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