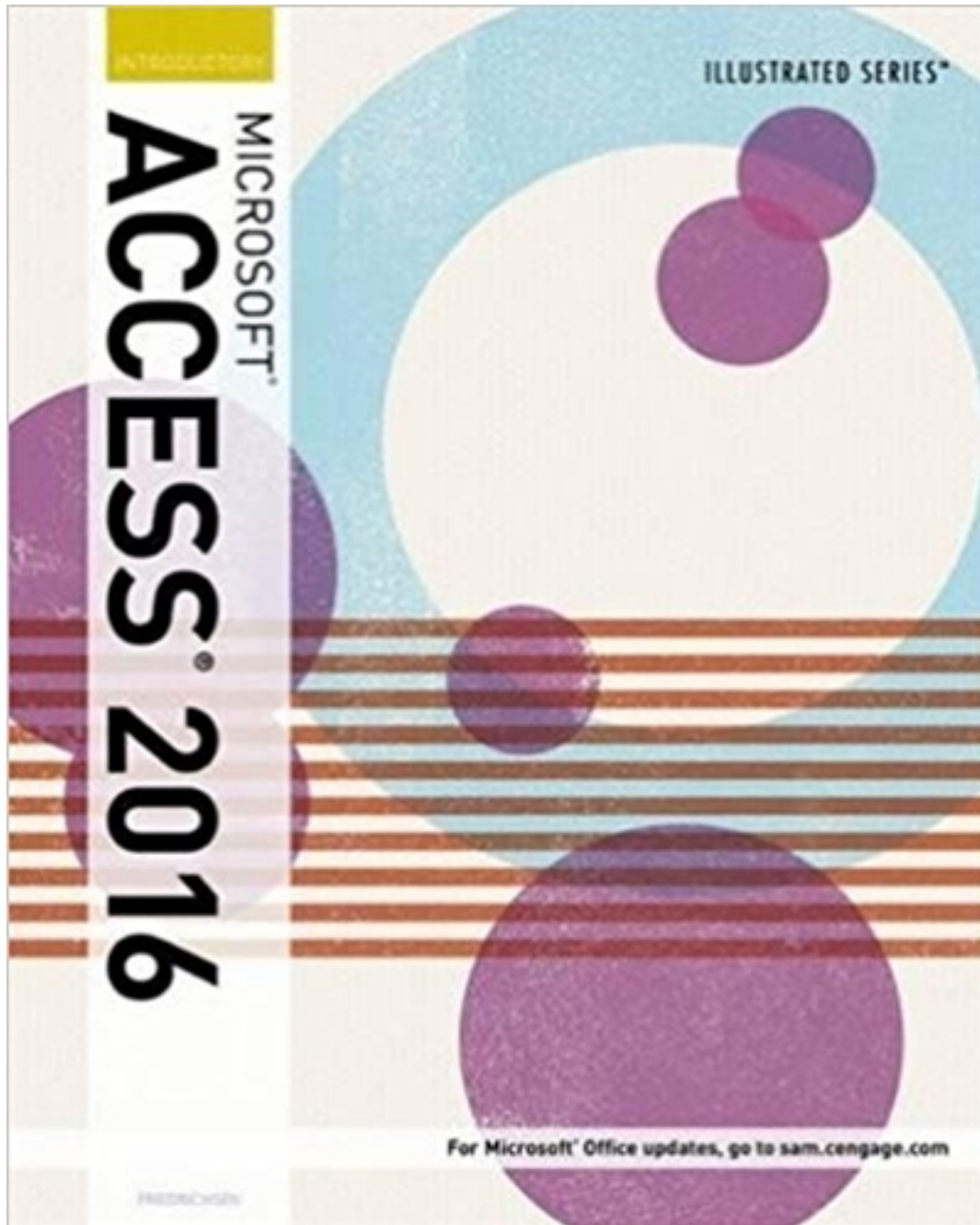


# Test Bank for Illustrated Microsoft Office 365 and Access 2016 Introductory 1st Edition by Friedrichsen

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# Test Bank

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

## 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

**DATE CREATED:** 2/26/2016 8:14 PM

**DATE MODIFIED:** 2/26/2016 8:14 PM

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

**DATE CREATED:** 2/26/2016 8:14 PM

**DATE MODIFIED:** 4/14/2016 12:43 PM

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

**DATE CREATED:** 4/10/2016 9:18 AM

**DATE MODIFIED:** 4/10/2016 9:20 AM

4. Query criteria are not case sensitive.

- a. True
- b. False

**ANSWER:** True

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

## Access 2016 - Module 2: Building and Using Queries

*POINTS:* 1  
*REFERENCES:* Access 32  
Use Query Design View  
*QUESTION TYPE:* True / False  
*HAS VARIABLES:* False  
*DATE CREATED:* 4/9/2016 3:42 PM  
*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  
*DATE CREATED:* 2/26/2016 8:14 PM  
*DATE MODIFIED:* 2/26/2016 8:14 PM

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

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

## Access 2016 - Module 2: Building and Using Queries

*HAS VARIABLES:* False

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

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

## Access 2016 - Module 2: Building and Using Queries

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

**DATE CREATED:** 2/26/2016 8:14 PM

**DATE MODIFIED:** 2/26/2016 8:14 PM

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

**DATE CREATED:** 2/26/2016 8:14 PM

**DATE MODIFIED:** 2/26/2016 8:14 PM

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

**DATE CREATED:** 2/26/2016 8:14 PM

**DATE MODIFIED:** 2/26/2016 8:14 PM

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

- a. True
- b. False

**ANSWER:** True

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

Access 2016 - Module 2: Building and Using Queries

*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  
*DATE CREATED:* 2/26/2016 8:14 PM  
*DATE MODIFIED:* 2/26/2016 8:14 PM

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  
*DATE CREATED:* 2/26/2016 8:14 PM  
*DATE MODIFIED:* 2/26/2016 8:14 PM

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  
*DATE MODIFIED:* 2/26/2016 8:14 PM

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

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

## Access 2016 - Module 2: Building and Using Queries

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENHA.FRIE.16.022 - Describe the purpose for a query

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

## Access 2016 - Module 2: Building and Using Queries

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

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

Access 2016 - Module 2: Building and Using Queries

*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  
*DATE CREATED:* 2/26/2016 8:14 PM  
*DATE MODIFIED:* 2/26/2016 8:14 PM

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  
*DATE CREATED:* 2/26/2016 8:14 PM  
*DATE MODIFIED:* 2/26/2016 8:14 PM

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  
*DATE CREATED:* 2/26/2016 8:14 PM  
*DATE MODIFIED:* 2/26/2016 8:14 PM

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

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

Access 2016 - Module 2: Building and Using Queries

Filter Data

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENHA.FRIE.16.027 - Apply and remove filters in a query

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 4/10/2016 9:00 AM

*DATE MODIFIED:* 4/10/2016 9:05 AM

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

*DATE CREATED:* 2/26/2016 8:14 PM

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

## Access 2016 - Module 2: Building and Using Queries

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

34. Criteria \_\_\_\_ is the term for rules by which criteria must be entered in a query.

- a. Syntax
- b. Formatting

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Access 2016 - Module 2: Building and Using Queries

- 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  
**DATE CREATED:** 2/26/2016 8:14 PM  
**DATE MODIFIED:** 2/26/2016 8:14 PM

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  
**DATE CREATED:** 2/26/2016 8:14 PM  
**DATE MODIFIED:** 2/26/2016 8:14 PM

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  
**DATE CREATED:** 2/26/2016 8:14 PM  
**DATE MODIFIED:** 2/26/2016 8:14 PM

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

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

## Access 2016 - Module 2: Building and Using Queries

Apply AND Criteria

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENHA.FRIE.16.035 - Use comparison operators with criteria

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 4/14/2016 12:45 PM

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

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

## Access 2016 - Module 2: Building and Using Queries

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

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

Access 2016 - Module 2: Building and Using Queries

Use Query Design View

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*LEARNING OBJECTIVES:* ENHA.FRIE.16.024 - Work in Query Design View

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 2/26/2016 8:14 PM

*DATE MODIFIED:* 2/26/2016 8:14 PM

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

*DATE CREATED:* 2/26/2016 8:14 PM

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48. Filter By \_\_\_\_\_ is a fast and easy way to filter records for an exact match.

*ANSWER:* Selection

*POINTS:* 1

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

## Access 2016 - Module 2: Building and Using Queries

**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

**DATE CREATED:** 4/10/2016 9:06 AM

**DATE MODIFIED:** 4/10/2016 9:08 AM

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

**DATE CREATED:** 2/26/2016 8:14 PM

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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  
*DATE MODIFIED:* 2/26/2016 8:14 PM

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  
*DATE MODIFIED:* 2/26/2016 8:14 PM

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  
*DATE MODIFIED:* 4/10/2016 8:57 AM

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  
*DATE CREATED:* 2/26/2016 8:14 PM  
*DATE MODIFIED:* 2/26/2016 8:14 PM

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

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

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**REFERENCES:** Access 40  
Apply OR Criteria

**QUESTION TYPE:** Modified True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHA.FRIE.16.029 - Enter OR criteria in a query

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63. To make a page wider than it is tall, use landscape orientation. \_\_\_\_\_

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Access 42  
Format a Datasheet

**QUESTION TYPE:** Modified True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHA.FRIE.16.039 - Change page orientation

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64. By default, the printout of a datasheet contains the object name and current date in the footer. \_\_\_\_\_

**ANSWER:** False - header

**POINTS:** 1

**REFERENCES:** Access 42  
Format a Datasheet

**QUESTION TYPE:** Modified True / False

**HAS VARIABLES:** False

**LEARNING OBJECTIVES:** ENHA.FRIE.16.040 - Zoom in print preview

**DATE CREATED:** 2/26/2016 8:14 PM

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### Critical Thinking Questions

#### Case 2-1

Daniel Arno owns a lawn and landscape business with many customers. Occasionally, he wants to filter the data about his customers in various ways.

65. Daniel uses a one-character code to indicate which day of the week certain customers of his have their lawns cut. Which of the following wildcard characters could he use to search for a single character (e.g., F for Friday)?

- a. \*
- b. &
- c. ?
- d. %

**ANSWER:** C

**POINTS:** 1

**REFERENCES:** Access 36  
Filter Data

**QUESTION TYPE:** Subjective Short Answer

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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  
*DATE MODIFIED:* 2/26/2016 8:14 PM

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  
*DATE CREATED:* 2/26/2016 8:14 PM  
*DATE MODIFIED:* 2/26/2016 8:14 PM

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  
*DATE MODIFIED:* 4/10/2016 9:26 AM

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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## Access 2016 - Module 2: Building and Using Queries

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: \_\_\_\_\_

## Access 2016 - Module 2: Building and Using Queries

*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