

Name \_\_\_\_\_

Date \_\_\_\_\_

Access 2007: WRITE YOUR ANSWERS IN THE LEFT MARGIN!

### MULTIPLE CHOICE

1. A \_\_\_\_\_ is simply a question presented in a way that Access can process.
  - a. project
  - b. query
  - c. keyword
  - d. quiz
2. A \_\_\_\_\_ is a condition that the records to be included in a query must satisfy.
  - a. criterion
  - b. request
  - c. top-level operator
  - d. all of the above
3. \_\_\_\_\_ is a field whose data type is text.
  - a. Text information
  - b. Text characters
  - c. Text data
  - d. none of the above
4. \_\_\_\_\_ are symbols that represent any character or combination of characters.
  - a. Marks
  - b. Keys
  - c. Wildcards
  - d. none of the above
5. A(n) \_\_\_\_\_ wildcard symbol represents any collection of characters.
  - a. question mark
  - b. asterisk
  - c. exclamation point
  - d. none of the above
6. A(n) \_\_\_\_\_ wildcard symbol represents any individual character.
  - a. question mark
  - b. asterisk
  - c. exclamation point
  - d. none of the above
7. A \_\_\_\_\_ prompts for input whenever it is used.
  - a. compound query
  - b. primary query
  - c. parameter query
  - d. field query
8. If you want something other than an exact match, when using criteria, enter the appropriate \_\_\_\_\_.
  - a. comparison operator
  - b. match operator
  - c. unique operator
  - d. none of the above
9. The following is NOT a comparison operator: \_\_\_\_\_.
  - a. less than
  - b. greater than
  - c. greater than or equal to
  - d. equal to

10. In an \_\_\_\_\_ criterion, each individual criterion must be true in order for the compound criterion to be true.

- a. AND
- b. OR
- c. either a. or b.
- d. neither a. nor b.

**TRUE OR FALSE**

- 11. When you sort data, duplicates are normally included.
- 12. To eliminate duplicates change the Unique Values property from Yes to No.
- 13. To join tables is to find records in two tables that have different values in the matching fields.
- 14. Access will draw a line, called a join line, between matching fields in the two tables indicating that they are related.
- 15. Join objects are the properties that indicate which records appear in a join.
- 16. A field that can be computed from another field is called a mathematical field.
- 17. An aggregate function is a function that performs some mathematical function against one single record.
- 18. Grouping means creating groups of records that share some common characteristic.
- 19. Crosstab queries are useful for summarizing data.
- 20. The term query applies to Microsoft Access but not to other database management systems.

**SHORT ANSWER**

- 21. A \_\_\_\_\_ is a line that Access draws between matching fields in two tables.
- 22. \_\_\_\_\_ are the properties that indicate which records appear in a join.
- 23. A field that can be computed from other fields is called a \_\_\_\_\_.
- 24. A(n) \_\_\_\_\_ is a function that performs some mathematical function against a group of records.
- 25. \_\_\_\_\_ means creating groups of records that share some common characteristic.
- 26. A \_\_\_\_\_ query calculates a statistic for data that is grouped by two different types of information.
- 27. In a query, a \_\_\_\_\_ is a condition the records to be included must satisfy.
- 28. \_\_\_\_\_ is data in a field whose data type is Text.
- 29. \_\_\_\_\_ are symbols that represent any character or combination of characters.
- 10. A \_\_\_\_\_ is a query that prompts for input whenever it is used.