

Access Chapter 2 – Querying a Database

TRUE/FALSE

1. Only the fields that appear in the design grid are included in the results of the query.
2. The asterisk (*) wildcard represents any collection of characters.
3. The question mark (?) wildcard represents any collection of characters.
4. To find all clients whose names begin with Be, enter Be? in the Criteria row of the design grid.
5. 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.
6. A query that prompts for input whenever it is run is a run-time query.
7. You create a parameter by enclosing a value in a criterion in curly braces ({}).
8. To remove a table from a query, right-click the field list and then click Drop Table on the shortcut menu.
9. To save a query, the query design must appear on the screen.
10. To run a saved query, right-click the query in the Navigation Pane and click Open on the shortcut menu.
11. To enter a number in a criterion, type the number without any dollar signs or commas.
12. Unless you specify otherwise, Access assumes that the criteria you enter involve equality (exact matches).
13. To search for a range of values in one field, use the RANGE operator.
14. To find all clients whose amount paid is greater than \$20,000.00 and whose recruiter is recruiter 21, enter each criterion on the same line.

15. To find all clients whose amount paid is greater than \$20,000.00 or whose recruiter is recruiter 21, enter each criterion on the same line.
16. The field or fields on which records are sorted is called the sort key.
17. If you specify more than one sort key, the sort key on the left will be the minor sort key and the one on the right will be the major sort key.
18. When you sort data, duplicates normally are included.
19. 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.
20. An inner join is the default join in Access.
21. When tables are joined in a query, it is not possible to restrict retrieval by using criteria.
22. The expression for a calculated field can be typed directly into the Field row.
23. A field name used in a calculation always must be enclosed in square brackets.
24. Grouping means creating groups of records that share some common characteristic.
25. Parameter queries are useful for summarizing data.

MODIFIED TRUE/FALSE

1. Parameters are symbols that represent any character or combination of characters.

2. A field that can be computed from other fields is called a calculated field. _____
3. A group function is a function that performs some mathematical function against a group of records.

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

5. To organize the Navigation Pane by type of object rather than table, click Organize by Object on the Navigation Pane menu. _____

MULTIPLE CHOICE

1. If a Security Warning appears when you open a database, click the ____ button to display the Microsoft Office Security Options dialog box.
- | | |
|--------------|-------------|
| a. Customize | c. Security |
| b. Options | d. Warning |
2. To use the Simply Query wizard to create a query, click the ____ tab on the Ribbon and then click the Query Wizard button.
- | | |
|-----------|-------------------|
| a. Design | c. Database Tools |
| b. Home | d. Create |
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 | c. Run |
| b. Design View | d. Open |
4. To change the design of a query, right-click the query and then click ____ on the shortcut menu.
- | | |
|-------------------|-----------|
| a. Datasheet View | c. Open |
| b. Design View | d. Change |
5. To print a query without first opening it, select the query in the Navigation Pane and then click the Office Button, point to Print on the Office Button menu, and then click ____ on the Print submenu
- | | |
|----------------|------------------|
| a. Quick Print | c. Preview Query |
| b. Print Query | d. Run and Print |
6. You can click either the View button or the ____ button on the Ribbon to execute a query.
- | | |
|------------|------------|
| a. Run | c. Select |
| b. Execute | d. Results |
7. 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 | c. Query Design |
| b. Design View | d. Select Query |

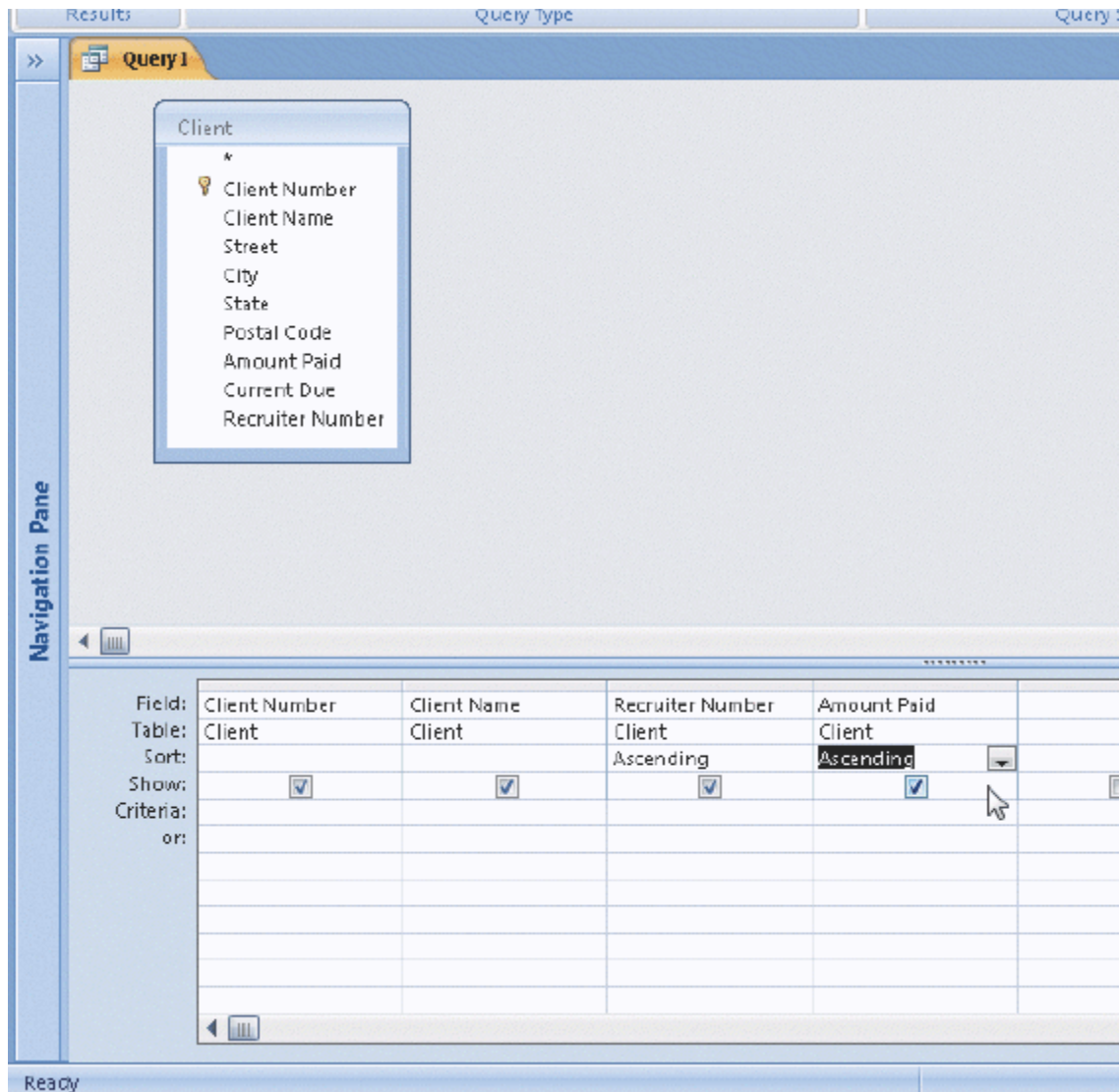


Figure 2-1

8. In the accompanying figure, the lower pane in the window where you enter criteria is called the _____.
 - a. criteria grid
 - b. show grid
 - c. query grid
 - d. design grid

9. In the accompanying figure, you can delete the table by right-clicking the field list and clicking ____ on the shortcut menu.
 - a. Delete Table
 - b. Hide Table
 - c. Remove Table
 - d. Erase Table

10. In the accompanying figure, the Client table was added to the query by selecting the table and clicking the Add button in the ____ dialog box.
 - a. Add Table
 - b. Field List
 - c. Select Table
 - d. Show Table

11. In the accompanying figure, you can enter FD89 in the ____ row of the Client Number field to find all clients whose client number is FD89.
 - a. Sort
 - b. Show
 - c. Criteria

- b. Show
- d. or
12. In the accompanying figure, you can remove a column by clicking just above the field name to select the column and then clicking the ____ key(s).
- a. CTRL + DELETE
 - b. CTRL + Y
 - c. DELETE
 - d. CTRL+ALT
13. In the accompanying figure, you can find all clients whose names begin with Be, by entering ____ in the Criteria row of the Client Name field.
- a. Be?
 - b. Be..
 - c. Be&
 - d. Be*
14. To find all individuals whose name is Tom or Tim, enter ____ in the Criteria row of the appropriate column.
- a. T?m
 - b. T#m
 - c. T\$m
 - d. T&m
15. 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 ‘
16. To save a query, click the Save button on the ____.
- a. Quick Access Toolbar
 - b. Home tab on the Ribbon
 - c. Create tab on the Ribbon
 - d. status bar
17. To use a saved query, right-click the query in the Navigation Pane and then click ____ on the shortcut menu.
- a. Use
 - b. Manipulate
 - c. Run
 - d. Open

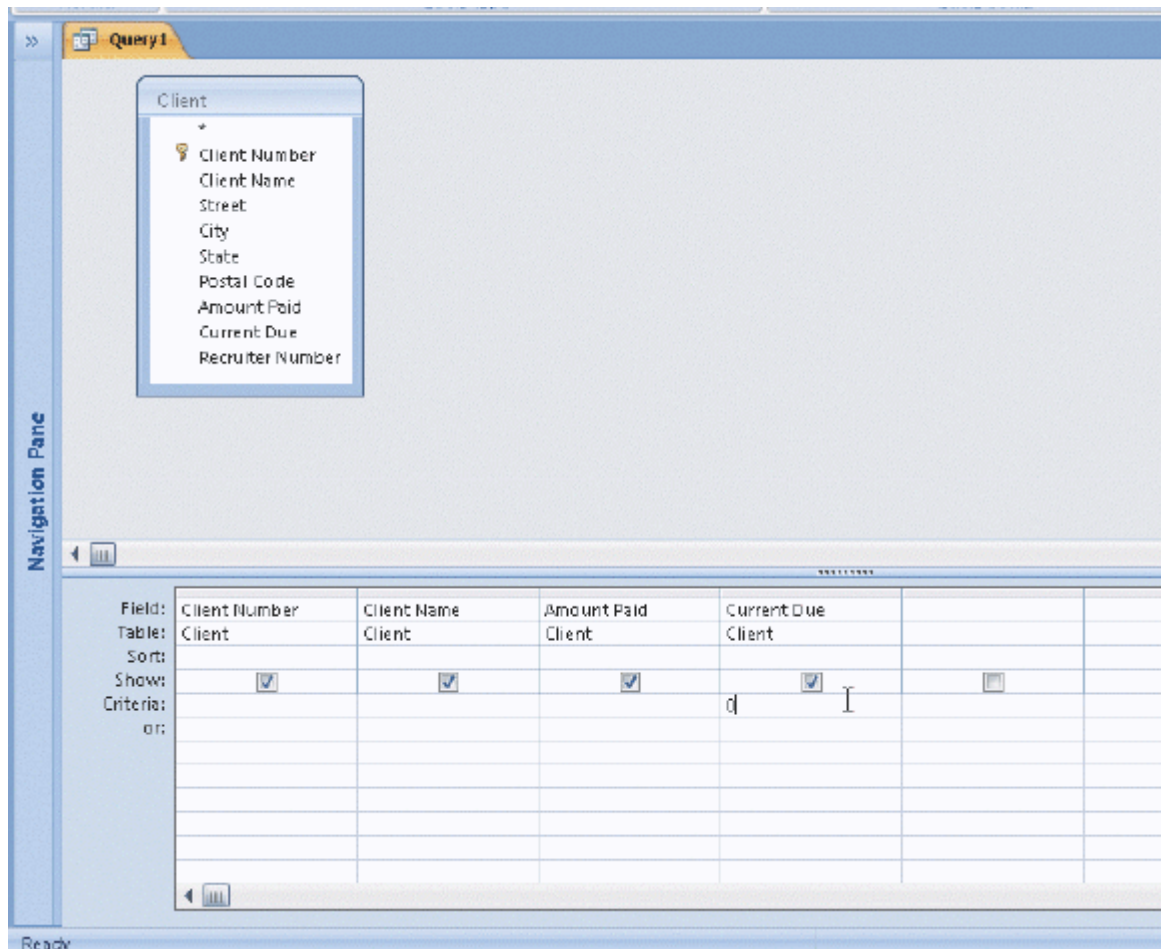


Figure 2-2

18. In the accompanying figure, the criterion for Current Due field is 0. The query results for this query will display ____ in the Current Due field.
 - a. 0.00
 - b. \$0.00
 - c. 0
 - d. \$0

19. In the accompanying figure, the criterion for Current Due is 0. To find all clients whose current due amount is greater than \$10,000.00, erase the 0 and enter ____ in the Criteria row of the Current Due column.
 - a. > 10000
 - b. > \$10000
 - c. > 10,000
 - d. > \$10,000

20. In the accompanying figure, the criterion for Current Due is 0. To find all clients whose current due amount is \$20,000.00, erase the 0 in the Current Due column and enter ____ in the Criteria row of the Amount Paid column.
 - a. =20,000
 - b. 20,000
 - c. =\$20,000
 - d. 20000

21. Less than (<), greater than (>), and NOT (not equal to) are examples of _____.
 - a. compound conditions
 - b. comparison operators
 - c. compound values
 - d. conditions

22. The ____ operator allows you to search for a range of values in one field.
- a. BETWEEN
 - b. RANGE
 - c. IN
 - d. SEARCH
23. 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
24. 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. Criteria
 - c. Order
 - d. Sort
25. 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
26. Use a query to ____ tables; that is, to find records in two tables that have identical values in matching fields.
- a. combine
 - b. concatenate
 - c. merge
 - d. join
27. A(n) ____ join is the default join in Access
- a. left outer
 - b. right outer
 - c. inner
 - d. outer
28. To display the Join Properties dialog box, right-click the join line and click ____ on the shortcut menu.
- a. Properties
 - b. Property Sheet
 - c. Join Properties
 - d. Modify Properties
29. 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 (!)
30. 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. Zoom
 - c. Magnify
 - d. Resize
31. You can include ____ in calculations to indicate which calculation should be done first.
- a. curly braces { }
 - b. brackets []
 - c. parentheses ()
 - d. slashes //
32. 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. Property Sheet
 - b. Caption
 - c. Query
 - d. Format
33. To include the Total row in the design grid, click the _____ button on the Design tab.
- a. Aggregate
 - b. Statistics
 - c. Calculations
 - d. Totals
34. To find the average amount paid amount for a client, select _____ as the entry in the Total row for the Amount Paid column.
- a. AVG
 - b. Average
 - c. VAR
 - d. Median
35. 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
36. To indicate grouping in Access, select _____ as the entry in the Total row for the field to be used for grouping.
- a. Group By
 - b. Where
 - c. Same
 - d. Like
37. To create a crosstab, click the _____ button on the Create tab.
- a. Crosstab
 - b. Query Wizard
 - c. Statistics
 - d. Chart
38. To show the Navigation Pane if it is hidden, click the _____ Button.
- a. Show
 - b. Shutter Bar Open/Close
 - c. Restore
 - d. Show/Hide
39. 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
40. To quit Access, click the _____ button on the right side of the Access title bar.
- a. Quit
 - b. Exit
 - c. Stop
 - d. Close

MULTIPLE RESPONSE

Modified Multiple Choice

1. The wildcard symbols for use with queries are _____.
 - a. asterisk (*)
 - b. ampersand (&)
 - c. slash (/)
 - d. question mark (?)

2. The comparison operators that can be used in queries are _____.

- a. >=
 - b. NOT
 - c. **
 - d. <=
3. For group calculations, Microsoft Access supports ____ built-in statistics.
- a. STDEV
 - b. VAR
 - c. AVG
 - d. REG

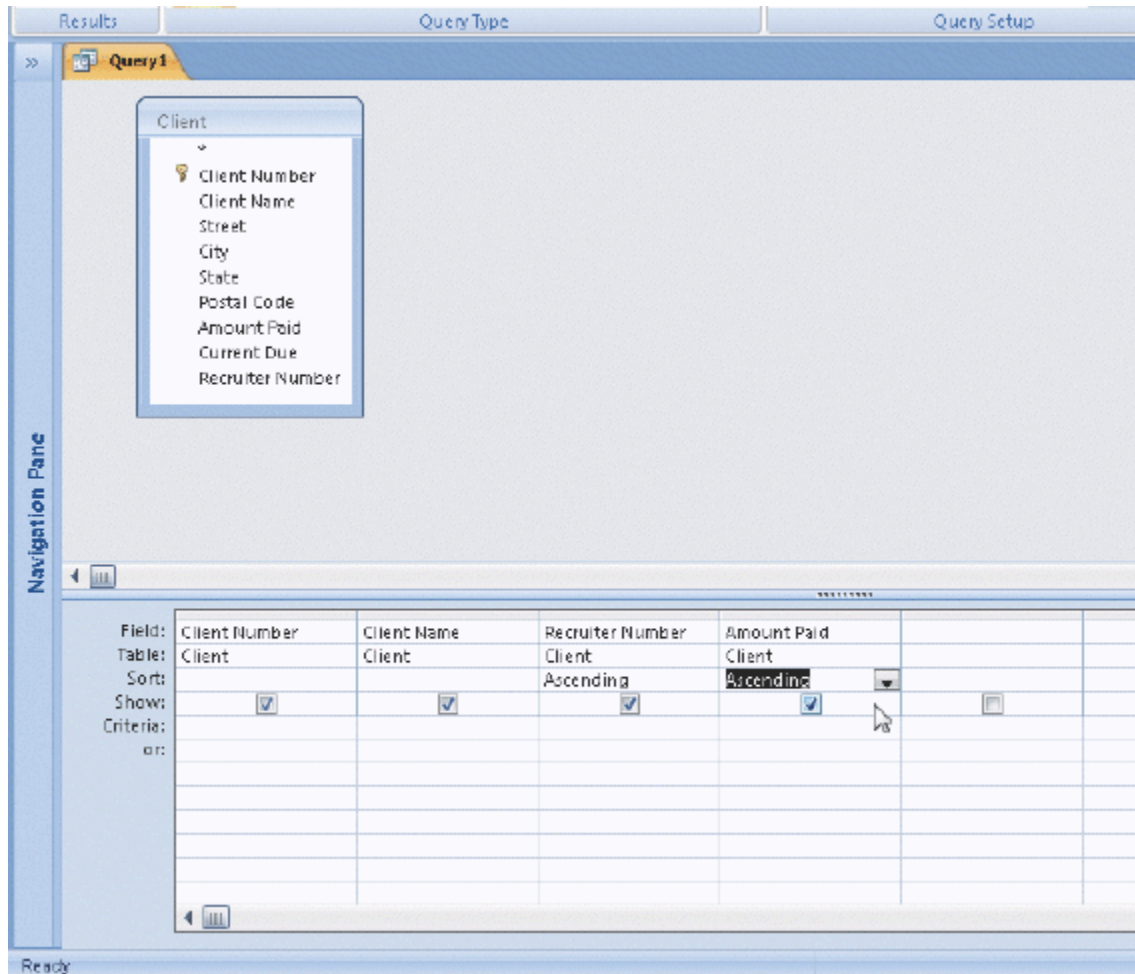


Figure 2-3
Modified Multiple Choice

4. In the accompanying figure, Amount Paid is the ____ key.
- a. major
 - b. primary sort
 - c. minor
 - d. secondary sort
5. In the accompanying figure, Recruiter Number is the ____ key.
- a. major
 - b. minor
 - c. primary sort
 - d. secondary sort

COMPLETION

1. A question that is asked of Access or any other database management system is called a(n) _____.

2. If there are no restrictions involved in the query, nor any special order or calculations, you can use the _____ wizard.

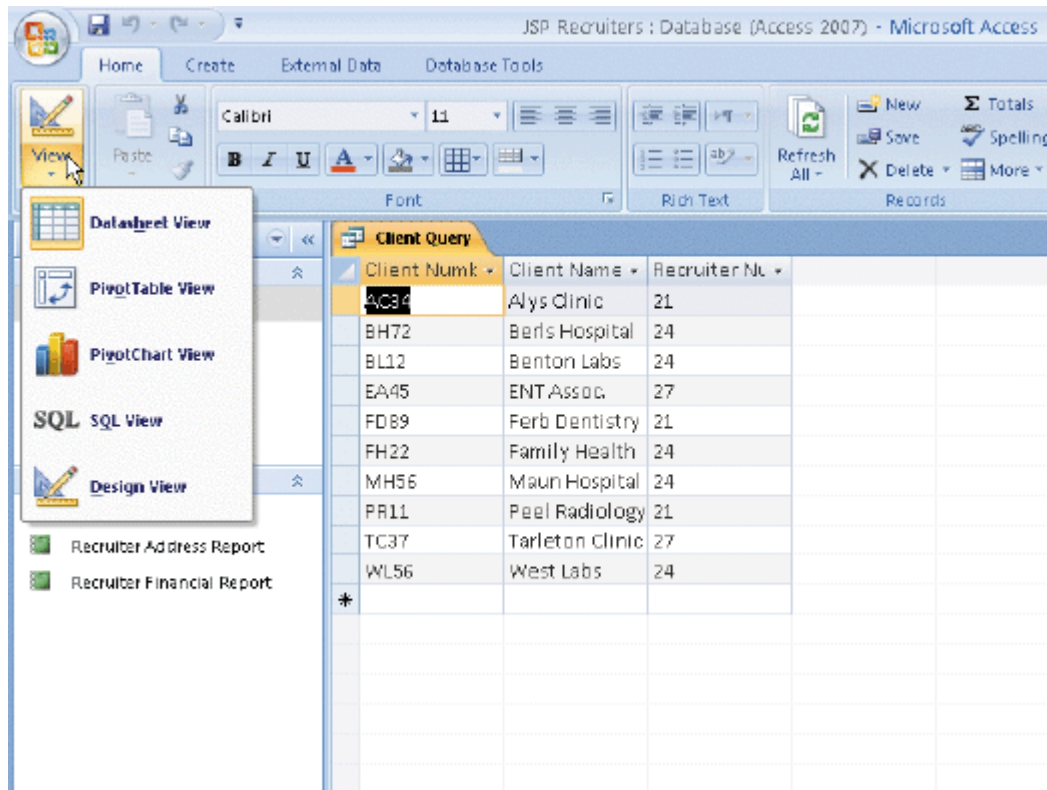


Figure 2-4

3. The View button menu appears in the accompanying figure. To change the design of a query, click the _____ button on the menu.
4. The View button menu appears in the accompanying figure. To see the results of a query, click the _____ button on the menu.
5. A(n) _____ is a condition that the records to be included in a query must satisfy.
6. To find all clients whose names begin with Be, enter _____ as the criterion for the Client Name field.
7. _____ are symbols that represent any character or combination of characters.
8. The _____ wildcard represents any collection of characters.
9. The _____ wildcard represents any individual character.

10. A(n) _____ query is a query that prompts for input whenever it is used.
11. To find all clients whose amount paid is more than \$20,000.00, use the _____ operator.
12. To combine criteria with _____, place the criteria on the same line.
13. To combine criteria with _____, the criteria must go on separate lines in the Criteria area of the grid.
14. A(n) _____ is a window containing the various properties of the object.
15. To sort records by amount paid within recruiter number, specify Recruiter Number as the _____ key.
16. _____ joins are used to show all the records in one table as well as the common records; that is, the records that share the same value in the join field.
17. If two tables have matching fields, that is, fields with the same name, Access draws a line called a(n) _____ line between the matching fields to indicate that the tables are related.
18. _____ properties are the properties that indicate which records appear in a join.
19. The _____ is an Access tool that helps you create complex expressions.
20. The _____ function finds the largest value in a group of records.

MATCHING

Identify the letter of the choice that best matches the phrase or definition.

- | | |
|------------------|-----------------|
| a. * | f. NOT |
| b. ? | g. Return box |
| c. / | h. OR criterion |
| d. Total | i. Show |
| e. AND criterion | j. COUNT |

1. Each individual criterion must be true in order for the compound criterion to be true.
2. Represents any collection of characters.
3. A comparison operator.
4. A mathematical operator for division.

5. Represents any individual character.
6. Either individual criterion must be true in order for the compound criterion to be true.
7. Row that displays in the design grid when aggregate functions are used.
8. An aggregate function.
9. Row that includes check boxes to control which fields appear in the query result.
10. Use to change the number of records to be included in query results.