

# Pretest

## What You Should Know Before Taking Access 2010/2013 Level 2

To get the most out of this class, you should have knowledge of the Access program. The following questions are a self evaluation, which should help determine if you are ready for the class or should take Access Level 1 or in some other way learn the basic information required. You should know at least 10 of the 12 questions.

Question	Answer
1. Does an edit to data in a Select query update the table?	
2. Which of the following can be used to change the width of a field? A. double-click border between field headings for best fit B. use Format, Column Width command C. drag right border of field heading to be changed D. all of the above E. none of the above	
3. Describe two methods for placing individual fields into the Design Grid.	
4. What are the two methods for placing all fields into the Design Grid?	
5. What two buttons can be used to view the records after creating a Select query?	
6. When sorting a query, what determines the primary sort? A. name of the field B. table design C. left to right position in the Design Grid with sort selected D. field data-type E. none of the above	
7. What is a logical criterion?	
8. What are the two wildcard characters?	
9. What is the word used to select blank or empty fields?	
10. What type of criteria is created if multiple criteria are placed in the same line of the Design Grid in different fields? A. Or B. And C. Between D. all of the above	
11. What method do you use for creating "Or" criteria?	
12. What are the five symbols that cannot be used in a query name?	

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Answer Sheet

1. Yes.
2. d, all of the above.
3. Double-click the field name in the field list. Drag the field name from the field list into the Design Grid. Alternately, in the Design Grid field name cell, click the drop-down arrow and select a field.
4. Double-click the title of the field list, and then drag any selected field name from the field list into the Design Grid. Double-click the \* (asterisk) in the field list.
5. View button and Run button.
6. c, left to right position in the Design Grid with sort selected.
7. Criteria that uses logical operators, such as =, >, >=, <, <= or < >.
8. \* (asterisk) and ? (question mark.)
9. Null.
10. b, And
11. Stack criteria in same field in the Criteria and Or rows of the Design Grid. Enter value1 Or value2 in the Criteria row of the Design Grid.
12. . (period,) ! (exclamation point,) [ (left bracket,) ] (right bracket) and ` (accent.)