# *Illustrated Microsoft Office 365 and Access 2016 Introductory 1st edition Friedrichsen Test Bank*

SKU: 9781305877986-TEST-BANK

Name:_____ Class:_____ Date:_____

# Access 2016 - Module 2: Building and Using Queries

1. A query allows the selection of a subset of fields and records from one or more tables, then presents the selected data as a single datasheet.
   a. True
   b. False

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Access 28
Use the Query Wizard
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.022 - Describe the purpose for a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

2. You enter and edit data in a query datasheet in the same way you do in a table datasheet.
   a. True
   b. False

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Access 28
Use the Query Wizard
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.022 - Describe the purpose for a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 4/14/2016 12:43 PM

3. In Access, the Save As command allows you to save either the entire database or the current object with a new name.
   a. True
   b. False

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Access 32
Use Query Design View
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/10/2016 9:18 AM
*DATE MODIFIED:* 4/10/2016 9:20 AM

4. Query criteria are not case sensitive.
   a. True
   b. False

*ANSWER:* True

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Access 2016 - Module 2: Building and Using Queries

*POINTS:* 1
*REFERENCES:* Access 32
Use Query Design View
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/9/2016 3:42 PM
*DATE MODIFIED:* 4/9/2016 3:43 PM

5. To delete records from a query datasheet, click the record selector button to the left of the record, click the Home tab, click the Delete button in the Records group, and click Yes.

a. True
b. False

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Access 30
Work with Data in a Query
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.023 - Delete records in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 4/10/2016 8:52 AM

6. To add, delete, or change fields in a query, you use Query Design View.

a. True
b. False

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Access 32
Use Query Design View
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.024 - Work in Query Design View
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

7. Deleting a field from a query also deletes it from the underlying table.

a. True
b. False

*ANSWER:* False
*POINTS:* 1
*REFERENCES:* Access 34
Sort and Find Data
*QUESTION TYPE:* True / False

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*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.025 - Find and replace data in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

8. The asterisk (*) is the wildcard used to represent one and only one character in criteria.
   a. True
   b. False

*ANSWER:* False
*POINTS:* 1
*REFERENCES:* Access 36
Filter Data
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.026 - Use wildcards in criteria
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

9. The question mark (?) is the wildcard character which stands for any single character in criteria.
   a. True
   b. False

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Access 36
Filter Data
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.026 - Use wildcards in criteria
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

10. The easiest way to filter the records for an exact match is to use the Filter By Form feature.
   a. True
   b. False

*ANSWER:* False
*POINTS:* 1
*REFERENCES:* Access 36
Filter Data
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.027 - Apply and remove filters in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

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11. To filter for comparative data, use the Filter By Selection feature.
    a. True
    b. False

*ANSWER:* False
*POINTS:* 1
*REFERENCES:* Access 36
Filter Data
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.027 - Apply and remove filters in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

12. Filters are used to select a subset of records in a datasheet.
    a. True
    b. False

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Access 36
Filter Data
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.027 - Apply and remove filters in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

13. A filter can be used to create calculated fields.
    a. True
    b. False

*ANSWER:* False
*POINTS:* 1
*REFERENCES:* Access 37
Filter Data
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.027 - Apply and remove filters in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

14. A query can be used to create calculated fields.
    a. True
    b. False

*ANSWER:* True

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*POINTS:* 1
*REFERENCES:* Access 37
Filter Data
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.027 - Apply and remove filters in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

15. By copying a query before starting to make modifications to it, you can avoid changing the original query by mistake.
    a. True
    b. False
*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Access 40
Apply OR Criteria
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.028 - Rename a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

16. Enter OR criteria on different Criteria rows in the query design grid.
    a. True
    b. False
*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Access 40
Apply OR Criteria
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.029 - Enter OR criteria in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

17. SQL stands for ____.
    a. Structured Query Lingo
    b. Standard Query Lingo
    c. Standard Query Language
    d. Structured Query Language
*ANSWER:* d
*POINTS:* 1
*REFERENCES:* Access 28
Use the Query Wizard
*QUESTION TYPE:* Multiple Choice

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*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.022 - Describe the purpose for a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

18. A query datasheet is sometimes called a ____ of the data.
    a. logical view b. duplicate copy
    c. table simulator d. warehouse
*ANSWER:* a
*POINTS:* 1
*REFERENCES:* Access 28
Use the Query Wizard
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.022 - Describe the purpose for a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

19. In large datasheets, you may want to ____ certain fields so that they remain on the screen at all times.
    a. fix b. post
    c. freeze d. view
*ANSWER:* c
*POINTS:* 1
*REFERENCES:* Access 31
Work with Data in a Query
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.030 - Edit records in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

20. You use Query Design View to add ____ to limit the number of records shown in the resulting datasheet.
    a. criteria b. posts
    c. versioning d. indices
*ANSWER:* a
*POINTS:* 1
*REFERENCES:* Access 32
Use Query Design View
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.031 - Add criteria to a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

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21. Query Design View presents the fields you can use for a query in small windows called field ____.
a. glossaries b. lists
c. links d. catalogs
*ANSWER:* b
*POINTS:* 1
*REFERENCES:* Access 32
Use Query Design View
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.024 - Work in Query Design View
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

22. Access saves ____ automatically as you move from record to record.
a. data b. queries
c. tables d. all of the above
*ANSWER:* a
*POINTS:* 1
*REFERENCES:* Access 32
Use Query Design View
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.024 - Work in Query Design View
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

23. Use the ____ command to save the current object with a new name.
a. Datasheet b. View
c. Save As d. Save
*ANSWER:* c
*POINTS:* 1
*REFERENCES:* Access 32
Use Query Design View
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.024 - Work in Query Design View
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

24. A join line is also called a(n) ____ line.
a. query b. link
c. connection d. objectivity
*ANSWER:* b

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*POINTS:* 1
*REFERENCES:* Access 32
Use Query Design View
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.024 - Work in Query Design View
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

25. To move a field in the query design grid, click its ____, and then drag it left or right.
a. field selector b. field key
c. field string d. field tag
*ANSWER:* a
*POINTS:* 1
*REFERENCES:* Access 34
Sort and Find Data
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.032 - Apply sort orders to a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

26. When you double-click a field in a field list in Query Design View, it is ____.
a. deleted from the query
b. added to the next available position in the query design grid
c. used as the first sort order
d. set as the primary key field
*ANSWER:* b
*POINTS:* 1
*REFERENCES:* Access 34
Sort and Find Data
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.032 - Apply sort orders to a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

27. A(n) ____ is a temporary view of the data that is removed when you close the datasheet.
a. filter b. query
c. grid d. sort
*ANSWER:* a
*POINTS:* 1
*REFERENCES:* Access 36

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Filter Data
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.027 - Apply and remove filters in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

28. The wildcard character that stands for any group of characters is the ____.
a. period (.) b. semicolon (;)
c. asterisk (*) d. plus sign (+)
*ANSWER:* c
*POINTS:* 1
*REFERENCES:* Access 36
Filter Data
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.026 - Use wildcards in criteria
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

29. To sort records based on the selected field in the order Z to A, use the _____ button.
a. Down b. Descending
c. Z to A d. Reverse Sort
*ANSWER:* b
*POINTS:* 1
*REFERENCES:* Access 35
Sort and Find Data
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*DATE CREATED:* 4/10/2016 9:00 AM
*DATE MODIFIED:* 4/10/2016 9:05 AM

30. The wildcard character that stands for any single character is the ____.
a. ampersand (&) b. question mark (?)
c. exclamation mark (!) d. caret (^)
*ANSWER:* b
*POINTS:* 1
*REFERENCES:* Access 36
Filter Data
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.026 - Use wildcards in criteria
*DATE CREATED:* 2/26/2016 8:14 PM

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*DATE MODIFIED:* 2/26/2016 8:14 PM

31. A(n) ____ is a saved object within the datasheet.
    a. query b. filter
    c. find d. union

*ANSWER:* a
*POINTS:* 1
*REFERENCES:* Access 36
Filter Data
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.027 - Apply and remove filters in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

32. The ____ button provides a list of values in the selected field that can be used to customize a filter.
    a. Values b. Selection
    c. Filter d. Advanced

*ANSWER:* c
*POINTS:* 1
*REFERENCES:* Access 37
Filter Data
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.027 - Apply and remove filters in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

33. The ____ button filters records that equal, do not equal, or are otherwise compared with the current value.
    a. Comparative b. Selection
    c. Comparison d. Advanced

*ANSWER:* b
*POINTS:* 1
*REFERENCES:* Access 37
Filter Data
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.027 - Apply and remove filters in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

34. Criteria ____ is the term for rules by which criteria must be entered in a query.
    a. Syntax b. Formatting

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c. Sorting d. Filter by Form

*ANSWER:* a
*POINTS:* 1
*REFERENCES:* Access 38
Apply AND Criteria
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.033 - Define criteria syntax
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

35. ____ are tests or limiting conditions you set to determine which records will be selected in a filter or query.
a. Criteria b. Filters
c. Queries d. none of the above

*ANSWER:* a
*POINTS:* 1
*REFERENCES:* Access 38
Apply AND Criteria
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.034 - Enter AND criteria in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

36. To find all records where there is any entry in the field, even if the entry is 0, which criteria should you use?
a. <> 0 b. Is Not Null
c. *=* d. *<>*

*ANSWER:* b
*POINTS:* 1
*REFERENCES:* Access 39
Apply AND Criteria
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.035 - Use comparison operators with criteria
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

37. ____ will find all records where there is any entry in the field, even if the entry is 0.
a. Like b. Is Null
c. And d. Is Not Null

*ANSWER:* d
*POINTS:* 1
*REFERENCES:* Access 39

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Apply AND Criteria
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.035 - Use comparison operators with criteria
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

38. Which of the following comparison operators means "not equal to"?
a. +=+ b. =/=
c. <<>> d. <>
*ANSWER:* d
*POINTS:* 1
*REFERENCES:* Access 39
Apply AND Criteria
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.035 - Use comparison operators with criteria
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

39. To find numbers greater than or equal to 500, use which comparison operator?
a. <> b. <=
c. >> d. >=
*ANSWER:* d
*POINTS:* 1
*REFERENCES:* Access 39
Apply AND Criteria
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.035 - Use comparison operators with criteria
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 4/14/2016 12:45 PM

40. Which of the following comparison operators means "greater than"?
a. > b. >=
c. < d. <=
*ANSWER:* a
*POINTS:* 1
*REFERENCES:* Access 39
Apply AND Criteria
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.035 - Use comparison operators with criteria

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*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

41. Which of the following comparison operators means "less than or equal to"?

a. > b. >=
c. < d. <=

*ANSWER:* d
*POINTS:* 1
*REFERENCES:* Access 39
Apply AND Criteria
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.035 - Use comparison operators with criteria
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

42. A(n) _____ answers a question about the information in the database.

*ANSWER:* query
*POINTS:* 1
*REFERENCES:* Access 28
Use the Query Wizard
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.022 - Describe the purpose for a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

43. One way to create a new query is with the _____, which prompts you for the information it needs to create a new query.

*ANSWER:* Simple Query Wizard
*POINTS:* 1
*REFERENCES:* Access 28
Use the Query Wizard
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.036 - Create a query with the Simple Query Wizard
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

44. In Query Design View, the query design _____ shows you the field names, sort orders, and criteria used with a query.

*ANSWER:* grid
*POINTS:* 1
*REFERENCES:* Access 32

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Use Query Design View
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.024 - Work in Query Design View
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

45. _____ are limiting conditions you set in the query design grid.
*ANSWER:* Criteria
*POINTS:* 1
*REFERENCES:* Access 32
Use Query Design View
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.031 - Add criteria to a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

46. To add a table's field list to the upper pane of Query Design View, click the _____ Table button on the Design tab.
*ANSWER:* Show
*POINTS:* 1
*REFERENCES:* Access 33
Use Query Design View
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.024 - Work in Query Design View
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

47. To move fields in the query grid, drag the field _____.
*ANSWER:* selector
*POINTS:* 1
*REFERENCES:* Access 34
Sort and Find Data
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.032 - Apply sort orders to a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

48. Filter By _____ is a fast and easy way to filter records for an exact match.
*ANSWER:* Selection
*POINTS:* 1

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*REFERENCES:* Access 36
Filter Data
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.027 - Apply and remove filters in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

49. _____ a table or query datasheet temporarily displays only those records that match given criteria.
*ANSWER:* Filtering
*POINTS:* 1
*REFERENCES:* Access 36
Filter Data
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.027 - Apply and remove filters in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

50. To search for a pattern, you can use a(n) _____ character, a symbol you can use as substitute for characters to find information that matches your find criteria.
*ANSWER:* wildcard
*POINTS:* 1
*REFERENCES:* Access 36
Filter Data
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.026 - Use wildcards in criteria
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

51. The _____ button provides filter features such as Filter By Form, and Clear All Filters.
*ANSWER:* Advanced
*POINTS:* 1
*REFERENCES:* Access 37
Filter Data
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/10/2016 9:06 AM
*DATE MODIFIED:* 4/10/2016 9:08 AM

52. Is _____ criteria will find all records where no entry has been made in the field.
*ANSWER:* Null
*POINTS:* 1

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Access 2016 - Module 2: Building and Using Queries

*REFERENCES:* Access 38
Apply AND Criteria
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.035 - Use comparison operators with criteria
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

53. Discuss adding or deleting a table in a query.
*ANSWER:* You might want to add a table's field list to the upper pane of Query Design View to select fields from that table for the query. To add a new table to Query Design View, drag it from the Navigation Pane to Query Design View, or click the Show Table button on the Design tab, then add the desired table(s). To delete an unneeded table from Query Design View, click its title bar, then press [Delete].
*POINTS:* 1
*REFERENCES:* Access 33
Use Query Design View
*QUESTION TYPE:* Essay
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.024 - Work in Query Design View
*TOPICS:* Critical Thinking
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

54. Compare the capabilities of queries and filters.
*ANSWER:*
* Queries are saved as objects in the database. Filters are not.
* Both can be used to select a subset of records in a datasheet.
* Only queries are used to select a subset of fields in a datasheet.
* The resulting datasheet from both filters and queries can be used to enter and edit data.
* The resulting datasheet from both filters and queries can be used to sort, filter, and find records.
* Queries but not filters are commonly used as the source of data for a form or report.
* Queries but not filters can be used to create calculations across records.
* Queries but not filters can be used to create calculated fields.

*POINTS:* 1
*REFERENCES:* Access 37
Filter Data
*QUESTION TYPE:* Essay
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.027 - Apply and remove filters in a query
*TOPICS:* Critical Thinking
*DATE CREATED:* 2/26/2016 8:14 PM
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55. Explain the difference between AND and OR criteria.

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| | |
|---|---|
| *ANSWER:* | AND: All criteria must be true in order for the record to be selected for a datasheet. The criteria are entered on the same row of the query grid.<br>OR: Any single criterion must be true in order for the record to be selected. The criteria are entered on different rows of the query grid. |
| *POINTS:* | 1 |
| *REFERENCES:* | Access 38<br>Access 40<br>Apply AND Criteria<br>Apply OR Criteria |
| *QUESTION TYPE:* | Essay |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | ENHA.FRIE.16.037 - Enter AND criteria in a query, Enter OR criteria in a query |
| *TOPICS:* | Critical Thinking |
| *DATE CREATED:* | 2/26/2016 8:14 PM |
| *DATE MODIFIED:* | 2/26/2016 8:14 PM |

56. You can enter, edit, and navigate data in a query datasheet just like a(n) report datasheet.
_____

| | |
|---|---|
| *ANSWER:* | False - table |
| *POINTS:* | 1 |
| *REFERENCES:* | Access 28<br>Use the Query Wizard |
| *QUESTION TYPE:* | Modified True / False |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | ENHA.FRIE.16.022 - Describe the purpose for a query |
| *DATE CREATED:* | 2/26/2016 8:14 PM |
| *DATE MODIFIED:* | 2/26/2016 8:14 PM |

57. SQL is the acronym for "Simple Query Language." _____

| | |
|---|---|
| *ANSWER:* | False - Structured Query Language |
| *POINTS:* | 1 |
| *REFERENCES:* | Access 28<br>Use the Query Wizard |
| *QUESTION TYPE:* | Modified True / False |
| *HAS VARIABLES:* | False |
| *LEARNING OBJECTIVES:* | ENHA.FRIE.16.022 - Describe the purpose for a query |
| *DATE CREATED:* | 2/26/2016 8:14 PM |
| *DATE MODIFIED:* | 2/26/2016 8:14 PM |

58. The record selector button is to the right of a record in a datasheet. _____

| | |
|---|---|
| *ANSWER:* | False - left |
| *POINTS:* | 1 |
| *REFERENCES:* | Access 30<br>Work with Data in a Query |

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Access 2016 - Module 2: Building and Using Queries

*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.030 - Edit records in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

59. In Query Design View, record selectors are thin gray bars above the field names in the query grid. _____

*ANSWER:* False - field
*POINTS:* 1
*REFERENCES:* Access 34
Sort and Find Data
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.025 - Find and replace data in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

60. Quotation marks are automatically added to criteria for fields with a Date/Time data type. _____

*ANSWER:* False - Short Text, short text
*POINTS:* 1
*REFERENCES:* Access 33
Use Query Design View
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/10/2016 8:55 AM
*DATE MODIFIED:* 4/10/2016 8:57 AM

61. If, for example, a find-and-replace effort does not work correctly, click the Undo button to cancel the changes. _____

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Access 34
Sort and Find Data
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.038 - Undo edits in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

62. As you add rows of OR criteria to the query design grid, you decrease the number of records selected for the resulting datasheet. _____

*ANSWER:* False - increase
*POINTS:* 1

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*REFERENCES:* Access 40
Apply OR Criteria
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.029 - Enter OR criteria in a query
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

63. To make a page wider than it is tall, use landscape orientation. _____
*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Access 42
Format a Datasheet
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.039 - Change page orientation
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

64. By default, the printout of a datasheet contains the object name and current date in the footer. _____
*ANSWER:* False - header
*POINTS:* 1
*REFERENCES:* Access 42
Format a Datasheet
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*LEARNING OBJECTIVES:* ENHA.FRIE.16.040 - Zoom in print preview
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

**Critical Thinking Questions**
**Case 2-1**

Daniel Arno owns a lawn and landscape business with many customers. Occasionally, he wants to filter the data about his customers in various ways.

65. Daniel uses a one-character code to indicate which day of the week certain customers of his have their lawns cut. Which of the following wildcard characters could he use to search for a single character (e.g., F for Friday)?
a. *
b. &
c. ?
d. %
*ANSWER:* C
*POINTS:* 1
*REFERENCES:* Access 36
Filter Data
*QUESTION TYPE:* Subjective Short Answer

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*HAS VARIABLES:* False
*PREFACE NAME:* case 2-1-12968
*LEARNING OBJECTIVES:* ENHA.FRIE.16.027 - Apply and remove filters in a query
*TOPICS:* Critical Thinking
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

66. Daniel wants to make even more use of wildcard characters. Which operator is he most apt to use in these searches?

a. Find
b. Like
c. Search
d. Near

*ANSWER:* B
*POINTS:* 1
*REFERENCES:* Access 36
Filter Data
*QUESTION TYPE:* Subjective Short Answer
*HAS VARIABLES:* False
*PREFACE NAME:* case 2-1-12968
*LEARNING OBJECTIVES:* ENHA.FRIE.16.027 - Apply and remove filters in a query
*TOPICS:* Critical Thinking
*DATE CREATED:* 2/26/2016 8:14 PM
*DATE MODIFIED:* 2/26/2016 8:14 PM

67. Daniel lives in Oxford and he would like to find all customers who do not live in Oxford. Which comparison operator should he use?

a. =
b. #=#
c. <>
d. <=>

*ANSWER:* c
*POINTS:* 1
*REFERENCES:* Access 39
Apply AND Criteria
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*PREFACE NAME:* case 2-1-12968
*DATE CREATED:* 4/10/2016 9:11 AM
*DATE MODIFIED:* 4/10/2016 9:26 AM

*Match each term with the statement that best describes it.*

a. Is Null
b. wildcard
c. sorting
d. query
e. datasheet
f. filter

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g. criteria

h. query grid

*REFERENCES:* Access 28
Access 32
Access 35
Access 36
Access 39
Access 42
Use the Query Wizard
Use Query Design View
Sort and Find Data
Filter Data
Apply AND Criteria
Format a Datasheet

*QUESTION TYPE:* Matching

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENHA.FRIE.16.022 - Describe the purpose for a query
ENHA.FRIE.16.024 - Work in Query Design View
ENHA.FRIE.16.026 - Use wildcards in criteria
ENHA.FRIE.16.027 - Apply and remove filters in a query
ENHA.FRIE.16.032 - Apply sort orders to a query
ENHA.FRIE.16.035 - Use comparison operators with criteria
ENHA.FRIE.16.041 - Format a datasheet

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

68. Creates a datasheet of selected fields and records from one or more tables
*ANSWER:* d
*POINTS:* 1

69. The lower pane in Query Design View
*ANSWER:* h
*POINTS:* 1

70. Limiting conditions used to narrow the number of records on a datasheet
*ANSWER:* g
*POINTS:* 1

71. Putting records in ascending or descending order based on a field's values
*ANSWER:* c
*POINTS:* 1

72. Used to search for a pattern
*ANSWER:* b
*POINTS:* 1

73. Creates a temporary subset of records

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*ANSWER:* f
*POINTS:* 1

74. Criterion that finds all records where no entry has been made in the field
*ANSWER:* a
*POINTS:* 1

75. Allows you to apply some basic formatting modifications such as changing the font size, font face, colors, and gridlines
*ANSWER:* e
*POINTS:* 1

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