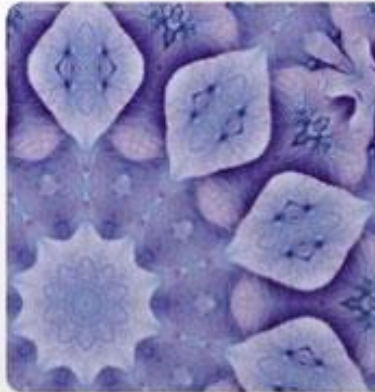


TEST BANK

NEW PERSPECTIVES

MICROSOFT®
Office 2007



A
SAM

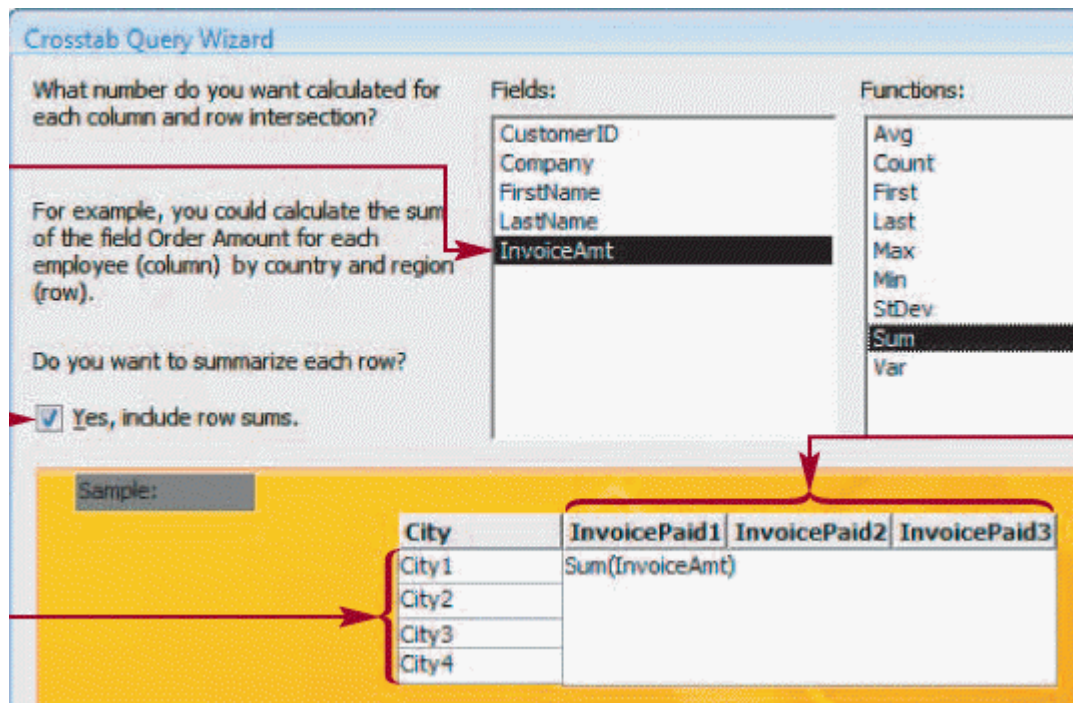
SECOND COURSE

9. Click the Queries option button in the View section of the Crosstab Query Wizard to display the list of queries in the database.

ANS: T

PTS: 1

REF: AC 222



10. Click the checkbox indicated in the above figure to display an overall totals column in the crosstab query.

ANS: T

PTS: 1

REF: AC 223

11. A find unmatched query searches for duplicate values based on the fields you select as you answer the Query Wizard's questions.

ANS: F

PTS: 1

REF: AC 227

12. The Top Values property must be an integer.

ANS: F

PTS: 1

REF: AC 229

13. When you click or select text in many Access text boxes, Access displays a list arrow, which you can click to display a list box with options.

ANS: T

PTS: 1

REF: AC 232

14. When you resize a column to its best fit, Access resizes the column so that the widest column heading and the visible field values fit the column width.

ANS: T

PTS: 1

REF: AC 233

15. If you need to store and display phone numbers, zip/postal codes, and other fields in a variety of formats, it's best to define them as Text fields with an input mask instead of letting users enter field values and the literal display characters.

ANS: F PTS: 1 REF: AC 239

16. Property propagation does not occur with queries automatically.

ANS: F PTS: 1 REF: AC 238

17. Any form or report that uses fields from a query is directly dependent on the query and on any tables that provide data to the query.

ANS: F PTS: 1 REF: AC 239

18. In the Object Dependencies pane, you can click the expand indicator for the collapsible list of dependencies to show or hide different levels of dependencies.

ANS: T PTS: 1 REF: AC 239

19. When you finish all changes to the current record and advance to another record, Access detects field validation rule violations.

ANS: F PTS: 1 REF: AC 243

20. SQL Server and Oracle do not permit spaces in object and field names.

ANS: T PTS: 1 REF: AC 202

MODIFIED TRUE/FALSE

1. A lookup manager lets the user select a value from a list of possible values.

ANS: F, field

PTS: 1 REF: AC 231

2. If you convert an Access database to SQL Server, your select queries will most likely not work.

ANS: F, crosstab

PTS: 1 REF: AC 221

3. Figurative display characters are the special characters that automatically appear in specific positions of a field value. _____

ANS: F, Literal

PTS: 1 REF: AC 235

4. An input guide is a predefined format used to enter and display data in a field.

ANS: F, mask

PTS: 1 REF: AC 236

5. The Validation Text property value specifies the valid values that users can enter in a field.

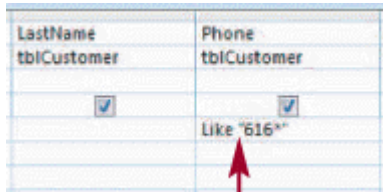
ANS: F, Validation Rule

PTS: 1 REF: AC 241

6. The Validation Rule property value will be displayed in a dialog box if the user enters an invalid value.

ANS: F, Validation Text

PTS: 1 REF: AC 241



7. A(n) exact match like the one shown in Figure AC5-1 selects records with a value for the selected field that matches the pattern of the simple condition value. _____

ANS: F, pattern

PTS: 1 REF: AC 205

8. The ampersand wildcard character represents any single character. _____

ANS: F
question mark
?

PTS: 1 REF: AC 205

9. The aggregate function First returns the first field value in a selection of records.

ANS: T PTS: 1 REF: AC 220

10. You can change a select query to a crosstab query in Design view using the Crosstab button in the Database group on the Query Tools Design tab. _____

ANS: F, Query Type

PTS: 1 REF: AC 222

11. Access uses unique icons to represent different types of queries. _____

ANS: T

PTS: 1

REF: AC 226

12. If you want to display all products that have the same description, you would use a(n) find unmatched query. _____

ANS: F, find duplicates

PTS: 1

REF: AC 226

13. If you want to display all customers who have not placed orders, you would use a(n) find unmatched query. _____

ANS: T

PTS: 1

REF: AC 227

14. If you want to display all non-degree students who are not currently enrolled in classes, you would use a(n) find duplicates query. _____

ANS: F, find unmatched

PTS: 1

REF: AC 227

15. Displaying just the first 10 records of query results is an example of the use of the First Records property for a query. _____

ANS: F, Top Values

PTS: 1

REF: AC 229

MATCHING

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

- | | |
|-------------------------|--------------------------|
| a. property propagation | g. Validation Rule |
| b. object dependency | h. Validation Text |
| c. pattern match | i. crosstab query |
| d. lookup field | j. field validation rule |
| e. literal display | k. table validation rule |
| f. input mask | l. Top Values |

1. Query property that lets you limit the number of records
2. A predefined format used to enter and display data in a field
3. Field that lets a user select a value from a list of possible values
4. Property value that will be displayed in a dialog box if the user enters an invalid value
5. Property value that specifies the valid values that users can enter in a field
6. Compares one field value in a table record to another field value in the same record to verify their relative accuracy
7. Characters that automatically appear in specific positions of a field value
8. Verifies a field value by comparing it to a constant or a set of constants
9. Updating field properties automatically when you modify a table field property

10. Exists between two objects when a change to the properties of data in one object affects the properties of data in the other object
11. Uses the Like comparison operator
12. Performs aggregate function calculations on the values of one database field and displays the results in a spreadsheet format

1.	ANS: L	PTS: 1	REF: AC 229
2.	ANS: F	PTS: 1	REF: AC 236
3.	ANS: D	PTS: 1	REF: AC 231
4.	ANS: H	PTS: 1	REF: AC 241
5.	ANS: G	PTS: 1	REF: AC 241
6.	ANS: K	PTS: 1	REF: AC 242
7.	ANS: E	PTS: 1	REF: AC 235
8.	ANS: J	PTS: 1	REF: AC 241
9.	ANS: A	PTS: 1	REF: AC 238
10.	ANS: B	PTS: 1	REF: AC 239
11.	ANS: C	PTS: 1	REF: AC 205
12.	ANS: I	PTS: 1	REF: AC 219

MULTIPLE CHOICE

1. A ____ field lets the user select a value from a list of possible values.
 - a. roster
 - b. datasheet
 - c. lookup
 - d. manager

ANS: C PTS: 1 REF: AC 231

2. Which of the following statements is true?
 - a. Using a numeric range test with a Text field is not allowed.
 - b. Enclosing numbers in quotation marks for a Test field range test will eliminate an error message.
 - c. Enclosing numbers in quotation marks for a Test field range test will yield unpredictable results.
 - d. All of the above

ANS: D PTS: 1 REF: AC 241

3. The ____ Mask Wizard is an Access tool that guides you in creating a predefined format for a field.
 - a. Format
 - b. Field
 - c. Input
 - d. Display

ANS: C PTS: 1 REF: AC 236

4. ____ display characters automatically appear in specific positions of a field value without users having to type them.
 - a. Absolute
 - b. Relative
 - c. Figurative
 - d. Literal

ANS: D PTS: 1 REF: AC 235

5. To include literal display characters, you need to create a(n) ____ mask.
 - a. display
 - b. field
 - c. viewing
 - d. input

ANS: D PTS: 1 REF: AC 236

6. You must use the Input Mask Wizard in ____ view.
- a. Datasheet
 - b. Design
 - c. Form
 - d. Database

ANS: B PTS: 1 REF: AC 236

7. A(n) ____ mask is a predefined format used to enter and display data in a field.
- a. entry
 - b. display
 - c. input
 - d. field

ANS: C PTS: 1 REF: AC 236

8. When you click the Input Mask text box in the Field Properties pane, a ____ button appears to the right of the Input Mask text box.
- a. Display
 - b. Create
 - c. Build
 - d. Show

ANS: C PTS: 1 REF: AC 236

9. The input mask character ____ causes the input mask to display from right to left.
- a. !
 - b. 9
 - c. 0
 - d. ;

ANS: A PTS: 1 REF: AC 237

10. The input mask character ____ indicates that a digit or space can be entered.
- a. !
 - b. @
 - c. 0
 - d. 9

ANS: D PTS: 1 REF: AC 237

11. The input mask character ____ indicates that only a digit can be entered.
- a. 0
 - b. 9
 - c. !
 - d. #

ANS: A PTS: 1 REF: AC 237

12. The input mask character ____ determines whether to store in the database the literal display characters such as the hyphen and parentheses.

- a. --
- b. ++
- c. ::
- d. ;;

ANS: D PTS: 1 REF: AC 237

13. If the value of ____ displays between the input mask characters ;;, this indicates that literal display characters should not be stored in the database.

- a. 0
- b. 1
- c. 2
- d. 5

ANS: B PTS: 1 REF: AC 237

14. If the value of ____ displays between the input mask characters ;;, this indicates that literal display characters should be stored in the database.

- a. 0
- c. 2

ANS: B PTS: 1 REF: AC 205

24. The ____ represents any single digit.
- a. #
 - b. *
 - c. @
 - d. ?

ANS: A PTS: 1 REF: AC 205

25. Using a pattern match is similar to using an exact match, except that a pattern match includes ____ characters.
- a. random
 - b. literal
 - c. absolute
 - d. wildcard

ANS: D PTS: 1 REF: AC 205

26. The ____ comparison operator lets you define a condition with two or more values.
- a. Like
 - b. In
 - c. As
 - d. Or

ANS: B PTS: 1 REF: AC 207

27. What you could accomplish with several Or conditions in the design grid you can do more easily with the ____ comparison operator.
- a. Like
 - b. In
 - c. As
 - d. Or

ANS: B PTS: 1 REF: AC 207

28. When you use the ____ comparison operator, if a record's field value matches one value from the list of defined values, then Access selects and includes that record in the query results.
- a. As
 - b. Like
 - c. In
 - d. Or

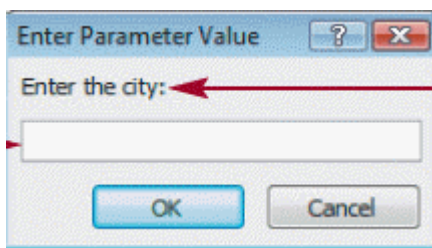
ANS: C PTS: 1 REF: AC 207

29. A(n) ____ match selects records whose value for the selected field matches one of two or more simple condition values.
- a. list-of-values
 - b. exact
 - c. position
 - d. pattern

ANS: A PTS: 1 REF: AC 207

30. The ____ logical operator negates a criterion.
- a. Nor
 - b. Or
 - c. Not
 - d. Nand

ANS: C PTS: 1 REF: AC 208



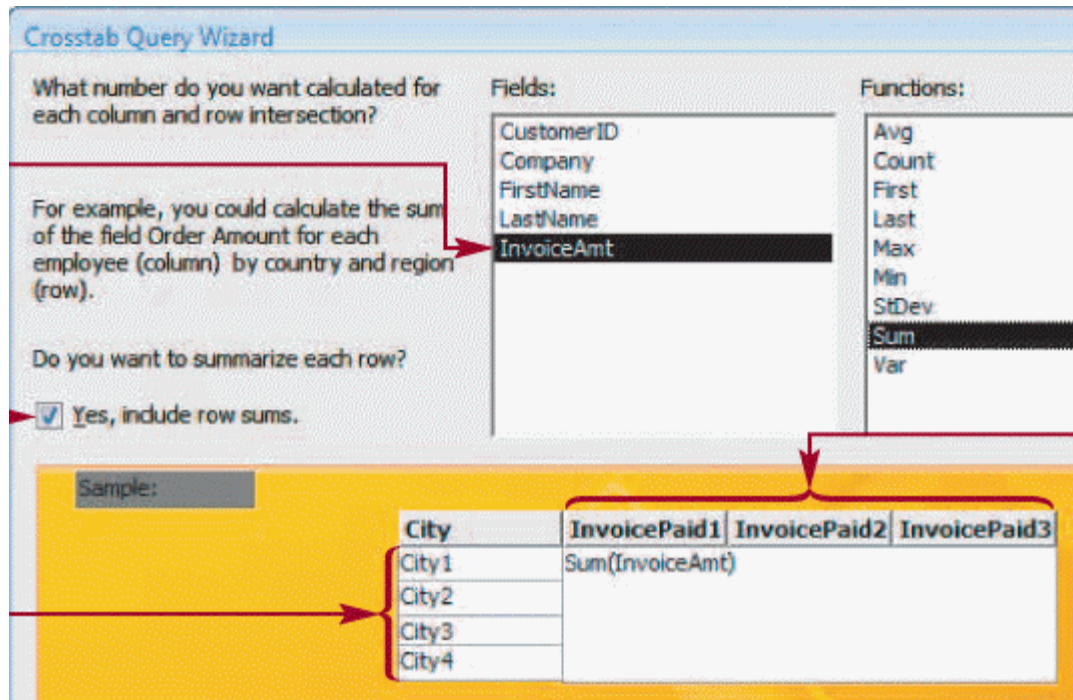
31. As shown in the above figure, a ____ query prompts you for information when the query runs.
- parameter
 - list-of-values
 - pattern
 - logical

ANS: A PTS: 1 REF: AC 215

32. A(n) ____ query performs aggregate function calculations on the values of one database field and displays the results in a spreadsheet format.

- aggregate
- function
- crosstab
- Both A and B

ANS: C PTS: 1 REF: AC 219



33. Aggregate functions like those shown in the above figure perform ____ operations on selected records in a database.

- composite
- comparative
- join
- arithmetic

ANS: D PTS: 1 REF: AC 219

34. Of the aggregate functions shown in the above figure, the ____ function returns the average of the field values in a selection of records.

- Count
- Avg
- Var
- StDev

ANS: B PTS: 1 REF: AC 220

35. Of the aggregate functions shown in the figure above, the ____ function returns the lowest of the field values in a selection of records.

- Avg
- First
- Min
- Last

ANS: C PTS: 1 REF: AC 220

36. Of the aggregate functions shown in the above figure, the ____ function returns the highest of the field values in a selection of records.
- a. Max
 - b. StDev
 - c. Min
 - d. Avg
- ANS: A PTS: 1 REF: AC 220
37. Of the aggregate functions shown in the figure above, the ____ function returns the standard deviation of the field values in a selection of records.
- a. StDev
 - b. Var
 - c. Sum
 - d. Count
- ANS: A PTS: 1 REF: AC 220
38. The aggregate function ____ returns the total of the field values in a selection of records.
- a. Sum
 - b. Tot
 - c. Total
 - d. Aggr
- ANS: A PTS: 1 REF: AC 220
39. You can change a select query to a crosstab query in Design view using the Crosstab button in the Query Type group on the ____ tab.
- a. Crosstab
 - b. Query Tools Design
 - c. Selection
 - d. Wizard
- ANS: B PTS: 1 REF: AC 222
40. A find ____ query is a select query that finds all records in a table or query that have no related records in a second table or query.
- a. unrelated
 - b. unmatched
 - c. free
 - d. empty
- ANS: B PTS: 1 REF: AC 227
41. The ____ property for a query lets you limit the number of records in the query results.
- a. Limit
 - b. Show Records
 - c. Top Values
 - d. Restrict
- ANS: C PTS: 1 REF: AC 229
42. The Freeze command is available in the ____ group on the Home tab, under the More button.
- a. File
 - b. View
 - c. Records
 - d. Table
- ANS: C PTS: 1 REF: AC 244
43. Which of the following commands is used to keep selected columns visible no matter where you scroll in the datasheet?
- a. Keep Visible
 - b. No Scroll
 - c. Display Columns
 - d. Freeze
- ANS: D PTS: 1 REF: AC 244
44. Press and hold down the ____ key to select multiple columns.
- a. Ctrl
 - c. F1

- b. Esc
- d. Shift

ANS: D PTS: 1 REF: AC 244

45. In the Input Mask Wizard, the practice area is called the ____ text box.
- a. Sample
 - b. Try It
 - c. Practice
 - d. Experiment

ANS: B PTS: 1 REF: AC 236

46. What is the default phone number input mask?
- a. !(999) 000-0000;_;_
 - b. (999) 000-0000;_;_
 - c. (999) 000.0000;_;_
 - d. !999-000-0000;_;_

ANS: A PTS: 1 REF: AC 237

47. Property propagation is limited to field properties such as the ____ property.
- a. Description
 - b. Decimal Places
 - c. Format
 - d. All of the above

ANS: D PTS: 1 REF: AC 238

48. ____ between Access objects can occur in various ways.
- a. Formats
 - b. Alignments
 - c. Masks
 - d. Dependencies

ANS: D PTS: 1 REF: AC 239

49. The Object Dependencies ____ displays a collapsible list of the dependencies among the objects in an Access database.
- a. window
 - b. pane
 - c. manager
 - d. explorer

ANS: B PTS: 1 REF: AC 239

50. In the Object Dependencies pane, the ____ option button allows you to view the objects that affect the selected table.
- a. Objects that I depend on
 - b. Objects that depend on me
 - c. Affected objects
 - d. Things that cause dependencies

ANS: A PTS: 1 REF: AC 240

51. After you set field ____ rules, Access will prevent users from entering an invalid field value, for example, in all current and future queries and forms.
- a. validation
 - b. value
 - c. dependency
 - d. relationship

ANS: A PTS: 1 REF: AC 241

52. Make sure you type ____ enclosing field names when you enter values in the Validation Rule text box.
- a. brackets
 - b. quotation marks
 - c. parentheses
 - d. commas

ANS: A PTS: 1 REF: AC 243

53. Access detects ____ validation rule violations immediately after you finish your field entry and advance to another field.

- a. table
- b. record
- c. field
- d. row

ANS: C PTS: 1 REF: AC 243

54. Access detects ____ validation rule violations immediately after you finish all changes to the current record and advance to another record.

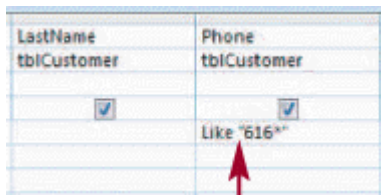
- a. field
- b. row
- c. record
- d. table

ANS: D PTS: 1 REF: AC 243

55. < and >= are examples of ____ operators.

- a. logical
- b. comparison
- c. match
- d. pattern

ANS: B PTS: 1 REF: AC 204



56. The figure above shows a(n) ____ match selection criterion.

- a. exact
- b. range
- c. integer
- d. pattern

ANS: D PTS: 1 REF: AC 206

57. Press ____ to highlight the entire condition in a text box.

- a. Esc
- b. Alt
- c. F2
- d. F7

ANS: C PTS: 1 REF: AC 208

58. In a list-of-values match, you use ____ to separate the values.

- a. periods
- b. commas
- c. quotation marks
- d. ampersands

ANS: B PTS: 1 REF: AC 208

59. With a text list-of-values match, you enclose each value in ____.

- a. brackets
- b. quotation marks
- c. braces
- d. parentheses

ANS: B PTS: 1 REF: AC 208

60. The quickest way to create a crosstab query is to use the Crosstab Query ____.

- a. task pane
- b. Manager
- c. Wizard
- d. Explorer

ANS: C PTS: 1 REF: AC 222

61. Which of the following Top Values properties would display the first half of the records in a query?

- a. top
- c. 10

b. 1/2 d. 50%

ANS: D PTS: 1 REF: AC 230

62. As the last step in creating a Top Values query, you the ____ query.
- a. evaluate
 - b. retask
 - c. automate
 - d. run

ANS: D PTS: 1 REF: AC 230

63. If you convert an Access database to SQL-Server, your ____ queries will most likely not work.
- a. append
 - b. update
 - c. crosstab
 - d. select

ANS: C PTS: 1 REF: AC 221

64. How do you make a phone number appear as literal display characters such as 6174511970 appearing as (617) 451-1970?
- a. Create a form.
 - b. Create an input mask.
 - c. Run a query.
 - d. Create a subdatasheet

ANS: B PTS: 1 REF: AC 236

65. Which of these steps is incorrect in the use of the Find Duplicates Query Wizard?
- In the Other group on the Create tab, Calvin clicks the Query Wizard button. He clicks Find Duplicates Query Wizard, and then clicks the OK button. Calvin completes the Wizard dialog boxes by selecting the table or query on which to base his query. He selects the fields to check for duplicate values, selects the additional fields to include in his query results, enters the name for the query, and then clicks the Finish button.
- a. In the Other group on the Home tab, he should click the New Query button.
 - b. The Wizard does not allow Calvin to select more than one field to check for duplicate values.
 - c. In the first step, he should be starting in the Database window.
 - d. All steps are correct

ANS: D PTS: 1 REF: AC 226

66. A(n) ____ exists between two objects when a change to the ____ of data in one object affects the properties of data in the other object.
- a. object dependency, properties
 - b. object independency, properties
 - c. query dependency, description
 - d. query independency, description

ANS: A PTS: 1 REF: AC 239

67. Which of the following input mask characters represents a digit or space that can be entered; however, entry is not required?
- a. 0
 - b. ;;
 - c. !
 - d. 9

ANS: D PTS: 1 REF: AC 237

68. You need to perform an aggregate function in a crosstab query. Your functions needs to calculate the number of the nonnull field values in your spreadsheet. Which aggregate function will you use?
- a. Count
 - b. StDev
 - c. Var
 - d. Avg

ANS: A PTS: 1 REF: AC 220

69. The best way to view the contents of Memo fields that contain a large number of characters is to use the ____ dialog box in a datasheet.
- Insert
 - Zoom
 - View
 - Column Width

ANS: B PTS: 1 REF: AC 245

70. Put the following steps for creating a find unmatched query with the Query Wizard in order.
- In the Other group on the Create tab, click the Query Wizard button.
 - Complete the Wizard dialog boxes to select the table or query on which to base the new query.
 - Click Find Unmatched Query Wizard, and then click the OK button.
 - Select the table or query that contains the related records, specify the common field in each table or query, select the additional fields to include in the query results, enter a name for the query.
 - Click the Finish button.

- 1, 2, 3, 4, 5
- 1, 3, 2, 4, 5
- 2, 1, 3, 5, 4
- 2, 3, 2, 5, 4

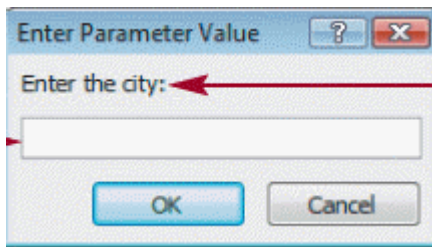
ANS: B PTS: 1 REF: AC 228

COMPLETION

1. A(n) _____ field lets the user select a value from a list of possible values.

ANS: lookup

PTS: 1 REF: AC 231



2. The above figure shows a(n) _____, “Enter the city.”

ANS: prompt

PTS: 1 REF: AC 216

3. A(n) _____ is a predefined format used to enter and display data in a field.

ANS: input mask

PTS: 1 REF: AC 236

4. A pattern match uses _____ characters.

ANS: wildcard

PTS: 1 REF: AC 205

5. A(n) _____ selects records with a value for the selected field that matches the pattern of the simple condition value.

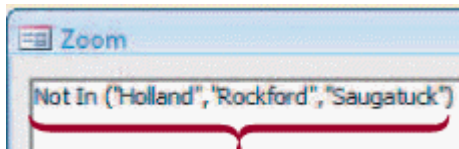
ANS: pattern match

PTS: 1 REF: AC 205

6. You create the selection criterion for a nonmatching value using the _____ logical operator.

ANS: Not

PTS: 1 REF: AC 208



7. The figure above shows the Not logical operator with a(n) _____ selection criterion.

ANS: list-of-values

PTS: 1 REF: AC 209

8. The aggregate function, _____, returns the number of the nonnull field values in a selection of records.

ANS: Count

PTS: 1 REF: AC 220

9. The aggregate function, _____, returns the variance of the field values in a selection of records.

ANS: Var

PTS: 1 REF: AC 220

10. A(n) _____ query is a select query that locates duplicate records in a table or query.

ANS: find duplicates

PTS: 1 REF: AC 226

11. If you want to display all students who have the same phone number, you would use a _____ query.

ANS: find duplicates

PTS: 1 REF: AC 226

12. For the _____ property, you enter either an integer or a percentage to determine how many records display.

ANS: Top Values

PTS: 1 REF: AC 229

13. The capability to update field properties in objects automatically when you modify a table field property is called _____.

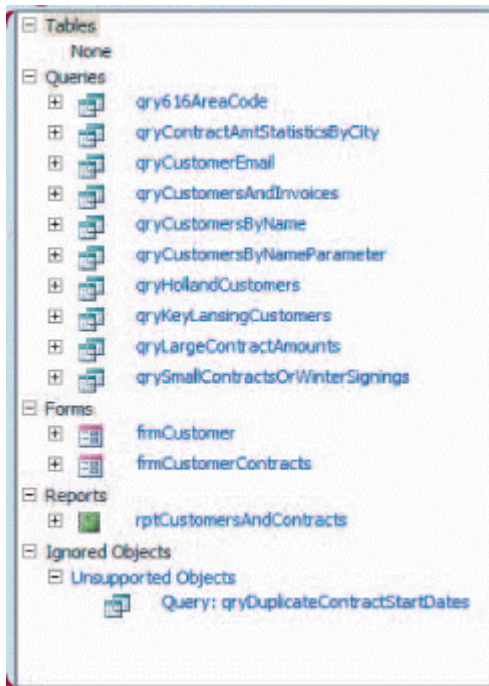
ANS: property propagation

PTS: 1 REF: AC 238

14. A(n) _____ exists between two objects when a change to the properties of data in one object affects the properties of data in the other object.

ANS: object dependency

PTS: 1 REF: AC 239



15. The item in the figure above is the _____ list box.

ANS: Object Dependencies

PTS: 1 REF: AC 240

16. A table _____ rule compares one field value in a table record to another field value in the same record to verify their relative accuracy.

ANS: validation

PTS: 1 REF: AC 242

17. To make sure that a user enters a value in one table field that is chronologically earlier, for example, than the value in another field in the same record, you can set Validation Rule and Validation Text properties for the _____ instead for an individual field.

ANS: table

PTS: 1 REF: AC 242

18. Double-click the _____ of a field list in Design view to highlight all the fields.

ANS: title bar

PTS: 1 REF: AC 205

19. The _____ symbol is a concatenation operator that joins text expressions.

ANS:
&
ampersand

PTS: 1 REF: AC 211

20. SQL stands for _____ and is a standard language used in querying, updating, and managing relational databases.

ANS: Structured Query Language

PTS: 1 REF: AC 221