

***Shelly Cashman Series Microsoft Office 365 and
Access 2016 Comprehensive 1st edition Pratt
Solutions Manual***

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Answers to Critical Thinking Questions – Module 02

Student answers could vary from those presented in this document.

Apply Your Knowledge – Assignment Instruction

8. What criteria would you enter in the Street field if you wanted to find all clients whose businesses were on Beard?

Apply Your Knowledge – Possible Answers

8. You would enter ***Beard*** in the Criteria row of the design grid for the Street field.

Extend Your Knowledge – Assignment Instruction

10. How would you create the query in Step 4 without using the IN operator?

Extend Your Knowledge – Possible Answer

10. You would enter **>550** in the Criteria row for the Balance field and **29** in the same row for the Team Leader Number field. Then in the or row, you would enter **>550** again in the Criteria row for the Balance field and **32** in the same row for the Team Leader Number field.

Expand Your World – Assignment Instruction

6. Which websites did you use to gather data and search for historical averages? How does the query result in Step 3c differ from the historical average?

Expand Your World – Possible Answer

6. Answers will differ but students should be able to cite the websites they used and support their response with reasons.

Lab 1 – Assignment Instruction

14. How would you modify the query in Step 7 to include only sales reps that currently have customers?

Lab 1 – Possible Answer

14. Right-click the join line and click Properties on the shortcut menu. Change the join type property to option 1 (Only include rows where the joined fields from both tables are equal.)

Lab 2 – Assignment Instruction

16. How could you modify the query in step 2 to find all vendors where the vendor code is AW or GS? If there is more than one way to perform this query, list all ways.

Lab 2 – Possible Answer

16. You would enter **AW** on the Criteria row for the Vendor Code field and enter **GS** on the or row for the same field. As an alternate, you could enter **IN ("AW","GS")** on the Criteria row

Lab 3: Consider This: Your Turn

See the Lab 3 Consider This: Your Turn Rubric File for possible answers to the critical thinking questions.

Lab 3 Consider This: Your Turn

Camshay Marketing Associates

Sample Grading Rubric

Part 1:

Consider This: Plan Ahead Guidelines	Grading Notes	Suggested Percent	Score
1. Identify the fields by examining the question or request to determine which fields from the tables in the database are involved.	Each query identifies the fields to include in the result.	5	
2. Identify restrictions or the conditions that records must satisfy to be included in the results.	Query a uses a comparison operator with a Date field. Query b uses a wildcard. Query c uses comparison operators and the OR operator. Query d uses a text criterion.	40	
3. Determine whether special order is required.			
a). Determine the sort key(s)			
b). If using two sort keys, determine the major and minor key.			
c). Determine sort order. If there are no words to imply a particular order, you would typically use Ascending			
4. Determine whether more than one table is required.	Query g is a join query with sorting on two fields	10	
a). Determine which tables to include.			
b). Determine the matching fields.			
c). Determine whether sorting is required.			
d). Determine restrictions.	Query h restricts the records in the join query.	5	
e.) Determine join properties			
5. Determine whether calculations are required.			
a).For individual record calculations, determine the calculation and a name for the calculated field.			
b). For group calculations, determine the calculation as well as the field to be used for grouping.			
If data is to be summarized and the data is to be grouped by two different types of information, create a crosstab query.	Query f is a crosstab query.	20	
	Query e is a parameter query	20	

Part 2: Critical Thinking Decisions

This assignment requires students to explain why they made these decisions in querying their databases.

- Wildcards in criterion
- Comparison operators with date fields
- Compound criteria using OR logic
- Parameter queries
- Restrict retrieval in a join query
- Crosstab queries

Students also should explain the two ways to create the parameter query in step e and identify which one they used

Possible Answer:

Because the parameter query includes all fields in the query results, you can either double-click each field to add it to the design grid and then enter the parameter in the City field. You also could double-click the asterisk to add all fields, then add the City field, remove the check mark from the field so it doesn't appear a second time in the result, and enter the parameter.