

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

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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

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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

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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

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4. Query criteria are not case sensitive.

- a. True
- b. False

ANSWER: True

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POINTS: 1
REFERENCES: Access 32
Use Query Design View
QUESTION TYPE: True / False
HAS VARIABLES: False
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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
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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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HAS VARIABLES: False

LEARNING OBJECTIVES: ENHA.FRIE.16.025 - Find and replace data in a query

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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

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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

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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

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14. A query can be used to create calculated fields.

- a. True
- b. False

ANSWER: True

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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
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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
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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

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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
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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

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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
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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
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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

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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

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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

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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

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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

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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

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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

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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

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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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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
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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
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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
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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
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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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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
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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
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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

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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

Name: _____ Class: _____ Date: _____

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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