

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

**Productivity App: Productivity Apps for School and Work**

1. OneNote will not function at all without an Internet connection.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: PA-2  
Syncing a Notebook to the Cloud

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:21 PM

DATE MODIFIED: 4/26/2016 7:26 PM

2. OneNote allows users to convert handwriting to text using the Ink to Text button.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Converting Handwriting to Text  
PA-3

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:26 PM

DATE MODIFIED: 4/26/2016 7:27 PM

3. It is possible to record audio conversations with OneNote if your computer or device has a camera and/or a microphone.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: PA-4  
Recording a Lecture

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:27 PM

DATE MODIFIED: 4/26/2016 7:29 PM

4. Microsoft Sway is available as an app on Office365 or at Sway.com.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Introduction to Sway  
PA-6

## Access Intro to Office 2016 & Windows 10 Module

1. \_\_\_\_ is the newest version of Microsoft Windows.

- a. Windows 10
- b. OneDrive
- c. Microsoft Office 2016
- d. Microsoft Office 365

ANSWER: a

POINTS: 1

REFERENCES: Introduction to the Windows 10 Operating System  
OFF 2

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:38 PM

DATE MODIFIED: 4/4/2016 7:27 AM

2. A(n) \_\_\_\_ consist of programs designed to make users more productive and/or assist them with personal tasks.

- a. Start screen
- b. app
- c. operating system
- d. log-in account

ANSWER: b

POINTS: 1

REFERENCES: OFF 3  
Introduction to the Windows 10 Operating System

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:38 PM

DATE MODIFIED: 2/24/2016 4:38 PM

3. The Windows 10 interface begins with the \_\_\_\_.

- a. Client screen
- b. Sign-in screen
- c. User Account screen
- d. Start screen

ANSWER: d

POINTS: 1

REFERENCES: OFF 3  
Introduction to the Windows 10 Operating System

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:38 PM

DATE MODIFIED: 4/4/2016 9:14 PM

4. A(n) \_\_\_\_ is a motion you make on a touch screen with the tip of one or more fingers or your hand.

- a. app
- b. gesture
- c. tile
- d. scroll bar

ANSWER: b

POINTS: 1

REFERENCES: OFF 3  
Introduction to the Windows 10 Operating System

## Access Module 2

1. To create a new query in Design view, click CREATE on the ribbon to display the CREATE tab and then click the \_\_\_\_\_ button to create a new query.

- a. Query
- b. Design View
- c. Query Design
- d. Select Query

ANSWER: c

POINTS: 1

REFERENCES: AC 68  
Creating Queries

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 4/16/2016 11:04 AM

2. To save a query, click the Save button on the \_\_\_\_\_.

- a. status bar
- b. Quick Access Toolbar
- c. CREATE tab on the ribbon
- d. HOME tab on the ribbon

ANSWER: b

POINTS: 1

REFERENCES: AC 71  
Creating Queries

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 4/16/2016 11:06 AM

3. To view the results of a query, open it by right-clicking the query in the Navigation Pane and clicking \_\_\_\_\_ on the shortcut menu.

- a. Datasheet View
- b. Design View
- c. Open
- d. Run

ANSWER: c

POINTS: 1

REFERENCES: AC 71  
Creating Queries

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 4/16/2016 11:07 AM

4. To change the design of a query that is not currently open, right-click the query and then click \_\_\_\_\_ on the shortcut menu.

- a. Datasheet View
- b. Layout View
- c. Change View
- d. Design View

ANSWER: d

POINTS: 1

## Access Module 2

**REFERENCES:** AC 71  
Creating Queries

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**DATE CREATED:** 2/24/2016 4:57 PM

**DATE MODIFIED:** 4/16/2016 11:11 AM

5. To print the results of a query that is open, click FILE on the ribbon, click the \_\_\_\_ tab in the Backstage view, and then click Quick Print.

- a. Preview
- b. Query
- c. Print Query
- d. Print

**ANSWER:** d

**POINTS:** 1

**REFERENCES:** AC 71  
Creating Queries

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**DATE CREATED:** 2/24/2016 4:57 PM

**DATE MODIFIED:** 4/16/2016 11:13 AM

6. To create a parameter query, enter a parameter rather than a specific value as a criterion in the design grid. The parameter must be enclosed in \_\_\_\_.

- a. curly braces { }
- b. square brackets [ ]
- c. parentheses ( )
- d. single quotes ‘ ’

**ANSWER:** b

**POINTS:** 1

**REFERENCES:** AC 75  
Creating Queries

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**DATE CREATED:** 2/24/2016 4:57 PM

**DATE MODIFIED:** 4/16/2016 11:14 AM

7. To view the results of a query, right-click the query in the Navigation Pane and then click \_\_\_\_ on the shortcut menu.

- a. Use Parameter
- b. Enter Values
- c. Open
- d. Run

**ANSWER:** c

**POINTS:** 1

**REFERENCES:** AC 71  
Creating Queries

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**DATE CREATED:** 2/24/2016 4:57 PM

**DATE MODIFIED:** 4/16/2016 11:17 AM

## Access Module 2

8. Less than (<), greater than (>), and NOT (not equal to) are examples of \_\_\_\_.

- a. compound conditions
- b. comparison operators
- c. compound values
- d. conditions

ANSWER: b

POINTS: 1

REFERENCES: AC 79  
Creating Queries

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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9. The \_\_\_\_ operator allows you to search for a range of values in one field.

- a. BETWEEN
- b. RANGE
- c. IN
- d. SEARCH

ANSWER: a

POINTS: 1

REFERENCES: AC 82  
Creating Queries

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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10. To order the records in the answer to a query in a particular way, you \_\_\_\_ the records.

- a. index
- b. sort
- c. arrange
- d. list

ANSWER: b

POINTS: 1

REFERENCES: AC 83  
Sorting

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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DATE MODIFIED: 2/24/2016 4:57 PM

11. To sort records in a query, specify the sort order in the \_\_\_\_ row of the design grid below the field that is the sort key.

- a. Show
- b. List
- c. Sort
- d. Order

ANSWER: c

POINTS: 1

REFERENCES: AC 83  
Sorting

## Access Module 2

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

12. To omit duplicates from a query, use the property sheet and change the Unique Values property to \_\_\_\_.

- a. No      b. Yes
- c. Off     d. On

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* AC 85  
Sorting

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

13. To use the Report Wizard to create a report for a query, select the query in the Navigation Pane, click \_\_\_\_ on the ribbon, and then click the Report Wizard button.

- a. CREATE      b. DATABASE TOOLS
- c. REPORT      d. FILE

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* AC 94  
Joining Tables

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 4/16/2016 11:22 AM

14. To export data from a query to Excel, select the query in the Navigation Pane, click \_\_\_\_ on the ribbon, and then click the Excel button.

- a. DATABASE TOOLS      b. EXTERNAL DATA
- c. OFFICE EXPORT       d. CREATE

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* AC 98  
Exporting Data From Access to Other Applications

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

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15. To re-use saved export steps, click the Saved Exports button on the \_\_\_\_ tab on the ribbon.

## Access Module 2

- a. FILE                      b. CREATE  
c. DATABASE TOOLS      d. EXTERNAL DATA

ANSWER: d

POINTS: 1

REFERENCES: AC 100  
Exporting Data From Access to Other Applications

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 4/16/2016 11:25 AM

16. To use the Expression Builder to create a calculated field, select the column in the Field row, right-click to display the shortcut menu, and then click \_\_\_\_.

- a. Expression Builder      b. Builder box  
c. Build                      d. Field Builder

ANSWER: c

POINTS: 1

REFERENCES: AC 102  
Calculations

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 4/16/2016 11:27 AM

17. To include calculated fields in queries, enter a name for the calculated field, a(n) \_\_\_\_, and then the expression in one of the columns in the Field row.

- a. colon (:)                  b. semi-colon (;)  
c. equal sign (=)          d. exclamation point (!)

ANSWER: a

POINTS: 1

REFERENCES: AC 103  
Calculations

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

18. To display the entire entry for a calculated field, select the column in the Field row, right-click to display the shortcut menu, and then click \_\_\_\_.

- a. Enlarge                  b. Resize  
c. Magnify                  d. Zoom

ANSWER: d

POINTS: 1

REFERENCES: AC 103

## Access Module 2

### Calculations

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

19. You can include \_\_\_\_ in calculations to indicate which calculation should be done first.

- a. curly braces { }
- b. brackets [ ]
- c. parentheses ( )
- d. slashes //

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* AC 103

### Calculations

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

20. To change the caption for a field in a query, click the field in the design grid, click the \_\_\_\_ button on the Design tab, click the Caption box, and enter the new caption.

- a. Caption
- b. Property Sheet
- c. Field Name
- d. Format

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* AC 105

### Calculations

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 4/16/2016 11:31 AM

21. To include the Total row in the design grid, click the \_\_\_\_ button on the DESIGN tab.

- a. Aggregate
- b. Statistics
- c. Calculations
- d. Totals

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* AC 106

### Calculations

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

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22. To find the largest amount paid amount for a client, select \_\_\_\_ as the entry in the Total row for the Amount Paid



## Access Module 2

column.

- a. Large
- b. Maximum
- c. LGE
- d. MAX

ANSWER: d

POINTS: 1

REFERENCES: AC 106  
Calculations

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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23. To calculate statistics for only those records that satisfy certain criteria, select \_\_\_\_ as the entry in the Total row for the field, and then enter the criterion in the Criteria row.

- a. Having
- b. Where
- c. Restrict
- d. Find

ANSWER: b

POINTS: 1

REFERENCES: AC 107  
Calculations

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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24. To indicate grouping in Access, select \_\_\_\_ as the entry in the Total row for the field to be used for grouping.

- a. Like
- b. Where
- c. Same
- d. Group By

ANSWER: d

POINTS: 1

REFERENCES: AC 108  
Calculations

QUESTION TYPE: Multiple Choice

HAS VARIABLES: False

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25. To create a crosstab, click the \_\_\_\_ button on the CREATE tab.

- a. Crosstab Wizard
- b. Query Wizard
- c. Statistics
- d. Chart

ANSWER: b

POINTS: 1

REFERENCES: AC 109  
Crosstab Queries

## Access Module 2

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

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26. To show the Navigation Pane if it is hidden, click the \_\_\_\_ Button.

- a. Show      b. Shutter Bar Open/Close
- c. Restore    d. Show/Hide

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* AC 112  
Customizing the Navigation Pane

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

27. To organize entries in the Navigation Pane by table, click \_\_\_\_ on the Navigation Pane menu.

- a. Objects by Table      b. Table Object
- c. Tables and Related Views    d. Default

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* AC 112  
Customizing the Navigation Pane

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

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### Modified Multiple Choice

28. The special criteria that can be used in queries are \_\_\_\_.

- a. AND      b. INCLUSIVE
- c. BETWEEN    d. IN

*ANSWER:* a, c, d

*POINTS:* 1

*REFERENCES:* AC 82  
Creating Queries

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*PREFACE NAME:* mod

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

## Access Module 2

29. For group calculations, Microsoft Access supports \_\_\_\_\_ built-in statistics.

- a. STDEV
- b. VAR
- c. MAX
- d. LOW

ANSWER: a, b, c

POINTS: 1

REFERENCES: AC 106  
Calculations

QUESTION TYPE: Multiple Response

HAS VARIABLES: False

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30. When you enter text data in a criterion, you must enclose the text in quotation marks.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 70  
Creating Queries

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 2/24/2016 4:57 PM

DATE MODIFIED: 2/24/2016 4:57 PM

31. The asterisk (\*) wildcard represents any collection of characters.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 72  
Creating Queries

QUESTION TYPE: True / False

HAS VARIABLES: False

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32. The question mark (?) wildcard represents any collection of characters.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: AC 72  
Creating Queries

## Access Module 2

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

33. To enter a criterion for a particular field without displaying the field in the results of the query, include the field in the design grid, enter the criterion, and remove the check mark from its Show check box.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* AC 74  
Creating Queries

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

34. A query that prompts for input whenever it is run is a dialog query.

a. True

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* AC 75  
Creating Queries

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

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35. To create a parameter query that will prompt users to enter a city name as input, place [Enter City] as the criterion in the City field.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* AC 75  
Creating Queries

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

36. To enter a number in a criterion, type the number without any dollar signs or commas.

## Access Module 2

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 78  
Creating Queries

QUESTION TYPE: True / False

HAS VARIABLES: False

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37. Unless you specify otherwise, Access assumes that the criteria you enter involve equality (exact matches).

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 79  
Creating Queries

QUESTION TYPE: True / False

HAS VARIABLES: False

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38. To find all accounts whose current due amounts are greater than \$2,500.00 and whose account manager is manager 31, enter each criterion on the same row.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 80  
Creating Queries

QUESTION TYPE: True / False

HAS VARIABLES: False

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39. The field or fields on which records are sorted is called the sort key.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: AC 83  
Sorting

## Access Module 2

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

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40. If you specify more than one sort key, the sort key on the left will be the major sort key and the one on the right will be the minor sort key.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* AC 83  
Sorting

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

41. When you sort data in a query, the records in the underlying table are actually rearranged.

a. True

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* AC 83  
Sorting

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

42. A property sheet is a window containing the various properties of the object.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* AC 85  
Sorting

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

43. When you sort data, duplicates are not included.

a. True

## Access Module 2

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* AC 85  
Sorting

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

44. To create a top-values query, use the Top Values box on the DESIGN tab to change the number of records to be included from All to the desired number.

a. True

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* AC 88  
Sorting

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

45. Joining tables in a query creates an ad hoc relationship, that is, a relationship between tables created for a specific purpose.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* AC 89  
Joining Tables

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

46. You cannot create a report for a query.

a. True

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* AC 94  
Joining Tables

*QUESTION TYPE:* True / False

## Access Module 2

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

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47. You can export data from Access to the standard Word format.

a. True

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* AC 100  
Joining Tables

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

48. In fixed-width files, each record is on a separate line and the fields are separated by a special character.

a. True

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* AC 101  
Joining Tables

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

49. The expression for a calculated field can be typed directly into the Field row.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* AC 103  
Calculations

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

50. The only calculated fields you can create in Access are those involving addition and subtraction.

a. True

b. False



## Access Module 2

*ANSWER:* False  
*POINTS:* 1  
*REFERENCES:* AC 103  
Calculations  
*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:57 PM  
*DATE MODIFIED:* 2/24/2016 4:57 PM

51. Grouping means creating groups of records that share some common characteristic.

- a. True
- b. False

*ANSWER:* True  
*POINTS:* 1  
*REFERENCES:* AC 108  
Calculations  
*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:57 PM  
*DATE MODIFIED:* 2/24/2016 4:57 PM

52. Crosstab queries are useful for summarizing data by category or group.

- a. True
- b. False

*ANSWER:* True  
*POINTS:* 1  
*REFERENCES:* AC 108  
Calculations  
*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:57 PM  
*DATE MODIFIED:* 2/24/2016 4:57 PM

53. To include all fields in the design grid, double-click the question mark (?) in the field list. \_\_\_\_\_

*ANSWER:* False - asterisk (\*)  
*POINTS:* 1  
*REFERENCES:* AC 69  
Creating Queries  
*QUESTION TYPE:* Modified True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:57 PM  
*DATE MODIFIED:* 2/24/2016 4:57 PM

54. Wildcards are symbols that represent any character or combination of characters. \_\_\_\_\_

## Access Module 2

*ANSWER:* True  
*POINTS:* 1  
*REFERENCES:* AC 72  
Creating Queries  
*QUESTION TYPE:* Modified True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:57 PM  
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55. A summary function is a function that performs some mathematical function against a group of records.

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*ANSWER:* False - aggregate  
*POINTS:* 1  
*REFERENCES:* AC 106  
Calculations  
*QUESTION TYPE:* Modified True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:57 PM  
*DATE MODIFIED:* 2/24/2016 4:57 PM

56. A crosstab query calculates a statistic for data that is grouped by two different types of information.

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*ANSWER:* True  
*POINTS:* 1  
*REFERENCES:* AC 108  
Crosstab Queries  
*QUESTION TYPE:* Modified True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:57 PM  
*DATE MODIFIED:* 2/24/2016 4:57 PM

57. To restrict the objects that appear on the Navigation Pane use the Retrieval Bar. \_\_\_\_\_

*ANSWER:* False - Search  
*POINTS:* 1  
*REFERENCES:* AC 111  
Customizing the Navigation Pane  
*QUESTION TYPE:* Modified True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 2/24/2016 4:57 PM  
*DATE MODIFIED:* 2/24/2016 4:57 PM

58. A question that is asked of Access or any other database management system is called a(n) \_\_\_\_\_.

*ANSWER:* query  
*POINTS:* 1

## Access Module 2

*REFERENCES:* AC 65  
Introduction

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

59. To include all fields for a table in the design grid, double-click the \_\_\_\_\_ in the field list.

*ANSWER:* asterisk (\*)

*POINTS:* 1

*REFERENCES:* AC 69  
Creating Queries

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 4/16/2016 11:38 AM

60. The results of a query display in \_\_\_\_\_ view.

*ANSWER:* Datasheet

*POINTS:* 1

*REFERENCES:* AC 69  
Creating Queries

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

61. \_\_\_\_\_ are symbols that represent any character or combination of characters.

*ANSWER:* Wildcards

*POINTS:* 1

*REFERENCES:* AC 72  
Creating Queries

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

62. The \_\_\_\_\_ wildcard represents any collection of characters.

*ANSWER:* asterisk  
\*

*POINTS:* 1

*REFERENCES:* AC 72  
Creating Queries

*QUESTION TYPE:* Completion

## Access Module 2

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

63. The \_\_\_\_\_ wildcard represents any individual character.

*ANSWER:* question mark  
?

*POINTS:* 1

*REFERENCES:* AC 72  
Creating Queries

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

64. A(n) \_\_\_\_\_ query is a query that prompts for input whenever it is used.

*ANSWER:* parameter

*POINTS:* 1

*REFERENCES:* AC 75  
Creating Queries

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

65. To combine criteria with \_\_\_\_\_, place the criteria on the same row.

*ANSWER:* AND

*POINTS:* 1

*REFERENCES:* AC 80  
Creating Queries

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

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66. To combine criteria with \_\_\_\_\_, each criterion must go on separate rows in the Criteria area of the grid.

*ANSWER:* OR

*POINTS:* 1

*REFERENCES:* AC 81  
Creating Queries

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

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67. A(n) \_\_\_\_\_ is a window containing the various properties of the object.

*ANSWER:* property sheet

*POINTS:* 1

*REFERENCES:* AC 85  
Sorting

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

68. To sort records by amount paid within book rep number, specify Book Rep Number as the \_\_\_\_\_ key.

*ANSWER:* major  
primary sort  
major sort

*POINTS:* 1

*REFERENCES:* AC 83  
Sorting

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

69. In \_\_\_\_\_ files, the width of any field is the same on every record.

*ANSWER:* fixed-width

*POINTS:* 1

*REFERENCES:* AC 101  
Exporting Data From Access to Other Applications

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

70. The \_\_\_\_\_ function finds the smallest value in a group of records.

*ANSWER:* MIN

*POINTS:* 1

*REFERENCES:* AC 106  
Calculations

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

## Access Module 2

71. A(n) \_\_\_\_\_ function is a function that performs some mathematical function against a group of records.

*ANSWER:* aggregate

*POINTS:* 1

*REFERENCES:* AC 106  
Calculations

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

### Critical Thinking Questions

#### Case 2-1

PrattLast needs to gather some additional statistics on its managers. A manager at PrattLast has created an initial query that calculates the accounts located in specific cities. The manager is unsure what aggregate functions to use for additional calculations.

72. Which aggregate function will find the standard deviation?

*ANSWER:* STDEV

*POINTS:* 1

*REFERENCES:* AC 106  
Calculations

*QUESTION TYPE:* Subjective Short Answer

*HAS VARIABLES:* False

*PREFACE NAME:* Case 2-1, AC0271

*TOPICS:* Critical Thinking

*DATE CREATED:* 2/24/2016 4:57 PM

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73. Which aggregate function will find the customer with the largest amount paid?

*ANSWER:* MAX

*POINTS:* 1

*REFERENCES:* AC 106  
Calculations

*QUESTION TYPE:* Subjective Short Answer

*HAS VARIABLES:* False

*TOPICS:* Critical Thinking

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 2/24/2016 4:57 PM

### Critical Thinking Questions

#### Case 2-2

PrattLast Associates needs to find the account managers whose start date is earlier than 1/1/2015.

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

## Access Module 2

74. What criteria should PrattLast enter in the Start Date column of the design grid?

*ANSWER:* <1/1/2015

*POINTS:* 1

*REFERENCES:* AC 79  
Creating Queries

*QUESTION TYPE:* Subjective Short Answer

*HAS VARIABLES:* False

*PREFACE NAME:* Case 2\_2

*TOPICS:* Critical Thinking

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 4/16/2016 11:44 AM

75. The caption for the Start Date field should be Started when the query results display. How can PrattLast change the caption?

*ANSWER:* Click the Start Date field in the design grid, and then click the Property Sheet button on the Design tab. You also can right-click the Start Date field and click Properties on the shortcut menu. When the property sheet appears, click the Caption box, and then change the caption to Started.

*POINTS:* 1

*REFERENCES:* AC 104  
Calculations

*QUESTION TYPE:* Subjective Short Answer

*HAS VARIABLES:* False

*PREFACE NAME:* Case 2\_2

*TOPICS:* Critical Thinking

*DATE CREATED:* 2/24/2016 4:57 PM

*DATE MODIFIED:* 4/16/2016 11:45 AM