Skills for Success with Microsoft Office 2010 Volume 1 (Townsend)
Access Chapter 2: Manage Datasheets and Create Queries

Chapter Questions

1) Specific information in a database can be located by using the _____ tool.
A) Find
B) Search
C) Locate
D) Browse
Answer: A
Diff: 2
Skill: Access Chapter 2, Skill 1: Find and Replace Data

2) You can use _____ to search for and replace specific information in a table.
A) Search & Substitute
B) Find & Replace
C) Locate & Change
D) Seek & Modify
Answer: B
Diff: 2
Skill: Access Chapter 2, Skill 1: Find and Replace Data

3) The Find button is found in the Find group under the _____ tab.
A) Create
B) Home
C) Database Tools
D) External Data
Answer: B
Diff: 3
Skill: Access Chapter 2, Skill 1: Find and Replace Data

4) In a database, the _____ tool displays a list of all values for the active column.
A) Find
B) Filter
C) Search
D) Locate
Answer: B
Diff: 2
Skill: Access Chapter 2, Skill 2: Filter and Sort Datasheets

5) Arranging data in a way that makes it more useful, such as placing it into ascending order, is called _____.
A) filtering
B) sorting
C) analyzing
D) summarizing
Answer: B
Diff: 1
Skill: Access Chapter 2, Skill 2: Filter and Sort Datasheets

6) The _____ button puts a table back to its original order after a sort has been carried out.
A) Remove Filter
B) Original Data
C) Original Order
D) Remove Sort
Answer: D
Diff: 1
Skill: Access Chapter 2, Skill 2: Filter and Sort Datasheets

7) The _____ Wizard quickly adds new fields to a query.
A) Normal Query
B) Search Query
C) Filter Query
D) Simple Query
Answer: D
Diff: 2
Skill: Access Chapter 2, Skill 3: Use the Simple Query Wizard

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

9) The Query Wizard button is found in the Queries group under the _____ tab.
A) Home
B) External Data
C) Database Tools
D) Create
Answer: D
Diff: 3
Skill: Access Chapter 2, Skill 3: Use the Simple Query Wizard

10) The Font arrow is found in the Text Formatting group under the _____ tab.
A) Create
B) Home
C) External Data
D) Database Tools
Answer: B
Diff: 3
Skill: Access Chapter 2, Skill 4: Format Datasheets

11) When typing in a criteria box, _____ is a menu of commands that match the characters you type.
A) Quick Info
B) AutoComplete
C) AutoWizard
D) Live Preview
Answer: B
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

12) The _____ box explains the purpose of the selected AutoComplete.
A) Quick Info
B) Query Wizard
C) logical operator
D) comparison operator
Answer: A
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

13) The Access comparison operator for not equal to is _____.
A) < >
B) !=
C) < =
D) > =
Answer: A
Diff: 1
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

14) The Access comparison operator for equal to is _____.
A) !=
B) <>
C) = =
D) =
Answer: D
Diff: 1
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

15) When dates and times are entered as query criteria they are surrounded by _____.
A) # #
B) ( )
C) " "
D) [ ]
Answer: A
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

16) The Access comparison operator for greater than or equal to is _____.
A) <
B) <=
C) >
D) >=
Answer: D
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

17) AutoComplete, ToolTips, and Quick Info are displayed by the feature _____.
A) Print Preview
B) IntelliSense
C) Live Preview
D) Expression Analyst
Answer: B
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

18) The _____ operator finds all numbers or dates between and including two values.
A) Middle
B) Summary
C) Between...And
D) Quick Info
Answer: C
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

19) Which of the following is the correct order of the steps for creating a query in Design view?
A) Add the tables, add the criteria, add the fields, run the query.
B) Add the criteria, add the fields, add the criteria, run the query.
C) Add the fields, add the criteria, add the tables, run the query.
D) Add the tables, add the fields, add the criteria, run the query.
Answer: D
Diff: 2
Skill: Access Chapter 2, Skill 6: Create Queries in Design View

20) A column in a query that derives its value from other fields is called a(n) _____ field.
A) logical
B) comparison
C) expression
D) calculated
Answer: D
Diff: 2
Skill: Access Chapter 2, Skill 7: Add Calculated Fields to Queries

21) In a query, a calculated field begins with a descriptive label that ends with a(n) _____.
A) question mark
B) asterisk
C) colon
D) period
Answer: C
Diff: 2
Skill: Access Chapter 2, Skill 7: Add Calculated Fields to Queries

22) A(n) _____ is a combination of fields, mathematical operators, and prebuilt functions that calculates values in tables, forms, queries, and reports.
A) expression
B) operator
C) wildcard
D) comparison
Answer: A
Diff: 2
Skill: Access Chapter 2, Skill 7: Add Calculated Fields to Queries

23) In expressions, field names are always enclosed by _____.
A) ( )
B) { }
C) " "
D) [ ]
Answer: D
Diff: 2
Skill: Access Chapter 2, Skill 7: Add Calculated Fields to Queries

24) The _____ data type holds items that can have one of two possible values.
A) Text
B) Memo
C) Yes/No
D) Number
Answer: C
Diff: 1
Skill: Access Chapter 2, Skill 8: Work with Logical Criteria

25) When two criteria are placed in the same row, the _____ logical operator applies.
A) And
B) Or
C) Not
D) Null
Answer: A
Diff: 2
Skill: Access Chapter 2, Skill 8: Work with Logical Criteria

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

27) The _____ logical operator creates a comparison of two criteria that is true only when both criteria outcomes are true.
A) Or
B) And
C) Not
D) Is Null
Answer: B
Diff: 1
Skill: Access Chapter 2, Skill 8: Work with Logical Criteria

28) The _____ logical operator creates a comparison of two criteria that is true if either of the criteria outcomes are true.
A) Or
B) And
C) Not
D) Is Null
Answer: A
Diff: 1
Skill: Access Chapter 2, Skill 8: Work with Logical Criteria

29) The wildcard character, _____, matches any combination of characters.
A) ?
B) *
C) $
D) #
Answer: B
Diff: 2
Skill: Access Chapter 2, Skill 9: Add Wildcards to Query Criteria

30) The Access wildcard character, _____, matches any single numeric character.
A) ?
B) *
C) $
D) #
Answer: A
Diff: 2
Skill: Access Chapter 2, Skill 9: Add Wildcards to Query Criteria

31) When entering criteria that include wildcards the _____ operator will automatically be entered if the user does not type it in.
A) Or
B) =
C) Like
D) And
Answer: C
Diff: 2
Skill: Access Chapter 2, Skill 9: Add Wildcards to Query Criteria

32) Using the following criteria: Don* which of the following would NOT be matched?
A) Don
B) Donna
C) Adonna
D) Donald
Answer: C
Diff: 2
Skill: Access Chapter 2, Skill 9: Add Wildcards to Query Criteria

33) Using the following criteria: D[aio]n which of the following would NOT be matched?
A) Den
B) Dan
C) Don
D) Din
Answer: A
Diff: 2
Skill: Access Chapter 2, Skill 9: Add Wildcards to Query Criteria

34) Using the following criteria: D?n which of the following would NOT be matched?
A) Dan
B) Don
C) Din
D) Dean
Answer: D
Diff: 2
Skill: Access Chapter 2, Skill 9: Add Wildcards to Query Criteria

35) A(n) _____ statistic is a calculation for a group of data such as a total, an average, or a count.
A) logical
B) summary
C) comparison
D) expression
Answer: B
Diff: 2
Skill: Access Chapter 2, Skill 10: Group and Total Queries

36) A query's _____ is used to determine how the query should be grouped and summarized.
A) wildcard
B) Total row
C) Wizard
D) operator
Answer: B
Diff: 2
Skill: Access Chapter 2, Skill 10: Group and Total Queries

37) The _____ operator returns records when the field in question has no value stored in it.
A) Is Null
B) And
C) Or
D) summary
Answer: A
Diff: 2
Skill: Access Chapter 2, More Skills 11: Export Queries to Other File Formats

38) A field that is _____, is empty and contains no value.
A) summarized
B) Null
C) crosstabbed
D) duplicated
Answer: B
Diff: 2
Skill: Access Chapter 2, More Skills 11: Export Queries to Other File Formats

39) A text file with instructions for displaying its contents in a web browser is a(n) _____ document.
A) Word
B) Excel
C) PowerPoint
D) HTML
Answer: D
Diff: 2
Skill: Access Chapter 2, More Skills 11: Export Queries to Other File Formats

40) The Excel button is found in the Export group under the _____ tab.
A) Home
B) Create
C) External Data
D) Database Tools
Answer: C
Diff: 3
Skill: Access Chapter 2, More Skills 11: Export Queries to Other File Formats

41) A _____ query searches a field and then displays any records that contain duplicate values.
A) crosstab
B) find duplicates
C) logical
D) comparison
Answer: B
Diff: 2
Skill: Access Chapter 2, More Skills 12: Find Duplicate Records

42) A condition where the data in one field does not have a corresponding value in a related table is called _____ data.
A) calculated
B) unmatched
C) logical
D) expressed
Answer: B
Diff: 2
Skill: Access Chapter 2, More Skills 13: Find Unmatched Records

43) A(n) _____ relationship is a relationship that does not enforce referential integrity.
A) calculated
B) logical
C) indeterminate
D) compared
Answer: C
Diff: 2
Skill: Access Chapter 2, More Skills 13: Find Unmatched Records

44) The _____ Wizard compares the common fields from two related tables and displays each record that does not have a corresponding value in the other table.
A) Crosstab Query
B) Find Unmatched Query
C) Simple Query
D) Locate Query
Answer: B
Diff: 2
Skill: Access Chapter 2, More Skills 13: Find Unmatched Records

45) A _____ query is a select query that calculates a sum, average, or similar statistic and then groups the results by two sets of values.
A) summary statistic
B) logical
C) comparison
D) crosstab
Answer: D
Diff: 2
Skill: Access Chapter 2, More Skills 14: Create Crosstab Queries

46) To locate specific data in an Access database, but not necessarily change it, you would use the _____ tool.
Answer: Find
Diff: 1
Skill: Access Chapter 2, Skill 1: Find and Replace Data

47) The Find and _____ tool searches for and changes indicated data within an Access database.
Answer: Replace
Diff: 1
Skill: Access Chapter 2, Skill 1: Find and Replace Data

48) After sorting a database, clicking the _____ Sort button will return the database to its original order.
Answer: Remove
Diff: 2
Skill: Access Chapter 2, Skill 2: Filter and Sort Datasheets

49) The SimpleQuery Wizard can be used to quickly _____ fields to a new query.
Answer: add
Diff: 1
Skill: Access Chapter 2, Skill 3: Use the Simple Query Wizard

50) When viewing a datasheet, the Font arrow is found in the _____ Formatting group under the Home tab.
Answer: Text
Diff: 2
Skill: Access Chapter 2, Skill 4: Format Datasheets

51) When a date is used as query criteria, the symbol _____ is placed before and after it.
Answer: #
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

52) AutoComplete is a menu of commands that matches the characters you type in a _____ box.
Answer: criteria
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

53) The purpose of a selected AutoComplete is explained in the _____ Info box.
Answer: Quick
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

54) Operators used to compare two values, such as <= and = are called _____ operators.
Answer: comparison
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

55) Between...And finds all numbers or dates between and including _____ values.
Answer: two
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

56) The Query Design button is found in the Queries group under the _____ tab.
Answer: Create
Diff: 3
Skill: Access Chapter 2, Skill 6: Create Queries in Design View

57) A(n) _____ field is a column added to a query that derives its value from other fields.
Answer: calculated
Diff: 2
Skill: Access Chapter 2, Skill 7: Add Calculated Fields to Queries

58) A(n) _____ is a combination of fields, arithmetic operators, and prebuilt functions that calculates values in tables, forms, queries, and reports.
Answer: expression
Diff: 2
Skill: Access Chapter 2, Skill 7: Add Calculated Fields to Queries

59) Left and right square brackets are used to surround _____ names in expressions.
Answer: field
Diff: 2
Skill: Access Chapter 2, Skill 7: Add Calculated Fields to Queries

60) The Yes/No data type is used to store items that can have one of two possible _____ such as true and false.
Answer: values
Diff: 2
Skill: Access Chapter 2, Skill 8: Work with Logical Criteria

61) When creating a query, placing two criteria in the same row indicates that the _____ logical operator applies.
Answer: And
Diff: 2
Skill: Access Chapter 2, Skill 8: Work with Logical Criteria

62) When creating a query, placing two criteria in different rows indicates that the _____ logical operator applies.
Answer: Or
Diff: 2
Skill: Access Chapter 2, Skill 8: Work with Logical Criteria

63) A special character used in query criteria, which allows matches for any combination of letters or characters, is called a _____.
Answer: wildcard
Diff: 2
Skill: Access Chapter 2, Skill 9: Add Wildcards to Query Criteria

64) A calculation for a group of data, such as a total, average, or count, is called a _____ statistic.
Answer: summary
Diff: 2
Skill: Access Chapter 2, Skill 10: Group and Total Queries

65) The value that displays in place of actual field names in datasheets, forms, and reports is called a _____.
Answer: caption
Diff: 2
Skill: Access Chapter 2, Skill 10: Group and Total Queries

66) In a query, the Is _____ operator returns records when that field has no value.
Answer: Null
Diff: 2
Skill: Access Chapter 2, More Skills 11: Export Queries to Other File Formats

67) A text file with instructions for displaying its contents in a web browser is a type of document known by the acronym _____.
Answer: HTML
Diff: 2
Skill: Access Chapter 2, More Skills 11: Export Queries to Other File Formats

68) A(n) _____ duplicates query can be used to locate and remove records that contain duplicate values.
Answer: find
Diff: 2
Skill: Access Chapter 2, More Skills 12: Find Duplicate Records

69) A relationship that does not enforce referential integrity is a(n) _____ relationship.
Answer: indeterminate
Diff: 2
Skill: Access Chapter 2, More Skills 13: Find Unmatched Records

70) When using Find and Replace, the changes you make are automatically saved.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 1: Find and Replace Data

71) Data that has been sorted becomes more useful.
Answer: TRUE
Diff: 1
Skill: Access Chapter 2, Skill 2: Filter and Sort Datasheets

72) The Filter tool displays a list of all values for the active column in Datasheet view.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 2: Filter and Sort Datasheets

73) 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 3: Use the Simple Query Wizard

74) The font size of a datasheet cannot be changed.
Answer: FALSE
Diff: 2
Skill: Access Chapter 2, Skill 4: Format Datasheets

75) Dates cannot be compared using comparison operators.
Answer: FALSE
Diff: 3
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

76) The Access comparison operator for equality is != .
Answer: FALSE
Diff: 1
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

77) In Access, dates and times are stored as text values.
Answer: FALSE
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

78) Access will automatically place number signs around dates or time used as criteria for a query.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

79) While a query column's width can be changed in the design grid, it will return to its original width when the query is closed.
Answer: TRUE
Diff: 3
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

80) The first step in creating a query in Design view is to add the tables that are needed.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 6: Create Queries in Design View

81) In a query, calculated fields begin with a descriptive label that ends with a question mark.
Answer: FALSE
Diff: 2
Skill: Access Chapter 2, Skill 7: Add Calculated Fields to Queries

82) In expressions, field names are always enclosed between a left square bracket and a right square bracket.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 7: Add Calculated Fields to Queries

83) An expression is a combination of fields, mathematical operators, and prebuilt functions that calculates values in tables, forms, queries, and reports.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 7: Add Calculated Fields to Queries

84) When a check box in a Yes/No field is selected, the value Yes is stored in the field.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 8: Work with Logical Criteria

85) When designing a query, if two criteria are placed in the same row, the Or logical operator applies.
Answer: FALSE
Diff: 3
Skill: Access Chapter 2, Skill 8: Work with Logical Criteria

86) A report cannot be used to display the results of a query.
Answer: FALSE
Diff: 2
Skill: Access Chapter 2, Skill 9: Add Wildcards to Query Criteria

87) Average is an example of a summary statistic.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, Skill 10: Group and Total Queries

88) When adding summary statistics to a query, the user must provide a name for the new column before the query can be run.
Answer: FALSE
Diff: 3
Skill: Access Chapter 2, Skill 10: Group and Total Queries

89) Data from an Access query cannot be exported into a file that can be opened by Excel.
Answer: FALSE
Diff: 2
Skill: Access Chapter 2, More Skills 11: Export Queries to Other File Formats

90) A field that is Null is empty and has no value.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, More Skills 11: Export Queries to Other File Formats

91) It is never possible for two Access records to be identical.
Answer: FALSE
Diff: 3
Skill: Access Chapter 2, More Skills 12: Find Duplicate Records

92) Two tables can be connected with a one-to-many relationship if they have unmatched data.
Answer: TRUE
Diff: 2
Skill: Access Chapter 2, More Skills 13: Find Unmatched Records

93) An indeterminate relationship enforces referential integrity.
Answer: FALSE
Diff: 3
Skill: Access Chapter 2, More Skills 13: Find Unmatched Records

94) A query cannot be built using the results of another query.
Answer: FALSE
Diff: 3
Skill: Access Chapter 2, More Skills 14: Create Crosstab Queries

Match the following terms to their meanings:

A) Searches a field and then displays any records that contain duplicate values.
B) A calculation for a group of data such as a total, an average, or a count.
C) Creates a query that calculates a statistic and then groups the results by two sets of values.
D) Combination of fields, mathematical operators, and prebuilt functions used to carry out a calculation.
E) A column added to a query that derives its value from other fields.
F) Displaying a list of all values for the active column.
G) Save data from one program in a form that can be read by another program.
H) Wildcard that matches any single numeric character.
I) A special character used in query criteria to allow for matches for any combination of letters or characters.
J) A field that is empty.
K) Finds all numbers or dates between and including two values.
L) Follows the descriptive label of a calculated field.
M) Operator that returns records when certain field has no value.
N) A condition where the data in one field does not have a corresponding value in a related table.
O) Arranging data so that it is more useful.
P) Explains the purpose of the selected AutoComplete.
Q) All criteria using wildcards must begin with this.
R) A menu of commands that match typed characters.

95) Filtering
Diff: 2
Skill: Access Chapter 2, Skill 2: Filter and Sort Datasheets

96) Sorting
Diff: 2
Skill: Access Chapter 2, Skill 2: Filter and Sort Datasheets

97) Between...And
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

98) AutoComplete
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

99) Quick Info
Diff: 2
Skill: Access Chapter 2, Skill 5: Add Date and Time Criteria

100):
Diff: 2
Skill: Access Chapter 2, Skill 7: Add Calculated Fields to Queries

101) Expression
Diff: 2
Skill: Access Chapter 2, Skill 7: Add Calculated Fields to Queries

102) Calculated field
Diff: 2
Skill: Access Chapter 2, Skill 7: Add Calculated Fields to Queries

103) Wildcard
Diff: 2
Skill: Access Chapter 2, Skill 9: Add Wildcards to Query Criteria

104) Like operator
Diff: 2
Skill: Access Chapter 2, Skill 9: Add Wildcards to Query Criteria

105) #
Diff: 2
Skill: Access Chapter 2, Skill 9: Add Wildcards to Query Criteria

106) Summary statistic
Diff: 2
Skill: Access Chapter 2, Skill 10: Group and Total Queries

107) Null
Diff: 2
Skill: Access Chapter 2, More Skills 11: Export Queries to Other File Formats

108) Export
Diff: 2
Skill: Access Chapter 2, More Skills 11: Export Queries to Other File Formats

109) Is Null
Diff: 2
Skill: Access Chapter 2, More Skills 11: Export Queries to Other File Formats

110) Find duplicates query
Diff: 2
Skill: Access Chapter 2, More Skills 12: Find Duplicate Records

111) Unmatched data
Diff: 2
Skill: Access Chapter 2, More Skills 13: Find Unmatched Records

112) Crosstab Query Wizard
Diff: 2

Skill: Access Chapter 2, More Skills 14: Create Crosstab Queries

Answers: 95) F 96) O 97) K 98) R 99) P 100) L 101) D 102) E 103) I 104) Q 105) H 106) B 107) J 108) G 109) M 110) A 111) N 112) C

End of Chapter Questions

1)
___ **1.** A wizard that quickly adds fields to a new query.
___ **2.** A technology that displays Quick Info, ToolTips, and AutoComplete as you type expressions.
___ **3.** Equal to (=) and greater than (>) are examples of this type of operator.
___ **4.** This dialog box is used to add tables to an existing query.
___ **5.** In the query design grid, two criteria placed in the same row use this logical operator.
___ **6.** When two criteria are placed in different rows in the query design grid, this logical operator will be applied.
___ **7.** This wildcard character can represent any combination of characters.
___ **8.** This wildcard character can represent any single character.
___ **9.** When using a field name in a calculated field, the field''s name must start and end with this character.
___ **10.** To add summary statistics to a query, this row must be added to the query.

A. And
B. Asterisk (*)
C. Comparison
D. IntelliSense
E. Or
F. Question mark (?)
G. Show Table
H. Simple Query
I. Square bracket
J. Total
Answer: 1. H 2. D 3. C 4. G 5. A 6. E 7. B 8. F 9. I 10. J
Diff: 1
Skill: Access Chapter 2, various skills
In Textbook: Yes

2) In a query, criteria is added in this view.
A) Datasheet
B) Design
C) Workspace
Answer: B
Diff: 1
Skill: Access Chapter 2, various skills
In Textbook: Yes

3) In a query, results are displayed in this view.
A) Datasheet
B) Design
C) Design grid
Answer: A
Diff: 1
Skill: Access Chapter 2, various skills
In Textbook: Yes

4) An IntelliSense menu of commands that match the characters you are typing.
A) AutoComplete
B) Quick Info
C) ToolTips
Answer: A
Diff: 1
Skill: Access Chapter 2, various skills
In Textbook: Yes

5) An IntelliSense box that explains the purpose of the selected AutoComplete.
A) AutoComplete
B) Quick Info
C) ToolTips
Answer: B
Diff: 1
Skill: Access Chapter 2, various skills
In Textbook: Yes

6) In query criteria, dates are surrounded by this character.
A) >
B) !
C) #
Answer: C
Diff: 1
Skill: Access Chapter 2, various skills
In Textbook: Yes

7) An operator that finds all numbers or dates between and including two values.
A) And...Between
B) Between...And
C) In...Between
Answer: B
Diff: 1
Skill: Access Chapter 2, various skills
In Textbook: Yes

8) A combination of fields, mathematical operators, and pre-built functions that calculates values.
A) Comparison operator
B) Expression
C) Quick Info
Answer: B
Diff: 1
Skill: Access Chapter 2, various skills
In Textbook: Yes

9) A data type used to store values that can have one of two possible values.
A) Byte
B) Switch
C) Yes/No
Answer: C
Diff: 1
Skill: Access Chapter 2, various skills
In Textbook: Yes

10) The operator that is placed at the beginning of criteria that use wildcards.
A) Like
B) Similar
C) Wildcard
Answer: A
Diff: 1
Skill: Access Chapter 2, various skills
In Textbook: Yes

11) A calculation for a group of data such as a total, an average, or a count.
A) Calculated column
B) Group formula
C) Summary statistic
Answer: C
Diff: 1
Skill: Access Chapter 2, various skills
In Textbook: Yes