Test bank for Illustrated Microsoft Office 365 and Access 2016 Comprehensive 1st Edition Friedrichsen 1305878000 9781305878006
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Solution Manual

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

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
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
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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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8. The asterisk (*) is the wildcard used to represent one and only one character in criteria.
    a. True
    b. False

9. The question mark (?) is the wildcard character which stands for any single character in criteria.
    a. True
    b. False

10. The easiest way to filter the records for an exact match is to use the Filter By Form feature.
    a. True
    b. False

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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
DATE CREATED:	2/26/2016 8:14 PM
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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
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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 Ad. 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
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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. Sortingd. 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. <> 0b. 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
DATE CREATED:	2/26/2016 8:14 PM
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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
DATE CREATED:	4/10/2016 9:06 AM
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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) <u>report</u> 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 "<u>Simple Query Language</u>." _____

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 <u>right</u> 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
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59. In Query Design View, <u>record</u> 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
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60. Quotation marks are automatically added to criteria for fields with a <u>Date/Time</u> 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
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61. If, for example, a find-and-replace effort does not work correctly, click the <u>Undo</u> 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 <u>decrease</u> the number of records selected for the resulting datasheet. _____

ANSWER:	False - increase
POINTS:	1

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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 <u>landscape</u> 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 <u>footer</u>. _____

*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

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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.   *   c.   ?

b.   &   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
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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
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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

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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