Test Bank for Shelly Cashman Series Microsoft Office 365 and Access 2016 Intermediate 1st Pratt

Access Complete Test Bank for Shelly Cashman Series Microsoft Office 365 and Access 2016 Intermediate 1st Prat

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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Name:_____ Class:_____ Date:_____

Access Intro to Office 2016 & Windows 10 Module

1. ____ is the newest version of Microsoft Windows.
   a. Windows 10 b. OneDrive
   c. Microsoft Office 2016 d. Microsoft Office 365

ANSWER: a
POINTS: 1
REFERENCES: Introduction to the Windows 10 Operating System
OFF 2
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:38 PM
DATE MODIFIED: 4/4/2016 7:27 AM

2. A(n) ____ consist of programs designed to make users more productive and/or assist them with personal tasks.
   a. Start screen b. app
   c. operating system d. log-in account

ANSWER: b
POINTS: 1
REFERENCES: OFF 3
Introduction to the Windows 10 Operating System
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:38 PM
DATE MODIFIED: 2/24/2016 4:38 PM

3. The Windows 10 interface begins with the ____.
   a. Client screen b. Sign-in screen
   c. User Account screen d. Start screen

ANSWER: d
POINTS: 1
REFERENCES: OFF 3
Introduction to the Windows 10 Operating System
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:38 PM
DATE MODIFIED: 4/4/2016 9:14 PM

4. A(n) ____ is a motion you make on a touch screen with the tip of one or more fingers or your hand.
   a. app b. gesture
   c. tile d. scroll bar

ANSWER: b
POINTS: 1
REFERENCES: OFF 3
Introduction to the Windows 10 Operating System

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Name:_____ Class:_____ Date:_____

Access Module 2

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

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

ANSWER: c
POINTS: 1
REFERENCES: AC 68
Creating Queries
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 4/16/2016 11:04 AM

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

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

ANSWER: b
POINTS: 1
REFERENCES: AC 71
Creating Queries
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 4/16/2016 11:06 AM

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

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

ANSWER: c
POINTS: 1
REFERENCES: AC 71
Creating Queries
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 4/16/2016 11:07 AM

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

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

ANSWER: d
POINTS: 1

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Access Module 2

REFERENCES: AC 71
Creating Queries
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 4/16/2016 11:11 AM

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

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

ANSWER: d
POINTS: 1
REFERENCES: AC 71
Creating Queries
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 4/16/2016 11:13 AM

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

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

ANSWER: b
POINTS: 1
REFERENCES: AC 75
Creating Queries
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 4/16/2016 11:14 AM

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

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

ANSWER: c
POINTS: 1
REFERENCES: AC 71
Creating Queries
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 4/16/2016 11:17 AM

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8. Less than (<), greater than (>), and NOT (not equal to) are examples of ____.
   a. compound conditions b. comparison operators
   c. compound values d. conditions

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

9. The ____ operator allows you to search for a range of values in one field.
   a. BETWEEN b. RANGE
   c. IN d. SEARCH

ANSWER: a
POINTS: 1
REFERENCES: AC 82
Creating Queries
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

10. To order the records in the answer to a query in a particular way, you ____ the records.
   a. index b. sort
   c. arrange d. list

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

11. To sort records in a query, specify the sort order in the ____ row of the design grid below the field that is the sort key.
   a. Show b. List
   c. Sort d. Order

ANSWER: c
POINTS: 1
REFERENCES: AC 83
Sorting

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Access Module 2

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

12. To omit duplicates from a query, use the property sheet and change the Unique Values property to ____.
a. No b. Yes
c. Off d. On
ANSWER: b
POINTS: 1
REFERENCES: AC 85
Sorting
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

13. To use the Report Wizard to create a report for a query, select the query in the Navigation Pane, click ____ on the ribbon, and then click the Report Wizard button.
a. CREATE b. DATABASE TOOLS
c. REPORT d. FILE
ANSWER: a
POINTS: 1
REFERENCES: AC 94
Joining Tables
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 4/16/2016 11:22 AM

14. To export data from a query to Excel, select the query in the Navigation Pane, click ____ on the ribbon, and then click the Excel button.
a. DATABASE TOOLS b. EXTERNAL DATA
c. OFFICE EXPORT d. CREATE
ANSWER: b
POINTS: 1
REFERENCES: AC 98
Exporting Data From Access to Other Applications
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 4/16/2016 11:24 AM

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

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

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

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

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

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

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

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

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

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

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

ANSWER: d
POINTS: 1
REFERENCES: AC 103

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

19. You can include ____ in calculations to indicate which calculation should be done first.
a. curly braces { } b. brackets [ ]
c. parentheses ( ) d. slashes //
ANSWER: c
POINTS: 1
REFERENCES: AC 103
Calculations
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

20. To change the caption for a field in a query, click the field in the design grid, click the ____ button on the Design tab, click the Caption box, and enter the new caption.
a. Caption b. Property Sheet
c. Field Name d. Format
ANSWER: b
POINTS: 1
REFERENCES: AC 105
Calculations
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 4/16/2016 11:31 AM

21. To include the Total row in the design grid, click the ____ button on the DESIGN tab.
a. Aggregate b. Statistics
c. Calculations d. Totals
ANSWER: d
POINTS: 1
REFERENCES: AC 106
Calculations
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
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22. To find the largest amount paid amount for a client, select ____ as the entry in the Total row for the Amount Paid

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column.

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

ANSWER: d
POINTS: 1
REFERENCES: AC 106
Calculations
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

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

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

ANSWER: b
POINTS: 1
REFERENCES: AC 107
Calculations
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

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

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

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

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

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

ANSWER: b
POINTS: 1
REFERENCES: AC 109
Crosstab Queries

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Access Module 2

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

26. To show the Navigation Pane if it is hidden, click the ____ Button.
a. Show b. Shutter Bar Open/Close
c. Restore d. Show/Hide
ANSWER: b
POINTS: 1
REFERENCES: AC 112
Customizing the Navigation Pane
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

27. To organize entries in the Navigation Pane by table, click ____ on the Navigation Pane menu.
a. Objects by Table b. Table Object
c. Tables and Related Views d. Default
ANSWER: c
POINTS: 1
REFERENCES: AC 112
Customizing the Navigation Pane
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

Modified Multiple Choice

28. The special criteria that can be used in queries are ____.
a. AND b. INCLUSIVE
c. BETWEEN d. IN
ANSWER: a, c, d
POINTS: 1
REFERENCES: AC 82
Creating Queries
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
PREFACE NAME: mod
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

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

a. STDEV b. VAR

c. MAX d. LOW

ANSWER: a, b, c
POINTS: 1
REFERENCES: AC 106
Calculations
QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

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

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: AC 70
Creating Queries
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

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

a. True

b. False

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

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

a. True

b. False

ANSWER: False
POINTS: 1
REFERENCES: AC 72
Creating Queries

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Access Module 2

QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
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33. To enter a criterion for a particular field without displaying the field in the results of the query, include the field in the design grid, enter the criterion, and remove the check mark from its Show check box.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 74
Creating Queries
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
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34. A query that prompts for input whenever it is run is a dialog query.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: AC 75
Creating Queries
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
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35. To create a parameter query that will prompt users to enter a city name as input, place [Enter City] as the criterion in the City field.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 75
Creating Queries
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
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36. To enter a number in a criterion, type the number without any dollar signs or commas.

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a. True
b. False

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

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

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

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

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

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

ANSWER: True
POINTS: 1
REFERENCES: AC 83
Sorting

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Access Module 2

QUESTION TYPE: True / False
HAS VARIABLES: False
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40. If you specify more than one sort key, the sort key on the left will be the major sort key and the one on the right will be the minor sort key.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: AC 83
Sorting
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

41. When you sort data in a query, the records in the underlying table are actually rearranged.
a. True
b. False
ANSWER: False
POINTS: 1
REFERENCES: AC 83
Sorting
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

42. A property sheet is a window containing the various properties of the object.
a. True
b. False
ANSWER: True
POINTS: 1
REFERENCES: AC 85
Sorting
QUESTION TYPE: True / False
HAS VARIABLES: False
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43. When you sort data, duplicates are not included.
a. True

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b. False

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

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

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: AC 88
Sorting
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
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45. Joining tables in a query creates an ad hoc relationship, that is, a relationship between tables created for a specific purpose.

a. True
b. False

ANSWER: True
POINTS: 1
REFERENCES: AC 89
Joining Tables
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

46. You cannot create a report for a query.

a. True
b. False

ANSWER: False
POINTS: 1
REFERENCES: AC 94
Joining Tables
QUESTION TYPE: True / False

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HAS VARIABLES: False
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47. You can export data from Access to the standard Word format.
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: AC 100
Joining Tables
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

48. In fixed-width files, each record is on a separate line and the fields are separated by a special character.
    a. True
    b. False
ANSWER: False
POINTS: 1
REFERENCES: AC 101
Joining Tables
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
DATE MODIFIED: 2/24/2016 4:57 PM

49. The expression for a calculated field can be typed directly into the Field row.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: AC 103
Calculations
QUESTION TYPE: True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
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50. The only calculated fields you can create in Access are those involving addition and subtraction.
    a. True
    b. False

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

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

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

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

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

53. To include all fields in the design grid, double-click the question mark (?) in the field list. _____
ANSWER: False - asterisk (*)
POINTS: 1
REFERENCES: AC 69
Creating Queries
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
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54. Wildcards are symbols that represent any character or combination of characters. _____

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Access Module 2

ANSWER: True
POINTS: 1
REFERENCES: AC 72
Creating Queries
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
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55. A summary function is a function that performs some mathematical function against a group of records. _____

ANSWER: False - aggregate
POINTS: 1
REFERENCES: AC 106
Calculations
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
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56. A crosstab query calculates a statistic for data that is grouped by two different types of information. _____

ANSWER: True
POINTS: 1
REFERENCES: AC 108
Crosstab Queries
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
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57. To restrict the objects that appear on the Navigation Pane use the Retrieval Bar. _____

ANSWER: False - Search
POINTS: 1
REFERENCES: AC 111
Customizing the Navigation Pane
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
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58. A question that is asked of Access or any other database management system is called a(n) _____.

ANSWER: query
POINTS: 1

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REFERENCES: AC 65
Introduction
QUESTION TYPE: Completion
HAS VARIABLES: False
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59. To include all fields for a table in the design grid, double-click the _____ in the field list.
ANSWER: asterisk (*)
POINTS: 1
REFERENCES: AC 69
Creating Queries
QUESTION TYPE: Completion
HAS VARIABLES: False
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60. The results of a query display in _____ view.
ANSWER: Datasheet
POINTS: 1
REFERENCES: AC 69
Creating Queries
QUESTION TYPE: Completion
HAS VARIABLES: False
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61. _____ are symbols that represent any character or combination of characters.
ANSWER: Wildcards
POINTS: 1
REFERENCES: AC 72
Creating Queries
QUESTION TYPE: Completion
HAS VARIABLES: False
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62. The _____ wildcard represents any collection of characters.
ANSWER: asterisk
*
POINTS: 1
REFERENCES: AC 72
Creating Queries
QUESTION TYPE: Completion

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HAS VARIABLES: False
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63. The _____ wildcard represents any individual character.
ANSWER: question mark
?
POINTS: 1
REFERENCES: AC 72
Creating Queries
QUESTION TYPE: Completion
HAS VARIABLES: False
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64. A(n) _____ query is a query that prompts for input whenever it is used.
ANSWER: parameter
POINTS: 1
REFERENCES: AC 75
Creating Queries
QUESTION TYPE: Completion
HAS VARIABLES: False
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65. To combine criteria with _____, place the criteria on the same row.
ANSWER: AND
POINTS: 1
REFERENCES: AC 80
Creating Queries
QUESTION TYPE: Completion
HAS VARIABLES: False
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66. To combine criteria with _____, each criterion must go on separate rows in the Criteria area of the grid.
ANSWER: OR
POINTS: 1
REFERENCES: AC 81
Creating Queries
QUESTION TYPE: Completion
HAS VARIABLES: False
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Access Module 2

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

ANSWER: property sheet
POINTS: 1
REFERENCES: AC 85
Sorting
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
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68. To sort records by amount paid within book rep number, specify Book Rep Number as the _____ key.

ANSWER: major
primary sort
major sort
POINTS: 1
REFERENCES: AC 83
Sorting
QUESTION TYPE: Completion
HAS VARIABLES: False
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69. In _____ files, the width of any field is the same on every record.

ANSWER: fixed-width
POINTS: 1
REFERENCES: AC 101
Exporting Data From Access to Other Applications
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 2/24/2016 4:57 PM
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70. The _____ function finds the smallest value in a group of records.

ANSWER: MIN
POINTS: 1
REFERENCES: AC 106
Calculations
QUESTION TYPE: Completion
HAS VARIABLES: False
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71. A(n) _____ function is a function that performs some mathematical function against a group of records.

ANSWER: aggregate
POINTS: 1
REFERENCES: AC 106
Calculations
QUESTION TYPE: Completion
HAS VARIABLES: False
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Critical Thinking Questions
Case 2-1

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

72. Which aggregate function will find the standard deviation?

ANSWER: STDEV
POINTS: 1
REFERENCES: AC 106
Calculations
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: Case 2-1, AC0271
TOPICS: Critical Thinking
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73. Which aggregate function will find the customer with the largest amount paid?

ANSWER: MAX
POINTS: 1
REFERENCES: AC 106
Calculations
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
TOPICS: Critical Thinking
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Critical Thinking Questions
Case 2-2

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

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

ANSWER: <1/1/2015
POINTS: 1
REFERENCES: AC 79
Creating Queries
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: Case 2_2
TOPICS: Critical Thinking
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75. The caption for the Start Date field should be Started when the query results display. How can PrattLast change the caption?

ANSWER: Click the Start Date field in the design grid, and then click the Property Sheet button on the Design tab. You also can right-click the Start Date field and click Properties on the shortcut menu. When the property sheet appears, click the Caption box, and then change the caption to Started.
POINTS: 1
REFERENCES: AC 104
Calculations
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: Case 2_2
TOPICS: Critical Thinking
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