

Pretest

What You Should Know Before Taking Access Level 3

To get the most out of this class, you should be familiar with any version of Microsoft Access. You should have created a database and created expressions and parameters within queries. 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. You should be able to answer at least 9 of the 11 questions.

Question	Answer
1. What is a primary key?	
2. Why is a field indexed?	
3. What is an expression?	
4. Where are expressions used in a query?	
5. How do you change the name of a field or expression being used as a query field?	
6. Which toolbar button is used to display the record datasheet of a query?	
7. What symbol is used to concatenate fields together or a field and text together?	
8. What must be placed around text when it is being concatenated?	
9. When creating a parameter what symbol(s) is typed around the parameter?	
10. What creates an "And" criteria on multiple fields?	
11. How do you add a new or different table to a query.	

Answer Sheet

1. Unique identifier of an individual record. A primary key is automatically indexed.
2. Quicker finding and sorting of records. Can be used to ensure uniqueness of a field that is not part of a primary key.
3. A calculation that produces a single value as a result.
4. An expression can be a column in a query or criteria for a field used in a query.
5. The desired name is typed followed by a colon prior to the field name or expression.
6. The View button. The Run button may also be used, but only if the query is a Select or Crosstab query.
7. &
8. " (quotes)
9. [] (square brackets)
10. Both criteria are typed on the same row in the query Design Grid.
11. Click the Show Table button, select the table name and click add. You could also use the Query menu, Show Table command and double-click on the table name to be added.