Your Office: Microsoft Office 2013, Access Comprehensive **(Kinser et al.)**
Module 2 Workshop 3 Queries and Data Access

1) The _____ allows you to move to the top and bottom of a table or scroll to a specific record.
A) Forward and Backward arrows
B) Navigation Pane
C) Arrows bar
D) Navigation bar
Answer: D
Diff: 2 Page Ref: 148
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

2) A _____ is used as a placeholder for an unknown part of a value or to match a certain pattern in a value.
A) Replace command
B) wildcard character
C) Find command
D) Find & Replace command
Answer: B
Diff: 2 Page Ref: 148
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

3) In Datasheet view, you can use the _____ to quickly locate specific records using all or part of a field value.
A) Replace command
B) wildcard character
C) Find command
D) Find & Replace command
Answer: C
Diff: 2 Page Ref: 148
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

4) To search for a word that starts with "ar" you would enter _____.
A) ar?
B) ar#
C) ar*
D) ar!
Answer: C
Diff: 2 Page Ref: 150
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

5) To search for a three-digit number that starts with "75" you would enter _____.
A) 75?
B) 75#
C) 75*
D) 75!
Answer: B
Diff: 2 Page Ref: 150
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

6) To search for a three-letter word that starts with "t" and ends with "p" you would enter _____.
A) t?p
B) t#p
C) t*p
D) t!p
Answer: A
Diff: 2 Page Ref: 150
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

7) Which of the following is NOT true about applying filters to a datasheet?
A) A filter is a condition you apply permanently to a table or query.
B) You can choose to save a table with the filter applied so when you open the table later the filter is still available.
C) A filter is a simple technique to quickly reduce a large amount of data to a much smaller subset of data.
D) All records that do not match the filter criteria are hidden until the filter is removed or the table is closed and reopened.
Answer: A
Diff: 2 Page Ref: 151
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

8) When you _____, you select a value in a record and Access filters the records that contain only the values that match what you have selected.
A) filter by selection
B) use the Find command
C) use the Replace command
D) use the Navigation bar
Answer: A
Diff: 2 Page Ref: 151
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

9) Text filters allow you to create a custom filter to match _____ the text in a field that you specify.
A) everything except
B) part of
C) all of
D) all or part of
Answer: D
Diff: 2 Page Ref: 152
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

10) _____ is a feature that can change the column width of the data to match the widest data entered in that field.
A) Form fit
B) Fit by selection
C) AutoFit
D) Field size
Answer: C
Diff: 2 Page Ref: 153
Objective: Modify Datasheet Appearance
Text: Your Office: Microsoft Access 2013 Comprehensive

11) A _____ query is used when you want to describe one field in terms of two or more fields in the table.
A) Find Duplicates
B) Crosstab
C) Find Unmatched
D) Simple
Answer: B
Diff: 2 Page Ref: 154
Objective: Run Query Wizards
Text: Your Office: Microsoft Access 2013 Comprehensive

12) A _____ query is used when you want to find records with the same specific value.
A) Find Duplicates
B) Crosstab
C) Find Unmatched
D) Simple
Answer: A
Diff: 2 Page Ref: 154
Objective: Run Query Wizards
Text: Your Office: Microsoft Access 2013 Comprehensive

13) A _____ query is used when you want to find the rows in one table that do not have a match in the other table.
A) Find Duplicates
B) Crosstab
C) Find Unmatched
D) Simple
Answer: C
Diff: 2 Page Ref: 154
Objective: Run Query Wizards
Text: Your Office: Microsoft Access 2013 Comprehensive

14) The _____ Query Wizard is used to display fields from one or more tables or queries with the option to choose a detailed or summary query if working with more than one table.
A) Find Duplicates
B) Crosstab
C) Find Unmatched
D) Simple
Answer: D
Diff: 2 Page Ref: 154
Objective: Run Query Wizards
Text: Your Office: Microsoft Access 2013 Comprehensive

15) A(n) _____ is a foreign key in one table that does not have a matching value in the primary key field of a related table.
A) duplicate key
B) wildcard
C) composite key
D) orphan
Answer: D
Diff: 2 Page Ref: 155
Objective: Run Query Wizards
Text: Your Office: Microsoft Access 2013 Comprehensive

16) Which of the following is NOT true regarding the Find Unmatched query?
A) The Find Unmatched Query Wizard is designed to find records in a table or query that have no related records in the same table or query.
B) The wizard uses the primary key from the first table and matches it with the foreign key in the second table in order to determine if there are unmatched records.
C) If a one-to-many relationship exists between the two tables, then the wizard will join the two correct fields automatically.
D) The wizard will try to match the primary key field and the foreign key field if there is a one-to-many relationship between the two tables.
Answer: A
Diff: 2 Page Ref: 156
Objective: Run Query Wizards
Text: Your Office: Microsoft Access 2013 Comprehensive

17) Which of the following is NOT true about creating queries in Design view?
A) In the query window, you can include specific fields, define criteria, sort records, and perform calculations.
B) The query window in Design view allows you to specify the data you want to see by building a query by wizard.
C) When you use the query window, you have more control and more options available to manage the details of the query design than with the Simple Query Wizard.
D) When you open Design view, by default, the Show Table dialog box opens with a list of available tables and queries to add.
Answer: B
Diff: 2 Page Ref: 157
Objective: Create Queries in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive

18) Which of the following is NOT a method used to add fields to a query design grid?
A) Drag
B) Double-click the title bar
C) Click, Shift, Click
D) Single-click field name
Answer: D
Diff: 2 Page Ref: 158
Objective: Create Queries in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive

19) Which of the following is NOT a method used to open or switch views?
A) To open an object in design view, right-click it in the Navigation Pane, and select Design View.
B) To open an object in default view, double-click it in the Navigation bar.
C) To switch views for an already open object, on the Home tab, in the Views group, click the View arrow, and then select your preferred view.
D) To switch views for an already open object, right-click the object tab, and then select the preferred view.
Answer: B
Diff: 2 Page Ref: 160
Objective: Create Queries in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive

20) If two tables do not have a common field, Access will join the two tables by combining the records, regardless of whether they have a matching field. This is called the _____ effect.
A) join
B) multiplier
C) relationship
D) query
Answer: B
Diff: 2 Page Ref: 160
Objective: Create Queries in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive

21) Which of the following is NOT true about sorting query results on a single field?
A) Sorting is the process of rearranging records within a table in a specific order.
B) By default, records in a table or query are sorted by the primary key field.
C) To sort records, you have to select a sort field, or a field used to determine the order of the records.
D) A field may be sorted either in ascending order or descending order.
Answer: A
Diff: 2 Page Ref: 164
Objective: Sort Query Results
Text: Your Office: Microsoft Access 2013 Comprehensive

22) Which of the following is NOT true about sorting query results on multiple fields?
A) You can have one field sorted in ascending order and another in descending order.
B) The first field you choose to sort by is called the primary sort field.
C) The second and subsequent fields are called secondary sort fields.
D) In Datasheet view, you can sort multiple fields by selecting all the fields at one time and using the Sort & Filter group sorts.
Answer: A
Diff: 2 Page Ref: 165
Objective: Sort Query Results
Text: Your Office: Microsoft Access 2013 Comprehensive

23) _____ compare the values in a table or another query to the criteria value you set up in a query.
A) Is Null criteria
B) Search criteria
C) Query operators
D) Comparison operators
Answer: D
Diff: 2 Page Ref: 166
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

24) Which of the following is NOT used as a comparison operator?
A) =
B) <=
C) >
D) <*>
Answer: D
Diff: 2 Page Ref: 167
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

25) In a query, you can select any records that have no value in a field using the _____ criteria.
A) Is Null
B) Search
C) Query
D) Comparison
Answer: A
Diff: 2 Page Ref: 170
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

26) When you want to specify multiple criteria, and all criteria must be true for a record to be included in the results, then the _____ logical operator is used.
A) AND
B) OR
C) NOT
D) BETWEEN
Answer: A
Diff: 2 Page Ref: 171
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

27) When you want to specify criteria in multiple fields, and at least one of the criteria must be true for a record to be included in the results, then the _____ logical operator is used.
A) AND
B) OR
C) NOT
D) BETWEEN
Answer: B
Diff: 2 Page Ref: 172
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

28) Which of the following is NOT true about using special operators?
A) Special operators are used to compare text values using Find & Replace along with the AND operator.
B) Special operators are used to determine whether values are between a range of values using the BETWEEN operator.
C) Special operators are used in a set of values using the IN operator.
D) Special operators are used to compare text values using wildcards using the LIKE operator.
Answer: A
Diff: 2 Page Ref: 178
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

29) _____ perform arithmetic operations, such as calculating averages and totals, on records displayed in a table or query.
A) Special operators
B) Comparison operators
C) Aggregate functions
D) Is Null criteria
Answer: C
Diff: 2 Page Ref: 178
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

30) In a query, if you wanted to display the smallest value from the selected records, you would use the _____ aggregate function.
A) Count
B) Sum
C) Minimum
D) Maximum
Answer: C
Diff: 1 Page Ref: 181
Objective: Create Aggregate Functions
Text: Your Office: Microsoft Access 2013 Comprehensive

31) In a query, if you wanted to display the largest value from the selected records, you would use the _____ aggregate function.
A) Count
B) Average
C) Minimum
D) Maximum
Answer: D
Diff: 1 Page Ref: 181
Objective: Create Aggregate Functions
Text: Your Office: Microsoft Access 2013 Comprehensive

32) In a query, if you wanted to display the number of records retrieved, you would use the _____ aggregate function.
A) Count
B) Sum
C) Average
D) Maximum
Answer: A
Diff: 1 Page Ref: 181
Objective: Create Aggregate Functions
Text: Your Office: Microsoft Access 2013 Comprehensive

33) If you need to see a quick snapshot of statistics for a table or query, you can use the _____.
A) total row
B) aggregate row
C) Function pane
D) statistics button
Answer: A
Diff: 1 Page Ref: 181
Objective: Create Aggregate Functions
Text: Your Office: Microsoft Access 2013 Comprehensive

34) Which of the following is NOT true about using aggregate functions in a query?
A) Aggregate functions can be used in queries to perform calculations on selected fields and records.
B) By default, the query design grid has a place to enter aggregate functions.
C) One advantage to using aggregate functions in queries, rather than just a total row, is that you can group criteria and then calculate the aggregate functions for a group of records.
D) Each column or field can calculate only one aggregate function.
Answer: B
Diff: 2 Page Ref: 182
Objective: Create Aggregate Functions
Text: Your Office: Microsoft Access 2013 Comprehensive

35) Which of the following is NOT true about changing field names in a query?
A) Field names in aggregate queries are a composite of the selected aggregate function and the table field name.
B) The field names assigned in an aggregate query can easily be changed either before or after the query is run.
C) You must keep the original field name in the query design grid so Access knows what field to perform the calculation on.
D) The default name that Access uses for a field that includes an aggregate function is descriptive and does not need to be changed.
Answer: D
Diff: 2 Page Ref: 184
Objective: Create Aggregate Functions
Text: Your Office: Microsoft Access 2013 Comprehensive

36) Calculated query fields must be formatted in the query design grid using the _____.
A) Field properties sheet
B) Navigation Pane
C) Expression Builder
D) Navigation bar
Answer: A
Diff: 2 Page Ref: 186
Objective: Create Aggregate Functions
Text: Your Office: Microsoft Access 2013 Comprehensive

37) _____ is a tool in Access that can help you format your calculated fields correctly.
A) Field properties sheet
B) Navigation Pane
C) Expression Builder
D) Navigation bar
Answer: C
Diff: 2 Page Ref: 188
Objective: Create Calculated Fields
Text: Your Office: Microsoft Access 2013 Comprehensive

38) Which of the following is NOT true regarding calculated fields?
A) The result of the calculated field is displayed each time you run the query.
B) A calculated field can be added to a query using the fields in the query or even fields in another table or query in the database.
C) The calculation can use a combination of numbers and field values, which allows you flexibility in how you perform the calculation.
D) A calculated field is stored in the table once the query is saved.
Answer: D
Diff: 2 Page Ref: 187-188
Objective: Create Calculated Fields
Text: Your Office: Microsoft Access 2013 Comprehensive

39) Datasheets are used to view all records in a table at one time.
Answer: TRUE
Diff: 1 Page Ref: 148
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

40) The Navigation bar allows you to move to the top and bottom of a table or scroll to a specific record and can be an efficient tool regardless of the size of the table.
Answer: FALSE
Diff: 1 Page Ref: 148
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

41) A placeholder character is used as a placeholder for an unknown part of a value or to match a certain pattern in a value.
Answer: FALSE
Diff: 1 Page Ref: 148
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

42) In Datasheet view, you can use the Replace command to quickly locate specific records using all or part of a field value.
Answer: FALSE
Diff: 1 Page Ref: 148
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

43) A wildcard character is used as a placeholder for an unknown part of a value or to match a certain pattern in a value.
Answer: TRUE
Diff: 1 Page Ref: 148
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

44) A wildcard character can replace a single character or multiple characters and both text and numbers.
Answer: TRUE
Diff: 1 Page Ref: 150
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

45) To search for a word beginning with "a" and ending in "e" with any letter between "b" and "t" in between, you would enter b[a-e]t.
Answer: FALSE
Diff: 2 Page Ref: 150
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

46) To search for a word that starts with "e", contains any of the letters "a" or "r" and ends with "r", you would enter e[ar]r and get "ear" or "err" as a result.
Answer: TRUE
Diff: 2 Page Ref: 150
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

47) To search for a three-letter word that starts with "t" and ends with "p" you would enter t!p.
Answer: FALSE
Diff: 2 Page Ref: 150
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

48) To search for a three-digit number that starts with "67" you would enter 67*.
Answer: FALSE
Diff: 2 Page Ref: 150
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

49) To search for a word that starts with "ar" you would enter ar*.
Answer: TRUE
Diff: 2 Page Ref: 150
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

50) A filter is a condition you apply temporarily to a table or query.
Answer: TRUE
Diff: 1 Page Ref: 151
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

51) When you filter by selection, you select a value in a record and Access filters the records that contain only the values that match what you have selected.
Answer: TRUE
Diff: 1 Page Ref: 151
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

52) Text filters allow you to create a custom filter to match only all of the text in a field that you specify.
Answer: FALSE
Diff: 1 Page Ref: 152
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

53) AutoSize is a feature that can change the column width of the data to match the widest data entered in that field.
Answer: FALSE
Diff: 1 Page Ref: 153
Objective: Modify Datasheet Appearance
Text: Your Office: Microsoft Access 2013 Comprehensive

54) The Simple Query Wizard provides the opportunity to select data criteria.
Answer: FALSE
Diff: 1 Page Ref: 154
Objective: Run Query Wizards
Text: Your Office: Microsoft Access 2013 Comprehensive

55) In addition to the Simple Query Wizard, there are three additional query wizards available to make quick, step-by-step queries.
Answer: TRUE
Diff: 1 Page Ref: 154
Objective: Run Query Wizards
Text: Your Office: Microsoft Access 2013 Comprehensive

56) An orphan is a foreign key in one table that does not have a matching value in the primary key field of a related table.
Answer: TRUE
Diff: 1 Page Ref: 155
Objective: Run Query Wizards
Text: Your Office: Microsoft Access 2013 Comprehensive

57) When using the Find Duplicates Query Wizard, you select the fields that you think may include duplicate information, and the wizard creates the query to find records matching your criteria.
Answer: TRUE
Diff: 1 Page Ref: 155
Objective: Run Query Wizards
Text: Your Office: Microsoft Access 2013 Comprehensive

58) The Find Unmatched Query Wizard is designed to find records in a table or query that have no related records in the same table or query.
Answer: FALSE
Diff: 1 Page Ref: 156
Objective: Run Query Wizards
Text: Your Office: Microsoft Access 2013 Comprehensive

59) The query window in Design view allows you to specify the data you want to see by building a query by example.
Answer: TRUE
Diff: 1 Page Ref: 157
Objective: Create Queries in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive

60) If two tables do not have a common field, Access will join the two tables by combining the records, regardless of whether they have a matching field. This is known as the multiplier effect.
Answer: TRUE
Diff: 1 Page Ref: 160
Objective: Create Queries in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive

61) Relationship lines are the lines connecting the tables that represent relationships.
Answer: FALSE
Diff: 1 Page Ref: 160
Objective: Create Queries in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive

62) By default, records in a table or query are sorted by the foreign key field.
Answer: FALSE
Diff: 1 Page Ref: 164
Objective: Sort Query Results
Text: Your Office: Microsoft Access 2013 Comprehensive

63) A sort field can be a Short Text, Long Text, Number, Date/Time, Currency, AutoNumber, Yes/No, Hyperlink, or Lookup Wizard field.
Answer: FALSE
Diff: 1 Page Ref: 164
Objective: Sort Query Results
Text: Your Office: Microsoft Access 2013 Comprehensive

64) Comparison operators compare the values in a table or another query to the criteria value you set up in a query.
Answer: TRUE
Diff: 1 Page Ref: 166
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

65) To find all states that are not PA you could enter < >"PA" for the state criteria. The < > is an example of a logical operator.
Answer: FALSE
Diff: 2 Page Ref: 166
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

66) Null is the absence of any value and is different from blank or zero.
Answer: TRUE
Diff: 1 Page Ref: 170
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

67) In a query, if you use multiple criteria, then you may also use logical operators to combine these criteria.
Answer: FALSE
Diff: 1 Page Ref: 170
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

68) With multiple criteria, it is good practice to add one criteria, run the query to make sure you are getting the correct results, and then continue adding criteria one at a time.
Answer: TRUE
Diff: 1 Page Ref: 176
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

69) To manage larger tables, Access provides ways for you to quickly locate information within the datasheet. Once that information is found, it can then be easily replaced with another value using the _____.
Answer: Replace command
Diff: 2 Page Ref: 148
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

70) A(n) _____ is used as a placeholder for an unknown part of a value or to match a certain pattern in a value.
Answer: wildcard character
Diff: 2 Page Ref: 148
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

71) In Datasheet view, you can use the _____ to quickly locate specific records using all or part of a field value.
Answer: Find command
Diff: 2 Page Ref: 148
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

72) To match any number of characters, you would use the _____ wildcard character.
Answer: *
Diff: 2 Page Ref: 150
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

73) To match any single numeric character, you would use the _____ wildcard character.
Answer: #
Diff: 2 Page Ref: 150
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

74) To match any single character not within brackets, you would use the _____ wildcard character.
Answer: !
Diff: 2 Page Ref: 150
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

75) When you _____, you select a value in a record and Access filters the records that contain only the values that match what you have selected.
Answer: filter by selection
Diff: 2 Page Ref: 151
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

76) _____ allow you to create a custom filter to match all or part of the text in a field that you specify.
Answer: Text filters
Diff: 2 Page Ref: 152
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

77) _____ is a feature that can change the column width of the data to match the widest data entered in that field.
Answer: AutoFit
Diff: 1 Page Ref: 153
Objective: Modify Datasheet Appearance
Text: Your Office: Microsoft Access 2013 Comprehensive

78) A(n) _____ query is used when you want to describe one field in terms of two or more fields in the table.
Answer: Crosstab
Diff: 1 Page Ref: 154
Objective: Run Query Wizards
Text: Your Office: Microsoft Access 2013 Comprehensive

79) A(n) _____ query is used when you want to find records with the same specific value.
Answer: Find Duplicates
Diff: 1 Page Ref: 154
Objective: Run Query Wizards
Text: Your Office: Microsoft Access 2013 Comprehensive

80) A(n) _____ query is used when you want to find the rows in one table that do not have a match in the other table.
Answer: Find Unmatched
Diff: 1 Page Ref: 154
Objective: Run Query Wizards
Text: Your Office: Microsoft Access 2013 Comprehensive

81) A(n) _____ is a foreign key in one table that does not have a matching value in the primary key field of a related table.
Answer: orphan
Diff: 1 Page Ref: 155
Objective: Run Query Wizards
Text: Your Office: Microsoft Access 2013 Comprehensive

82) The query window in Design view allows you to specify the data you want to see by building a(n) _____.
Answer: query by example
Diff: 1 Page Ref: 157
Objective: Create Queries in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive

83) If two tables do not have a common field, Access will join the two tables by combining the records, regardless of whether they have a matching field. This is called the _____.
Answer: multiplier effect
Diff: 1 Page Ref: 160
Objective: Create Queries in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive

84) _____ are the lines connecting the tables that represent relationships.
Answer: Join lines
Diff: 1 Page Ref: 160
Objective: Create Queries in Design View
Text: Your Office: Microsoft Access 2013 Comprehensive

85) _____ is the process of rearranging records in a specific order.
Answer: Sorting
Diff: 1 Page Ref: 164
Objective: Sort Query Results
Text: Your Office: Microsoft Access 2013 Comprehensive

86) By default, records in a table or query are sorted by the _____ field.
Answer: primary key
Diff: 1 Page Ref: 164
Objective: Sort Query Results
Text: Your Office: Microsoft Access 2013 Comprehensive

87) The first field you choose to sort by is called the _____ field.
Answer: primary sort
Diff: 2 Page Ref: 165
Objective: Sort Query Results
Text: Your Office: Microsoft Access 2013 Comprehensive

88) The second and subsequent fields you choose to sort by are called _____ fields.
Answer: secondary sort
Diff: 2 Page Ref: 165
Objective: Sort Query Results
Text: Your Office: Microsoft Access 2013 Comprehensive

89) _____ operators are generally used with numbers and dates to find a range or a specific value.
Answer: Comparison
Diff: 2 Page Ref: 166
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

90) In a query, you can select any records that have no value in a field using the _____ criteria.
Answer: Is Null
Diff: 2 Page Ref: 170
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

91) If you use multiple criteria, then you must also use _____ operators to combine criteria.
Answer: logical
Diff: 2 Page Ref: 170
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

92) The _____ operator matches text values by using wildcards.
Answer: LIKE
Diff: 2 Page Ref: 178
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

93) The _____ operator determines if a number or date is within a range.
Answer: BETWEEN
Diff: 2 Page Ref: 178
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

94) The _____ operator determines if a value is found within a set of values.
Answer: IN
Diff: 2 Page Ref: 178
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

95) _____ functions perform arithmetic operations, such as calculating averages and totals, on records displayed in a table or query.
Answer: Aggregate
Diff: 2 Page Ref: 181
Objective: Create Aggregate Functions
Text: Your Office: Microsoft Access 2013 Comprehensive

96) If you need to see a quick snapshot of statistics for a table or query, you can use the _____.
Answer: total row
Diff: 2 Page Ref: 181
Objective: Create Aggregate Functions
Text: Your Office: Microsoft Access 2013 Comprehensive

97) The _____ contains a list of properties for fields in which you can make precise changes to each property associated with the field.
Answer: Property Sheet
Diff: 2 Page Ref: 186
Objective: Create Aggregate Functions
Text: Your Office: Microsoft Access 2013 Comprehensive

98) The _____ is a tool in Access that can help you format your calculated fields correctly.
Answer: Expression Builder
Diff: 2 Page Ref: 188
Objective: Create Calculated Fields
Text: Your Office: Microsoft Access 2013 Comprehensive

99) Match the following wildcard characters with their example.

I. *
II. #
III. ?
IV. !
V. -

A. To match any number of characters
B. To match any single numeric character
C. To match any range of characters in ascending order
D. To match any single character
E. To match any single character NOT within the brackets
Answer: A, B, D, E, C
Diff: 1 Page Ref: 150
Objective: Find and Replace Records in the Datasheet
Text: Your Office: Microsoft Access 2013 Comprehensive

100) Match the following operators with their description.

I. < =
II. > =
III. <
IV. >
V. < >

A. Greater than or equal to
B. Less than or equal to
C. Less than
D. Not equal to
E. Greater than
Answer: B, A, C, E, D
Diff: 1 Page Ref: 167
Objective: Define Selection Criteria for Queries
Text: Your Office: Microsoft Access 2013 Comprehensive

101) Match the following number field sizes with their description.

I. AND
II. OR
III. NOT
IV. LIKE
V. BETWEEN

A. Does not meet the criteria
B. Meets one or more criteria
C. Meets both criteria
D. Uses wildcards
E. Within a range
Answer: C, B, A, D, E
Diff: 1 Page Ref: 171, 178
Objective: Define Selection Criteria for Queries
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102) Match the following aggregate functions with their description.

I. Sum
II. Average
III. Count
IV. Minimum
V. Maximum

A. Largest value
B. Total value
C. Smallest value
D. Arithmetic mean
E. Number of records
Answer: B, D, E, C, A
Diff: 2 Page Ref: 181
Objective: Create Aggregate Functions
Text: Your Office: Microsoft Access 2013 Comprehensive