Pretest
What You Should Know Before Taking
Access 2010/2013 Reports and Forms

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 and/or Level 2 and/or Level 3 or in some other way learn the basic information required. You should know at least 9 of the 12 questions.

Question	Answer
1. What are the symbols for multiplication, division, and integer division?	
2. In an expression, how is constant text added to a text field?	
3. How do you create a parameter?	
4. What command is used to change the order in which parameters are asked?	
5. What happens if there are no Group By columns in a Totals Select Query?	
6. What is the difference between criteria in a Where total and a Sum total?	
7. What are the three components of a Crosstab Query?	
8. How can a horizontal total be created in a Crosstab Query?	
9. How do tables and queries automatically join in a multiple table query?	
10. How do you remove a join line?	
11. What is a "left" outer join?	
12. What happens to queries built for a table if the table is renamed?	

Answer Sheet

1.   Asterisk (*), Slash (/), and Backslash (\).

2.   It must be typed and enclosed in quotes ("") and added using the ampersand (&).

3.   Type the descriptive text that will prompt the user and enclose it in square brackets ([ ]). The text must be unique and cannot be a table or field name. The text cannot include a period (.), an exclamation point (!), an accent (`), or square brackets within the text ([ ]).

4.   In Design view, Design tab, Show/Hide Group, Parameters command.

5.   The statistical calculation applies to all the rows in the table.

6.   A Where total criterion is applied to rows before totaling. A Sum total criterion is applied after totaling the rows.

7.   Row Heading, Column Heading, and Value

8.   Create a second field in the Design grid that is the same as the field used as the value field. Use the same statistical function and make the second one a Row Heading.

9.   If a table contains a primary key field, and the data typing is consistent, all tables and queries that use the same field name are automatically joined to the matching field.

10.   Select the line by clicking on it. Press DELETE or choose the Edit, Delete command.

11.   A "left" outer join query includes all records from the "one" table even if there are no matching records in the "many" table.

12.   They may no longer work. They would have to be redesigned to accommodate the new name. A feature in Access called Name, AutoCorrect could also be used.