# *Illustrated Microsoft Office 365 and Access 2016 Comprehensive 1st edition Friedrichsen Solutions Manual*

SKU: 9781305878006-SOLUTIONS

# Grading Rubric
# Module 2: Building and Using Queries
# Independent Challenge 4

**Professor:**
**Notes:**
***Solution Filename:*** *Jobs.accdb*

| Description | Pts | Your Score |
|---|---|---|
| Jobs is created and saved to the data file location | **2** | |
| The Positions table is created with data from the step | **3** | |
| The Employers table is created with data from the step | **3** | |
| EmployerID and PositionID are set as primary keys | **3** | |
| The tables are linked with a one-to-many relationship using EmployerID | **3** | |
| Five records are added into the Employers table | **3** | |
| Five records are added into the Positions table | **3** | |
| The JobList query is created as instructed, sorted by Desirability | **3** | |
| **TOTAL POSSIBLE POINTS:** | **23** | **0** |

**YOUR SCORE: _____**

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# Grading Rubric – Access 2016
# Module 2: Building and Using Queries
# Module Lesson

**Class:**
**Professor:**
**Notes:**
***Solution Filename:*** *R2G-2.accdb*

| Description | Pts | Your Score |
|---|---|---|
| The R2G-2 database contains a TripCustomerList query | **3** | |
| The TripCustomerList query contains the Stanley Bay Cleanup TripName and no instances of Captiva Bay Cleanup | **2** | |
| The first record has been deleted from the TripCustomerList query | **3** | |
| The FloridaTours query has been created | **3** | |
| The EcoCO7 query contains an only trips that last 7 days in the state of CO and in the Eco category | **2** | |
| The R2G-2 database contains an EcoCO7 query | **3** | |
| The R2G-2 database contains an EcoAdventureCO7 query | **3** | |
| The Customers table has been formatted: print landscape orientation, font=Arial Narrow, font size=12 | **2** | |
| Columns in the TripsByCategory query have been widened | **2** | |
| **TOTAL POSSIBLE POINTS:** | **23** | |

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# Grading Rubric
# Module 2: Building and Using Queries
# Skills Review

**Professor:**
**Notes:**
***Solution Filename:*** *Salvage-2.accdb*

| Description | Pts | Your Score |
|---|---|---|
| Salvage-2 is opened | **2** | |
| The CenterDeposits query is created and the student name is added to a record with Johnson Recycling value | **3** | |
| The data in the CenterDeposits query is modified and A1 Salvage Center 2/4/2014 is deleted | **3** | |
| An occurrence of JavaScript JC is changed to Bootstrap Club | **3** | |
| Records are sorted in descending order with 1/30/2017 as the date of the first record | **3** | |
| The 100PlusDeposits query is created with fields as instructed | **3** | |
| The query is set to display records with a Weight value >=100 | **3** | |
| The 100PlusDeposits query is sorted by ClubName and Weight | **3** | |
| Any occurrence of Trey is changed to student's initials | **3** | |
| Any occurrence of Boy Scout Troop 324 is changed to Boy Scout Troop 6 | **3** | |
| Filters are applied and viewed, but not are temporary, not saved | **3** | |
| The 100PlusDeposits query is copied and the new query is renamed 100PlusDeposits2016, showing all records in 2016 with a Weight value >=100 | **3** | |
| The 100PlusDeposits query is copied and the new query is renamed 100PlusDeposits2Clubs, showing records with a ClubName of Access Users Group or Social Media Club and a Weight value >=100 | **3** | |
| The Centers table datasheet is formatted with 14pt, best fit, landscape orientation, narrow margins, on one sheet | **3** | |
| **TOTAL POSSIBLE POINTS:** | **41** | **0** |

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# Grading Rubric
# Module 2: Building and Using Queries
# Independent Challenge 1

**Professor:**
**Notes:**
***Solution Filename:*** *Service-2.accdb*

| Description | Pts | Your Score |
|---|---|---|
| Service-2 is opened and reviewed | **2** | |
| A Relationship Report is created and saved as Relationships for Membership-B | **3** | |
| The March2017 query is created with the fields shown in Figure 2-21 | **3** | |
| Criteria is added to show records only in March of 2017 | **3** | |
| The query is sorted by LastName and ActivityDate | **3** | |
| The Quentin Garden name is changed to the student name | **3** | |
| The query is formatted so all data is visible | **3** | |
| **TOTAL POSSIBLE POINTS:** | **20** | **0** |

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# Grading Rubric
# Module 2: Building and Using Queries
# Independent Challenge 3

**Professor:**
**Notes:**
***Solution Filename:*** *VetClinic-2.accdb*

| Description | Pts | Your Score |
|---|---|---|
| VetClinic-2 is opened and reviewed | **2** | |
| The student name is added as a new record to the Vets table | **3** | |
| The ClinicListing query is created as instructed | **3** | |
| All instances of Animal Haven in the ClinicName field are changed to Animal Emergency | **3** | |
| Criteria is set to show only Animal Emergency Clinic or Veterinary Specialists | **3** | |
| The ClinicName field is moved to the first column, and the query is sorted by ClinicName and VetLast | **3** | |
| The query is formatted so all data is visible as shown in Figure 2-23 | **3** | |
| **TOTAL POSSIBLE POINTS:** | **20** | **0** |

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# Grading Rubric
# Module 2: Building and Using Queries
# Skills Review

Salvage-2 is opened

The CenterDeposits query is created and the student name is added to a record with Johnson Recycling value

CenterDeposits

| CenterName | DepositDate | Weight | ClubName |
|---|---|---|---|
| Student's Last Name Recycling | 1/30/2017 | 80 | Kansas City Frogman Club |
| Taney County Salvage | 1/30/2017 | 150 | Boy Scout Troop 6 |
| Adair County Recycling | 1/21/2017 | 170 | Great Plains 4-H |
| Student's Last Name Recycling | 1/20/2017 | 80 | Bootstrap Club |
| A1 Salvage Center | 1/20/2017 | 190 | Junior League |
| Taney County Salvage | 1/16/2017 | 85 | Access Users Group |
| A1 Salvage Center | 1/15/2017 | 175 | Social Media Club |
| Taney County Salvage | 1/14/2017 | 85 | Junior League |
| A1 Salvage Center | 1/13/2017 | 100 | Bootstrap Club |
| Taney County Salvage | 1/13/2017 | 125 | Boy Scout Troop 6 |
| Taney County Salvage | 1/9/2017 | 90 | Social Media Club |
| Adair County Recycling | 1/9/2017 | 80 | Kansas City Frogman Clu |
| Adair County Recycling | 1/8/2017 | 140 | Junior League |
| Student's Last Name Recycling | 1/7/2017 | 105 | Kansas City Frogman Club |
| Adair County Recycling | 1/7/2017 | 30 | Boy Scout Troop 6 |
| Taney County Salvage | 1/7/2017 | 60 | Great Plains 4-H |
| A1 Salvage Center | 1/3/2017 | 205 | Social Media Club |
| Student's Last Name Recycling | 1/2/2017 | 45 | Junior League |
| Taney County Salvage | 12/8/2016 | 50 | Access Users Group |
| A1 Salvage Center | 12/6/2016 | 80 | Social Media Club |
| Student's Last Name Recycling | 12/3/2016 | 70 | Social Media Club |
| Student's Last Name Recycling | 12/1/2016 | 80 | Access Users Group |
| Adair County Recycling | 11/29/2016 | 90 | Junior League |
| Adair County Recycling | 11/18/2016 | 85 | Access Users Group |

The data in the CenterDeposits query is modified and A1 Salvage Center 2/4/2014 is deleted

An occurrence of JavaScript JC is changed to Bootstrap Club

Records are sorted in descending order with 1/30/2017 as the date of the first record



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# Grading Rubric
# Module 2: Building and Using Queries
# Skills Review

The 100PlusDeposits query is created with fields as instructed

100PlusDeposits

| FName | LName | ClubName | DepositDate | Weight |
|---|---|---|---|---|
| SI | Hickman | Access Users Group | 2/13/2014 | 200 |
| SI | Hickman | Access Users Group | 2/13/2015 | 185 |
| SI | Hickman | Access Users Group | 2/18/2015 | 185 |
| SI | Hickman | Access Users Group | 3/7/2015 | 145 |
| SI | Hickman | Access Users Group | 4/19/2015 | 115 |
| SI | Hickman | Access Users Group | 5/1/2015 | 105 |
| SI | Hickman | Access Users Group | 1/30/2015 | 100 |
| SI | Hickman | Access Users Group | 2/22/2016 | 100 |
| SI | Hickman | Access Users Group | | 100 |
| Cory | Harding | Bootstrap Club | | |
| Cory | arding | Bootstrap Club | | |
| Cory | | Bootstrap Club | | |
| Charles | | | 4/30/2015 | 205 |
| Charles | | | 2/20/2015 | 200 |
| Charles | | | 2/20/2014 | 200 |
| Charles | | | 5/7/2015 | 190 |
| Charles | | | 1/30/2017 | 150 |
| Charles | Schaffer | Boy Scout Troop 6 | 1/13/2017 | 125 |
| Charles | Schaffer | Boy Scout Troop 6 | 4/18/2016 | 105 |
| Charles | Schaffer | Boy Scout Troop 6 | 11/2/2016 | 100 |
| Renaldo | Bartles | Great Plains 4-H | 1/21/2017 | 170 |
| Amy | Moon | Junior League | 9/24/2015 | 200 |
| Amy | Moon | Junior League | 1/20/2017 | 190 |
| Amy | Moon | Junior League | 3/4/2014 | 150 |

Record: 1 of 41 Unfiltered

The query is set to display records with a Weight value >=100

The 100PlusDeposits query is sorted by ClubName and Weight

Any occurrence of Trey is changed to student's initials

Any occurrence of Boy Scout Troop 324 is changed to Boy Scout Troop 6

100PlusDeposits2016

| FName | LName | ClubName | DepositDate | Weight |
|---|---|---|---|---|
| SI | Hickman | Access Users Group | 2/22/2016 | 100 |
| Cory | Harding | Bootstrap Club | 2/28/2016 | 125 |
| Cory | Harding | Bootstrap Club | 4/3/2016 | 115 |
| Charles | Schaffer | Boy Scout Troop 6 | 4/18/2016 | 105 |
| Charles | Schaffer | Boy Scout Troop 6 | 11/2/2016 | 100 |
| Jordan | Smith | Kansas City Frogman Club | 8/20/2016 | 105 |
| Trixie | Cho | Social Media Club | 8/19/2016 | 205 |

Filters are applied and viewed, but not are temporary, not saved

The 100PlusDeposits query is copied and the new query is renamed 100PlusDeposits2016, showing all records in 2016 with a Weight value >=100



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# Grading Rubric
# Module 2: Building and Using Queries
# Skills Review

100PlusDeposits2Clubs

| FName | LName | ClubName | DepositDate | Weight |
|---|---|---|---|---|
| SI | Hickman | Access Users Group | 2/13/2014 | 200 |
| SI | Hickman | Access Users Group | 2/18/2015 | 185 |
| SI | Hickman | Access Users Group | 2/13/2015 | 185 |
| SI | Hickman | Access Users Group | 3/7/2015 | 145 |
| SI | Hickman | Access Users Group | 4/19/2015 | 115 |
| SI | Hickman | Access Users Group | 5/1/2015 | 105 |
| SI | Hickman | Access Users Group | 2/22/2016 | 100 |
| SI | Hickman | Access Users Group | 1/30/2015 | 100 |
| SI | Hickman | Access Users Group | 2/26/2014 | 100 |
| Trixie | Cho | Social Media Club | 1/3/2017 | 205 |
| Trixie | Cho | Social Media Club | 8/19/2016 | 205 |
| Trixie | Cho | Social Media Club | 1/15/2017 | 175 |
| Trixie | Cho | Social Media Club | 3/3/2014 | 100 |
| Trixie | Cho | Social Media Club | 2/18/2014 | 100 |

The 100PlusDeposits query is copied and the new query is renamed 100PlusDeposits2Clubs, showing records with a ClubName of Access Users Group or Social Media Club and a Weight value >=100

Centers

| CenterName | CenterStreet | CenterCity | Ce | CenterZip | CenterPhone | Contactl | Contact |
|---|---|---|---|---|---|---|---|
| A1 Salvage Center | 987 Main Street | Stillwell | KS | 61111 | (555) 123-6666 | Rhea | Knox |
| Student's Last Name Recycling | 12345 Antioch Boulevard | Bridgewater | KS | 63444 | (555) 222-7897 | Derek | Pence |
| Adair County Recycling | 12444 Cordoba Drive | Adair | KS | 64222 | (555) 780-9999 | Andrea | Russo |
| Taney County Salvage | 78900 Carthage Street | Greenfield | KS | 65444 | (555) 111-1234 | Gina | Pitt |
| Student Name | 100 Mockingbird Lane | Massena | KS | 66789 | (555) 888-7777 | Clark | Kent |

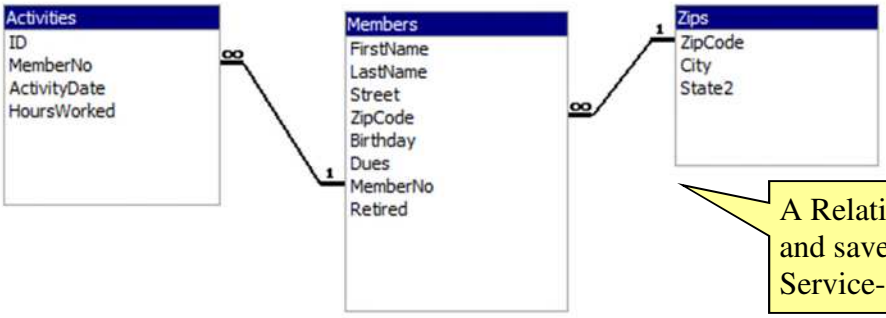
The Centers table datasheet is formatted with 14pt, best fit, landscape orientation, narrow margins, on one sheet



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# Grading Rubric
# Module 2: Building and Using Queries
# Independent Challenge 1

Service-2 is opened and reviewed




A Relationship report is created and saved as Relationships for Service-2

The March2017 query is created with the fields shown in Figure 2-21

March2014

| FirstName | LastName | ActivityDate | HoursWorked |
|---|---|---|---|
| Bart | Bouchart | 3/29/2014 | 4 |
| Golga | Collins | 3/31/2014 | 8 |
| Martha | Duman | 3/27/2014 | 4 |
| Allie | Eahlie | 3/29/2014 | 4 |
| Jana | Eckert | 3/29/2014 | 5 |
| Loraine | Goode | 3/29/2014 | 5 |
| Gabriel | Hammer | 3/29/2014 | 5 |
| Jeremiah | Hopper | 3/27/2014 | |
| Helen | Hubert | 3/29/2014 | |
| Heidi | Kalvert | 3/29/2014 | |
| Harvey | Mackintosh | 3/30/2014 | 4 |
| Jon | Maxim | 3/30/2014 | 4 |
| Micah | Mayberry | 3/29/2014 | 4 |
| Patch | Mullins | 3/30/2014 | |
| Patch | Mullins | 3/31/2014 | 8 |
| Young | Nelson | 3/30/2014 | 10 |
| Mallory | Olson | 3/31/2014 | 8 |
| Student First | Student Last | | |
| Student First | Student Last | 3/30/2014 | 8 |
| Su | Vogue | 3/30/2014 | 8 |
| Sherry | Walker | 3/29/2014 | 4 |
| Taney | Wilson | 3/30/2014 | 8 |

Criteria is added to show records only in March of 2017

The query is sorted by LastName and ActivityDate

The Quentin Garden name is changed to the student name

The query is formatted so all data is visible



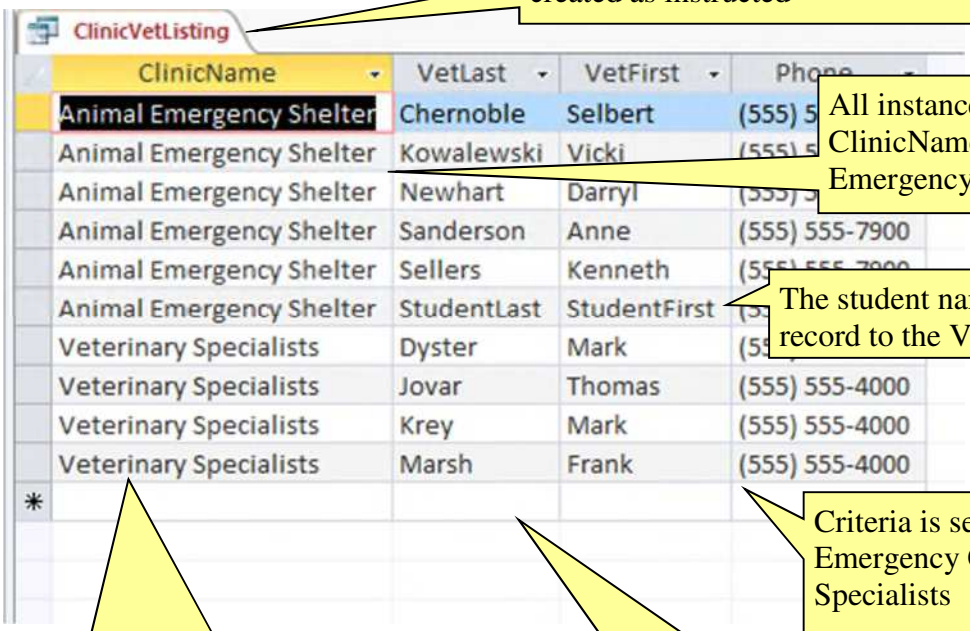
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# Grading Rubric
# Module 2: Building and Using Queries
# Independent Challenge 3

VetClinic-2 is opened and reviewed

The ClinicVetListing query is created as instructed




All instances of Animal Haven in the ClinicName field are changed to Animal Emergency

The student name is added as a new record to the Vets table

Criteria is set to show only Animal Emergency Clinic or Veterinary Specialists

The ClinicName field is moved to the first column, and the query is sorted by ClinicName and VetLast

The query is formatted so all data is visible as shown in Figure 2-23

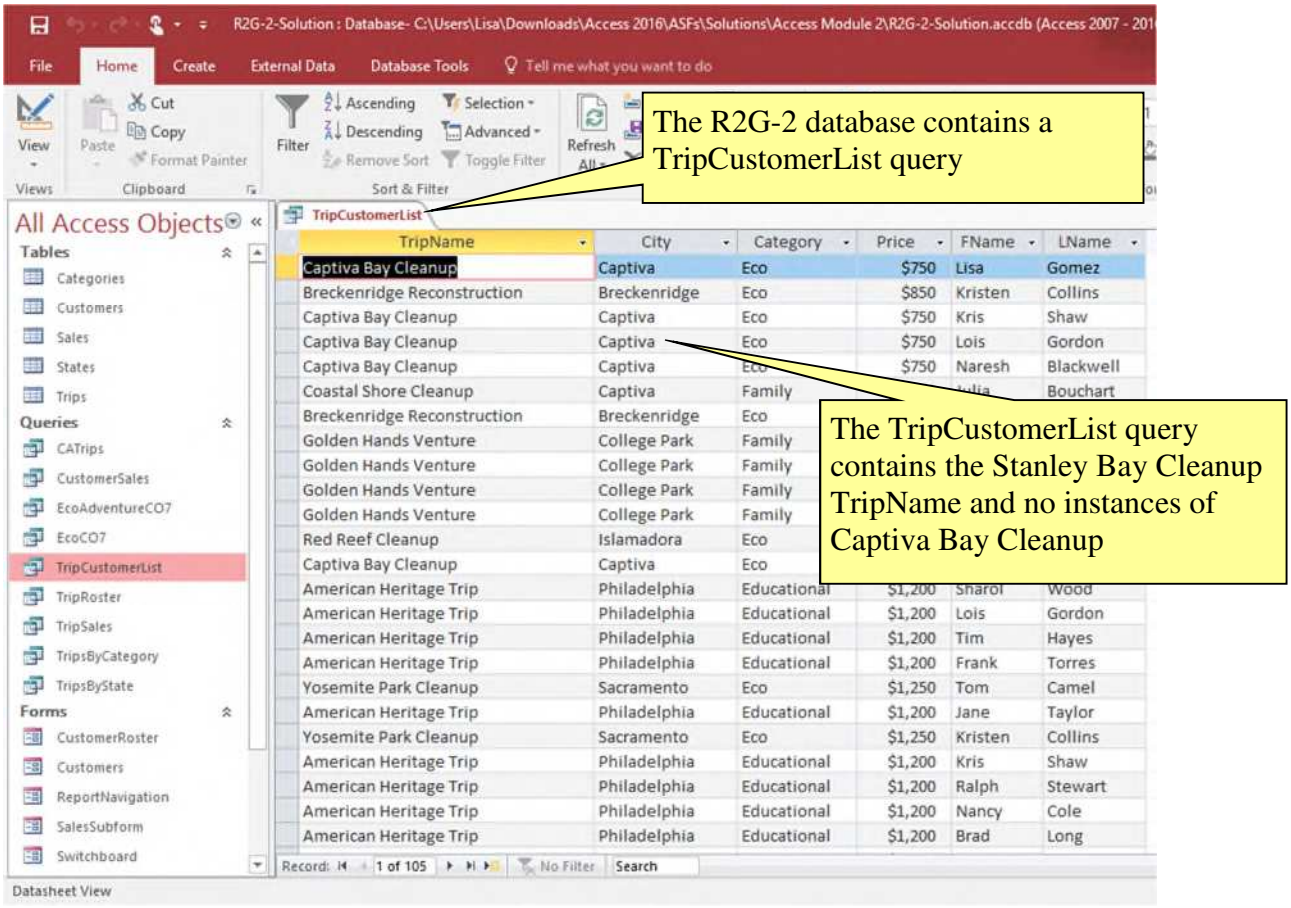


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# *Access Module 2: Building and Using Queries*
# Annotated Solutions

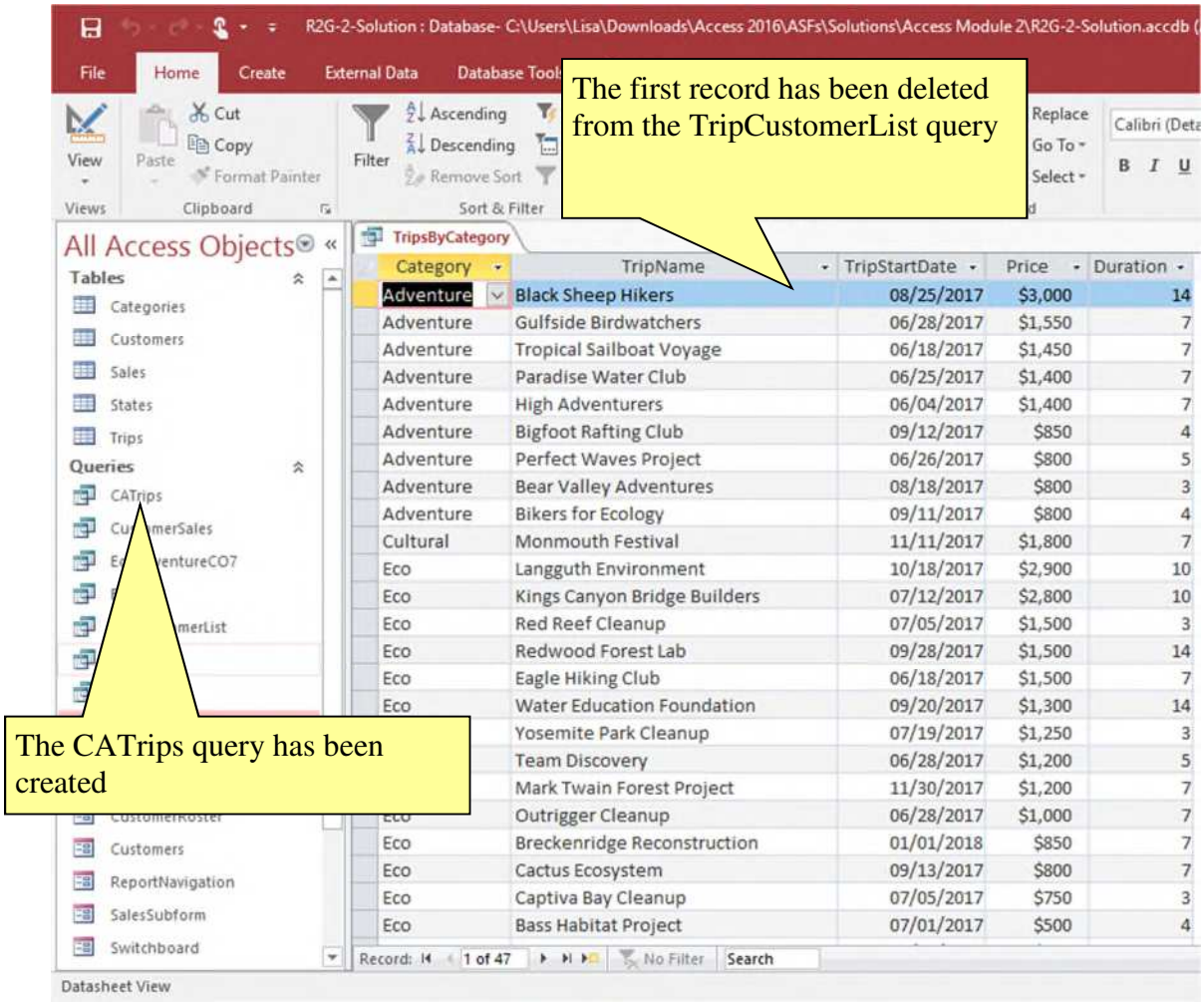
## Module Lesson






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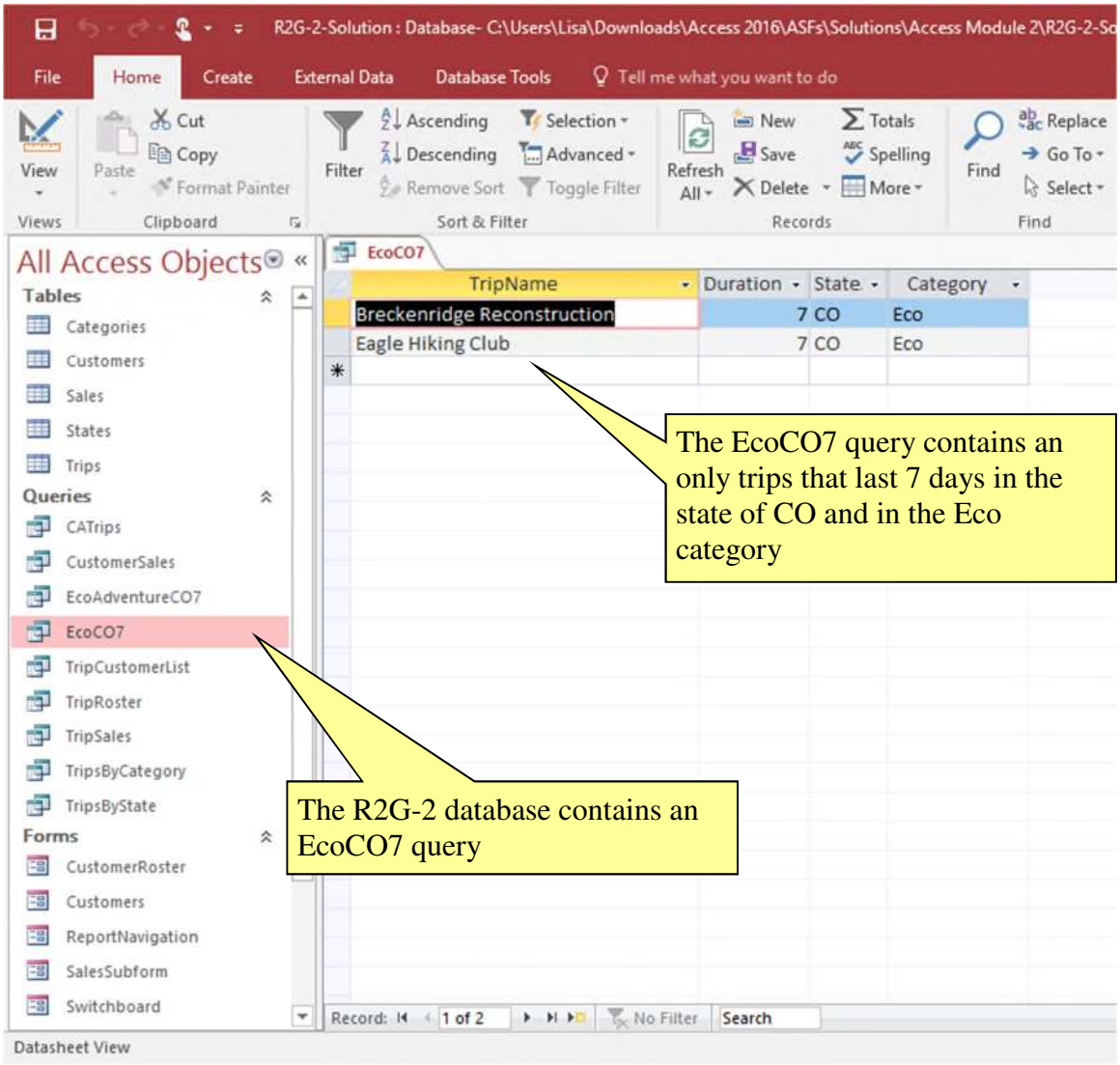
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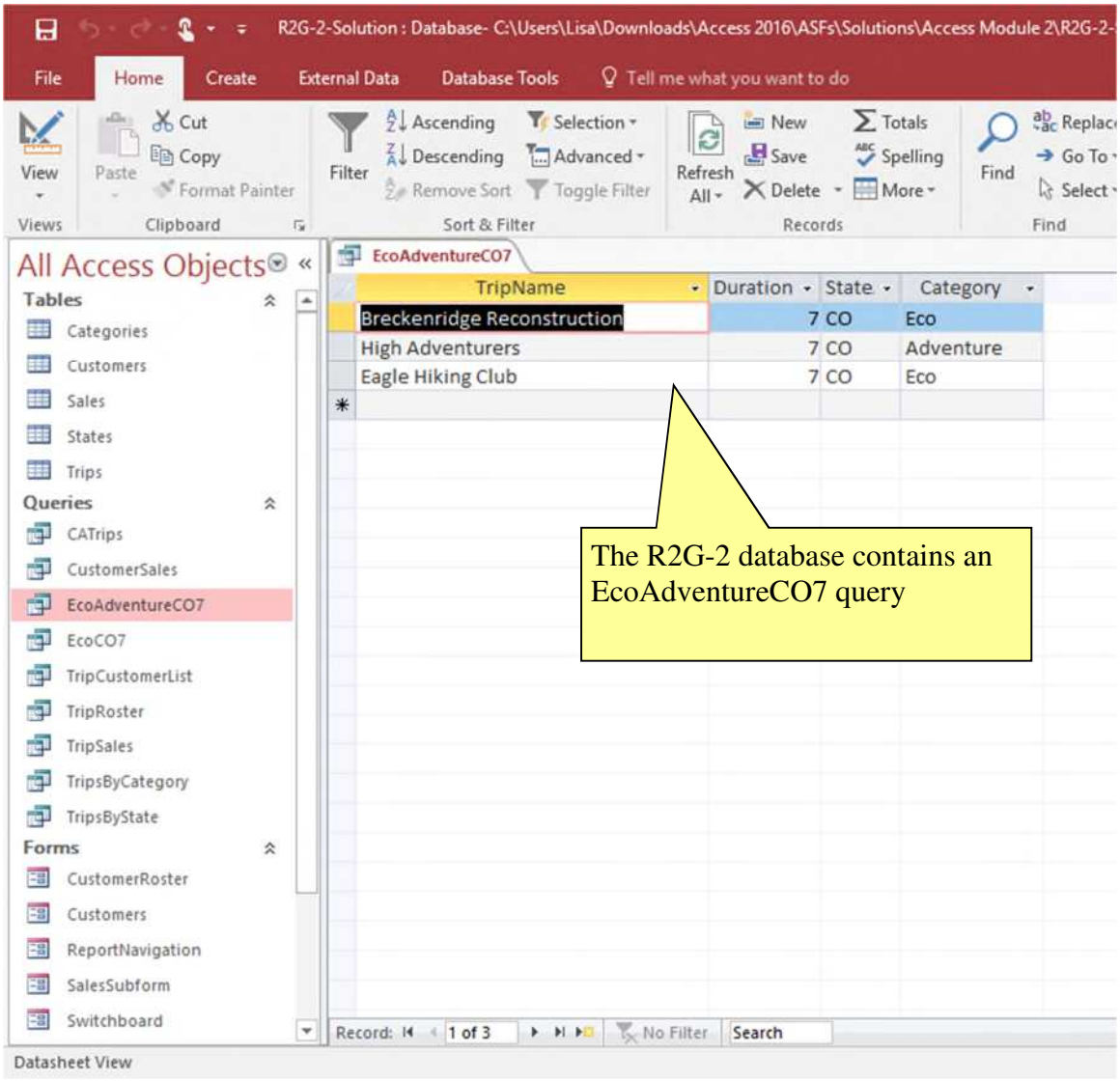
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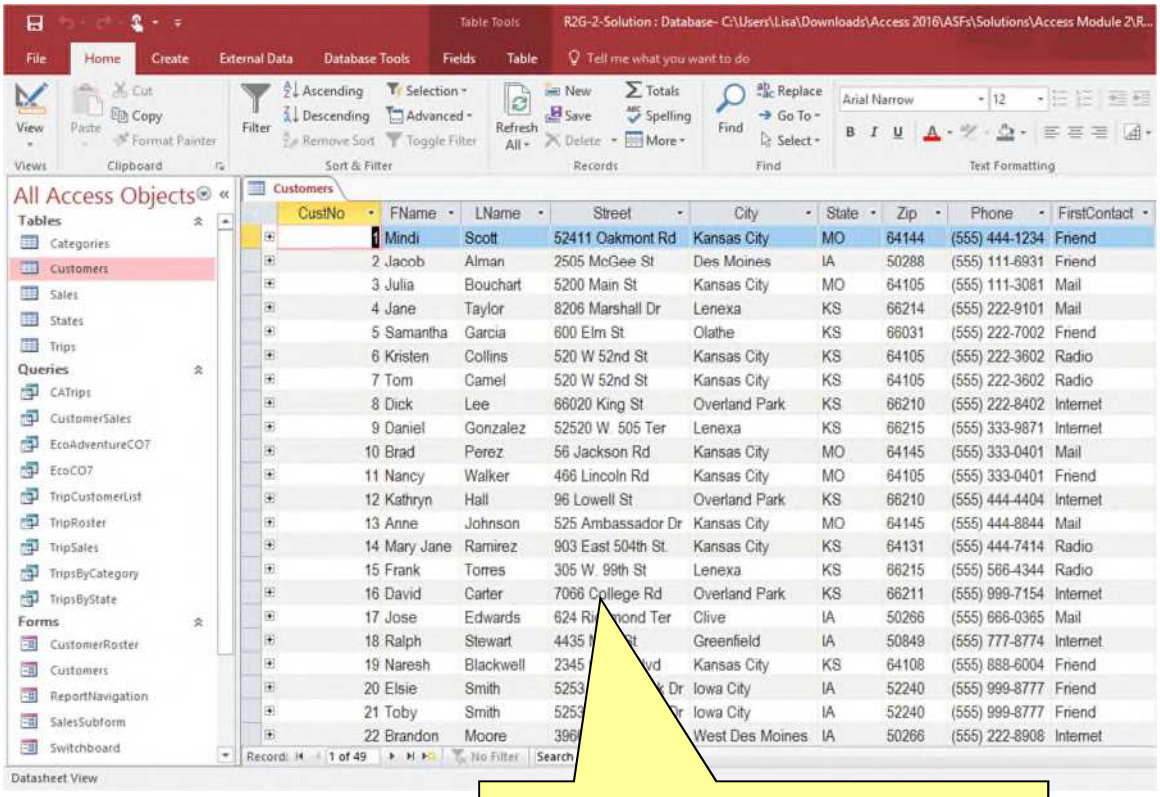
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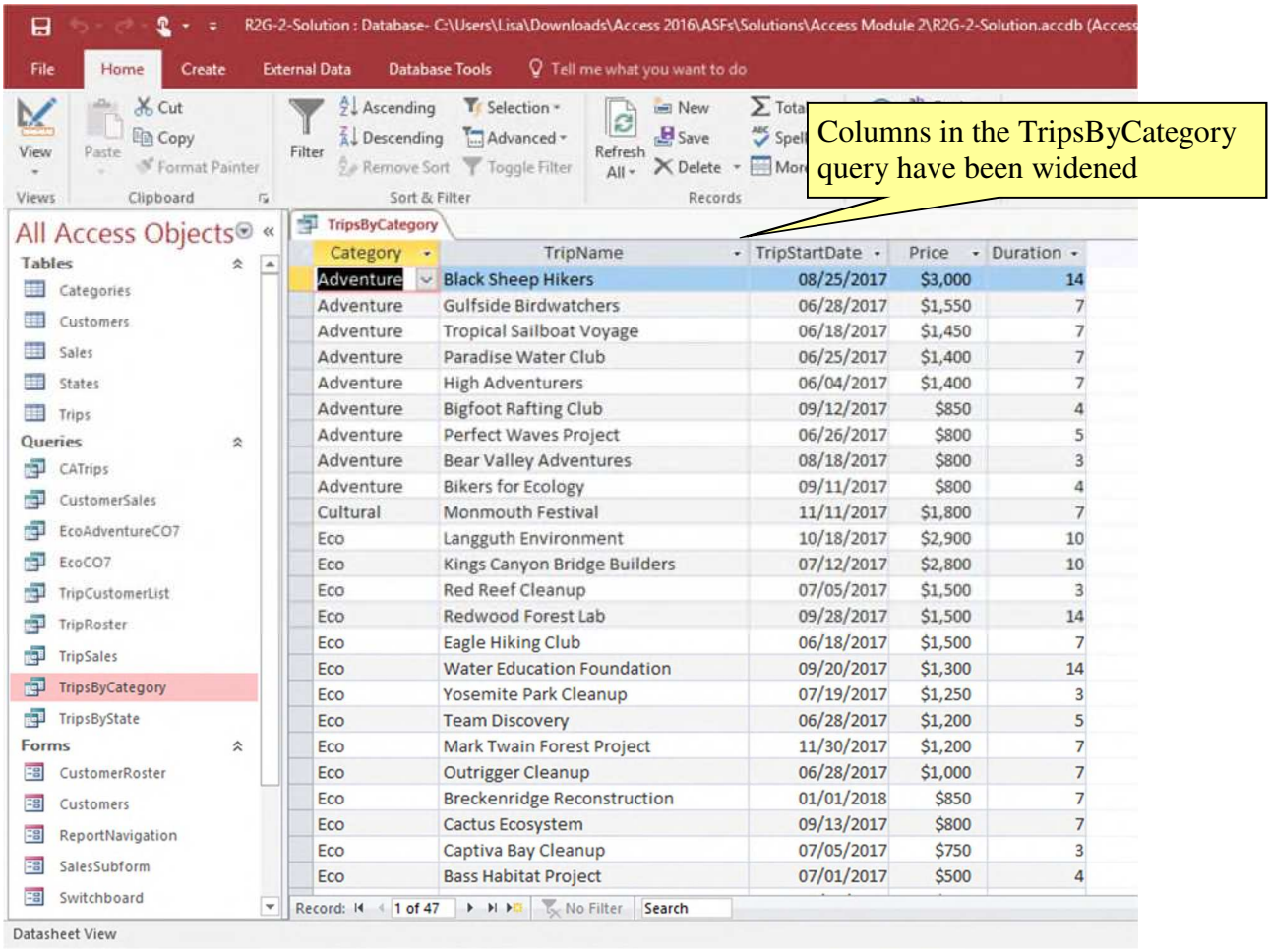
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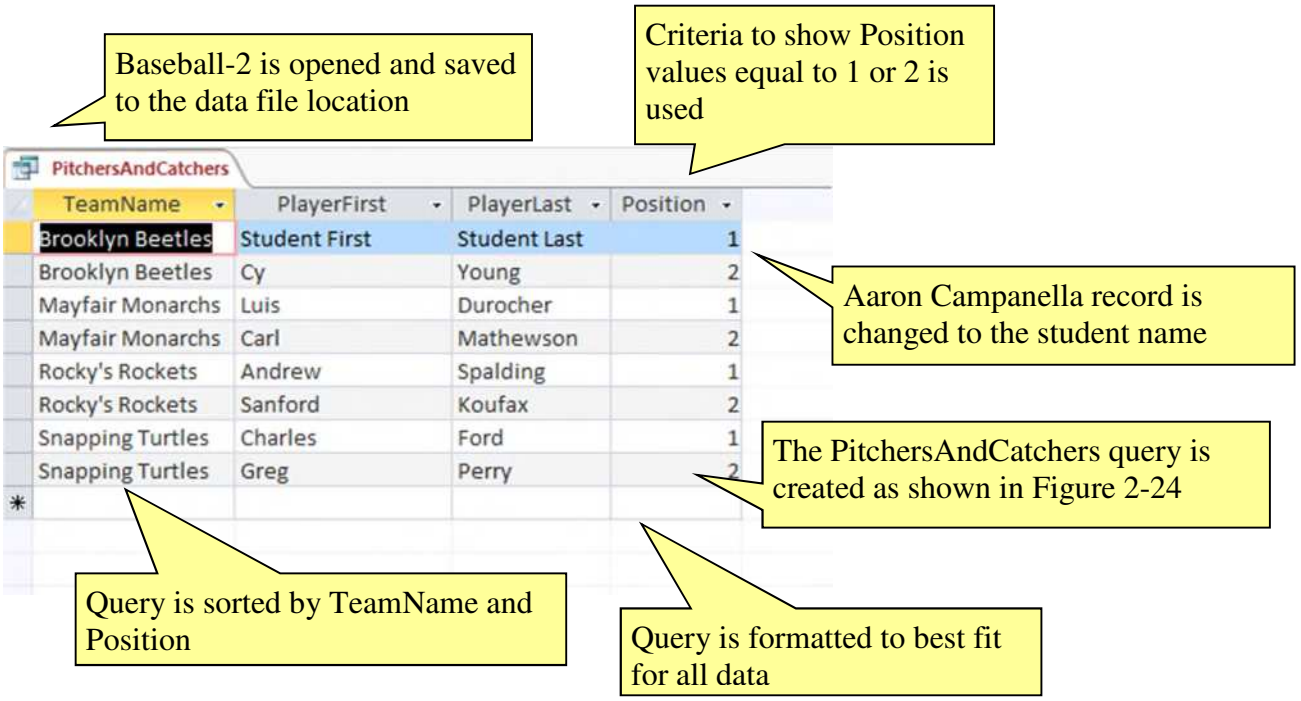





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# Grading Rubric
# Module 2: Building and Using Queries
# Visual Workshop






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# Grading Rubric
# Module 2: Building and Using Queries
# Independent Challenge 2

HouseOfReps-2 is opened and reviewed

The OhioAndPenn query is created with fields from the States and Representatives tables as instructed

The query is sorted by StateName and then LName

Criteria is added to select reps from Ohio or Pennsylvania using their two-character abbreviations

The Butterfield name is changed to the student name

The query is formatted so all data is visible

OhioAndPenn

| StateAbbrev | StateName | Capital | FName | LName |
|---|---|---|---|---|
| OH | Ohio | Columbus | Luis | Boehner |
| OH | Ohio | Columbus | Sue | Crowley |
| OH | Ohio | Columbus | Totoro | Engel |
| OH | Ohio | Columbus | Dana | Higgins |
| OH | Ohio | Columbus | Chaka | Hinchey |
| OH | Ohio | Columbus | Dave | Israel |
| OH | Ohio | Columbus | Roger | Maloney |
| OH | Ohio | Columbus | Gil | McCarthy |
| OH | Ohio | Columbus | Mookie | McHugh |
| OH | Ohio | Columbus | Dennis | McNulty |
| OH | Ohio | Columbus | Alan | Pearce |
| OH | Ohio | Columbus | John | Reynolds |
| OH | Ohio | Columbus | Vic | Serrano |
| OH | Ohio | Columbus | Nydia | Slaughter |
| OH | Ohio | Columbus | Ed | Student Last Name |
| OH | Ohio | Columbus | Carter | Towns |
| OH | | | | lall |
| OH | | | | lázquez |
| PA | | | | umenauer |
| PA | | | | ble |
| PA | Pennsylvania | Harrisburg | Ron | Etheridge |
| PA | Pennsylvania | Harrisburg | Denny | Foxx |
| PA | Pennsylvania | Harrisburg | John | Gillmor |
| PA | Pennsylvania | Harrisburg | Spencer | Hayes |



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# Grading Rubric
# Module 2: Building and Using Queries
# Independent Challenge 4

Jobs is created and saved to the data file location

The Positions table is created with data from the step



Positions

| PositionID | Title | CareerArea | AnnualSalar | Desirability | EmployerID | Click to Add |
|---|---|---|---|---|---|---|
| 1 | Marketing Rep | Computers | $35,000.00 | 5 | 1 | |
| 2 | Systems Engine | Computers | $37,000.00 | 5 | 1 | |
| 3 | Office Speciali: | Computers | $32,000.00 | 4 | 2 | |
| 4 | Customer Serv | Computers | $31,000.00 | 4 | 2 | |
| 5 | Technician | Computers | $30,500.00 | 3 | 2 | |
| (New) | | | $0.00 | 0 | 0 | |

Five records are added into the Positions table

EmployerID and PositionID are set as primary keys

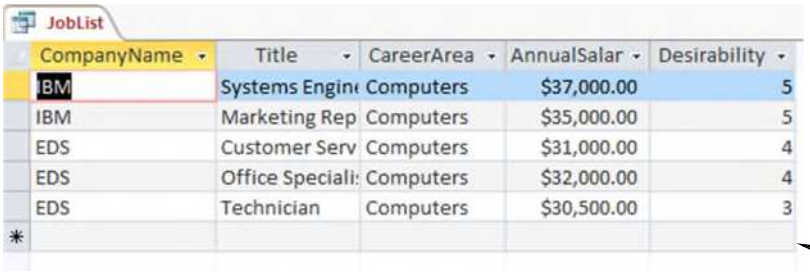


Positions | Employers

| EmployerID | CompanyName | EmpStreet | EmpCity | EmpState | EmpZip | EmpPhone | Click to Add |
|---|---|---|---|---|---|---|---|
| 1 | IBM | 400 Locust St | Des Moines | IA | 51122 | 515-555-4444 | |
| 2 | EDS | 500 Cricket St | Ames | IA | 50010 | 515-555-3333 | |
| 3 | Google | 600 Crocker St | Omaha | NE | 66000 | 616-555-2222 | |
| 4 | Apple | 700 Beetle St | Lincoln | NE | 66110 | 616-555-1111 | |
| 5 | Bass Pro Shops | 800 Ladybug St | Sioux City | NE | 66220 | 616-555-3333 | |
| (New) | | | | | | | |

The Employers table is created with data from the step

Five records are added into the Employers table



JobList

| CompanyName | Title | CareerArea | AnnualSalar | Desirability |
|---|---|---|---|---|
| IBM | Systems Engine | Computers | $37,000.00 | 5 |
| IBM | Marketing Rep | Computers | $35,000.00 | 5 |
| EDS | Customer Serv | Computers | $31,000.00 | 4 |
| EDS | Office Speciali: | Computers | $32,000.00 | 4 |
| EDS | Technician | Computers | $30,500.00 | 3 |

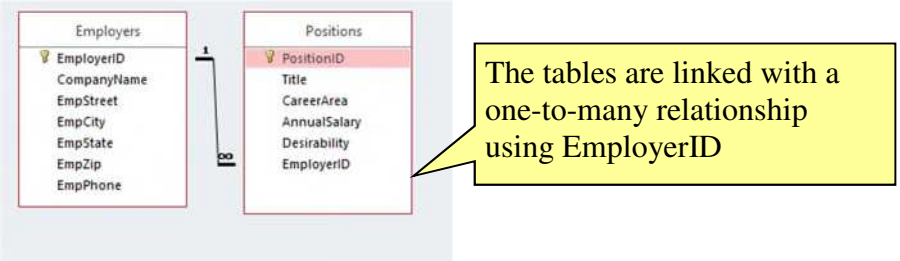
The JobList query is created as instructed, sorted by Desirability



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# Grading Rubric
# Module 2: Building and Using Queries
# Independent Challenge 4






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# Grading Rubric
# Module 2: Building and Using Queries
# Visual Workshop

**Professor:**
**Notes:**
***Solution Filename:*** *Baseball-2.accdb*

| Description | Pts | Your Score |
|---|---|---|
| Baseball-2 is opened and saved to the data file location | **2** | |
| The PitchersAndCatchers query is created as shown in Figure 2-24 | **3** | |
| Criteria to show Position values equal to 1 or 2 is used | **3** | |
| Query is sorted by TeamName and Position | **3** | |
| Aaron Campanella record is changed to the student name | **3** | |
| Query is formatted to best fit for all data | **3** | |
| **TOTAL POSSIBLE POINTS:** | **17** | **0** |

**YOUR SCORE: _____**

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# Grading Rubric
# Module 2: Building and Using Queries
# Independent Challenge 2

**Professor:**
**Notes:**
***Solution Filename:*** *HouseOfReps-2.accdb*

| Description | Pts | Your Score |
|---|---|---|
| HouseOfReps-2 is opened and reviewed | **2** | |
| The OhioAndPenn query is created with fields from the States and Representatives tables as instructed | **3** | |
| The query is sorted by StateName and then LName | **3** | |
| Criteria is added to select reps from Ohio or Pennsylvania using their two-character abbreviations | **3** | |
| The Butterfield name is changed to the student name | **3** | |
| The query is formatted so all data is visible | **3** | |
| **TOTAL POSSIBLE POINTS:** | **17** | **0** |

**YOUR SCORE: _____**

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# Access Module 2: Building and Using Queries

**A Guide to this Instructor's Manual:**
We have designed this Instructor's Manual to supplement and enhance your teaching experience through classroom activities and a cohesive module summary.

This document is organized chronologically, using the same heading in **blue** that you see in the textbook. Under each heading you will find (in order): Lecture Notes that summarize the section, Teacher Tips, Classroom Activities, and Lab Activities.

In addition to this Instructor's Manual, our Instructor's Resources Site also contains PowerPoint Presentations, Test Banks, and other supplements to aid in your teaching experience.

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## Module Objectives

Students will have mastered the material in Access Module 2 when they can:

- Use the Query Wizard
- Work with data in a query
- Use Query Design View
- Sort and find data
- Filter data
- Apply AND criteria
- Apply OR criteria
- Format a datasheet

### Access 28: Use the Query Wizard

LEARNING OUTCOMES

- Describe the purpose for a query
- Create a query with the Simple Query Wizard

LECTURE NOTES

- Introduce the **Simple Query Wizard** in FIGURE 2-1 and, depending on the background of students, show them that using the wizard spares students having to write **SQL (Structured Query Language)** code.

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- Make sure students realize that a **query** is merely a question – it is not a duplication of the data even though the datasheet that is presented (the **logical view** of the data, shown in FIGURE 2-2) can be used for data entry and updates.
- Be sure students understand that a query allows you to focus on specific information that answers the query question.
- Emphasize the wide and extensive use of queries to the database user.

TEACHER TIPS

Introduce this module by reminding students that when they use an online search engine, such as Google or Bing they are really asking questions of a database. When they access the online catalog at the library, they also are querying a database.

Querying is one of the main benefits of creating a database. Users want to be able to find answers quickly to questions concerning the data.

CLASSROOM ACTIVITIES

1. Critical Thinking: Ask students to come up with reasons they would use a query (versus opening a table datasheet). Answers include:
   - To view fields from more than one table in a single datasheet.
   - To view subsets of records rather than all the records in a table datasheet (filtering and adding criteria – covered later in Unit B).
   - To create calculated fields.
   - To collect the fields and records needed for forms and reports.

2. Class Discussion: Ask students for sample questions that might be asked of a student database.

## Access 30: Work with Data in a Query

LEARNING OUTCOMES

- Edit records in a query
- Delete records in a query

LECTURE NOTES

- Compare entering and editing data in a query datasheet to the same tasks in a table datasheet.
- Use FIGURES 2-3 and 2-4 to show the effects of updating a record in the query datasheet and deleting another record.

TEACHER TIP

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Inherent to students' understanding of how relational databases work is understanding that every other object is built "on top of" the tables. Any time data is being edited, it is being changed/stored in table objects. Tables, queries, and forms can all be used to enter and update data, but data is only physically stored in tables. Without this understanding students may be led to believe that they need to update data every place it is presented – in every query, form, or report where it is shown. This is not true. Once data is changed, for example, once the name Friedrichsen is changed to Franklin, every other object that displays that data is automatically updated as well.

CLASSROOM ACTIVITIES

1. Class Discussion: Ask students to brainstorm some real-world scenarios in which they would make the kinds of modifications demonstrated in this section.
2. Critical Thinking: Querying means asking questions. What kind of questions do you ask in a typical day? Would a database be able to answer those questions?

## Access 32: Use Query Design View

LEARNING OUTCOMES

- Work in Query Design View
- Add criteria to a query

LECTURE NOTES

- Point out the various parts of the **Query Design View** window in FIGURE 2-5, and the resulting query in FIGURE 2-6.
- Explain that students should be extremely familiar with Query Design View, **criteria**, field lists, **join lines** (**link lines**), and the **query design grid**.
- Point out the one-to-many relationship line between related tables in the query in FIGURE 2-5.
- Distinguish between the use of the **Save command** on the File tab and the **Save Object As command**, reminding students that Access saves data automatically as they move from record to record.

TEACHER TIPS

Note that when there is no scroll bar in a field list, it means that all fields are visible.

Access uses Query-by-Example (QBE) to query a database. Query-by-Example is a query manipulation language for relational databases in which users indicate the action to be taken by completing on-screen forms. The query feature of Microsoft Excel uses QBE.

Students should understand that although the answer displays in Datasheet view, no table exists. It is a dynamic or virtual set of records. When a query design is saved, only the design is saved not the answer. Query results, therefore, always show the most current data.

CLASSROOM ACTIVITIES

1. Quick Quiz:

1. How is the relationship between two tables displayed? (Answer: With a join line, or link line)
2. What does the query design grid display? (Answer: The field names, sort orders, and criteria used within the query)

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2. Assign a Project: Have students research QBE, an early language for creating queries and then share the results of their research with the class.

## Access 34: Sort and Find Data

LEARNING OUTCOMES

- Apply short orders to a query
- Find and replace data in a query
- Undo edits in a query

LECTURE NOTES

- Make sure students understand how ascending and descending sort orders apply to each different type of field, for example text, number, currency, and date/time data.
- Make sure students know that they can click any field and use it to sort the records. Point out the **field selector** in FIGURE 2-7. Access never sorts just a single field/column at a time. Review the result of the new sort orders in the datasheet in FIGURE 2-9.
- Review the features of the Find and Replace dialog box in FIGURE 2-8.

CLASSROOM ACTIVITIES

1. Critical Thinking: Sorting means ordering records in a particular way. When would it be useful to sort data in ascending order? Why? When would it be useful to sort data in descending order? Why?

2. Quick Quiz:
    1. Deleting a field from a query deletes it from the underlying table. T/F? (Answer: False)
    2. Sort orders always work from right to left. T/F? (Answer: False)

LAB ACTIVITY

Using the query shown in FIGURE 2-7, have students practice sorting on more than one field such as Category and TripName. Ask them to sort by duration within each category. Show them how to move the Price field to the left of the Category field, select both fields, and apply a sort to the two fields at the same time to achieve the desired sort.

## Access 36: Filter Data

LEARNING OUTCOMES

- Apply and remove filters in a query
- Use wildcards in criteria

LECTURE NOTES

- **Filtering** data is a *temporary* activity. As soon as the filter is removed, it is not saved. Therefore, if a question about the data is asked over and over again, it should be saved as a query so that the query can simply be opened to see the resulting data.
- Simple filters require only that students click the field they want to filter on (such as Adventure in the Category field), and click the Selection button. Any filtering done with two or more fields requires the use of the advanced filter tools.
- Contrast the use of the **Filter By Selection** feature with the use of **Filter By Form** feature.

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- Use TABLE 2-2 to compare filters and queries. Point out to students, however, that queries are by far more powerful. Discuss the filter buttons shown in TABLE 2-3 and when each one would be used.
- Review the wildcard characters shown in the Clues to Use box.

TEACHER TIPS

Be sure to have students view the navigation buttons after each filter to get a sense of how many records they are viewing at any one time. This will help them answer the "reasonableness" test question. Is the answer I'm seeing reasonable? (or not?) Students may not know the answer to this when working with sample database files provided by this textbook, but they certainly would be able to answer that question in the real world when working with their own data.

Note that while a filter is not the same thing as a query, if you create a filter and decide that you would like to reuse it, and therefore should have created a query, a filter can be saved as a query object and reused. For the most part, however, filters are temporary views of data and do not contain as much power as queries (see TABLE 2-2).

Filtering produces a subset of the table. This is useful when you need to update a field in several records with the same value but do not need an update query.

Make sure students understand the difference between the Toggle Filter button and the Clear All Filters button. The Toggle Filter button redisplays all records but does not clear any filters that have been applied.

When a criterion is entered in a query, the criterion is an example of the expected result. Entering criterion in a query is similar to entering an author's name in a search of a library card catalog or an electronic library database. The asterisk and question mark wildcards are the same wildcards that are used with the search features in Windows and other Microsoft applications. Access automatically adds the LIKE operator and quotation marks to criteria that use wildcards.

CLASSROOM ACTIVITIES

1. Class Discussion: Consider circumstances in which the Filter By Selection feature is the tool to use. When is Filter By Form better to use?

2. Critical Thinking: Why does Microsoft provide so many different features (filters versus queries for example) that overlap in functionality? (Even though there are times when more than one tool could do a job, depending on the nature of the problem there is generally a "best" way to accomplish a task. Providing many different tools gives the user the choice of several ways to tackle a problem. It is incumbent on the user to be trained well enough to know which tool is most productive and best for each job.)

3. Critical Thinking: Compare the two methods of finding records presented in this chapter: searching and filtering. Which do you consider to be more efficient? As a database user, when do you think it would be best to use filtering rather than searching?

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## Access 38: Apply AND Criteria

LEARNING OUTCOMES

- Enter AND criteria in a query
- Define criteria syntax
- Use comparison operators with criteria

LECTURE NOTES:

- Being able to master query criteria is absolutely essential to the success of every Access user. Do not let students go beyond this lesson until they completely understand it.
- Note that the use of "AND" means that BOTH criteria must be true in order for the record to be selected.
- The **AND criteria** are entered in one row of the query grid as shown in FIGURE 2-13. It is absolutely essential that students understand what AND criteria is as well as how to enter it in the query grid.
- Discuss the support that Access provides with **criteria syntax** and review the function of the comparison operators in TABLE 2-4.
- Explain how to search for blank fields using the Clues to Use box.

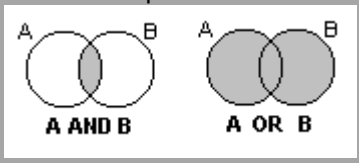
TEACHER TIPS

Comparison operators are used with both numeric and text data. The order of the greater than or equal to (>=) and less than or equal to (<=) operators is fixed; they cannot be reversed.

The difference between putting criteria in one versus two rows is extremely important and is covered in the lessons on AND versus OR criteria. At this point, students are starting to see how important precision is when working with databases.

Be sure students understand that they can go back and forth between Datasheet and Query Design View to make sure you get the records desired. The most common errors would be not entering the criteria on one row or making a typo.

You can use a Venn diagram to illustrate the concept of AND and OR criterion visually:




CLASSROOM ACTIVITIES

1. Class Discussion: Design a truth table on the board and fill in the values with the students. Ask students for other uses of a truth table.

2. Quick Quiz:
   1. With AND criteria, all criteria must be true to select the record. T/F? (Answer: True)
   2. Criteria syntax are rules that specify how to enter criteria. T/F? (Answer: True)

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## Access 40: Apply OR Criteria

LEARNING OUTCOMES

- Enter OR criteria in a query
- Rename a query

LECTURE NOTES:

- Explain the difference between AND and **OR criteria** in the query grid. Students show know how it is entered (as shown in FIGURE 2-15) as well as how many records are selected (as shown in FIGURE 2-16).
- Note that OR criteria always retrieves more records. AND criteria always narrows the number of records selected. OR criteria always expands the number of records selected.

CLASSROOM ACTIVITIES

Critical Thinking: How would you write a query to find all trips where the state was Colorado and the duration was either 7 or 10 days?

1. Quick Quiz:
    1. You use AND criteria when one criterion must be true in order for the record to be selected. T/F? (Answer: False)

## Access 42: Format a Datasheet

LEARNING OUTCOMES

- Zoom in print preview
- Format a datasheet
- Change page orientation

LECTURE NOTES:

- Many of the buttons and tools students will use to format a datasheet are already familiar to them from Word and Excel such as Bold, Italic, Underline, Font Color, Font Face, Font Size, and Fill. The Alternate Fill/Back Color button helps readers differentiate different lines on datasheet printouts.
- Note that the entire datasheet is formatted as a single unit. You do not format individual cells as you do in Excel.

TEACHER TIP:
Point out the differences between a color and black and white printer. On a black and white printer, all colors are converted to shades of gray. Bright colors may be converted to solid black boxes. Always encourage students to print preview before printing.

CLASSROOM ACTIVITIES

1. Assign a Project: Have students open a datasheet and apply at least three formats that they feel enhance the printout. Print the datasheets, pair students up, and have them critique each other's printouts. Remind students that some formatting embellishments, such as too much color, font size too small to read, font face too fancy to be legible, can actually detract from readability and professionalism.

2. Group Activity: Ask students to apply three different formats to a datasheet in three different categories (font face, font size, color) and print them. Have them write down the formatting

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embellishments on the back of the paper. Pass the papers around the class and ask students to vote on the one they like best and explain why.

## End of Module Material

- **Concepts Reviews** consist of multiple choice, matching, and screen identification questions.
- **Skills Reviews** provide additional hands-on, step-by-step reinforcement.
- **Independent Challenges** are case projects requiring critical thinking and application of the module skills. The Independent Challenges increase in difficulty, with the first one in each module being the easiest. Independent Challenges 2 and 3 become increasingly open-ended, requiring more independent problem solving.
- **Independent Challenge 4: Explore** contain practical exercises to help students with their everyday lives by focusing on important and useful essential skills, including creating photo montages for scrapbooks and photo albums, retouching and color-correcting family photos, applying layer styles and getting Help online.
- **Visual Workshops** are practical, self-graded capstone projects that require independent problem solving.

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# MODULE 2
# *Building and Using Queries*

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# Module 2: Building and Using Queries

## Concepts Review

| Screen Labeling | Matching Items | Multiple Choice |
|---|---|---|
| 1. Trips table field list | 6. h | 16. b |
| 2. Duration field from Trips table in query grid | 7. c | 17. a |
| 3. Ascending sort order on TripName field | 8. d | 18. d |
| 4. Or criteria on two rows | 9. j | 19. b |
| 5. And criteria on one row | 10. e | 20. a |
| | 11. a | |
| | 12. i | |
| | 13. b | |
| | 14. f | |
| | 15. g | |

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# Skills Review

Data File: Salvage-2.accdb. Solution File: Salvage-2-Solution.accdb

1.-2. The final CenterDeposits query is shown below.

CenterDeposits

| CenterName | DepositDate | Weight | ClubName |
|---|---|---|---|
| Student's Last Name Recycling | 1/30/2017 | 80 | Kansas City Frogman Club |
| Taney County Salvage | 1/30/2017 | 150 | Boy Scout Troop 6 |
| Adair county Recycling | 1/21/2017 | 170 | Great Plains 4-H |
| Student's Last Name Recycling | 1/20/2017 | 80 | Bootstrap Club |
| A1 Salvage Center | 1/20/2017 | 190 | Junior League |
| Taney County Salvage | 1/16/2017 | 85 | Access Users Group |
| A1 Salvage Center | 1/15/2017 | 175 | Social Media Club |
| Taney County Salvage | 1/14/2017 | 85 | Junior League |
| A1 Salvage Center | 1/13/2017 | 100 | Bootstrap Club |
| Taney County Salvage | 1/13/2017 | 125 | Boy Scout Troop 6 |
| Taney County Salvage | 1/9/2017 | 90 | Social Media Club |
| Adair county Recycling | 1/9/2017 | 80 | Kansas City Frogman Club |
| Adair county Recycling | 1/8/2017 | 140 | Junior League |
| Student's Last Name Recycling | 1/7/2017 | 105 | Kansas City Frogman Club |
| Adair county Recycling | 1/7/2017 | 30 | Boy Scout Troop 6 |
| Taney County Salvage | 1/7/2017 | 60 | Great Plains 4-H |
| A1 Salvage Center | 1/3/2017 | 205 | Social Media Club |
| Student's Last Name Recycling | 1/2/2017 | 45 | Junior League |
| Taney County Salvage | 12/8/2016 | 50 | Access Users Group |
| A1 Salvage Center | 12/6/2016 | 80 | Social Media Club |
| Student's Last Name Recycling | 12/3/2016 | 70 | Social Media Club |
| Student's Last Name Recycling | 12/1/2016 | 80 | Access Users Group |
| Adair county Recycling | 11/29/2016 | 90 | Junior League |

Record: 1 of 117 Unfiltered Search

Note:
1b: CenterName, DepositDate, Weight, ClubName fields
1c: Johnson Recycling was changed to a center name that has the student's last name.
2a: The first record (A1 Salvage Center with a DepositDate of 2/4/2014) has been deleted
2b: JavaScript KC (ClubName) has changed to Bootstrap Club.
2d: The date of 1/30/2017 is entered for the current first record

3-5: The final 100PlusDeposits query is shown below:

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100PlusDeposits

| FName | LName | ClubName | DepositDate | Weight |
|---|---|---|---|---|
| SI | Hickman | Access Users Group | 2/13/2014 | 200 |
| SI | Hickman | Access Users Group | 2/13/2015 | 185 |
| SI | Hickman | Access Users Group | 2/18/2015 | 185 |
| SI | Hickman | Access Users Group | 3/7/2015 | 145 |
| SI | Hickman | Access Users Group | 4/19/2015 | 115 |
| SI | Hickman | Access Users Group | 5/1/2015 | 105 |
| SI | Hickman | Access Users Group | 1/30/2015 | 100 |
| SI | Hickman | Access Users Group | 2/22/2016 | 100 |
| SI | Hickman | Access Users Group | 2/26/2014 | 100 |
| Cory | Harding | Bootstrap Club | 2/28/2016 | 125 |
| Cory | Harding | Bootstrap Club | 4/3/2016 | 115 |
| Cory | Harding | Bootstrap Club | 1/13/2017 | 100 |
| Charles | Schaffer | Boy Scout Troop 6 | 4/30/2015 | 205 |
| Charles | Schaffer | Boy Scout Troop 6 | 2/20/2015 | 200 |
| Charles | Schaffer | Boy Scout Troop 6 | 2/20/2014 | 200 |
| Charles | Schaffer | Boy Scout Troop 6 | 5/7/2015 | 190 |
| Charles | Schaffer | Boy Scout Troop 6 | 1/30/2017 | 150 |
| Charles | Schaffer | Boy Scout Troop 6 | 1/13/2017 | 125 |
| Charles | Schaffer | Boy Scout Troop 6 | 4/18/2016 | 105 |
| Charles | Schaffer | Boy Scout Troop 6 | 11/2/2016 | 100 |
| Renaldo | Bartles | Great Plains 4-H | 1/21/2017 | 170 |
| Amy | Moon | Junior League | 9/24/2015 | 200 |
| Amy | Moon | Junior League | 1/20/2017 | 190 |

Record: 1 of 41 Unfiltered Search

Note:
3c: FName, LName, ClubName, DepositDate, Weight fields
3d: All Weight values are >=100 saved in Query Design View
4a: Ascending sort order is placed on the ClubName field and descending sort order is placed on Weight field in Query Design View
4c: Boy Scout Troop 324 (ClubName) has been changed to Boy Scout Troop 6.
4d: Trey in FName field is changed to student's initials (SI in figure above)
5a **Filter** the records for ClubName equals Access Users Group.
5b **Filter** the records from step 5a for DepositDate >=1/1/2015 as shown below:
5c Print the datasheet if requested by the instructor. Note that filters are temporary and not saved with the query, so if you want to grade step 5, the student must produce this printout.

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100PlusDeposits

| FName | LName | ClubName | DepositDate | Weight |
|---|---|---|---|---|
| SI | Hickman | Access Users Group | 2/18/2015 | 185 |
| SI | Hickman | Access Users Group | 2/13/2015 | 185 |
| SI | Hickman | Access Users Group | 3/7/2015 | 145 |
| SI | Hickman | Access Users Group | 4/19/2015 | 115 |
| SI | Hickman | Access Users Group | 5/1/2015 | 105 |
| SI | Hickman | Access Users Group | 2/22/2016 | 100 |
| SI | Hickman | Access Users Group | 1/30/2015 | 100 |

6a: Save the 100PlusDeposits query as 100PlusDeposits2016.
6c. The criteria entry Like "*/*/2016" should be in the DepositDate field in Query Design View. Alternatively, the criteria >=1/1/2016 and <= 12/31/2016 or >12/31/2015 and <1/1/2017 are also equivalent ways to select all records in the year 2016 as shown below:

100PlusDeposits2016

| FName | LName | ClubName | DepositDate | Weight |
|---|---|---|---|---|
| SI | Hickman | Access Users Group | 2/22/2016 | 100 |
| Cory | Harding | Bootstrap Club | 2/28/2016 | 125 |
| Cory | Harding | Bootstrap Club | 4/3/2016 | 115 |
| Charles | Schaffer | Boy Scout Troop 6 | 4/18/2016 | 105 |
| Charles | Schaffer | Boy Scout Troop 6 | 11/2/2016 | 100 |
| Jordan | Smith | Kansas City Frogman Club | 8/20/2016 | 105 |
| Trixie | Cho | Social Media Club | 8/19/2016 | 205 |

7. Save the 100PlusDeposits query as 100PlusDeposits2Clubs. The solution is shown in Figure 2-20. Note: 7b-7c. All records have ClubName = Social Media Club or Access Users Group and Weight >=100

8a. For the Centers table, the Times New Roman font with 14-point font size is applied
8b. All columns have been resized so data and field names are visible.
8c-8d. If creating a printout, the printout should be in landscape orientation and use narrow margins so that it fits on a single sheet of paper.

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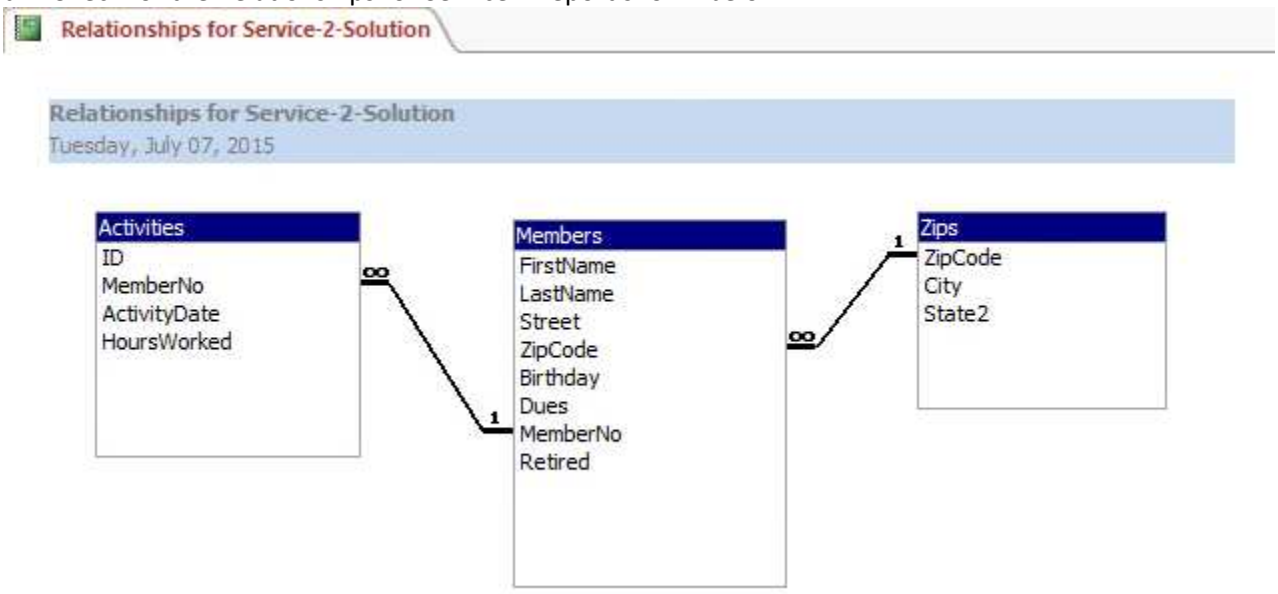
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# Independent Challenge 1

Data File: Service-2.accdb. Solution File: Service-2-Solution.accdb

The solution to this exercise is shown in Figure 2-21.

d. Check for the Relationships for Service-2 report shown below:




e. Create a query (named March2017 in step i) with these fields: FirstName, LastName, ActivityDate, HoursWorked. The solution to this is shown in Figure 2-21.

g. Add criteria to select only those records in March 2017.

h. In Query Design View, apply an ascending sort order on the LastName and ActivityDate fields.

i. Make sure that the student's name has replaced Quentin Garden and that the columns have been widened to clearly display all data and field names.

# Independent Challenge 2

Data File: HouseOfReps-2.accdb. Solution File: HouseOfReps-2-Solution.accdb

The final solution is shown in Figure 2-22. Note:

c. The fields are in the following order: StateAbbrev, StateName, Capital, FName, LName

d. An ascending sort order on StateName then LName.

e. Criteria to select only Ohio or Pennsylvania using OH and PA criteria in the StateAbbrev field.

f. The query is named OhioAndPenn.
The student's name is entered instead of Butterfield.

# Independent Challenge 3

Data File: VetClinic-2.accdb. Solution File: VetClinic-2-Solution.accdb

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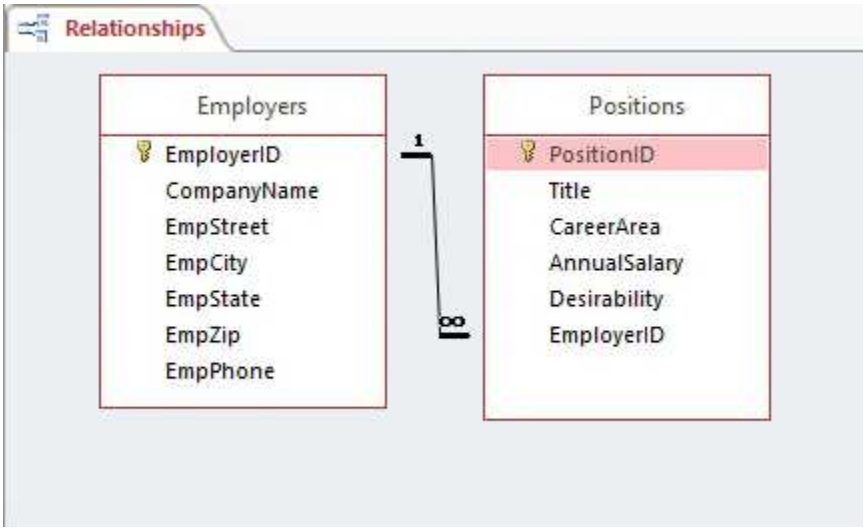
The solution is shown in Figure 2-23. Note:

c. Student Name is added as a new record in Vets table.
e. ClinicVetListing is the new query name with the following fields: VetLast, VetFirst, ClinicName, and Phone. (Note the order of fields is changed in step h.)
f. Animal Haven (ClinicName) changed to Animal Emergency Shelter.
g. In Query Design View, criteria is added to the ClinicName field to select only Animal Emergency Shelter or Veterinary Specialists.
h. In Query Design View, the ClinicName field is moved to the first field column and an ascending sort order is added to the ClinicName and VetLast fields.
i. Fields are resized to show all data.

## Independent Challenge 4

No Data File. Solution File: Jobs-Solution.accdb

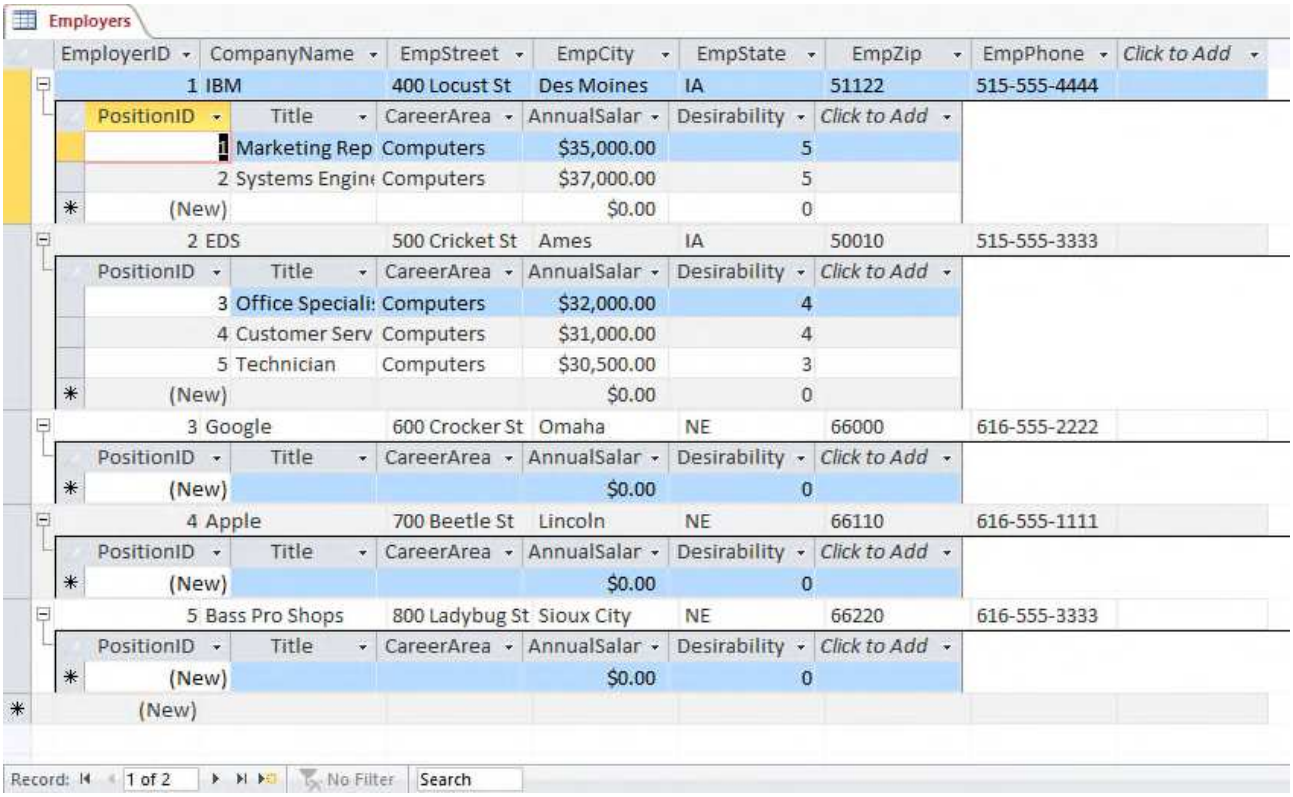
b. Check Table Design View of the Positions table. The field names, data types, and descriptions should match this step.
c. Check Table Design View of the Employers table. The field names, data types, and descriptions should match this step.
d. Make sure EmployerID is the primary key field of the Employers table.
Make sure PositionID is the primary key field of the Positions table.
e. Make sure the relationships window looks like the following:




f-g. Answers will vary, but a potential solution is shown below. There should be five valid records in the Employers table, and five valid records in the Positions table. The records in the Positions table can be attached to any employer record.

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Employers

| EmployerID | CompanyName | EmpStreet | EmpCity | EmpState | EmpZip | EmpPhone | Click to Add |
|---|---|---|---|---|---|---|---|
| 1 | IBM | 400 Locust St | Des Moines | IA | 51122 | 515-555-4444 | |

| PositionID | Title | CareerArea | AnnualSalar | Desirability | Click to Add |
|---|---|---|---|---|---|
| 1 | Marketing Rep | Computers | $35,000.00 | 5 | |
| 2 | Systems Engin | Computers | $37,000.00 | 5 | |
| (New) | | | $0.00 | 0 | |

| EmployerID | CompanyName | EmpStreet | EmpCity | EmpState | EmpZip | EmpPhone | Click to Add |
|---|---|---|---|---|---|---|---|
| 2 | EDS | 500 Cricket St | Ames | IA | 50010 | 515-555-3333 | |

| PositionID | Title | CareerArea | AnnualSalar | Desirability | Click to Add |
|---|---|---|---|---|---|
| 3 | Office Speciali | Computers | $32,000.00 | 4 | |
| 4 | Customer Serv | Computers | $31,000.00 | 4 | |
| 5 | Technician | Computers | $30,500.00 | 3 | |
| (New) | | | $0.00 | 0 | |

| EmployerID | CompanyName | EmpStreet | EmpCity | EmpState | EmpZip | EmpPhone | Click to Add |
|---|---|---|---|---|---|---|---|
| 3 | Google | 600 Crocker St | Omaha | NE | 66000 | 616-555-2222 | |

| PositionID | Title | CareerArea | AnnualSalar | Desirability | Click to Add |
|---|---|---|---|---|---|
| (New) | | | $0.00 | 0 | |

| EmployerID | CompanyName | EmpStreet | EmpCity | EmpState | EmpZip | EmpPhone | Click to Add |
|---|---|---|---|---|---|---|---|
| 4 | Apple | 700 Beetle St | Lincoln | NE | 66110 | 616-555-1111 | |

| PositionID | Title | CareerArea | AnnualSalar | Desirability | Click to Add |
|---|---|---|---|---|---|
| (New) | | | $0.00 | 0 | |

| EmployerID | CompanyName | EmpStreet | EmpCity | EmpState | EmpZip | EmpPhone | Click to Add |
|---|---|---|---|---|---|---|---|
| 5 | Bass Pro Shops | 800 Ladybug St | Sioux City | NE | 66220 | 616-555-3333 | |

| PositionID | Title | CareerArea | AnnualSalar | Desirability | Click to Add |
|---|---|---|---|---|---|
| (New) | | | $0.00 | 0 | |

| EmployerID | CompanyName | EmpStreet | EmpCity | EmpState | EmpZip | EmpPhone | Click to Add |
|---|---|---|---|---|---|---|---|
| (New) | | | | | | | |

Record: 1 of 2 No Filter Search

h. A potential solution to the JobList query is shown below. (Answers will vary based on the records entered in the Positions table). Make sure the query contains these fields: CompanyName, Title, CareerArea, AnnualSalary, and Desirability. Make sure the records are sorted in descending order on the Desirability field.



JobList

| CompanyName | Title | CareerArea | AnnualSalary | Desirability |
|---|---|---|---|---|
| IBM | Systems Engineer | Computers | $37,000.00 | 5 |
| IBM | Marketing Representative | Computers | $35,000.00 | 5 |
| EDS | Customer Service Rep | Computers | $31,000.00 | 4 |
| EDS | Office Specialist | Computers | $32,000.00 | 4 |
| EDS | Technician | Computers | $30,500.00 | 3 |

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## Visual Workshop

Data File: Baseball-2.accdb. Solution File: Baseball-2-Solution.accdb

The solution is shown in Figure 2-24. Make sure the correct fields are selected: TeamName, PlayerLast, PlayerFirst, and Position.
Make sure only Position 1 and 2 are selected and an ascending sort order is added to the TeamName and PlayerPosition fields in Query Design View.

Aaron Campanella should be changed to the student's name.

The query should be saved with the name PitchersAndCatchers.

All fields should be widened to see all of the data.

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Name:_____ Class:_____ Date:_____

**Productivity App: Productivity Apps for School and Work**

1. OneNote will not function at all without an Internet connection.
   a. True
   b. False

*ANSWER:* False
*POINTS:* 1
*REFERENCES:* PA-2
Syncing a Notebook to the Cloud
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 7:21 PM
*DATE MODIFIED:* 4/26/2016 7:26 PM

2. OneNote allows users to convert handwriting to text using the Ink to Text button.
   a. True
   b. False

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Converting Handwriting to Text
PA-3
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 7:26 PM
*DATE MODIFIED:* 4/26/2016 7:27 PM

3. It is possible to record audio conversations with OneNote if your computer or device has a camera and/or a microphone.
   a. True
   b. False

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* PA-4
Recording a Lecture
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 7:27 PM
*DATE MODIFIED:* 4/26/2016 7:29 PM

4. Microsoft Sway is available as an app on Office365 or at Sway.com.
   a. True
   b. False

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Introduction to Sway
PA-6

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**Productivity App: Productivity Apps for School and Work**

*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 7:35 PM
*DATE MODIFIED:* 4/26/2016 7:38 PM

5. Sway users work through a Storyline, which has tools and a work area for composing a digital story.
   a. True
   b. False

*ANSWER:* False
*POINTS:* 1
*REFERENCES:* Creating a Sway Presentation
PA-6

*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 7:38 PM
*DATE MODIFIED:* 4/26/2016 7:46 PM

6. Sway will not resize background images, so it is necessary to purchase a separate app to do that.
   a. True
   b. False

*ANSWER:* False
*POINTS:* 1
*REFERENCES:* Introduction to Sway
PA-6

*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 7:46 PM
*DATE MODIFIED:* 4/26/2016 7:48 PM

7. Office Mix is an add-in for Microsoft PowerPoint, which allows users to enhance PowerPoint presentations.
   a. True
   b. False

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Introduction to Office
PA-10

*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 7:48 PM
*DATE MODIFIED:* 4/26/2016 7:49 PM

8. Through Office Mix, video clips, slide notes, and screen recordings can be added to PowerPoint presentations.
   a. True

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b. False

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Capturing Video Clips
PA-11
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 7:50 PM
*DATE MODIFIED:* 4/26/2016 7:51 PM

9. Office Mix is currently capable of handling extended response quizzes, with more quiz types to be available soon.
a. True
b. False

*ANSWER:* False
*POINTS:* 1
*REFERENCES:* Inserting Quizzes, Live Webpages, and Apps
PA-12
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 7:51 PM
*DATE MODIFIED:* 4/26/2016 7:52 PM

10. Microsoft Edge is a Web browser that was designed as an add-in to Internet Explorer.
a. True
b. False

*ANSWER:* False
*POINTS:* 1
*REFERENCES:* Introduction to Microsoft Edge
PA-14
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 7:52 PM
*DATE MODIFIED:* 4/26/2016 7:53 PM

11. Cortana appears as an animated circle in the Address bar when it is turned on and you might need assistance.
a. True
b. False

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Locating Information with Cortana
PA-14
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False

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**Productivity App: Productivity Apps for School and Work**

*DATE CREATED:* 4/26/2016 7:54 PM
*DATE MODIFIED:* 4/26/2016 7:55 PM

12. Microsoft Edge will allow users to save webpages, but they cannot be written on.
    a. True
    b. False

*ANSWER:* False
*POINTS:* 1
*REFERENCES:* Annotating Webpages
PA-15
*QUESTION TYPE:* True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 7:56 PM
*DATE MODIFIED:* 4/26/2016 7:57 PM

13. Each OneNote notebook is divided into sections, also called Section Tabs. _____

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Introduction to OneNote 2016
PA-2
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 7:57 PM
*DATE MODIFIED:* 4/26/2016 7:59 PM

14. It is possible, through OneNote, to draw directly on the screen using drawing tools. _____

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Introduction to OneNote 2016
PA-2
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 7:59 PM
*DATE MODIFIED:* 4/26/2016 7:59 PM

15. OneNote only allows one type of project to be stored at a time. _____

*ANSWER:* False -
*POINTS:* 1
*REFERENCES:* Creating a OneNote Notebook
PA-2
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 8:01 PM
*DATE MODIFIED:* 4/26/2016 8:03 PM

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**Productivity App: Productivity Apps for School and Work**

16. A Sway site can be shared on Microsoft-approved devices only. _____

*ANSWER:* False -
*POINTS:* 1
*REFERENCES:* PA-6
Introduction to Sway
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 8:03 PM
*DATE MODIFIED:* 4/26/2016 8:05 PM

17. Storyline selections, called Frames, allow users to add content. _____

*ANSWER:* False -
*POINTS:* 1
*REFERENCES:* Creating a Sway Presentation
PA-6
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 8:05 PM
*DATE MODIFIED:* 4/26/2016 8:06 PM

18. Users can add Facebook or OneNote pictures in Sway without leaving the app. _____

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Adding Content to Build a Story
PA-7
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 8:07 PM
*DATE MODIFIED:* 4/26/2016 8:08 PM

19. To use Office Mix, an account is necessary at mix.office.com. _____

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Adding Office Mix to PowerPoint
PA-10
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 8:08 PM
*DATE MODIFIED:* 4/26/2016 8:09 PM

20. Office Mix is an integral part of PowerPoint--it need not be downloaded and installed. _____

*ANSWER:* False -

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**Productivity App: Productivity Apps for School and Work**

*POINTS:* 1
*REFERENCES:* PA-10
Adding Office Mix to PowerPoint
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 8:10 PM
*DATE MODIFIED:* 4/26/2016 8:11 PM

21. Using Office Mix, screen recordings can be captured and used to help enhance a presentation. _____

*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Capturing Video Clips
PA-11
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 8:12 PM
*DATE MODIFIED:* 4/26/2016 8:13 PM

22. In Microsoft Edge, Reading View will not block pop-up ads or other clutter on a webpage. _____
*ANSWER:* False -
*POINTS:* 1
*REFERENCES:* Browsing the Web with Microsoft Edge
PA-14
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 8:13 PM
*DATE MODIFIED:* 4/26/2016 8:14 PM

23. The Inking toolbar in Microsoft Edge allows users to write on webpages and save the webpage as well as the writing on it. _____
*ANSWER:* True
*POINTS:* 1
*REFERENCES:* Annotating Webpages
PA-15
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 8:15 PM
*DATE MODIFIED:* 4/26/2016 8:15 PM

24. Microsoft Edge runs in a partial Sandbox, which helps prevent attackers from gaining control of a computer. _____
*ANSWER:* True
*POINTS:* 1

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**Productivity App: Productivity Apps for School and Work**

*REFERENCES:* Annotating Webpages
PA-15
*QUESTION TYPE:* Modified True / False
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 8:16 PM
*DATE MODIFIED:* 4/26/2016 8:17 PM

25. Microsoft OneNote is a _____ app for your academic and professional life.
a. spreadsheet
b. notetaking
c. database
d. gaming

*ANSWER:* b
*POINTS:* 1
*REFERENCES:* Introduction to OneNote 2016
PA-2
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 8:17 PM
*DATE MODIFIED:* 4/26/2016 8:23 PM

26. OneNote is divided into sections similar to that of a
a. spiral notebook.
b. map
c. compass
d. desktop

*ANSWER:* a
*POINTS:* 1
*REFERENCES:* Creating a OneNote Notebook
PA-2
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 8:56 PM
*DATE MODIFIED:* 4/26/2016 8:58 PM

27. The Microsoft OneNote mobile app
a. was subcontracted for Microsoft by Google.
b. runs a full version of OneNote 2016.
c. is a lightweight version of OneNote 2016.
d. syncs with all Apple products.

*ANSWER:* c
*POINTS:* 1
*REFERENCES:* Syncing a Notebook to the Cloud

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PA-2
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*DATE CREATED:* 4/26/2016 8:59 PM
*DATE MODIFIED:* 4/26/2016 9:01 PM

28. OneNote creates a Drawing Canvas, which is
    a. a container for shapes and lines.
    b. a personal assistant.
    c. a storyline for interactive video content
    d. .a teleprompter.

*ANSWER:* a
*POINTS:* 1
*REFERENCES:* Syncing a Notebook to the Cloud
PA-2
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 3:07 PM
*DATE MODIFIED:* 4/27/2016 3:14 PM

29. Microsoft Sway utilizes Responsive Design, which means
    a. the software responds to hackers and other threats responsively.
    b. what you create becomes the exclusive property of Microsoft.
    c. your content only works with Microsoft-approved products.
    d. your content adapts perfectly to any screen size.

*ANSWER:* d
*POINTS:* 1
*REFERENCES:* Introduction to Sway
PA-6
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 3:14 PM
*DATE MODIFIED:* 4/27/2016 3:16 PM

30. In Sway, each storyline can include
    a. text, images, and videos.
    b. databases, word-processor documents, and spreadsheets.
    c. games, productivity apps, and home-office applications.
    d. other Sways.

*ANSWER:* a
*POINTS:* 1
*REFERENCES:* Creating a Sway presentation
PA-6

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**Productivity App: Productivity Apps for School and Work**

*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 3:16 PM
*DATE MODIFIED:* 4/27/2016 3:20 PM

31. To add content to Sway from search results, you
    a. purchase varying data plans from Microsoft.
    b. left-click on the content once.
    c. drag the content right into Sway.
    d. press ALT-F4.

*ANSWER:* c
*POINTS:* 1
*REFERENCES:* Adding Content to Build a Story
PA-7

*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 3:20 PM
*DATE MODIFIED:* 4/27/2016 3:23 PM

32. To share a presentation through Office Mix,
    a. users hold up their devices so that others can look at it.
    b. Presentations cannot be shared through Office Mix.
    c. a data projector is required.
    d. a link is shared with friends and colleagues.

*ANSWER:* d
*POINTS:* 1
*REFERENCES:* Sharing an office Mix Presentation
PA-12

*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 3:23 PM
*DATE MODIFIED:* 4/27/2016 3:24 PM

33. In Office Mix, the Slide Notes feature works as a _____, to help you focus on your content instead of memorizing a presentation.
    a. digital assistant
    b. TelePrompTer
    c. calculator
    d. spreadsheet

*ANSWER:* a
*POINTS:* 1
*REFERENCES:* Capturing Video Clips
PA-11

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**Productivity App: Productivity Apps for School and Work**

*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 3:25 PM
*DATE MODIFIED:* 4/27/2016 3:26 PM

34. In a Screen Recording, Office Mix
    a. often crashes any computer running it.
    b. offers helpful suggestions to search queries.
    c. filters out any spam that may distract a user from a presentation.
    d. captures everything that happens in a selected part of the screen, to be added to a presentation.

*ANSWER:* d
*POINTS:* 1
*REFERENCES:* Capturing Video Clips
PA-11
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 3:27 PM
*DATE MODIFIED:* 4/27/2016 3:28 PM

35. To share an Office Mix presentation,
    a. let a friend or colleage take a picture of it.
    b. upload it to your personal Office Mix dashboard.
    c. send the device via snail mail to whomever you want to present it to.
    d. sharing Office Mix presentations is currently unavailable.

*ANSWER:* b
*POINTS:* 1
*REFERENCES:* Sharing an Office Mix Presentation
PA-12
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 5:25 PM
*DATE MODIFIED:* 4/27/2016 5:25 PM

36. Microsoft Edge
    a. has been discontinued in favor of an enhanced version of Internet Explorer.
    b. is a cutting-edge word processing program.
    c. is the default web browser for Windows 10, designed to replace Internet Explorer.
    d. allows users to make high quality presentations to friends or colleagues.

*ANSWER:* c
*POINTS:* 1
*REFERENCES:* Introduction to Microsoft Edge
PA-14
*QUESTION TYPE:* Multiple Choice

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**Productivity App: Productivity Apps for School and Work**

*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 5:26 PM
*DATE MODIFIED:* 4/27/2016 5:28 PM

37. Consider the Hub in Microsoft Edge as
    a. similar to using Office Mix.
    b. a complete replacement for Microsoft Office.
    c. a nuisance, to be ignored at all costs.
    d. one-stop access to all the things you collect on the Web.

*ANSWER:* d
*POINTS:* 1
*REFERENCES:* Browsing the Web with Microsoft Edge
PA-14
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 5:28 PM
*DATE MODIFIED:* 4/27/2016 5:29 PM

38. When Cortana is on in Microsoft Edge, it acts as a(n)
    a. personal assistant.
    b. template to draw on a web page with.
    c. array of tools to make quality presentations.
    d. place to store text, images, and videos.

*ANSWER:* a
*POINTS:* 1
*REFERENCES:* Locating Information with Cortana
PA-14
*QUESTION TYPE:* Multiple Choice
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 5:30 PM
*DATE MODIFIED:* 4/27/2016 5:39 PM

39. Microsoft OneNote replaces physical _____, _____, and _____ with a searchable, digital notebook.
    a. notebooks
    b. binders
    c. paper notes
    d. computers

*ANSWER:* a, b, c
*POINTS:* 1
*REFERENCES:* Introduction to OneNote 2016
PA-2
*QUESTION TYPE:* Multiple Response
*HAS VARIABLES:* False

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**Productivity App: Productivity Apps for School and Work**

*DATE CREATED:* 4/27/2016 5:39 PM
*DATE MODIFIED:* 4/27/2016 5:45 PM

40. OneNote captures your ideas and schoolwork on any device so you can _____, _____, and _____.
a. stay organized
b. share notes
c. work with others on projects
d. let others do your work for you.

*ANSWER:* a, b, c
*POINTS:* 1
*REFERENCES:* Introduction to OneNote 2016
PA-2
*QUESTION TYPE:* Multiple Response
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 5:43 PM
*DATE MODIFIED:* 4/27/2016 5:44 PM

41. Each OneNote notebook contains _____, _____, and _____.
a. sections
b. pages
c. other notebooks
d. complete apps

*ANSWER:* a, b, c
*POINTS:* 1
*REFERENCES:* Creating a OneNote Notebook
PA-2
*QUESTION TYPE:* Multiple Response
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 5:45 PM
*DATE MODIFIED:* 4/27/2016 5:45 PM

42. Sway lets you combine which of the following onto a Sway site that you can share and display on any device? (select all that apply)
a. text
b. images
c. videos
d. social media

*ANSWER:* a, b, c, d
*POINTS:* 1
*REFERENCES:* Introduction to Sway
PA-6
*QUESTION TYPE:* Multiple Response
*HAS VARIABLES:* False

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**Productivity App: Productivity Apps for School and Work**

*DATE CREATED:* 4/27/2016 5:46 PM
*DATE MODIFIED:* 4/27/2016 5:48 PM

43. With Sway, you can (select all that apply)
    a. Drag content from the search results right into the Storyline.
    b. specify the source of the media, so you can add Facebook or OneNote pictures and videos without leaving the app.
    c. have your computer make Sways for you automatically.
    d. legally use copyrighted material free of charge.

*ANSWER:* a, b
*POINTS:* 1
*REFERENCES:* Adding Content to Build a Story
PA-7
*QUESTION TYPE:* Multiple Response
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 5:48 PM
*DATE MODIFIED:* 4/27/2016 5:50 PM

44. In sharing a Sway site, you can (select all that apply)
    a. share a Sway with only yourself
    b. post the Sway on Docs.com.
    c. send friends a link to the Sway site
    d. share a Sway site by way of social media, such as Facebook and Twitter.

*ANSWER:* a, b, c, d
*POINTS:* 1
*REFERENCES:* Sharing a Sway
PA-8
*QUESTION TYPE:* Multiple Response
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 5:50 PM
*DATE MODIFIED:* 4/27/2016 5:52 PM

45. Using Office Mix, you can (select all that apply)
    a. record yourself on video.
    b. capture still and moving images on your desktop.
    c. insert interactive elements sucha as quizzes and live webpages directly into PowerPoint slides.
    d. post presentations to OneDrive, but only one viewer at a time can watch them.

*ANSWER:* a, b, c
*POINTS:* 1
*REFERENCES:* Introduction to Office Mix
PA-10
*QUESTION TYPE:* Multiple Response
*HAS VARIABLES:* False

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*DATE MODIFIED:* 4/27/2016 5:54 PM

46. Office Mix can support which types of user-created quizzes? (select all that apply)
    a. short answer
    b. true/false
    c. multiple choice
    d. multiple response

*ANSWER:* a, b, c, d
*POINTS:* 1
*REFERENCES:* Inserting Quizzes, Live Webpages, and Apps
PA-12
*QUESTION TYPE:* Multiple Response
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 5:54 PM
*DATE MODIFIED:* 4/27/2016 5:56 PM

47. Office Mix will run on which types of operating systems/devices? (select all that apply)
    a. PCs
    b. Macs
    c. iOS devices
    d. Android devices

*ANSWER:* a, b, c, d
*POINTS:* 1
*REFERENCES:* Sharing an Office Mix Presentation
PA-12
*QUESTION TYPE:* Multiple Response
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 5:56 PM
*DATE MODIFIED:* 4/27/2016 5:58 PM

48. Microsoft Edge allows users to _____, _____, and _____. (select all that apply)
    a. write on webpages
    b. read webpages without advertisements and other distractions
    c. search for information using a virtual personal assistant
    d. work seamlessly in real time with colleagues worldwide

*ANSWER:* a, b, c
*POINTS:* 1
*REFERENCES:* Introduction to Microsoft Edge
PA-14
*QUESTION TYPE:* Multiple Response
*HAS VARIABLES:* False
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49. When Cortana is turned on in Microsoft Edge, it can assist users with (select all that apply)
    a. defining words
    b. finding the weather
    c. suggesting coupons for shopping
    d. updating stock market information

*ANSWER:* a, b, c, d
*POINTS:* 1
*REFERENCES:* Locating Information with Cortana
PA-14
*QUESTION TYPE:* Multiple Response
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:00 PM
*DATE MODIFIED:* 4/27/2016 6:01 PM

50. Microsoft Edge allows users who want to annotate Web pages to (select all that apply)
    a. insert typed notes
    b. draw on the page with only a fingertip
    c. copy a screen image
    d. draw on the screen, but not save the page or the drawing

*ANSWER:* a, b, c
*POINTS:* 1
*REFERENCES:* Annotating Webpages
PA-15
*QUESTION TYPE:* Multiple Response
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:05 PM
*DATE MODIFIED:* 4/27/2016 6:08 PM

51. OneNote is _____.

*ANSWER:* A note-taking app for your academic and professional life.
*POINTS:* 1
*REFERENCES:* Introduction to OneNote 2016
PA-2
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:08 PM
*DATE MODIFIED:* 4/27/2016 6:10 PM

52. Links to companion Sways that teach you how to use OneNote can be found at _____.

*ANSWER:* www.cengagebrain.com.
*POINTS:* 1
*REFERENCES:* Creating a OneNote Notebook

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PA-2
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:10 PM
*DATE MODIFIED:* 4/27/2016 6:11 PM

53. Beyond simple typed notes, OneNote _____.
*ANSWER:* stores drawings, converts handwriting to searchable text and mathematical sketches to equations, and records audio and video.
*POINTS:* 1
*REFERENCES:* Taking Notes
PA-3
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:12 PM
*DATE MODIFIED:* 4/27/2016 6:14 PM

54. If a notebook contains sensitive material, you can _____.
*ANSWER:* password-protect some or all of the notebook so that only certain people can open it.
*POINTS:* 1
*REFERENCES:* Recording a Lecture
PA-4
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:14 PM
*DATE MODIFIED:* 4/27/2016 6:17 PM

55. When you draw on a page, OneNote creates a_____.
*ANSWER:* drawing canvas, which is a container for shapes and lines.
*POINTS:* 1
*REFERENCES:* Taking Notes
PA-3
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:17 PM
*DATE MODIFIED:* 4/27/2016 6:18 PM

56. OneNote saves your notes _____.
*ANSWER:* every time you make a change in a notebook.
*POINTS:* 1
*REFERENCES:* Syncing a Notebook to the Cloud
PA-2
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False

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*DATE MODIFIED:* 4/27/2016 6:21 PM

57. A Sway site organizes text, images, and video into a _____.
*ANSWER:* responsive design, which means your content adapts perfectly to any screen size.
*POINTS:* 1
*REFERENCES:* Introduction to Sway
PA-6
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:22 PM
*DATE MODIFIED:* 4/27/2016 6:23 PM

58. You create a Sway by adding text and media content into a Storyline selection, or
*ANSWER:* card
*POINTS:* 1
*REFERENCES:* Creating a Sway Presentation
PA-6
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:23 PM
*DATE MODIFIED:* 4/27/2016 6:24 PM

59. To add pictures, videos, or documents in a Sway, select a card in the left pane and _____.
*ANSWER:* select the Insert Content button.
*POINTS:* 1
*REFERENCES:* Creating a Sway Presentation
PA-6
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:24 PM
*DATE MODIFIED:* 4/27/2016 6:25 PM

60. In Sway, use the Design button to display tools including _____.
*ANSWER:* color palettes, font choices, animation emphasis effects, and style templates.
*POINTS:* 1
*REFERENCES:* Designing a Sway
PA-8
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:26 PM
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61. Use the _____ button to display your finished Sway presentation as a website.

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*ANSWER:* Play
*POINTS:* 1
*REFERENCES:* Publishing a Sway
PA-8
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:27 PM
*DATE MODIFIED:* 4/27/2016 6:28 PM

62. As the author, you can edit a published Sway site by clicking the_____.
*ANSWER:* Edit button
*POINTS:* 1
*REFERENCES:* Publishing a Sway
PA-8
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:28 PM
*DATE MODIFIED:* 4/27/2016 6:30 PM

63. Office Mix is a _____
*ANSWER:* free PowerPoint add-in from Microsoft that adds features to PowerPoint.
*POINTS:* 1
*REFERENCES:* Introduction to Office Mix
PA-10
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:30 PM
*DATE MODIFIED:* 4/27/2016 6:31 PM

64. When you post a finished presentation to OneDrive, Office Mix _____.
*ANSWER:* provides a link you can share with friends and colleagues.
*POINTS:* 1
*REFERENCES:* Introduction to Office Mix
PA-10
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:31 PM
*DATE MODIFIED:* 4/27/2016 6:33 PM

65. In Office Mix, a clip is _____.
*ANSWER:* a short segment of audio, such as music, or video.
*POINTS:* 1
*REFERENCES:* Capturing Video Clips
PA-11

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*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:33 PM
*DATE MODIFIED:* 4/27/2016 6:34 PM

66. Office Mix creates video clips in two ways: _____.
*ANSWER:* by recording live action on a webcam and by capturing screen images and movements.
*POINTS:* 1
*REFERENCES:* Capturing Video Clips
PA-11
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:34 PM
*DATE MODIFIED:* 4/27/2016 6:36 PM

67. To enhance and assess audience understanding, make your slides interactive by using Office Mix to _____.
*ANSWER:* add quizzes, live webpages, and apps.
*POINTS:* 1
*REFERENCES:* Inserting Quizzes, Live Webpages, and Apps
PA-12
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:38 PM
*DATE MODIFIED:* 4/27/2016 6:40 PM

68. When you complete your work with Office Mix, _____.
*ANSWER:* upload the presentation to your personal Office Mix dashboard.
*POINTS:* 1
*REFERENCES:* Sharing an Office Mix Presentation
PA-12
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:40 PM
*DATE MODIFIED:* 4/27/2016 6:41 PM

69. Microsoft Edge is _____.
*ANSWER:* the name of the new Web browser built into Windows 10.
*POINTS:* 1
*REFERENCES:* Introduction to Microsoft Edge
PA-14
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:41 PM
*DATE MODIFIED:* 4/27/2016 6:43 PM

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70. Microsoft Edge allows you to _____.
*ANSWER:* search the Web faster, take Web notes, read webpages without distractions, and get instant assistance from Cortana.
*POINTS:* 1
*REFERENCES:* Introduction to Microsoft Edge
PA-14
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:43 PM
*DATE MODIFIED:* 4/27/2016 6:44 PM

71. Businesses started adopting Internet Explorer more than 20 years ago simply to view webpages. Today, Microsoft Edge has a different purpose: _____.
*ANSWER:* to promote interaction with the web and share its contents with colleagues.
*POINTS:* 1
*REFERENCES:* Locating Information with Cortana
PA-14
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:44 PM
*DATE MODIFIED:* 4/27/2016 6:46 PM

72. In Microsoft Edge, you can switch to Reading View, which _____.
*ANSWER:* is available for most news and research sites, to eliminate distracting advertisements.
*POINTS:* 1
*REFERENCES:* Browsing the Web with Microsoft Edge
PA-14
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:46 PM
*DATE MODIFIED:* 4/27/2016 6:47 PM

73. Consider the Hub in Microsoft Edge as _____.
*ANSWER:* providing one-stop access to all the things you collect on the web.
*POINTS:* 1
*REFERENCES:* Browsing the Web with Microsoft Edge
PA-14
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:47 PM
*DATE MODIFIED:* 4/27/2016 6:48 PM

74. One of the most impressive Microsoft Edge features are the Web Note tools, _____.
*ANSWER:* which you use to write on a webpage or to highlight text.

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*POINTS:* 1
*REFERENCES:* Annotating Webpages
PA-15
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:49 PM
*DATE MODIFIED:* 4/27/2016 6:50 PM

75. You can share inked pages with others using Microsoft Edge by _____.
*ANSWER:* using the Share Web Note button.
*POINTS:* 1
*REFERENCES:* Annotating Webpages
PA-15
*QUESTION TYPE:* Completion
*HAS VARIABLES:* False
*DATE CREATED:* 4/27/2016 6:50 PM
*DATE MODIFIED:* 4/27/2016 6:52 PM

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