# *Shelly Cashman Series Microsoft Office 365 and Access 2016 Introductory 1st edition Pratt Test Bank*

SKU: 9781305870611-TEST-BANK

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

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*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

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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

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*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.

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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

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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

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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

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*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

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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

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*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.

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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

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*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

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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

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*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

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*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. _____

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*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

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*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

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*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
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Access Module 2

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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
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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.

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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
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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
*DATE CREATED:* 2/24/2016 4:57 PM
*DATE MODIFIED:* 4/16/2016 11:45 AM

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