Tutorial 5 - Quick Check

*Tutorial 5.1 – Quick Check*

1. According to the naming convention used in this session, you use the qry prefix tag to identify queries.
2. Which comparison operator selects records based on a specific pattern? Pattern match
3. What is the purpose of the asterisk (\*) in a pattern match query? It matches any string of characters
4. When do you use the In comparison operator? When you have a list of 2 or more values for a field
5. How do you negate a selection criterion? With the Not operator
6. The IIf function returns one of two values based on whether the condition being tested is true or false.
7. When do you use a parameter query? When you want the user to be able to specify the selection criteria.

*Tutorial 5.2 – Quick Check*

1. What is the purpose of a crosstab query? Allows a query to perform aggregate functions.
2. What are the four query wizards you can use to create a new query? Simple, Crosstab, Find Duplicates & Find Unmatched
3. What is a find duplicates query? Searches for duplicate records
4. What does a find unmatched query do? Searches for records that are unrelated to another set of records
5. What happens when you set a query’s Top Value property? Allows you to limit the number of selected records
6. What happens when you set a query’s Top Value property to 2 and the first five records have the same value for the primary sort field? You only see the first 2 records that were selected

*Tutorial 5.3 – Quick Check*

1. What is a lookup field? Allows a user to select a value from a list of values
2. A(n) input mask is a predefined format you use to enter and display data in a field.
3. What is property propagation? The ability to update field properties in objects automatically when table field properties are modified
4. Define the Validation Rule property, and give an example of when you would use it. Specifies what values are valid for a given field. An example might be to prevent entry of a negative value for a payment.
5. Define the Validation Text property, and give an example of when you would use it. Specifies an error message to be displayed when an invalid valye is entered. An example might be when a 5-digit account number is entered, and the user gets a validation text message of “Account numbers must have 5 digits.”
6. Setting a Long Text field’s Text Format property to Rich Text lets you format its contents.
7. A(n) trusted folder is a location where you can place databases that you know are safe.