

Access 2013 Unit B: 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

LEARNING OBJECTIVES: ENHC.PARS.16.022 - Describe the purpose for a query

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

LEARNING OBJECTIVES: ENHC.PARS.16.022 - Describe the purpose for a query

3. 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

LEARNING OBJECTIVES: ENHC.PARS.16.023 - Delete records in a query

4. 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

LEARNING OBJECTIVES: ENHC.PARS.16.024 - Work in Query Design View

5. Deleting a field from a query also deletes it from the underlying table.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Access 34

LEARNING OBJECTIVES: ENHC.PARS.16.025 - Find and replace data in a query

6. The asterisk (*) is the wildcard used to represent one and only one character in criteria.

- a. True

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b. False

ANSWER: False

POINTS: 1

REFERENCES: Access 36

LEARNING OBJECTIVES: ENHC.PARS.16.026 - Use wildcards in criteria

7. 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

LEARNING OBJECTIVES: ENHC.PARS.16.026 - Use wildcards in criteria

8. 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

LEARNING OBJECTIVES: ENHC.PARS.16.027 - Apply and remove filters in a query

9. To filter for comparative data, use the Filter By Selection feature.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: Access 36

LEARNING OBJECTIVES: ENHC.PARS.16.027 - Apply and remove filters in a query

10. Filters are used to select a subset of records in a datasheet.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: Access 36

LEARNING OBJECTIVES: ENHC.PARS.16.027 - Apply and remove filters in a query

11. A filter can be used to create calculated fields.

a. True

b. False

ANSWER: False

POINTS: 1

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REFERENCES: Access 37

LEARNING OBJECTIVES: ENHC.PARS.16.027 - Apply and remove filters in a query

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

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Access 37

LEARNING OBJECTIVES: ENHC.PARS.16.027 - Apply and remove filters in a query

13. 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

LEARNING OBJECTIVES: ENHC.PARS.16.028 - Rename a query

14. Enter OR criteria on different Criteria rows in the query design grid.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Access 40

LEARNING OBJECTIVES: ENHC.PARS.16.029 - Enter OR criteria in a query

15. 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

LEARNING OBJECTIVES: ENHC.PARS.16.022 - Describe the purpose for a query

16. 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

LEARNING OBJECTIVES: ENHC.PARS.16.022 - Describe the purpose for a query

17. In large datasheets, you may want to ____ certain fields so that they remain on the screen at all times.

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- a. fix b. post
- c. freeze d. view

ANSWER: c

POINTS: 1

REFERENCES: Access 31

LEARNING OBJECTIVES: ENHC.PARS.16.030 - Edit records in a query

18. 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

LEARNING OBJECTIVES: ENHC.PARS.16.031 - Add criteria to a query

19. 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

LEARNING OBJECTIVES: ENHC.PARS.16.024 - Work in Query Design View

20. 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

LEARNING OBJECTIVES: ENHC.PARS.16.024 - Work in Query Design View

21. 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

LEARNING OBJECTIVES: ENHC.PARS.16.024 - Work in Query Design View

22. A join line is also called a(n) _____ line.

- a. query b. link
- c. connection d. objectivity

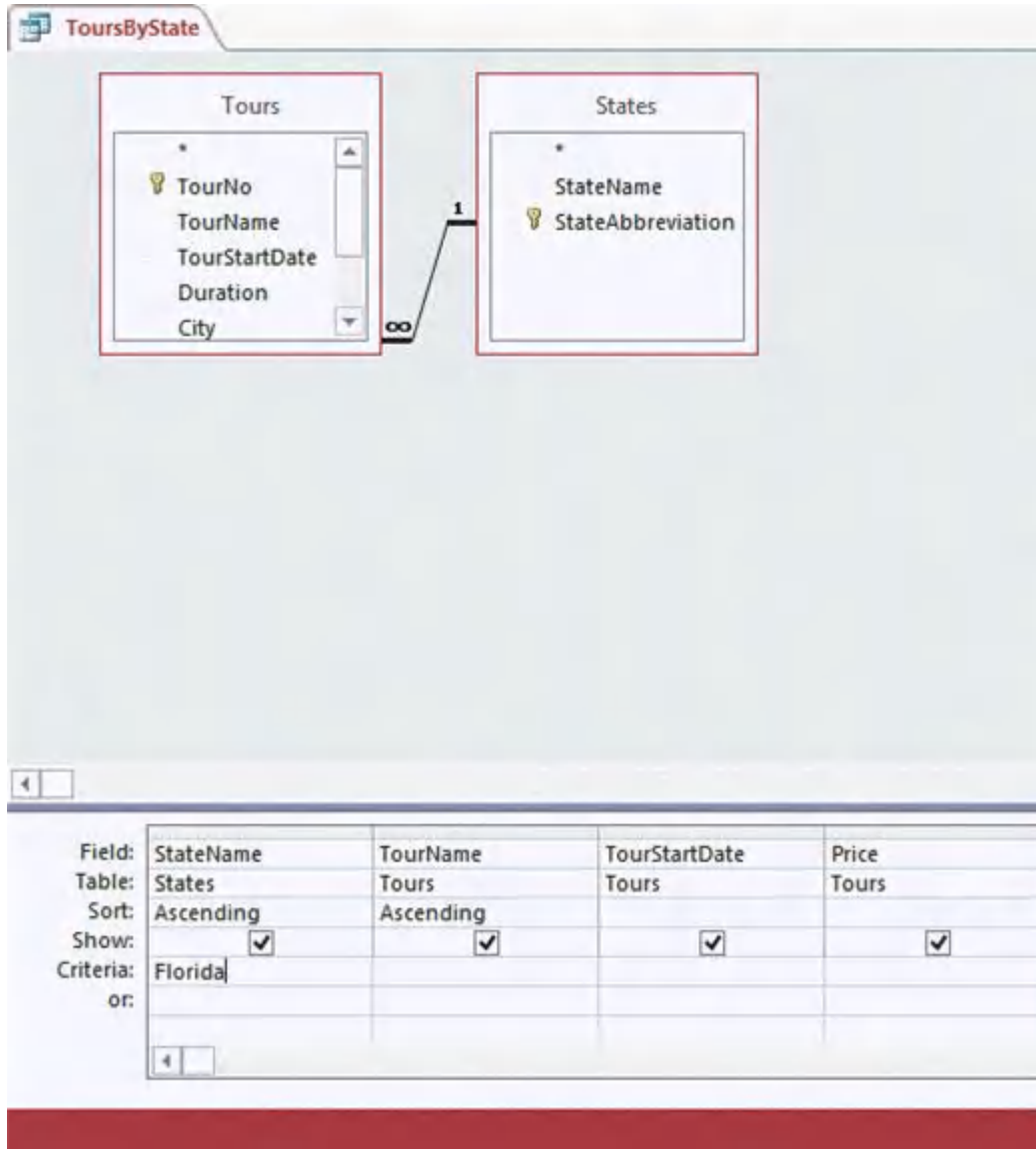
ANSWER: b

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POINTS: 1

REFERENCES: Access 32

LEARNING OBJECTIVES: ENHC.PARS.16.024 - Work in Query Design View



23. The accompanying figure shows the query in ____ View.

- a. Criteria
- b. Design
- c. Field
- d. None of the above

ANSWER: b

POINTS: 1

REFERENCES: Access 33

LEARNING OBJECTIVES: ENHC.PARS.16.024 - Work in Query Design View

24. In the accompanying figure, the item with the infinity sign at one end and the numeral 1 at the other is called a(n) ____ line.

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- a. query
- b. objectivity
- c. connection
- d. link

ANSWER: d

POINTS: 1

REFERENCES: Access 33

LEARNING OBJECTIVES: ENHC.PARS.16.024 - Work in Query Design View

25. In the accompanying figure, “StateName” and “Price” are ____ names.

- a. table
- b. report
- c. field
- d. query

ANSWER: c

POINTS: 1

REFERENCES: Access 33

LEARNING OBJECTIVES: ENHC.PARS.16.024 - Work in Query Design View

26. In the accompanying figure, “StateName” and “StateAbbreviation” appear in the States ____ list.

- a. title
- b. field
- c. category
- d. entry

ANSWER: b

POINTS: 1

REFERENCES: Access 33

LEARNING OBJECTIVES: ENHC.PARS.16.024 - Work in Query Design View

27. 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

LEARNING OBJECTIVES: ENHC.PARS.16.032 - Apply sort orders to a query

28. 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

LEARNING OBJECTIVES: ENHC.PARS.16.032 - Apply sort orders to a query



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29. The top button in the accompanying figure ____.
- a. sorts records in descending order
 - b. sorts records in ascending order
 - c. helps you select a single record or all records in a datasheet
 - d. removes the current sort order

ANSWER: d

POINTS: 1

REFERENCES: Access 35

LEARNING OBJECTIVES: ENHC.PARS.16.025 - Find and replace data in a query

30. The bottom button in the accompanying figure ____.
- a. sorts records in descending order
 - b. sorts records in ascending order
 - c. helps you navigate to the first, previous, next, last, or new record
 - d. removes the current sort order

ANSWER: c

POINTS: 1

REFERENCES: Access 35

LEARNING OBJECTIVES: ENHC.PARS.16.025 - Find and replace data in a query

31. 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

LEARNING OBJECTIVES: ENHC.PARS.16.027 - Apply and remove filters in a query

32. 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

LEARNING OBJECTIVES: ENHC.PARS.16.026 - Use wildcards in criteria

33. 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

LEARNING OBJECTIVES: ENHC.PARS.16.026 - Use wildcards in criteria

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34. A(n) ____ is a saved object within the datasheet.

- a. query b. filter
- c. find d. union

ANSWER: a

POINTS: 1

REFERENCES: Access 36

LEARNING OBJECTIVES: ENHC.PARS.16.027 - Apply and remove filters in a query

35. 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

LEARNING OBJECTIVES: ENHC.PARS.16.027 - Apply and remove filters in a query

36. 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

LEARNING OBJECTIVES: ENHC.PARS.16.027 - Apply and remove filters in a query

37. Criteria ____ is the term for rules by which criteria must be entered in a query.

- a. Syntax b. Formatting
- c. Sorting d. Filter by Form

ANSWER: a

POINTS: 1

REFERENCES: Access 38

LEARNING OBJECTIVES: ENHC.PARS.16.033 - Define criteria syntax

38. ____ 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

LEARNING OBJECTIVES: ENHC.PARS.16.034 - Enter AND criteria in a query

39. 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. *<>*

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ANSWER: b

POINTS: 1

REFERENCES: Access 39

LEARNING OBJECTIVES: ENHC.PARS.16.035 - Use comparison operators with criteria

40. ____ 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

LEARNING OBJECTIVES: ENHC.PARS.16.035 - Use comparison operators with criteria

41. Which of the following comparison operators means "not equal to"?

- a. +=+
- b. =/=
- c. <<>>
- d. <>

ANSWER: d

POINTS: 1

REFERENCES: Access 39

LEARNING OBJECTIVES: ENHC.PARS.16.035 - Use comparison operators with criteria

42. To find numbers greater than or equal to 500, use which comparison operator?

- a. <>
- b. <=
- c. >>
- d. >=

ANSWER: d

POINTS: 1

REFERENCES: Access 39

LEARNING OBJECTIVES: ENHC.PARS.16.035 - Use comparison operators with criteria

43. Which of the following comparison operators means "greater than"?

- a. >
- b. >=
- c. <
- d. <=

ANSWER: a

POINTS: 1

REFERENCES: Access 39

LEARNING OBJECTIVES: ENHC.PARS.16.035 - Use comparison operators with criteria

44. Which of the following comparison operators means "less than or equal to"?

- a. >
- b. >=
- c. <
- d. <=

ANSWER: d

POINTS: 1

REFERENCES: Access 39

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LEARNING OBJECTIVES: ENHC.PARS.16.035 - Use comparison operators with criteria

45. A(n) _____ answers a question about the information in the database.

ANSWER: query

POINTS: 1

REFERENCES: Access 28

LEARNING OBJECTIVES: ENHC.PARS.16.022 - Describe the purpose for a query

46. 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

LEARNING OBJECTIVES: ENHC.PARS.16.036 - Create a query with the Simple Query Wizard

47. 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

LEARNING OBJECTIVES: ENHC.PARS.16.024 - Work in Query Design View

48. _____ are limiting conditions you set in the query design grid.

ANSWER: Criteria

POINTS: 1

REFERENCES: Access 32

LEARNING OBJECTIVES: ENHC.PARS.16.031 - Add criteria to a query

49. 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

LEARNING OBJECTIVES: ENHC.PARS.16.024 - Work in Query Design View

50. To move fields in the query grid, drag the field _____.

ANSWER: selector

POINTS: 1

REFERENCES: Access 34

LEARNING OBJECTIVES: ENHC.PARS.16.032 - Apply sort orders to a query

51. Filter By _____ is a fast and easy way to filter records for an exact match.

ANSWER: Selection

POINTS: 1

REFERENCES: Access 36

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LEARNING OBJECTIVES: ENHC.PARS.16.027 - Apply and remove filters in a query

52. _____ a table or query datasheet temporarily displays only those records that match given criteria.

ANSWER: Filtering

POINTS: 1

REFERENCES: Access 36

LEARNING OBJECTIVES: ENHC.PARS.16.027 - Apply and remove filters in a query

53. 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

LEARNING OBJECTIVES: ENHC.PARS.16.026 - Use wildcards in criteria

54. Is _____ criteria will find all records where no entry has been made in the field.

ANSWER: Null

POINTS: 1

REFERENCES: Access 38

LEARNING OBJECTIVES: ENHC.PARS.16.035 - Use comparison operators with criteria

55. 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

LEARNING OBJECTIVES: ENHC.PARS.16.024 - Work in Query Design View

TOPICS: Critical Thinking

56. 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

LEARNING OBJECTIVES: ENHC.PARS.16.027 - Apply and remove filters in a query

TOPICS: Critical Thinking

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57. Explain the difference between AND and OR criteria.

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

LEARNING OBJECTIVES: ENHC.PARS.16.037 - Enter AND criteria in a query, Enter OR criteria in a query

TOPICS: Critical Thinking

58. 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

LEARNING OBJECTIVES: ENHC.PARS.16.022 - Describe the purpose for a query

59. SQL is the acronym for “Simple Query Language.” _____

ANSWER: False - Structured Query Language

POINTS: 1

REFERENCES: Access 28

LEARNING OBJECTIVES: ENHC.PARS.16.022 - Describe the purpose for a query

60. The record selector button is to the right of a record in a datasheet. _____

ANSWER: False - left

POINTS: 1

REFERENCES: Access 30

LEARNING OBJECTIVES: ENHC.PARS.16.030 - Edit records in a query

61. 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

LEARNING OBJECTIVES: ENHC.PARS.16.025 - Find and replace data in a query

62. 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

LEARNING OBJECTIVES: ENHC.PARS.16.038 - Undo edits in a query

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63. 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

REFERENCES: Access 40

LEARNING OBJECTIVES: ENHC.PARS.16.029 - Enter OR criteria in a query

64. To make a page wider than it is tall, use landscape orientation. _____

ANSWER: True

POINTS: 1

REFERENCES: Access 42

LEARNING OBJECTIVES: ENHC.PARS.16.039 - Change page orientation

65. 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

LEARNING OBJECTIVES: ENHC.PARS.16.040 - Zoom in print preview

Critical Thinking Questions

Case 2-1

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

66. 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

LEARNING OBJECTIVES: ENHC.PARS.16.027 - Apply and remove filters in a query

TOPICS: Critical Thinking

67. 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

LEARNING OBJECTIVES: ENHC.PARS.16.027 - Apply and remove filters in a query

TOPICS: Critical Thinking

Match each term with the statement that best describes it.

- a. Is Null

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- b. wildcard
- c. sorting
- d. query
- e. datasheet
- f. filter
- g. criteria
- h. query grid

REFERENCES:

- Access 28
- Access 32
- Access 35
- Access 36
- Access 39
- Access 42

LEARNING OBJECTIVES: ENHC.PARS.16.022 - Describe the purpose for a query
ENHC.PARS.16.024 - Work in Query Design View
ENHC.PARS.16.026 - Use wildcards in criteria
ENHC.PARS.16.027 - Apply and remove filters in a query
ENHC.PARS.16.032 - Apply sort orders to a query
ENHC.PARS.16.035 - Use comparison operators with criteria
ENHC.PARS.16.041 - Format a datasheet

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

ANSWER: f

POINTS: 1

74. Criterion that finds all records where no entry has been made in the field

Name: _____ Class: _____ Date: _____

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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