Exploring Microsoft Office 2010 Volume 1
Access Chapter 1
Testbank

1) A _____ is a question you ask about data stored in a database.
A) query
B) form
C) report
D) macro
Answer: A
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

2) You can click the _____ button on the table toolbar to sort records in alphabetical order, from A to Z.
A) form
B) descending
C) order
D) ascending
Answer: D
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 6
AppChap: Access 1: Introduction to Access

3) A form can best be described as a(n):
A) record.
B) object.
C) attribute.
D) table.
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

4) A field, or a combination of fields, that has a unique value is a:
A) primary key/
B) foreign key/
C) table/
D) field value/
Answer: A
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

5) Data from two or more tables can be connected by specifying a:
A) hyperlink.
B) field value.
C) common field.
D) form.
Answer: C
Diff: 1
Reference: Relational Database
Objective: 9
AppChap: Access 1: Introduction to Access

6) A relational database is a collection of:
A) forms.
B) field values.
C) common fields.
D) related tables.
Answer: D
Diff: 1
Reference: Relational Database
Objective: 9
AppChap: Access 1: Introduction to Access

7) A primary key:
A) must include letters.
B) must contain a unique value for each record within the table.
C) has the same value for all records.
D) is not usually necessary.
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

8) A field that is defined as a primary key in one table is defined as a(n) _____ in a related table.
A) filter
B) relational database
C) foreign key
D) primary key
Answer: C
Diff: 1
Reference: Relational Database
Objective: 9
AppChap: Access 1: Introduction to Access

9) Access differs from other Microsoft software because it:
A) works primarily from memory.
B) works primarily from storage.
C) does not save your work as soon as changes are made.
D) does not allow more than one user to work on a file at a time.
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 2
AppChap: Access 1: Introduction to Access

10) Which of the following is NOT an example of an Access object?
A) Query
B) Sort
C) Report
D) Table
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

11) The navigation buttons allow you to:
A) delete records.
B) edit records.
C) sort records.
D) browse records.
Answer: D
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

12) Katie is working in a customer table and needs to know if any customers are located in Texas. In order to locate this information, she would:
A) create a query.
B) create a new table.
C) create a form.
D) create a report.
Answer: A
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

13) Selecting data by means of a query:
A) deletes unrelated data.
B) displays only the data that matches the query selection criteria.
C) locks all other users out of the database.
D) creates a report.
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

14) A form can be used to:
A) select records that meet specific criteria.
B) automate the retrieval and update process.
C) sort data in ascending or descending order.
D) enter, edit, and view records in a database.
Answer: D
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

15) _____ a database rearranges data and objects in a database to make its size smaller.
A) Backing up
B) Compressing
C) Compacting
D) Realigning
Answer: C
Diff: 1
Reference: Databases Are Everywhere
Objective: 4
AppChap: Access 1: Introduction to Access

16) The _____ organizes and lists the database objects in an Access database.
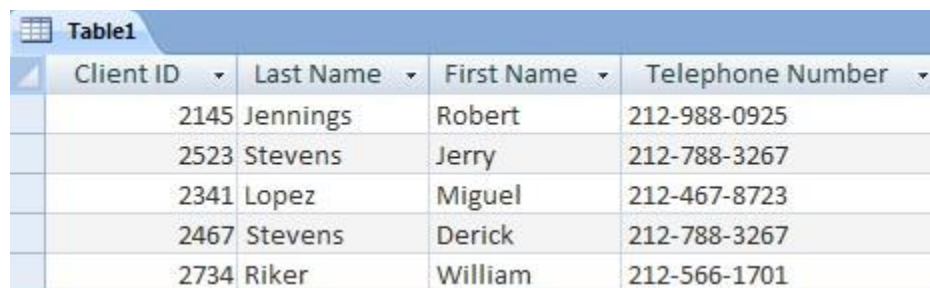A) report wizard
B) navigation pane
C) query tool
D) form wizard
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

Table1			
Client ID	Last Name	First Name	Telephone Number
2145 Jennings		Robert	212-988-0925
2523 Stevens		Jerry	212-788-3267
2341 Lopez		Miguel	212-467-8723
2467 Stevens		Derick	212-788-3267
2734 Riker		William	212-566-1701

17) In the table pictured above, each column represents a:
A) field.
B) record.
C) table.
D) primary key.
Answer: A
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

18) In the table pictured above, the last row of data shown (2734, Riker, William, 212-566-1701.) is a:
A) form.
B) field.
C) key.
D) record.
Answer: D
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

19) In the table pictured above, the _____ field would make the best primary key.
A) First Name
B) Last Name
C) Telephone Number
D) Client ID
Answer: D
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

20) In the table pictured above, the column labeled Last Name is an example of a:
A) record.
B) field.
C) table.
D) query.
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

21) In the table pictured above, if you wanted to organize the data from the lowest Client ID to the highest Client ID, you would _____ the Client ID field.
A) sort
B) report
C) query
D) form
Answer: A
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 6
AppChap: Access 1: Introduction to Access

22) By selecting the _____ option, you can make sure that data entered into a related table first exists in the primary table.
A) sort
B) form wizard
C) query wizard
D) referential integrity
Answer: D
Diff: 1
Reference: Relational Database
Objective: 3
AppChap: Access 1: Introduction to Access

23) You can use _____ to create a relationship between two tables using a common field.
A) join lines
B) objects
C) forms
D) reports
Answer: A
Diff: 1
Reference: Relational Database
Objective: 8
AppChap: Access 1: Introduction to Access

24) Database design begins with:
A) creating the correct forms.
B) creating the correct queries.
C) grouping data into the correct tables.
D) grouping the data in alphabetical order.
Answer: C
Diff: 1
Reference: Relational Database
Objective: 3
AppChap: Access 1: Introduction to Access

25) When choosing between Access and Excel, it is best to use Access in all of the following circumstances EXCEPT:
A) you need to create complex charts or graphs.
B) you require multiple tables to manage data.
C) you are managing a large quantity of data.
D) multiple users need to work with data simultaneously.
Answer: A
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 7
AppChap: Access 1: Introduction to Access

26) When choosing between Access and Excel, it is best to use Excel in all of the following circumstances EXCEPT:
A) you only need a single worksheet to manage data.
B) you need to manage primarily of numeric data.
C) you need to run a series of "what if" scenarios .
D) you need to group, sort, and total data based on various parameters.
Answer: D
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 7
AppChap: Access 1: Introduction to Access

27) Ryan is working in a database that organizes vendor contact information. Ryan must find vendors located in two cities. The vendors must have offices in both cities in order to meet Ryan's requirements. Ryan should use the Filter by Form _____ condition.
A) query
B) sort
C) OR
D) AND
Answer: D
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 5
AppChap: Access 1: Introduction to Access

28) Irene is working in a database that organizes city court case information. Irene must find court cases in either one of two cities. Irene should use the Filter by Form _____ condition.
A) query
B) sort
C) OR
D) AND
Answer: C
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 5
AppChap: Access 1: Introduction to Access

29) David is working in a database that organizes student exam grade information. He needs to find all students who have scored 100 on an exam. David can apply a(n) _____ to the data in order to show only records that meet the criteria.
A) Filter
B) Report
C) Form
D) Sort
Answer: A
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 5
AppChap: Access 1: Introduction to Access

30) You can make a(n) _____ copy of a database file to protect your database against loss or damage.
A) master
B) secure
C) backup
D) restore
Answer: C
Diff: 1
Reference: Databases Are Everywhere
Objective: 4
AppChap: Access 1: Introduction to Access

31) Dianna wants to compact an Access database. She can find the tool to compact the database by clicking on the _____ tab.
A) File
B) Home
C) Create
D) External
Answer: A
Diff: 1
Reference: Databases Are Everywhere
Objective: 4
AppChap: Access 1: Introduction to Access

32) The _____ view in Access looks similar to an Excel Spreadsheet.
A) Report
B) Form
C) Datasheet
D) Design
Answer: C
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

33) You can create or modify a table's field names and data types in _____ view.
A) Report
B) Form
C) Datasheet
D) Design
Answer: D
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

34) An expression used in queries to filter records in a table is called a(n):
A) primary key.
B) criterion.
C) report.
D) form.
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

35) Alice is working in a database containing the names, service locations, and services offered by landscapers. She needs to find landscapers in that offer services in the Washington area and that service rare flowers. The best way for her to search for this data is to perform a:
A) Filter by Form.
B) Filter by Selection.
C) Sort Ascending.
D) Sort Descending.
Answer: A
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 5
AppChap: Access 1: Introduction to Access

36) A _____ produces professional appearing formatted information derived from the information contained in tables or queries.
A) primary key
B) criterion
C) report
D) form
Answer: C
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

37) A _____ displays a subset of records based on specified criteria.
A) filter
B) form
C) table
D) primary key
Answer: A
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 5
AppChap: Access 1: Introduction to Access

38) The _____ tab contains all the tools necessary for producing tables, forms, and queries in Access.
A) External Data
B) Database Tools
C) Create
D) Home
Answer: C
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

39) The _____ tab is the default Access tab and contains basic editing functions.
A) External Data
B) database Tools
C) Create
D) Home
Answer: D
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

40) The _____ tab holds some of the more advanced features in Access.
A) External Data
B) Database Tools
C) Create
D) Home
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

41) The _____ tab holds all of the operations necessary to carry out data import and export.
A) External Data
B) Database Tools
C) Create
D) Home
Answer: A
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

42) A collection of related fields describing a person, place, object, event, or idea is called a table.
Answer: FALSE
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

43) A complete set of data elements within a table is called a record.
Answer: TRUE
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

44) A database is a collection of one or more related tables.
Answer: TRUE
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

45) A primary key in one table cannot be used as a foreign key in a different table.
Answer: FALSE
Diff: 2
Reference: Relational Database
Objective: 9
AppChap: Access 1: Introduction to Access

46) Data is a finished product that is the result of a query or report in Access.
Answer: FALSE
Diff: 2
Reference: Relational Database
Objective: 9
AppChap: Access 1: Introduction to Access

47) You can use a spreadsheet, like a database, to handle massive amounts of data and easily form relationships among multiple tables.
Answer: FALSE
Diff: 2
Reference: Relational Database
Objective: 9
AppChap: Access 1: Introduction to Access

48) The navigation buttons allow you to step through a table record by record, or to quickly go to the first or last record in the table.
Answer: TRUE
Diff: 2
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

49) A form can be used to make users view or edit only one record at a time.
Answer: TRUE
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

50) A form allows you to view and maintain your data in a customized format.
Answer: TRUE
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

51) By defining a report, you can create a formatted printout or display of the data contained in one or more tables.
Answer: TRUE
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

52) Backing up a database rearranges the data and objects in a database to decrease its file size, thereby making more space available on your disk and letting you open and close the database more quickly.
Answer: FALSE
Diff: 1
Reference: Databases Are Everywhere
Objective: 3
AppChap: Access 1: Introduction to Access

53) Like Access, Excel can be used to manage large quantities of data.
Answer: FALSE
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 7
AppChap: Access 1: Introduction to Access

54) The navigation bar at the bottom of the database window shows the number of records in a table.
Answer: TRUE
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

55) The heart of a database is forms because they contain the actual data.
Answer: FALSE
Diff: 2
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

56) A query is used to display all records in a database.
Answer: FALSE
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

57) A query cannot be used to add new records or modify existing records.
Answer: FALSE
Diff: 1
Reference: Databases Are Everywhere
Objective: 3
AppChap: Access 1: Introduction to Access

58) Editing a table through a query does not update the data in that table.
Answer: FALSE
Diff: 1
Reference: Databases Are Everywhere
Objective: 3
AppChap: Access 1: Introduction to Access

59) Database information should be presented using an Access report.
Answer: TRUE
Diff: 1
Reference: Databases Are Everywhere
Objective: 3
AppChap: Access 1: Introduction to Access

60) When making a change to an Access database, you must first save the change in order for the change to take effect.
Answer: FALSE
Diff: 2
Reference: Databases Are Everywhere
Objective: 2
AppChap: Access 1: Introduction to Access

61) If there is a power failure while you are working on a database, all your changes will be lost unless you saved them first.
Answer: FALSE
Diff: 2
Reference: Databases Are Everywhere
Objective: 2
AppChap: Access 1: Introduction to Access

62) Two users cannot work on the same table in a database.
Answer: FALSE
Diff: 2
Reference: Databases Are Everywhere
Objective: 3
AppChap: Access 1: Introduction to Access

63) Access speed measures the time it takes for Access to start up.
Answer: FALSE
Diff: 2
Reference: Databases Are Everywhere
Objective: 2
AppChap: Access 1: Introduction to Access

64) Both Access and Excel contain tools that can be used to extract and analyze information.
Answer: TRUE
Diff: 2
Reference: Filters, Sorts, and Access Versus Excel
Objective: 7
AppChap: Access 1: Introduction to Access

65) A sort can only list records in a specific numeric sequence.
Answer: FALSE
Diff: 2
Reference: Filters, Sorts, and Access Versus Excel
Objective: 5
AppChap: Access 1: Introduction to Access

66) A descending sort organizes a list of numeric data in lowest to highest order.
Answer: FALSE
Diff: 2
Reference: Filters, Sorts, and Access Versus Excel
Objective: 6
AppChap: Access 1: Introduction to Access

67) Access is best used for managing numeric data.
Answer: FALSE
Diff: 2
Reference: Filters, Sorts, and Access Versus Excel
Objective: 7
AppChap: Access 1: Introduction to Access

68) Filter by Form displays records based on single criteria.
Answer: FALSE
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 6
AppChap: Access 1: Introduction to Access

69) When using Filter by Form, you can use comparison operators in the criteria to evaluate relationships.
Answer: TRUE
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 6
AppChap: Access 1: Introduction to Access

70) A(n) _____ is a collection of fields that describe a person, place, object, event, or idea.
Answer: table
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

71) You can _____ a database to rearrange the data and objects in the database and decrease its file size.
Answer: Compact
Diff: 1
Reference: Databases Are Everywhere
Objective: 3
AppChap: Access 1: Introduction to Access

72) The _____ is a field or collection of fields whose values uniquely identify each record in a table.
Answer: Primary Key
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

73) In order to find specific information in a database, you can run a(n) _____ which asks a question about data stored in a database.
Answer: Query
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

74) A(n) _____ is a single characteristic or attribute of a person, place, object, event, or idea contained in a database.
Answer: field
Diff: 2
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

75) You can _____ a database in order to protect your data against loss or damage.
Answer: back up
Diff: 2
Reference: Databases Are Everywhere
Objective: 3
AppChap: Access 1: Introduction to Access

76) A primary key from one table that is used to form a relationship with a second table is called a(n) _____.
Answer: Foreign Key
Diff: 2
Reference: Relational Database
Objective: 9
AppChap: Access 1: Introduction to Access

77) A set of data such as first name, last name, address, etc. for a specific person is a(n)
_____.
Answer: Record
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

78) A group of related tables is called a(n) _____ database.
Answer: relational
Diff: 1
Reference: Relational Database
Objective: 9
AppChap: Access 1: Introduction to Access

79) Tables, queries, reports, and forms are all examples of _____.
Answer: objects
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

80) The _____ allows you to organize different types of database objects into groups.
Answer: Navigation Pane
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

81) Access is made up of different types of _____, which may include tables, forms, reports, and queries.
Answer: objects
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

82) When forming relationships in a relational data base, the _____ from one table must be joined to the foreign key of another table.
Answer: primary key
Diff: 1
Reference: Relational Database
Objective: 9
AppChap: Access 1: Introduction to Access

83) Rather than displaying records based on a question as in a query, a(n) _____ hides records that do not match a set criteria.
Answer: filter
Diff: 2
Reference: Filters, Sorts, and Access Versus Excel
Objective: 5
AppChap: Access 1: Introduction to Access

84) In relational databases, there is a concept known as _____ which means that related tables must be consistent with one another.
Answer: reverential integrity
Diff: 1
Reference: Relational Database
Objective: 9
AppChap: Access 1: Introduction to Access

85) The smallest data element in an Access database is called a(n) _____.
Answer: field
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

86) Data in one or more tables can be related to each other by means of a(n) _____ field.
Answer: common
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 9
AppChap: Access 1: Introduction to Access

87) To view data fields that are not visible on your display you can use the vertical or horizontal _____.
Answer: scroll bar
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

88) The _____ displays the number of the current record as well as the total number of records in the table.
Answer: Navigation bar
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

89) An existing query for a database can be opened by double-clicking in the _____ of the Database window.
Answer: Navigation pane
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

90) Access is known as a(n) _____ because it allows users to administer groups of data in tables and create relationships between tables.
Answer: relational database management system
Diff: 1
Reference: Relational Database
Objective: 9
AppChap: Access 1: Introduction to Access

91) Relationships in a database can be graphically represented by the _____ between the tables.
Answer: join lines
Diff: 1
Reference: Relational Database
Objective: 9
AppChap: Access 1: Introduction to Access

92) A(n) _____ only displays records that match selected criteria.
Answer: filter
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 5
AppChap: Access 1: Introduction to Access

93) _____ order sorts a list of text data in alphabetical order from A to Z, or a numeric list in lowest to highest.
Answer: Ascending
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 6
AppChap: Access 1: Introduction to Access

94) _____ sorts a list of text data in reverse alphabetical order from Z to A, or a numeric list in highest to lowest.
Answer: descending
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 6
AppChap: Access 1: Introduction to Access

95) Match the following terms to their meanings:
I.   Field   A. A field or collection of fields whose values uniquely
                                    identify each record in a table
II.   Relational Database   B. Connects the records in separate tables
III. Common Field   C. A primary key from one table that is used to form a
                                    relationship with a second table
IV. Primary Key   D. The smallest data element contained in a table.
V.   Foreign Key   E. A collection of related tables.
Answer: D, E, B, A, C
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

96) Match the following terms to their meanings:
I.   Query   A. A professional, formatted printout of a table or query
II.   Report   B. An object that allows you to enter data, modify data, or
                             delete data in a table.
III. Form   C. A question you ask about data stored in a database
IV. RDBMS   D. A collection of related records.
V.   Table   E. A program that allows you to manage groups of data in
                             tables and specify relationships among data tables.
Answer: C, A, B, E, D
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

97) Match the following terms to their meanings:
I.   Database   A. Contains a complete set of fields describing a person, place,
                           or idea.
II.   Table   B. Contains a singular data element such as a first name, last
                           name, or identification number
III. Record   C. Contains one or more tables that store data
IV. Field   D. The main components of an Access database which give it
                           functionality.
V.   Object   E. Contains a set of related records.
Answer: C, E, A, B, D
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

98) Match the following Ribbon Tab or Group items to their description:

I.   File
II. Home
III. Create
IV. External Data
V.   Database Tools

A. Contains tools relating to the more advanced features of Access
B. Contains access to tools such as Compact and Repair and Backup Database
C. Contains basic editing functions and formatting tools
D. Contains the tools necessary for producing reports and forms
E. Contains the tools necessary for data import and export

Answer: B, C, D, E, A
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

99) Match the following data management projects to the software best suited to carry out the project. Each answer may be chosen more than once.

I.   A restaurant needs to manage a list of vendors, sales invoices, and inventory
II. A college student needs to manage a list of their monthly expenditures
III. An accountant needs to display regional sales figures in a pie chart
IV. A teacher needs to manage a list of students, their grades, their major, and their contact information
V.   A consultant needs to keep track of his hours worked on a project.

A. Access
B. Excel

Answer: A, B, B, A, B
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 7
AppChap: Access 1: Introduction to Access

100) Match the following terms to their meanings:

I.   Filter by Selection
II. Filter by Form
III. Comparison operators
IV. Criteria
V.   Sort

A. Expressions used to filter the records in a table
B. Evaluates the relationship between two quantities
C. Displays table data based on multiple criteria
D. Lists records numerically or alphabetically, in ascending or descending order.
E. Displays table data based on a single criterion.

Answer: E, C, B, A, D
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 5
AppChap: Access 1: Introduction to Access