizing the Navigation Pane
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

58. A question that is asked of Access or any other database management system is called a(n) _____.

ANSWER: query
POINTS: 1

Access Module 2

REFERENCES: AC 65
Introduction

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

59. To include all fields for a table in the design grid, double-click the _____ in the field list.

ANSWER: asterisk (*)

POINTS: 1

REFERENCES: AC 69
Creating Queries

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 4/16/2016 11:38 AM

60. The results of a query display in _____ view.

ANSWER: Datasheet

POINTS: 1

REFERENCES: AC 69
Creating Queries

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

61. _____ are symbols that represent any character or combination of characters.

ANSWER: Wildcards

POINTS: 1

REFERENCES: AC 72
Creating Queries

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

62. The _____ wildcard represents any collection of characters.

ANSWER: asterisk
*

POINTS: 1

REFERENCES: AC 72
Creating Queries

QUESTION TYPE: Completion

Access Module 2

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

63. The _____ wildcard represents any individual character.

ANSWER: question mark
?

POINTS: 1

REFERENCES: AC 72
Creating Queries

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

64. A(n) _____ query is a query that prompts for input whenever it is used.

ANSWER: parameter

POINTS: 1

REFERENCES: AC 75
Creating Queries

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

65. To combine criteria with _____, place the criteria on the same row.

ANSWER: AND

POINTS: 1

REFERENCES: AC 80
Creating Queries

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

66. To combine criteria with _____, each criterion must go on separate rows in the Criteria area of the grid.

ANSWER: OR

POINTS: 1

REFERENCES: AC 81
Creating Queries

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

Access Module 2

DATE MODIFIED: 2/24/2016 4:57 PM

67. A(n) _____ is a window containing the various properties of the object.

ANSWER: property sheet

POINTS: 1

REFERENCES: AC 85
Sorting

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

68. To sort records by amount paid within book rep number, specify Book Rep Number as the _____ key.

ANSWER: major
primary sort
major sort

POINTS: 1

REFERENCES: AC 83
Sorting

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

69. In _____ files, the width of any field is the same on every record.

ANSWER: fixed-width

POINTS: 1

REFERENCES: AC 101
Exporting Data From Access to Other Applications

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

70. The _____ function finds the smallest value in a group of records.

ANSWER: MIN

POINTS: 1

REFERENCES: AC 106
Calculations

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

Access Module 2

71. A(n) _____ function is a function that performs some mathematical function against a group of records.

ANSWER: aggregate

POINTS: 1

REFERENCES: AC 106
Calculations

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

Critical Thinking Questions

Case 2-1

PrattLast needs to gather some additional statistics on its managers. A manager at PrattLast has created an initial query that calculates the accounts located in specific cities. The manager is unsure what aggregate functions to use for additional calculations.

72. Which aggregate function will find the standard deviation?

ANSWER: STDEV

POINTS: 1

REFERENCES: AC 106
Calculations

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: Case 2-1, AC0271

TOPICS: Critical Thinking

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

73. Which aggregate function will find the customer with the largest amount paid?

ANSWER: MAX

POINTS: 1

REFERENCES: AC 106
Calculations

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

TOPICS: Critical Thinking

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

Critical Thinking Questions

Case 2-2

PrattLast Associates needs to find the account managers whose start date is earlier than 1/1/2015.

Name: _____ Class: _____ Date: _____

Access Module 2

74. What criteria should PrattLast enter in the Start Date column of the design grid?

ANSWER: <1/1/2015

POINTS: 1

REFERENCES: AC 79
Creating Queries

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: Case 2_2

TOPICS: Critical Thinking

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 4/16/2016 11:44 AM

75. The caption for the Start Date field should be Started when the query results display. How can PrattLast change the caption?

ANSWER: Click the Start Date field in the design grid, and then click the Property Sheet button on the Design tab. You also can right-click the Start Date field and click Properties on the shortcut menu. When the property sheet appears, click the Caption box, and then change the caption to Started.

POINTS: 1

REFERENCES: AC 104
Calculations

QUESTION TYPE: Subjective Short Answer

HAS VARIABLES: False

PREFACE NAME: Case 2_2

TOPICS: Critical Thinking

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