

Exploring Microsoft Office Access 2016 Comprehensive (Poatsy/Grauer)

Chapter 3 Using Queries to Make Decisions

1) What button do you click to see the results of a query?

- A) Go
- B) Query
- C) View
- D) Run

Answer: D

Diff: 2

Objectives: 1 Create a Query with a Calculated Field

2) In the formula, $=1+(2-3)+5/6-6^2$, what will Access evaluate first?

- A) $5/6$
- B) $1+$
- C) 6^2
- D) $(2-3)$

Answer: D

Diff: 2

Objectives: 1 Create a Query with a Calculated Field

3) What value will Access calculate from the following formula: $=1+(2-3)+5/6-6^2$?

- A) 16
- B) 26.69
- C) -35.2
- D) -.17

Answer: C

Diff: 3

Objectives: 1 Create a Query with a Calculated Field

4) What symbols does Access use to indicate a field name?

- A) []
- B) ()
- C) {}
- D) ""

Answer: A

Diff: 2

Objectives: 1 Create a Query with a Calculated Field

5) What is a type of field that displays the result of an expression rather than the data stored in a field?

- A) Calculated
- B) Lookup
- C) AutoNumber
- D) Hyperlink

Answer: A

Diff: 1

Objectives: 1 Create a Query with a Calculated Field

6) What can the phrase "Please Excuse My Dear Aunt Sally" help you remember?

- A) The various printing options available in Excel
- B) Naming convention for cell ranges
- C) How to do date calculations
- D) Order of operations

Answer: D

Diff: 2

Objectives: 1 Create a Query with a Calculated Field

7) Which of the following is *not* an arithmetic operator?

- A) >
- B) -
- C) +
- D) *

Answer: A

Diff: 2

Objectives: 1 Create a Query with a Calculated Field

8) When you run a query, what is the default view?

- A) Design
- B) Datasheet
- C) Layout
- D) Form

Answer: B

Diff: 1

Objectives: 1 Create a Query with a Calculated Field

9) According to the order of operations, what is *not* calculated after exponentiation?

- A) Parenthesis
- B) Multiplication
- C) Division
- D) Addition

Answer: A

Diff: 2

Objectives: 1 Create a Query with a Calculated Field

10) What result would be generated by the formula $=10*2-3*2$?

- A) 34
- B) -20
- C) 14
- D) -2

Answer: C

Diff: 2

Objectives: 1 Create a Query with a Calculated Field

11) Which element will you *never* find in a calculated field?

- A) Arithmetic operator
- B) Constant
- C) Function
- D) Macro

Answer: D

Diff: 2

Objectives: 1 Create a Query with a Calculated Field

12) What symbol does Access use to express exponentiation?

- A) ^
- B) *
- C) <>
- D) ()

Answer: A

Diff: 1

Objectives: 1 Create a Query with a Calculated Field

13) What sheet will allow you to change the formatting of a field in a query?

- A) Formatting
- B) Modify
- C) Build
- D) Property

Answer: D

Diff: 1

Objectives: 2 Format Calculated Results

14) In the formula, $=1+(2-3)+5/6-6^2$, what will Access evaluate *second*?

- A) 5/6
- B) 1+
- C) 6^2
- D) (2-3)

Answer: C

Diff: 2

Objectives: 2 Format Calculated Results

15) Which of the following is *not* a common mistake when creating calculated fields?

- A) Forgetting the colon
- B) Using the wrong fields
- C) Incorrectly spelled field names
- D) Forgetting PEMDAS

Answer: B

Diff: 2

Objectives: 3 Recover from Common Errors

16) When creating a calculated field in a query, what common error will *not* give you a direct indication that there is a problem?

- A) Misspelling the field name
- B) Forgetting the order of operations
- C) Forgetting the colon
- D) Misspelling the name of a field within the calculated field

Answer: B

Diff: 3

Objectives: 3 Recover from Common Errors

17) When you are prompted to enter a value when you run a query which includes a calculated field, you probably _____.

- A) entered too many arguments in the formula
- B) used the wrong arithmetic operator in your formula
- C) forgot to name the new, calculated field
- D) typed a field name incorrectly

Answer: D

Diff: 2

Objectives: 3 Recover from Common Errors

18) What error will you get if there is something wrong with the formula in a calculated field?

- A) #NAME!
- B) #FORMULA!
- C) Invalid syntax
- D) Invalid expression

Answer: C

Diff: 2

Objectives: 3 Recover from Common Errors

19) Which of the following is *not* an advantage of using the Expression Builder?

- A) It will guarantee that you do not type field names incorrectly.
- B) Its size
- C) Easy access to various objects
- D) Placeholders

Answer: A

Diff: 2

Objectives: 5 Create Expressions Using the Expression Builder

20) What can help you build more complex expressions in calculated fields?

- A) Property sheet
- B) Design view
- C) Expression Builder
- D) Expression Creator

Answer: C

Diff: 1

Objectives: 5 Create Expressions Using the Expression Builder

21) What are predefined computations that perform complex calculations?

- A) Formulas
- B) Functions
- C) Arguments
- D) Expressions

Answer: B

Diff: 2

Objectives: 6 Use Built-In Functions

22) Another name for an input in a function is a(n) _____.

- A) Argument
- B) Property
- C) Value
- D) Expression

Answer: A

Diff: 1

Objectives: 6 Use Built-In Functions

23) What is *not* a necessary piece of data needed for the Pmt function?

- A) Interest rate
- B) Amount already paid on the loan
- C) Amount of the loan
- D) Number of periods required to pay off the loan

Answer: B

Diff: 2

Objectives: 6 Use Built-In Functions

24) For a 15-year loan paid monthly, which of the following would *not* be correct for the num_periods argument in the Pmt function?

- A) 15
- B) 15*12
- C) 180
- D) 12*15

Answer: A

Diff: 1

Objectives: 6 Use Built-In Functions

25) Which of the following is *not* an argument used in the Pmt function?

- A) Total_due
- B) Rate
- C) Future_value
- D) Type

Answer: A

Diff: 2

Objectives: 6 Use Built-In Functions

26) What is *not* an example of a function?

- A) =RATE
- B) =PV
- C) =PMT
- D) =15*21

Answer: D

Diff: 1

Objectives: 6 Use Built-In Functions

27) What punctuation do you use to separate the arguments in a function?

- A) ;
- B) ,
- C) :
- D) .

Answer: B

Diff: 2

Objectives: 6 Use Built-In Functions

28) As what does Access refer to aggregate functions?

- A) Sums
- B) Complex functions
- C) Whole Column functions
- D) Totals

Answer: D

Diff: 3

Objectives: 7 Add Aggregate Functions to Datasheets

29) Where does the Total row of an aggregate function display its results?

- A) Last row in Datasheet view
- B) First row in Datasheet view
- C) Only row in Datasheet view
- D) It does not display in Datasheet view.

Answer: A

Diff: 2

Objectives: 7 Add Aggregate Functions to Datasheets

30) Which of the following is *not* a common aggregate function?

- A) Count
- B) Sum
- C) Lowest
- D) Avg

Answer: C

Diff: 2

Objectives: 7 Add Aggregate Functions to Datasheets

31) What type of query will allow you to see statistics by category?

- A) Update query
- B) Delete query
- C) Statistical query
- D) Totals query

Answer: D

Diff: 2

Objectives: 8 Create Queries with Aggregate Functions

32) What allows you to summarize data by the values of a field?

- A) Adding a summarizing field
- B) Adding the proper calculated field
- C) Adding grouping to a query
- D) Adding an update field

Answer: C

Diff: 2

Objectives: 8 Create Queries with Aggregate Functions

33) When you want to add a condition to a Totals query, which option do you select from the Totals row list?

- A) When
- B) Group
- C) Where
- D) Condition

Answer: C

Diff: 3

Objectives: 8 Create Queries with Aggregate Functions

34) A calculated field displays the results of an expression in contrast to other data which is stored directly in a(n) _____.

Answer: field

Diff: 2

Objectives: 1 Create a Query with a Calculated Field

35) A combination of elements that produce a value is known as a(n) _____.

Answer: expression

Diff: 2

Objectives: 1 Create a Query with a Calculated Field

36) A(n) _____ never changes its value.

Answer: constant

Diff: 1

Objectives: 1 Create a Query with a Calculated Field

37) The Property Sheet is very similar to the _____ properties in a table.

Answer: Field

Diff: 2

Objectives: 2 Format Calculated Results

38) The _____ sheet allows you to format a field.

Answer: property

Diff: 2

Objectives: 2 Format Calculated Results

39) _____ your output will make your query results more readable.

Answer: Formatting

Diff: 2

Objectives: 2 Format Calculated Results

40) A calculated field has a(n) _____ after the field name.

Answer: colon, :

Diff: 1

Objectives: 3 Recover from Common Errors

41) If you type the name of a calculated field incorrectly you will get an invalid _____ error.

Answer: syntax

Diff: 2

Objectives: 3 Recover from Common Errors

42) Sometimes it is best to verify calculations by using a(n) _____ on a few records.

Answer: calculator

Diff: 2

Objectives: 4 Verify Calculated Results

43) When creating expressions, the _____ is useful to beginning users.

Answer: Expression Builder

Diff: 2

Objectives: 5 Create Expressions Using the Expression Builder

44) Using the Expression Builder can help you avoid _____ errors in field names.

Answer: spelling

Diff: 2

Objectives: 5 Create Expressions Using the Expression Builder

45) Functions generate results based on _____.

Answer: inputs, input

Diff: 3

Objectives: 6 Use Built-In Functions

46) Unless you add a minus sign, the Pmt function by default returns a(n) _____ value.

Answer: negative, minus

Diff: 2

Objectives: 6 Use Built-In Functions

47) A(n) _____ function performs a calculation on an entire column of data and returns a single value.

Answer: aggregate

Diff: 3

Objectives: 7 Add Aggregate Functions to Datasheets

48) _____ fields can use any aggregate function.

Answer: Number, Numeric

Diff: 3

Objectives: 7 Add Aggregate Functions to Datasheets

49) The _____ aggregate function returns the value with the highest value.

Answer: MAX, Maximum

Diff: 1

Objectives: 7 Add Aggregate Functions to Datasheets

50) If you wanted to find the youngest person in your table you would use the _____ function in a calculated field.

Answer: MIN, Minimum

Diff: 3

Objectives: 7 Add Aggregate Functions to Datasheets

51) The _____ aggregate function totals the items in a column.

Answer: SUM

Diff: 1

Objectives: 7 Add Aggregate Functions to Datasheets

52) If you wanted to find out how many people are going on a trip you would use the _____ function in a calculated field.

Answer: Count

Diff: 1

Objectives: 7 Add Aggregate Functions to Datasheets

53) The _____ aggregate function returns the value with the lowest value.

Answer: MIN, Minimum

Diff: 1

Objectives: 7 Add Aggregate Functions to Datasheets

54) A(n) _____ query has an additional row which is used to display aggregate data.

Answer: Total

Diff: 2

Objectives: 8 Create Queries with Aggregate Functions

55) When you add _____ to a query you can summarize data by fields.

Answer: grouping

Diff: 3

Objectives: 8 Create Queries with Aggregate Functions

56) Calculated fields must always contain at least one constant.

Answer: FALSE

Diff: 3

Objectives: 1 Create a Query with a Calculated Field

57) Calculating values will help to avoid inconsistencies.

Answer: TRUE

Diff: 1

Objectives: 1 Create a Query with a Calculated Field

58) Having the user input the values directly is the best way to ensure that errors will not be included in the data.

Answer: FALSE

Diff: 1

Objectives: 1 Create a Query with a Calculated Field

59) Access uses parenthesis () to identify a field name.

Answer: FALSE

Diff: 1

Objectives: 1 Create a Query with a Calculated Field

60) The Zoom window allows you to see the entire contents of a cell.

Answer: TRUE

Diff: 1

Objectives: 1 Create a Query with a Calculated Field

61) Two good ways to test the results of a calculated field is to use a calculator or Excel.

Answer: TRUE

Diff: 2

Objectives: 4 Verify Calculated Results

62) Access will calculate exactly what you tell it to calculate, even if you make logical errors in the calculation.

Answer: TRUE

Diff: 1

Objectives: 4 Verify Calculated Results

63) Access will identify logical errors in calculated fields.

Answer: FALSE

Diff: 3

Objectives: 4 Verify Calculated Results

64) Access will always give you step-by-step instructions to help you fix errors in formulas.

Answer: FALSE

Diff: 2

Objectives: 4 Verify Calculated Results

65) The Expression Creator tool helps you create complex expressions.

Answer: TRUE

Diff: 3

Objectives: 5 Create Expressions Using the Expression Builder

66) <<Rate>> is an example of an argument.

Answer: TRUE

Diff: 3

Objectives: 5 Create Expressions Using the Expression Builder

67) You can enter an expression in the Expression Builder by either typing the expression manually or by right-clicking the expression.

Answer: FALSE

Diff: 2

Objectives: 5 Create Expressions Using the Expression Builder

68) Some functions have optional arguments.

Answer: TRUE

Diff: 2

Objectives: 6 Use Built-In Functions

69) It is permissible to use the percent (%) sign when entering the interest rate in the Pmt function.

Answer: TRUE

Diff: 2

Objectives: 6 Use Built-In Functions

70) The rate argument in the Pmt function always uses the annual rate.

Answer: FALSE

Diff: 2

Objectives: 6 Use Built-In Functions

71) A function is a predefined computation that is used for simple calculations.

Answer: FALSE

Diff: 2

Objectives: 6 Use Built-In Functions

72) All aggregate functions can be used with any field type.

Answer: FALSE

Diff: 3

Objectives: 7 Add Aggregate Functions to Datasheets

73) If you want to see the results of several aggregate functions for one field, you would add the field in the Totals query several times.

Answer: TRUE

Diff: 2

Objectives: 7 Add Aggregate Functions to Datasheets

74) The Total row, when using aggregate functions, displays both the total and the individual records.

Answer: TRUE

Diff: 2

Objectives: 7 Add Aggregate Functions to Datasheets

75) A totals query allows you to see only the results of aggregate functions, not the detail.

Answer: TRUE

Diff: 2

Objectives: 8 Create Queries with Aggregate Functions

76) You can add aggregate functions to calculated fields.

Answer: TRUE

Diff: 2

Objectives: 8 Create Queries with Aggregate Functions

77) You can add multiple levels of grouping to a Totals query.

Answer: TRUE

Diff: 2

Objectives: 8 Create Queries with Aggregate Functions

78) If you are *not* using a totals query, then you must display the Totals row in a query if you want to use aggregate functions.

Answer: TRUE

Diff: 1

Objectives: 8 Create Queries with Aggregate Functions

79) You can add conditions to a Totals query.

Answer: TRUE

Diff: 1

Objectives: 8 Create Queries with Aggregate Functions

80) It is useful, at times, to add the same field to a query several times.

Answer: TRUE

Diff: 2

Objectives: 8 Create Queries with Aggregate Functions

81) Match the following terms with their description:

- I. Argument
- II. Expression
- III. Grouping
- IV. Function
- V. Constant

- A. Combination of elements that produce a value
- B. Value that does not change
- C. Input used in a function
- D. Predefined computation
- E. Method of summarizing data

Answer: C, A, E, D, B

Diff: 2

Objectives: Multiple Objectives

82) Match the following terms with their examples:

- I. Formula
- II. Function
- III. Argument
- IV. Expression
- V. Constant

- A. 58
- B. =9*2
- C. (rate, num_periods, present_value, future_value, type)
- D. <<Rate>>
- E. =Sum

Answer: B, E, D, C, A

Diff: 2

Objectives: Multiple Objectives

83) Match the following terms with their description:

- I. Total row
 - II. Totals query
 - III. Property Sheet
 - IV. Expression Builder
 - V. Aggregate function
-
- A. Calculation performed on a column and returns one value
 - B. Way to display aggregate function results when a query is run
 - C. Tool to create complicated expressions
 - D. Where you can change the number of decimals
 - E. Displays aggregate function results as the last row in a table or query

Answer: E, B, D, C, A

Diff: 1

Objectives: Multiple Objectives

84) Match the order of operation with its priority:

- I. Multiplication
- II. Parenthesis
- III. Exponentiation
- IV. Addition
- V. Division

- A. Second
- B. First
- C. Fourth
- D. Fifth
- E. Third

Answer: E, B, A, D, C

Diff: 2

Objectives: 1 Create a Query with a Calculated Field

85) Match the following mathematical terms with how they are displayed in Access:

- I. Parenthesis
- II. Exponentiation
- III. Division
- IV. Multiplication
- V. Subtraction

- A. /
- B. -
- C. ^
- D. *
- E. ()

Answer: E, C, A, D, B

Diff: 1

Objectives: 1 Create a Query with a Calculated Field

86) Match the following formulas with their resultant value:

- I. $=(4*6)+2^2-34$
- II. $=4*(6+(2^2-34))$
- III. $=4*(6+2^2)-34$
- IV. $=4*(6+2^2)-34+(9^3)$
- V. $=4*(6+2^2)-(34+9^3)$

- A. -723
- B. 735
- C. -6
- D. 6
- E. -96

Answer: C, E, D, B, A

Diff: 2

Objectives: 1 Create a Query with a Calculated Field

87) Match the following formatting options with their examples:

- I. Long Date
- II. Medium Date
- III. Short Date
- IV. Long Time
- V. Medium Time

- A. 12/26/1959
- B. 26-Dec-59
- C. Saturday, December 26, 1959
- D. 3:03
- E. 3:03:03 PM

Answer: C, B, A, E, D

Diff: 2

Objectives: 2 Format Calculated Results

88) Match the areas of the Expression Builder dialog box with the content they display:

- I. Top
- II. Bottom Left
- III. Bottom Center
- IV. Bottom Right
- V. Expression Builder dialog box

- A. Expression Elements
- B. Expression Values
- C. What appears when you open the Expression Builder
- D. Expression Categories
- E. Expression box

Answer: E, A, D, B, C

Diff: 2

Objectives: 5 Create Expressions Using the Expression Builder

89) Match the following aggregate functions with what they compute:

- I. Avg
- II. Sum
- III. Count
- IV. Min
- V. Max

- A. Counts the number of values in a column
- B. Average of a column
- C. Returns the lowest value
- D. Returns the highest value
- E. Totals the items in a column

Answer: B, E, A, C, D

Diff: 1

Objectives: 7 Add Aggregate Functions to Datasheets