Skills for Success with Office 2013 Volume 1 **(Townsend et al.)**
Access Chapter 2 Create Select Queries

1) The results of a query are displayed in _____ view.
A) Table
B) Datasheet
C) Layout
D) Design
Answer: B
Diff: 1
Skill: Access Chapter 2, Skill 1: Create Queries with the Simple Query Wizard

2) When creating a query, the _____ displays the tables that the query will search.
A) query design grid
B) Print Preview
C) query design workspace
D) Quick Info
Answer: C
Diff: 2
Skill: Access Chapter 2, Skill 2: Add Text Criteria

3) A(n) _____ is a combination of fields, mathematical operators, and pre-built functions that calculates values in tables, forms, queries, and reports.
A) operator
B) expression
C) wildcard
D) comparison
Answer: B
Diff: 1
Skill: Access Chapter 2, Skill 3: Add Calculated Fields to Tables

4) _____ to add fields to the design grid.
A) Double-click
B) Copy
C) Click
D) Paste
Answer: A
Diff: 2
Skill: Access Chapter 2, Skill 4: Create Queries in Design View

5) The Access comparison operator for not equal to is _____.
A) <=
B) =!
C) <>
D) " "
Answer: C
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Comparison Operators

6) A query's _____ is used to determine how the query should be grouped and summarized.
A) Total row
B) Show Table dialog box
C) Design view
D) Criteria row
Answer: A
Diff: 2
Skill: Access Chapter 2, Skill 7: Group and Total Queries

7) A(n) _____ is a descriptive label given to a calculated field.
A) expression
B) alias
C) wildcard
D) property
Answer: B
Diff: 2
Skill: Access Chapter 2, Skill 8: Add Calculated Fields to Queries

8) When two criteria are placed in different rows in the design grid, the _____ logical operator applies.
A) And
B) Null
C) Or
D) Not Null
Answer: C
Diff: 2
Skill: Access Chapter 2, Skill 9: Work with Logical Operators

9) The _____ Wizard quickly adds fields to a new query.
A) Normal Query
B) Search Query
C) Filter Query
D) Simple Query
Answer: D
Diff: 2
Skill: Access Chapter 2, Skill 1: Create Queries with the Simple Query Wizard

10) The Query Wizard button is found in the Queries group under the _____ tab.
A) Create
B) Home
C) External Data
D) Database Tools
Answer: A
Diff: 2
Skill: Access Chapter 2, Skill 1: Create Queries with the Simple Query Wizard

11) Criteria that contain text must be surrounded by _____.
A) * * asterisks
B) " " quotation marks
C) # # number signs
D) [ ] brackets
Answer: B
Diff: 2
Skill: Access Chapter 2, Skill 2: Add Text Criteria

12) Quick Info, ToolTips, and AutoComplete are displayed by the _____ feature.
A) IntelliSense
B) Print Preview
C) Live Preview
D) Advanced
Answer: A
Diff: 2
Skill: Access Chapter 2, Skill 2: Add Text Criteria

13) The Run button for executing a query is found in the _____ group under the Design tab.
A) Query Type
B) Query Setup
C) Results
D) Show/Hide
Answer: C
Diff: 3
Skill: Access Chapter 2, Skill 2: Add Text Criteria

14) In expressions, field names are enclosed between _____.
A) ( ) parentheses
B) { } braces
C) " " quotation marks
D) [ ] brackets
Answer: D
Diff: 2
Skill: Access Chapter 2, Skill 3: Add Calculated Fields to Tables

15) The multiplication operator is _____.
A) *
B) ×
C) @
D) ^
Answer: A
Diff: 2
Skill: Access Chapter 2, Skill 3: Add Calculated Fields to Tables

16) Use the _____ to build expressions in a query.
A) Expression Builder
B) Formula Creator
C) Arithmetic Wizard
D) Builder Tool
Answer: A
Diff: 2
Skill: Access Chapter 2, Skill 3: Add Calculated Fields to Tables

17) An alternative to add fields to the design grid is to _____ the field to the column.
A) double-click
B) drag
C) click
D) double-tap
Answer: B
Diff: 2
Skill: Access Chapter 2, Skill 4: Create Queries in Design View

18) Which of the following is the correct order of the steps for creating a query in Design view?
A) Add the tables, add the fields, add the criteria, and run the query.
B) Add the tables, add the criteria, add the fields, and run the query.
C) Add the criteria, add the fields, add the tables, and run the query.
D) Add the fields, add the tables, add the criteria, and run the query.
Answer: A
Diff: 2
Skill: Access Chapter 2, Skill 4: Create Queries in Design View

19) The Access comparison operator for less than or equal to is _____.
A) >=
B) <>
C) <=
D) <
Answer: C
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Comparison Operators

20) The _____ operator finds all numbers or dates between and including two values.
A) Middle
B) Summary
C) Between...And
D) Comes Between
Answer: C
Diff: 2
Skill: Access Chapter 2, Skill 6: Add Date and Time Criteria

21) All of the following are Date/Time formats EXCEPT _____.
A) Long Date
B) General Number
C) Medium Time
D) Short Date
Answer: B
Diff: 3
Skill: Access Chapter 2, Skill 6: Add Date and Time Criteria

22) The _____ operator designates which query column contains the group of values to summarize as a single record.
A) Group By
B) Greater than
C) And
D) Null
Answer: A
Diff: 2
Skill: Access Chapter 2, Skill 7: Group and Total Queries

23) The _____ operator calculates the total of the values in each group.
A) Count
B) Sum
C) Avg
D) Add
Answer: B
Diff: 2
Skill: Access Chapter 2, Skill 7: Group and Total Queries

24) _____ display in the query datasheet header row.
A) Captions
B) Aliases
C) Titles
D) Legends
Answer: A
Diff: 2
Skill: Access Chapter 2, Skill 7: Group and Total Queries

25) When creating a query, placing two criteria in the same row indicates that the _____
logical operator applies.
A) Or
B) Null
C) And
D) Not Null
Answer: C
Diff: 2
Skill: Access Chapter 2, Skill 9: Work with Logical Operators

26) The _____ logical operator tests whether a field is empty.
A) Is Null
B) Like
C) Is Not Null
D) True
Answer: A
Diff: 2
Skill: Access Chapter 2, Skill 9: Work with Logical Operators

27) A special character used in query criteria, which allows matches for any combination of
letters or characters, is called a _____.
A) floater
B) variable
C) deuce
D) wildcard
Answer: D
Diff: 2
Skill: Access Chapter 2, Skill 10: Add Wildcards to Query Criteria

28) When entering criteria that include wildcards, the _____ operator will automatically be
entered.
A) Or
B) Like
C) And
D) =
Answer: B
Diff: 2
Skill: Access Chapter 2, Skill 10: Add Wildcards to Query Criteria

29) Using the Don* criteria, which of the following would NOT be matched?
A) Adonna
B) Donna
C) Donald
D) Don
Answer: A
Diff: 3
Skill: Access Chapter 2, Skill 10: Add Wildcards to Query Criteria

30) Using the D?n criteria, which of the following would NOT be matched?
A) Don
B) Dan
C) Din
D) Dean
Answer: D
Diff: 3
Skill: Access Chapter 2, Skill 10: Add Wildcards to Query Criteria

31) A query can get its data from one or more tables, from existing queries, or from a combination of the two.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 1: Create Queries with the Simple Query Wizard

32) Criteria are case sensitive.
Answer: FALSE
Diff: 2
Skill: Access Chapter 2, Skill 2: Add Text Criteria

33) The $\times$ symbol indicates multiplication in an expression.
Answer: FALSE
Diff: 2
Skill: Access Chapter 2, Skill 3: Add Calculated Fields to Tables

34) The second step in creating a query in Design view is to add the fields.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 4: Create Queries in Design View

35) Between…And finds all numbers or dates between and including two values.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 6: Add Date and Time Criteria

36) Count is an example of a quantity statistic.
Answer: FALSE
Diff: 2
Skill: Access Chapter 2, Skill 7: Group and Total Queries

37) When an alias is used in an expression, it is enclosed in square brackets.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 8: Add Calculated Fields to Queries

38) The placement of criteria in the design grid rows does not determine whether records display.
Answer: FALSE
Diff: 1
Skill: Access Chapter 2, Skill 9: Work with Logical Operators

39) You need to manually insert the Like operator when including wildcards in query criteria.
Answer: FALSE
Diff: 3
Skill: Access Chapter 2, Skill 10: Add Wildcards to Query Criteria

40) Once a select query is created, it can be used only one time.
Answer: FALSE
Diff: 3
Skill: Access Chapter 2, Skill 1: Create Queries with the Simple Query Wizard

41) Select queries do not change the data in the underlying table(s).
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 1: Create Queries with the Simple Query Wizard

42) When using the Simple Query Wizard, you CANNOT include fields from related tables—
only fields from the active table.
Answer: FALSE
Diff: 2
Skill: Access Chapter 2, Skill 2: Add Text Criteria

43) When selecting the fields you want to display in the query result, choosing fields from
unrelated tables will result in too many records displaying.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 1: Create Queries with the Simple Query Wizard

44) When a query is run, the results display in Datasheet view.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 1: Create Queries with the Simple Query Wizard

45) The Quick Info message explains the purpose of the selected AutoComplete command.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 2: Add Text Criteria

46) When you include the quotation marks around criteria, the AutoComplete and QuickInfo
messages display.
Answer: FALSE
Diff: 2
Skill: Access Chapter 2, Skill 2: Add Text Criteria

47) If you do not type quotations marks around criteria, they will be automatically inserted.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 2: Add Text Criteria

48) In expressions, field names are always enclosed by parentheses.
Answer: FALSE
Diff: 2
Skill: Access Chapter 2, Skill 3: Add Calculated Fields to Tables

49) A calculated field can be assigned any of the data types other fields are assigned.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 3: Add Calculated Fields to Tables

50) It is best practice to exclude spaces from field names.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 3: Add Calculated Fields to Tables

51) It is okay to include spaces in labels.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 3: Add Calculated Fields to Tables

52) The last step in creating a query in Design view is to add the tables.
Answer: FALSE
Diff: 3
Skill: Access Chapter 2, Skill 4: Create Queries in Design View

53) Tables can be added to the query design workspace using the Show Table dialog box.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 4: Create Queries in Design View

54) By default, queries follow the relationship rules defined in the Relationships window.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 4: Create Queries in Design View

55) It is NOT best practice to run a query to test it before adding criteria.
Answer: FALSE
Diff: 2
Skill: Access Chapter 2, Skill 4: Create Queries in Design View

56) When a value must not match, type <> and then type the value.
Answer: FALSE
Diff: 3
Skill: Access Chapter 2, Skill 5: Add Comparison Operators

57) In query criteria, numbers are typically combined with comparison operators.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Comparison Operators

58) If you add criteria to more than one query column, either one or the other criteria must be true for the record to be included in the query results.
Answer: FALSE
Diff: 3
Skill: Access Chapter 2, Skill 6: Add Date and Time Criteria

59) If you do not enclose date criterion in number signs (#), they will be inserted automatically.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 6: Add Date and Time Criteria

60) If you widen a query column in the design grid, the column will return to its original width when the query is closed.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 6: Add Date and Time Criteria

61) The value that displays in place of actual field names in datasheets, forms, and reports is called a *caption*.
Answer: FALSE
Diff: 1
Skill: Access Chapter 2, Skill 7: Group and Total Queries

62) Average is an example of a summary statistic.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 6: Add Date and Time Criteria

63) The Sum operator calculates the total of the values in each group.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 7: Group and Total Queries

64) Pound signs in a numeric field indicate that the value is the right width for the column.
Answer: FALSE
Diff: 2
Skill: Access Chapter 2, Skill 7: Group and Total Queries

65) Use the Property Sheet to adjust the number of decimal places a calculation displays in the query datasheet.
Answer: TRUE
Diff: 3
Skill: Access Chapter 2, Skill 7: Group and Total Queries

66) In a query, calculated fields begin with a descriptive label that ends with an asterisk.
Answer: FALSE
Diff: 2
Skill: Access Chapter 2, Skill 8: Add Calculated Fields to Queries

67) In queries, calculated fields need a descriptive label used to identify a field in expressions, datasheets, or forms and reports.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 8: Add Calculated Fields to Queries

68) If you do not want a column to display in the datasheet, uncheck the Show box in the Query design grid.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 8: Add Calculated Fields to Queries

69) When two criteria are placed in the same row in the design grid, the And logical operator applies.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 9: Work with Logical Operators

70) The wildcard character, # (number sign), matches any single character.
Answer: FALSE
Diff: 2
Skill: Access Chapter 2, Skill 7: Group and Total Queries

71) After you create a select query, you _____ it to see the results.
Answer: run
Diff: 1
Skill: Access Chapter 2, Skill 1: Create Queries with the Simple Query Wizard

72) When creating a query, the criteria are the _____ used to select the desired records.
Answer: conditions
Diff: 1
Skill: Access Chapter 2, Skill 2: Add Text Criteria

73) Left and right square brackets are used to surround _____ names in expressions.
Answer: field
Diff: 2
Skill: Access Chapter 2, Skill 3: Add Calculated Fields to Tables

74) Query _____ operators such as > and < are used to compare two values.
Answer: criteria
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Comparison Operators

75) When a date is used as query criteria, the _____ symbol is placed before and after it.
Answer: #
Diff: 2
Skill: Access Chapter 2, Skill 6: Add Date and Time Criteria

76) Captions display in _____ headings in the query datasheet.
Answer: column
Diff: 3
Skill: Access Chapter 2, Skill 7: Group and Total Queries

77) The _____ logical operator creates a comparison of two criteria that is true only when both criteria outcomes are true.
Answer: And
Diff: 1
Skill: Access Chapter 2, Skill 9: Work with Logical Operators

78) The wildcard character, _____, matches any single numeric character.
Answer: ?
Diff: 3
Skill: Access Chapter 2, Skill 10: Add Wildcards to Query Criteria

79) A(n) _____ displays a subset of the data in response to a specific question.
Answer: query
Diff: 2
Skill: Access Chapter 2, Skill 1: Create Queries with the Simple Query Wizard

80) The Simple Query Wizard can be used to quickly _____ fields to a new query.
Answer: add
Diff: 2
Skill: Access Chapter 2, Skill 1: Create Queries with the Simple Query Wizard

81) Select queries _____ and display the records that answer the question.
Answer: select
Diff: 2
Skill: Access Chapter 2, Skill 1: Create Queries with the Simple Query Wizard

82) When creating a query in Design view, the screen displays two panes, the query design workspace and the query _____.
Answer: design grid
Diff: 2
Skill: Access Chapter 2, Skill 2: Add Text Criteria

83) AutoComplete is a menu of commands that _____ the characters you type.
Answer: match
Diff: 2
Skill: Access Chapter 2, Skill 2: Add Text Criteria

84) A column in a table or query that derives its value from other fields is called a(n) _____ field.
Answer: calculated
Diff: 2
Skill: Access Chapter 2, Skill 3: Add Calculated Fields to Tables

85) A(n) _____ is a combination of fields, arithmetic operators, and pre-built functions that calculates values in tables, forms, queries, and reports.
Answer: expression
Diff: 2
Skill: Access Chapter 2, Skill 3: Add Calculated Fields to Tables

86) In the Show Table dialog box, _____ a table to add it to the query design workspace.
Answer: double-click
Diff: 2
Skill: Access Chapter 2, Skill 4: Create Queries in Design View

87) Tables can be added to the query design workspace by _____ them from the Navigation Pane.
Answer: dragging
Diff: 2
Skill: Access Chapter 2, Skill 4: Create Queries in Design View

88) When a query selects fields from multiple tables, the tables need to be _____.
Answer: related
Diff: 2
Skill: Access Chapter 2, Skill 4: Create Queries in Design View

89) The Query Design button is found in the _____ group under the Create tab.
Answer: Queries
Diff: 2
Skill: Access Chapter 2, Skill 4: Create Queries in Design View

90) Because dates are stored as _____ numbers, you can include arithmetic and comparison operators in your criteria.
Answer: serial
Diff: 2
Skill: Access Chapter 2, Skill 6: Add Date and Time Criteria

91) _____ statistics are calculations for groups of data such as totals, averages, or counts.
Answer: Summary
Diff: 2
Skill: Access Chapter 2, Skill 7: Group and Total Queries

92) The _____ operator calculates the number of records in each group.
Answer: Count
Diff: 3
Skill: Access Chapter 2, Skill 7: Group and Total Queries

93) In a query, the alias in a calculated field ends with a(n) _____.
Answer: colon
Diff: 2
Skill: Access Chapter 2, Skill 8: Add Calculated Fields to Queries

94) The _____ logical operator creates a comparison of two criteria that is true if either of the criteria outcomes is true.
Answer: Or
Diff: 2
Skill: Access Chapter 2, Skill 9: Work with Logical Operators

95) The wildcard character, _____, matches any combination of characters.
Answer: *, asterisk
Diff: 2
Skill: Access Chapter 2, Skill 10: Add Wildcards to Query Criteria

Match each definition with the appropriate term.

A) Between #1/1/16# And #1/6/16#
B) Is Not Null
C) <#1/1/16#
D) Between 1/1/16-1/6/16
E) *learn*
F) <>100
G) "learn"
H) >#1/1/16#
I) Is Null
J) =100

96) Cell is not empty
Diff: 3
Skill: Access Chapter 2, Skill 9: Work with Logical Operators

97) Equals the word *learn*
Diff: 3
Skill: Access Chapter 2, Skill 5: Add Comparison Operators

98) Does not equal *100*
Diff: 3
Skill: Access Chapter 2, Skill 5: Add Comparison Operators

99) Is after January 1, 2016
Diff: 3
Skill: Access Chapter 2, Skill 6: Add Date and Time Criteria

100) Is between January 1 and 6, 2016
Diff: 3
Skill: Access Chapter 2, Skill 6: Add Date and Time Criteria

Answers: 96) B 97) G 98) F 99) H 100) A