

Chapter 6 Test Your Knowledge

1. The Access view that displays table data in columns and rows like an Excel worksheet is:
A. Datasheet view B. Design view C. Layout view
2. The characteristic that defines the kind of data you can enter into a field is the:
A. data source B. data type C. field property
3. The box at the left of a record in Datasheet view that you click to select an entire record is the:
A. link B. navigation area C. record selector box
4. To add on to the end of an object, such as to add records to the end of an existing table, is to:
A. append B. import C. run
5. Characteristics of a field that control how the field displays and how data is entered are:
A. data sources B. data types C. field properties
6. The field that uniquely identifies a record in a table is known as the:
A. attachments field B. common field C. primary key
7. The underlying design of a table is referred to as the:
A. caption B. source file C. structure
8. The object that retrieves specific data and then displays only the data that you specify is a:
A. form B. query C. report
9. The object that displays fields and records from a table or query in a printable format is a:
A. form B. query C. report
10. Information repeated in a database in a manner that indicates poor design is said to be:
A. relational B. redundant C. truncated
11. The lower area of the Query window that displays the design of the query is the:
A. design grid B. property sheet C. table area
12. The process in which Access searches the records in the table, finds the records that match specified criteria, and then displays the records in a datasheet is:
A. select B. run C. sort
13. Conditions in a query that identify the specific records for which you are looking are known as:
A. aggregate functions B. criteria C. expressions
14. A criteria that searches for fields that are empty is:
A. Is Empty B. Is Not Null C. Is Null
15. The symbols =, >, and < are known as:
A. aggregate functions B. comparison operators C. logical operators
16. A comparison operator that looks for values within a range is:

- A. And B. Between ... And C. Or
17. The logical operator that requires all conditions to be met is:
A. AND B. Is Null C. OR
18. A wildcard character that serves as a placeholder for one or more unknown characters is:
A. * B. ? C. /
19. A field that stores the value of a mathematical operation is a(n):
A. aggregate field B. calculated field C. expression
20. A query that uses an aggregate function for data that can be grouped by two types of information is a(n):
A. aggregate query B. calculated query C. crosstab query