Test Bank for Illustrated Course Guide Microsoft Office 365 and Access 2016 Introductory 1st Friedrichsen

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Name:_____ Class:_____ Date:_____

Access 2016 - Module 2: Building and Using Queries

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

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

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

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

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

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

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

ANSWER: True

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Access 2016 - Module 2: Building and Using Queries

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

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

a. True
b. False

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

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

a. True
b. False

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

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

a. True
b. False

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

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Access 2016 - Module 2: Building and Using Queries

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

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

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

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

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

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

ANSWER: False
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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11. To filter for comparative data, use the Filter By Selection feature.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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12. Filters are used to select a subset of records in a datasheet.
    a. True
    b. False

ANSWER: True
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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13. A filter can be used to create calculated fields.
    a. True
    b. False

ANSWER: False
POINTS: 1
REFERENCES: Access 37
Filter Data
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
DATE CREATED: 2/26/2016 8:14 PM
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14. A query can be used to create calculated fields.
    a. True
    b. False

ANSWER: True

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Access 2016 - Module 2: Building and Using Queries

POINTS: 1
REFERENCES: Access 37
Filter Data
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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15. By copying a query before starting to make modifications to it, you can avoid changing the original query by mistake.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: Access 40
Apply OR Criteria
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.028 - Rename a query
DATE CREATED: 2/26/2016 8:14 PM
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16. Enter OR criteria on different Criteria rows in the query design grid.
    a. True
    b. False
ANSWER: True
POINTS: 1
REFERENCES: Access 40
Apply OR Criteria
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.029 - Enter OR criteria in a query
DATE CREATED: 2/26/2016 8:14 PM
DATE MODIFIED: 2/26/2016 8:14 PM

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

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HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.022 - Describe the purpose for a query
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18. A query datasheet is sometimes called a ____ of the data.
    a. logical view b. duplicate copy
    c. table simulator d. warehouse
ANSWER: a
POINTS: 1
REFERENCES: Access 28
Use the Query Wizard
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.022 - Describe the purpose for a query
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19. In large datasheets, you may want to ____ certain fields so that they remain on the screen at all times.
    a. fix b. post
    c. freeze d. view
ANSWER: c
POINTS: 1
REFERENCES: Access 31
Work with Data in a Query
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.030 - Edit records in a query
DATE CREATED: 2/26/2016 8:14 PM
DATE MODIFIED: 2/26/2016 8:14 PM

20. You use Query Design View to add ____ to limit the number of records shown in the resulting datasheet.
    a. criteria b. posts
    c. versioning d. indices
ANSWER: a
POINTS: 1
REFERENCES: Access 32
Use Query Design View
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.031 - Add criteria to a query
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21. Query Design View presents the fields you can use for a query in small windows called field ____.
a. glossaries b. lists
c. links d. catalogs
ANSWER: b
POINTS: 1
REFERENCES: Access 32
Use Query Design View
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.024 - Work in Query Design View
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22. Access saves ____ automatically as you move from record to record.
a. data b. queries
c. tables d. all of the above
ANSWER: a
POINTS: 1
REFERENCES: Access 32
Use Query Design View
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.024 - Work in Query Design View
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23. Use the ____ command to save the current object with a new name.
a. Datasheet b. View
c. Save As d. Save
ANSWER: c
POINTS: 1
REFERENCES: Access 32
Use Query Design View
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.024 - Work in Query Design View
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24. A join line is also called a(n) ____ line.
a. query b. link
c. connection d. objectivity
ANSWER: b

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POINTS: 1
REFERENCES: Access 32
Use Query Design View
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.024 - Work in Query Design View
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25. To move a field in the query design grid, click its ____, and then drag it left or right.
a. field selector b. field key
c. field string d. field tag
ANSWER: a
POINTS: 1
REFERENCES: Access 34
Sort and Find Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.032 - Apply sort orders to a query
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26. When you double-click a field in a field list in Query Design View, it is ____.
a. deleted from the query
b. added to the next available position in the query design grid
c. used as the first sort order
d. set as the primary key field
ANSWER: b
POINTS: 1
REFERENCES: Access 34
Sort and Find Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.032 - Apply sort orders to a query
DATE CREATED: 2/26/2016 8:14 PM
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27. A(n) ____ is a temporary view of the data that is removed when you close the datasheet.
a. filter b. query
c. grid d. sort
ANSWER: a
POINTS: 1
REFERENCES: Access 36

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Filter Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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28. The wildcard character that stands for any group of characters is the ____.
a. period (.) b. semicolon (;)
c. asterisk (*) d. plus sign (+)
ANSWER: c
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.026 - Use wildcards in criteria
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29. To sort records based on the selected field in the order Z to A, use the _____ button.
a. Down b. Descending
c. Z to A d. Reverse Sort
ANSWER: b
POINTS: 1
REFERENCES: Access 35
Sort and Find Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
DATE CREATED: 4/10/2016 9:00 AM
DATE MODIFIED: 4/10/2016 9:05 AM

30. The wildcard character that stands for any single character is the ____.
a. ampersand (&) b. question mark (?)
c. exclamation mark (!) d. caret (^)
ANSWER: b
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.026 - Use wildcards in criteria
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31. A(n) ____ is a saved object within the datasheet.
    a. query b. filter
    c. find d. union

ANSWER: a
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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32. The ____ button provides a list of values in the selected field that can be used to customize a filter.
    a. Values b. Selection
    c. Filter d. Advanced

ANSWER: c
POINTS: 1
REFERENCES: Access 37
Filter Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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33. The ____ button filters records that equal, do not equal, or are otherwise compared with the current value.
    a. Comparative b. Selection
    c. Comparison d. Advanced

ANSWER: b
POINTS: 1
REFERENCES: Access 37
Filter Data
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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34. Criteria ____ is the term for rules by which criteria must be entered in a query.
    a. Syntax b. Formatting

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c. Sorting d. Filter by Form

ANSWER: a
POINTS: 1
REFERENCES: Access 38
Apply AND Criteria
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.033 - Define criteria syntax
DATE CREATED: 2/26/2016 8:14 PM
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35. ____ are tests or limiting conditions you set to determine which records will be selected in a filter or query.
a. Criteria b. Filters
c. Queries d. none of the above

ANSWER: a
POINTS: 1
REFERENCES: Access 38
Apply AND Criteria
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.034 - Enter AND criteria in a query
DATE CREATED: 2/26/2016 8:14 PM
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36. To find all records where there is any entry in the field, even if the entry is 0, which criteria should you use?
a. <> 0 b. Is Not Null
c. *=* d. *<>*

ANSWER: b
POINTS: 1
REFERENCES: Access 39
Apply AND Criteria
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.035 - Use comparison operators with criteria
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37. ____ will find all records where there is any entry in the field, even if the entry is 0.
a. Like b. Is Null
c. And d. Is Not Null

ANSWER: d
POINTS: 1
REFERENCES: Access 39

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Apply AND Criteria
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.035 - Use comparison operators with criteria
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38. Which of the following comparison operators means "not equal to"?
a. +=+ b. =/=
c. <<>> d. <>

ANSWER: d
POINTS: 1
REFERENCES: Access 39
Apply AND Criteria
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.035 - Use comparison operators with criteria
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39. To find numbers greater than or equal to 500, use which comparison operator?
a. <> b. <=
c. >> d. >=

ANSWER: d
POINTS: 1
REFERENCES: Access 39
Apply AND Criteria
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.035 - Use comparison operators with criteria
DATE CREATED: 2/26/2016 8:14 PM
DATE MODIFIED: 4/14/2016 12:45 PM

40. Which of the following comparison operators means "greater than"?
a. > b. >=
c. < d. <=

ANSWER: a
POINTS: 1
REFERENCES: Access 39
Apply AND Criteria
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.035 - Use comparison operators with criteria

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

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

ANSWER: d
POINTS: 1
REFERENCES: Access 39
Apply AND Criteria
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.035 - Use comparison operators with criteria
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42. A(n) _____ answers a question about the information in the database.

ANSWER: query
POINTS: 1
REFERENCES: Access 28
Use the Query Wizard
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.022 - Describe the purpose for a query
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43. One way to create a new query is with the _____, which prompts you for the information it needs to create a new query.

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

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

ANSWER: grid
POINTS: 1
REFERENCES: Access 32

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Use Query Design View
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.024 - Work in Query Design View
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45. _____ are limiting conditions you set in the query design grid.
ANSWER: Criteria
POINTS: 1
REFERENCES: Access 32
Use Query Design View
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.031 - Add criteria to a query
DATE CREATED: 2/26/2016 8:14 PM
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46. To add a table's field list to the upper pane of Query Design View, click the _____ Table button on the Design tab.
ANSWER: Show
POINTS: 1
REFERENCES: Access 33
Use Query Design View
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.024 - Work in Query Design View
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47. To move fields in the query grid, drag the field _____.
ANSWER: selector
POINTS: 1
REFERENCES: Access 34
Sort and Find Data
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.032 - Apply sort orders to a query
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48. Filter By _____ is a fast and easy way to filter records for an exact match.
ANSWER: Selection
POINTS: 1

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REFERENCES: Access 36
Filter Data
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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49. _____ a table or query datasheet temporarily displays only those records that match given criteria.
ANSWER: Filtering
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
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50. To search for a pattern, you can use a(n) _____ character, a symbol you can use as substitute for characters to find information that matches your find criteria.
ANSWER: wildcard
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.026 - Use wildcards in criteria
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51. The _____ button provides filter features such as Filter By Form, and Clear All Filters.
ANSWER: Advanced
POINTS: 1
REFERENCES: Access 37
Filter Data
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/10/2016 9:06 AM
DATE MODIFIED: 4/10/2016 9:08 AM

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

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REFERENCES: Access 38
Apply AND Criteria
QUESTION TYPE: Completion
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.035 - Use comparison operators with criteria
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53. Discuss adding or deleting a table in a query.
ANSWER: You might want to add a table's field list to the upper pane of Query Design View to select fields from that table for the query. To add a new table to Query Design View, drag it from the Navigation Pane to Query Design View, or click the Show Table button on the Design tab, then add the desired table(s). To delete an unneeded table from Query Design View, click its title bar, then press [Delete].
POINTS: 1
REFERENCES: Access 33
Use Query Design View
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.024 - Work in Query Design View
TOPICS: Critical Thinking
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54. Compare the capabilities of queries and filters.
ANSWER: * Queries are saved as objects in the database. Filters are not.
* Both can be used to select a subset of records in a datasheet.
* Only queries are used to select a subset of fields in a datasheet.
* The resulting datasheet from both filters and queries can be used to enter and edit data.
* The resulting datasheet from both filters and queries can be used to sort, filter, and find records.
* Queries but not filters are commonly used as the source of data for a form or report.
* Queries but not filters can be used to create calculations across records.
* Queries but not filters can be used to create calculated fields.
POINTS: 1
REFERENCES: Access 37
Filter Data
QUESTION TYPE: Essay
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:14 PM
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55. Explain the difference between AND and OR criteria.

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ANSWER:	AND: All criteria must be true in order for the record to be selected for a datasheet. The criteria are entered on the same row of the query grid. OR: Any single criterion must be true in order for the record to be selected. The criteria are entered on different rows of the query grid.
POINTS:	1
REFERENCES:	Access 38 Access 40 Apply AND Criteria Apply OR Criteria
QUESTION TYPE:	Essay
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.037 - Enter AND criteria in a query, Enter OR criteria in a query
TOPICS:	Critical Thinking
DATE CREATED:	2/26/2016 8:14 PM
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56. You can enter, edit, and navigate data in a query datasheet just like a(n) report datasheet.
_____

ANSWER:	False - table
POINTS:	1
REFERENCES:	Access 28 Use the Query Wizard
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.022 - Describe the purpose for a query
DATE CREATED:	2/26/2016 8:14 PM
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57. SQL is the acronym for "Simple Query Language." _____

ANSWER:	False - Structured Query Language
POINTS:	1
REFERENCES:	Access 28 Use the Query Wizard
QUESTION TYPE:	Modified True / False
HAS VARIABLES:	False
LEARNING OBJECTIVES:	ENHA.FRIE.16.022 - Describe the purpose for a query
DATE CREATED:	2/26/2016 8:14 PM
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58. The record selector button is to the right of a record in a datasheet. _____

ANSWER:	False - left
POINTS:	1
REFERENCES:	Access 30 Work with Data in a Query

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Access 2016 - Module 2: Building and Using Queries

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

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

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

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

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

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

ANSWER: True
POINTS: 1
REFERENCES: Access 34
Sort and Find Data
QUESTION TYPE: Modified True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: ENHA.FRIE.16.038 - Undo edits in a query
DATE CREATED: 2/26/2016 8:14 PM
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62. As you add rows of OR criteria to the query design grid, you decrease the number of records selected for the resulting datasheet. _____

ANSWER: False - increase
POINTS: 1

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

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

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

Critical Thinking Questions
Case 2-1

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

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

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Access 2016 - Module 2: Building and Using Queries

HAS VARIABLES: False
PREFACE NAME: case 2-1-12968
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:14 PM
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66. Daniel wants to make even more use of wildcard characters. Which operator is he most apt to use in these searches?

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

ANSWER: B
POINTS: 1
REFERENCES: Access 36
Filter Data
QUESTION TYPE: Subjective Short Answer
HAS VARIABLES: False
PREFACE NAME: case 2-1-12968
LEARNING OBJECTIVES: ENHA.FRIE.16.027 - Apply and remove filters in a query
TOPICS: Critical Thinking
DATE CREATED: 2/26/2016 8:14 PM
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67. Daniel lives in Oxford and he would like to find all customers who do not live in Oxford. Which comparison operator should he use?

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

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

Match each term with the statement that best describes it.

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

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g. criteria

h. query grid

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

QUESTION TYPE: Matching

HAS VARIABLES: False

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

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

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

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

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

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

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

73. Creates a temporary subset of records

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ANSWER: f
POINTS: 1

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

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

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