Enhanced Microsoft Access 2013 Comprehensive 1st edition Pratt Test Bank

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Name:_____ Class:_____ Date:_____

Access 2013 Chapter 02: Querying a Database

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

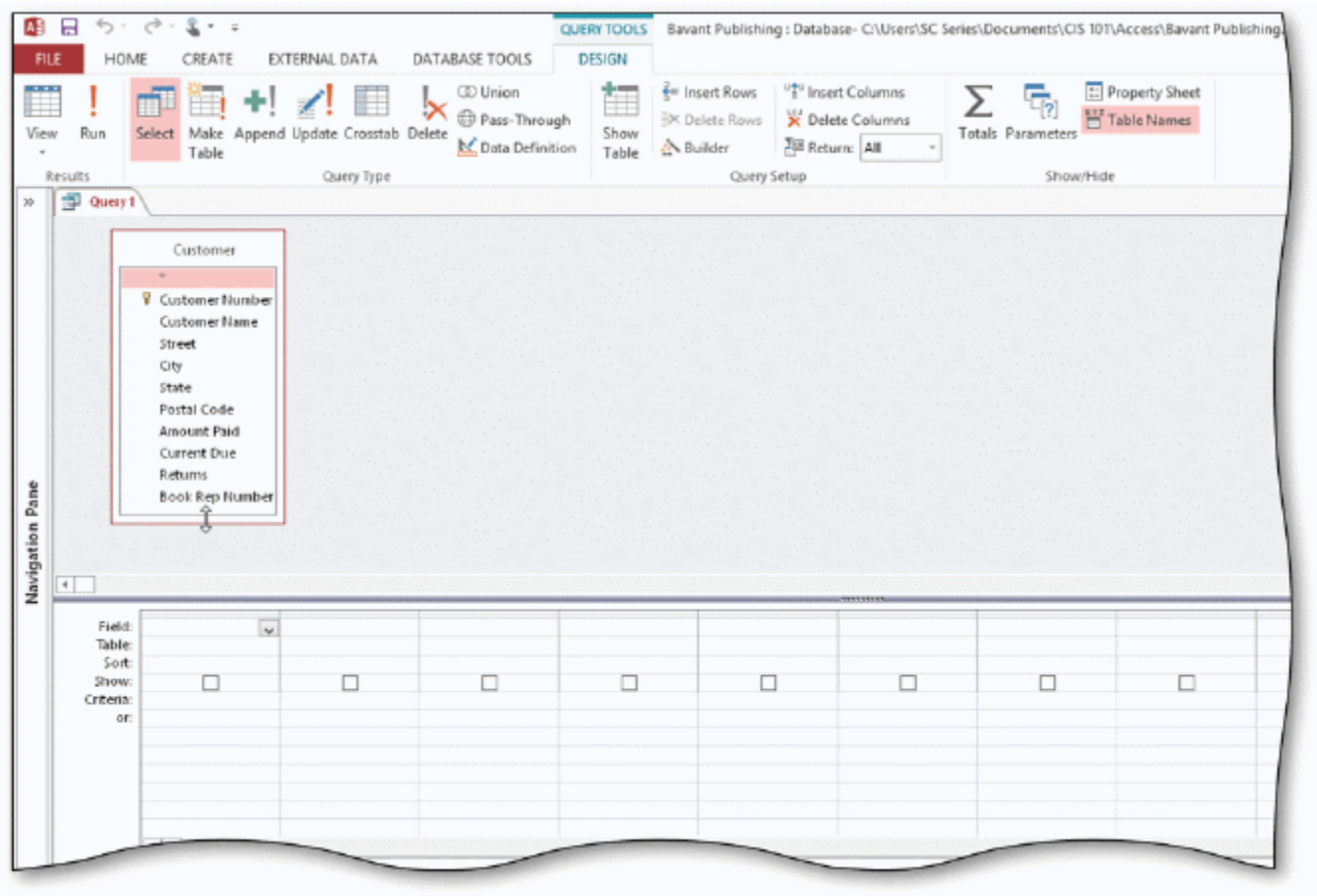
a. Query b. Design View

c. Query Design d. Select Query

ANSWER: c

POINTS: 1

REFERENCES: AC 78



2. In the accompanying figure, the lower pane in the window where you enter criteria is called the ____.

a. design grid b. query grid

c. criteria grid d. column grid

ANSWER: a

POINTS: 1

REFERENCES: AC 79

3. In the accompanying figure, you can delete the table by pressing and holding or right-clicking the field list and tapping or clicking ____ on the shortcut menu.

a. Delete Table b. Hide Table

c. Remove Table d. Erase Table

ANSWER: c

POINTS: 1

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REFERENCES: AC 79

4. In the accompanying figure, the Customer table was added to the query by selecting the table and tapping or clicking the Add button in the ____ dialog box.

a. Show Table b. Add Table
c. Select Table d. Field List

ANSWER: a
POINTS: 1
REFERENCES: AC 79

5. In the accompanying figure, you can enter CSU10 in the ____ row of the Customer Number field to find all customers whose customer number is CSU10.

a. Sort b. Show
c. or d. Criteria

ANSWER: d
POINTS: 1
REFERENCES: AC 80

6. In the accompanying figure, you can remove a column by tapping or clicking just above the field name to select the column and then tapping or clicking the ____ key(s).

a. CTRL+DELETE b. CTRL+Y
c. DELETE d. CTRL+ALT

ANSWER: c
POINTS: 1
REFERENCES: AC 80

7. To save a query, tap or 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 82

8. To view the results of a query, open it by pressing and holding or right-clicking the query in the Navigation Pane and tapping or clicking ____ on the shortcut menu.

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

ANSWER: c
POINTS: 1
REFERENCES: AC 82

9. To change the design of a query that is not currently open, press and hold or right-click the query and then tap or click ____ on the shortcut menu.

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

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ANSWER: d
POINTS: 1
REFERENCES: AC 82

10. To print the results of a query that is open, tap or click FILE on the ribbon, tap or click the ____ tab in the Backstage view, and then tap or click Quick Print.
a. Preview b. Query
c. Print Query d. Print
ANSWER: d
POINTS: 1
REFERENCES: AC 82

11. To find all customers whose names begin with S, enter ____ in the Criteria row of the Customer Name field.
a. S? b. S*
c. S# d. S&
ANSWER: b
POINTS: 1
REFERENCES: AC 83

12. To find all individuals whose name is Robin or Robyn, enter ____ in the Criteria row of the appropriate column.
a. Rob#n b. Rob%n
c. Rob$n d. Rob?n
ANSWER: d
POINTS: 1
REFERENCES: AC 83

13. 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 87

14. To use a parameter query, press and hold or right-click the query in the Navigation Pane and then tap or click ____ on the shortcut menu.
a. Use Parameter b. Enter Values
c. Open d. Run
ANSWER: c
POINTS: 1
REFERENCES: AC 88

15. If the criterion for Current Due field is 0, the query results for this query will display ____ in the Current Due field.
a. 0.00 b. $0

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c. 0 d. $0.00

ANSWER: d
POINTS: 1
REFERENCES: AC 89

16. To find all customers whose current due amount is greater than $1,000.00, enter ____ in the Criteria row of the Current Due column.

a. > $1000 b. > 1000
c. > 1,000 d. > $1,000

ANSWER: b
POINTS: 1
REFERENCES: AC 90

17. 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 90

18. 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 92

19. 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 93

20. 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 93

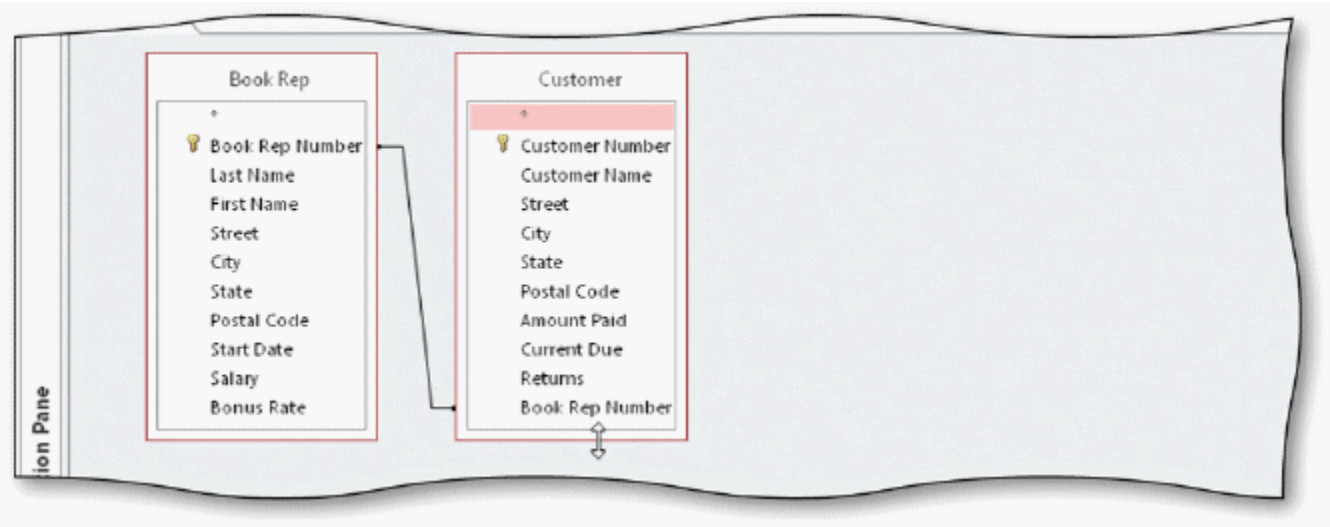
21. To omit duplicates from a query, use the property sheet and change the Unique Values property to ____.

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

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ANSWER: b
POINTS: 1
REFERENCES: AC 94



22. The accompanying figure illustrates using a query to ____ tables; that is, to find records in two tables that have identical values in matching fields.

a. combine b. concatenate
c. interleave d. join

ANSWER: d
POINTS: 1
REFERENCES: AC 99

23. In the accompanying figure, the ____ line between matching fields in the two tables indicates that the tables are related.

a. infinity b. join
c. connector d. inner

ANSWER: b
POINTS: 1
REFERENCES: AC 100

24. In the accompanying figure, press and hold or right-click the join line and tap or click ____ on the shortcut menu to display the Join Properties dialog box.

a. Properties b. Join Properties
c. Property Sheet d. Modify Properties

ANSWER: b
POINTS: 1
REFERENCES: AC 102

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

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

ANSWER: a
POINTS: 1
REFERENCES: AC 103

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

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

ANSWER: b
POINTS: 1
REFERENCES: AC 108

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

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

ANSWER: d
POINTS: 1
REFERENCES: AC 109

28. 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 112

29. 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 112

30. 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 112

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31. 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 112

32. 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: a
POINTS: 1
REFERENCES: AC 114

33. 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 115

34. To find the largest amount paid amount for a client, select ____ as the entry in the Total row for the Amount Paid column.
    a. Large b. Maximum
    c. LGE d. MAX
ANSWER: d
POINTS: 1
REFERENCES: AC 115

35. 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 117

36. 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

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REFERENCES: AC 118

37. 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 119

38. 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 122

39. 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 122

40. To quit Access, click the ____ button on the right side of the Access title bar.
    a. Quit b. Close
    c. Stop d. Exit

ANSWER: b
POINTS: 1
REFERENCES: AC 124

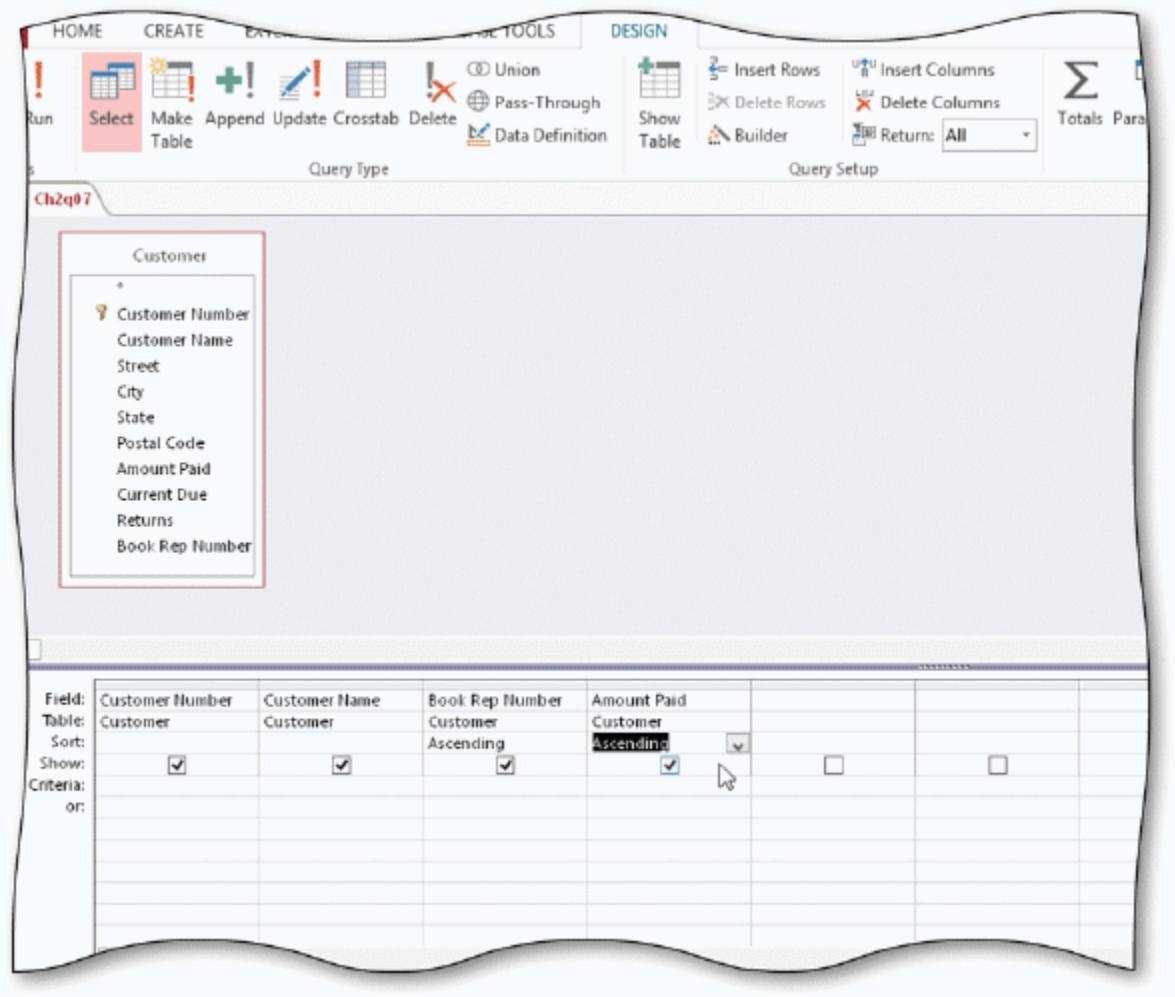
Modified Multiple Choice

41. 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 92

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42. In the accompanying figure, Amount Paid is the ____ key.

a. major b. primary sort

c. minor d. secondary sort

ANSWER: c, d

POINTS: 1

REFERENCES: AC 96

43. In the accompanying figure, Book Rep Number is the ____ key.

a. major b. minor

c. primary sort d. secondary sort

ANSWER: a, c

POINTS: 1

REFERENCES: AC 96

44. The arithmetic symbols for use in query calculations are ____.

a. asterisk (*) b. ampersand (&)

c. slash (/) d. question mark (?)

ANSWER: a, c

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POINTS: 1
REFERENCES: AC 112

45. 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 115

46. 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 81

47. The asterisk (*) wildcard represents any collection of characters.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: AC 83

48. The question mark (?) wildcard represents any collection of characters.
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: AC 83

49. To find all customers whose names begin with S, enter S? in the Criteria row of the design grid.
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: AC 83

50. 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

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REFERENCES: AC 85

51. A query that prompts for input whenever it is run is a dialog query.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: AC 86

52. 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 87

53. To enter a number in a criterion, type the number without any dollar signs or commas.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 89

54. 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 89

55. To find all customers whose returns are greater than $0.00 and whose book rep is book rep number 42, enter each criterion on the same row.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 91

56. To find all customers whose returns are greater than $0.00 or whose book rep is book rep number 42, enter each criterion on the same row.
    a. True
    b. False

ANSWER: False

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POINTS: 1
REFERENCES: AC 92

57. The field or fields on which records are sorted is called the sort key.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: AC 93

58. 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 93

59. 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 93

60. A property sheet is a window containing the various properties of the object.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: AC 94

61. When you sort data, duplicates are not included.
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: AC 94

62. 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

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POINTS: 1
REFERENCES: AC 98

63. 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 99

64. You cannot create a report for a query.
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: AC 103

65. You can export data from Access to the standard Word format.
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: AC 110

66. 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 110

67. The expression for a calculated field can be typed directly into the Field row.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: AC 112

68. The only calculated fields you can create in Access are those involving addition and subtraction.
    a. True
    b. False
ANSWER: False
POINTS: 1

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REFERENCES: AC 112

69. Grouping means creating groups of records that share some common characteristic.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 118

70. Crosstab queries are useful for summarizing data by category or group.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 118

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

ANSWER: False - asterisk (*)
POINTS: 1
REFERENCES: AC 80

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

ANSWER: True
POINTS: 1
REFERENCES: AC 83

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

ANSWER: False - aggregate
POINTS: 1
REFERENCES: AC 115

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

ANSWER: True
POINTS: 1
REFERENCES: AC 118

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

ANSWER: False - Search
POINTS: 1
REFERENCES: AC 121

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

ANSWER: query

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POINTS: 1
REFERENCES: AC 74

77. If a Security Warning appears when you open an Access database, tap or click the _____ button.
ANSWER: Enable Content
POINTS: 1
REFERENCES: AC 77

78. To include all fields for a table in the design grid, double-tap or double-click the _____ in the field list.
ANSWER: asterisk (*)
POINTS: 1
REFERENCES: AC 80

79. The results of a query display in _____ view.
ANSWER: Datasheet
POINTS: 1
REFERENCES: AC 80

80. To change the design of a query that is not currently open, press and hold or right-click the query in the Navigation Pane and then tap or click _____ on the shortcut menu.
ANSWER: Design View
POINTS: 1
REFERENCES: AC 82

81. To find all customers whose names begin with Sr, enter _____ as the criterion for the Customer Name field.
ANSWER: Sr*
POINTS: 1
REFERENCES: AC 83

82. _____ are symbols that represent any character or combination of characters.
ANSWER: Wildcards
POINTS: 1
REFERENCES: AC 83

83. The _____ wildcard represents any collection of characters.
ANSWER: asterisk
*
POINTS: 1
REFERENCES: AC 83

84. The _____ wildcard represents any individual character.
ANSWER: question mark
?

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POINTS: 1
REFERENCES: AC 83

85. A(n) _____ query is a query that prompts for input whenever it is used.
ANSWER: parameter
POINTS: 1
REFERENCES: AC 86

86. To find all book reps whose start date is after 1/1/2013, use the _____ operator.
ANSWER: >
greater than
POINTS: 1
REFERENCES: AC 90

87. To combine criteria with _____, place the criteria on the same row.
ANSWER: AND
POINTS: 1
REFERENCES: AC 91

88. To combine criteria with _____, each criterion must go on separate rows in the Criteria area of the grid.
ANSWER: OR
POINTS: 1
REFERENCES: AC 92

89. A(n) _____ is a window containing the various properties of the object.
ANSWER: property sheet
POINTS: 1
REFERENCES: AC 94

90. 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 96

91. In _____ files, the width of any field is the same on every record.
ANSWER: fixed-width
POINTS: 1
REFERENCES: AC 110

92. The type of join that finds records from both tables that have identical values in matching fields is called a(n) _____ join.

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ANSWER: inner
POINTS: 1
REFERENCES: AC 111

93. The _____ is an Access tool that helps you create complex expressions.
ANSWER: Expression Builder
POINTS: 1
REFERENCES: AC 112

94. The _____ function finds the smallest value in a group of records.
ANSWER: MIN
POINTS: 1
REFERENCES: AC 115

95. A(n) _____ function is a function that performs some mathematical function against a group of records.
ANSWER: aggregate
POINTS: 1
REFERENCES: AC 115

96. After you create and save a query, you can use it in a variety of ways. Name three of these ways.
ANSWER: *You can use a query in the following ways:*
1. View the results.
2. Change the design.
3. Print the results.
POINTS: 1
REFERENCES: AC 82
TOPICS: Critical Thinking

97. Explain the difference between an inner join and an outer join.
ANSWER: *An inner join is a join that finds records from both tables that have identical values in matching fields. An outer join is a join that finds all the records in one table as well as the common records; that is, the records that share the same value in the join field. In a left outer join, all rows from the table on the left are included. In a right outer join, all rows from the table on the right are included.*
POINTS: 1
REFERENCES: AC 111
TOPICS: Critical Thinking

98. When you create a query, you should follow some general guidelines for query design. What are these six guidelines?
ANSWER: *1. Identify the fields.*
2. Identify restrictions.
3. Determine whether special order is required.
4. Determine whether more than one table is required.
5. Determine whether calculations are required.
6. If data is to be summarized, determine whether a crosstab query would be appropriate.
POINTS: 1

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REFERENCES: AC 125
TOPICS: Critical Thinking

Critical Thinking Questions
Case 2-1

Bavant needs to gather some additional statistics on its customers. An employee at Bavant has created an initial query as shown in the accompanying figure that calculates the average amount paid. The employee is unsure what aggregate functions to use for additional calculations.



99. Which aggregate function will find the standard deviation?
ANSWER: STDEV
POINTS: 1
REFERENCES: AC 115
TOPICS: Critical Thinking

100. Which aggregate function will find the customer with the largest amount paid?
ANSWER: MAX
POINTS: 1
REFERENCES: AC 115
TOPICS: Critical Thinking

Critical Thinking Questions
Case 2-2

Bavant Publishing needs to find the book reps whose start date is earlier than 1/1/2013.

101. What criteria should Bavant enter in the Start Date column of the design grid?

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ANSWER: <1/1/2013
POINTS: 1
REFERENCES: AC 90
TOPICS: Critical Thinking

102. The caption for the Start Date field should be Started when the query results display. How can Bavant 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 114
TOPICS: Critical Thinking

Identify the letter of the choice that best matches the phrase or definition.
a. *
b. ?
c. /
d. Total
e. AND criterion
f. NOT
g. BETWEEN
h. OR criterion
i. IN
j. FIRST
REFERENCES: AC 91
AC 83
AC 90
AC 112
AC 83
AC 91
AC 115
AC 115
AC 92
AC 92

103. Each individual criterion must be true in order for the compound criterion to be true.
ANSWER: e
POINTS: 1

104. Represents any collection of characters.
ANSWER: a
POINTS: 1

105. A comparison operator.
ANSWER: f

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POINTS: 1

106. A mathematical operator for division.
ANSWER: c
POINTS: 1

107. Represents any individual character.
ANSWER: b
POINTS: 1

108. Either individual criterion must be true in order for the compound criterion to be true.
ANSWER: h
POINTS: 1

109. Row that displays in the design grid when aggregate functions are used.
ANSWER: d
POINTS: 1

110. An aggregate function.
ANSWER: j
POINTS: 1

111. Use to select values in a list.
ANSWER: i
POINTS: 1

112. Use to select values in a given range.
ANSWER: g
POINTS: 1

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