Modules:

Chapter 2:

1) _____ is data that has been organized or presented in a meaningful fashion.
A) Information
B) A number
C) A character
D) A symbol
Answer: A
Diff: 1
Section Ref: Computers Are Data Processing Devices

2) Which of the following is NOT one of the four major data processing functions of a computer?
A) gathering data
B) processing data into information
C) analyzing the data or information
D) storing the data or information
Answer: C
Diff: 1
Section Ref: Computers Are Data Processing Devices

3) Computers gather data, which means that they allow users to _____ data.
A) present
B) input
C) output
D) store
Answer: B
Diff: 1
Section Ref: Computers Are Data Processing Devices

4) After a picture has been taken with a digital camera and processed appropriately, the actual print of the picture is considered _____.
A) data
B) output
C) input
D) a process
Answer: B
Diff: 1
Section Ref: Bits and Bytes: The Language of Computers

5) The _____ language consists of just two digits: 0 and 1.
A) application
B) binary
C) base 10
D) data processing
Answer: B
Diff: 2
Section Ref: Bits and Bytes: The Language of Computers

6) _____ binary digits (or bits) combine to create one byte.
A) Ten
B) Sixteen
C) Eight
D) Two
Answer: C
Diff: 2
Section Ref: Bits and Bytes: The Language of Computers

7) The term "bit" is short for _____.
A) megabyte
B) binary language
C) binary digit
D) binary number
Answer: C
Diff: 2
Section Ref: Bits and Bytes: The Language of Computers

8) Computers process data into information by working exclusively with _____.
A) multimedia
B) words
C) characters
D) numbers
Answer: D
Diff: 1
Section Ref: Bits and Bytes: The Language of Computers

9) _____ is the set of computer programs that enables the hardware to perform different tasks.
A) Hardware
B) Binary data
C) Software
D) Data
Answer: C
Diff: 2
Section Ref: Bits and Bytes: The Language of Computers

10) In binary language, each letter of the alphabet, each number, and each special character is made up of a unique combination of
A) eight bytes.
B) eight kilobytes.
C) eight characters.
D) eight bits.
Answer: D
Diff: 2
Section Ref: Bits and Bytes: The Language of Computers

11) A _____ is approximately 1 billion bytes.
A) kilobyte
B) bit
C) gigabyte
D) megabyte
Answer: C
Diff: 2
Section Ref: Bits and Bytes: The Language of Computers

12) A _____ is approximately 1 million bytes.
A) gigabyte
B) kilobyte
C) megabyte
D) terabyte
Answer: C
Diff: 2
Section Ref: Bits and Bytes: The Language of Computers

13) _____ software is the set of programs that enables the computer's hardware devices and application software to work together.
A) Utility
B) Binary
C) System
D) Application
Answer: C
Diff: 2
Section Ref: Bits and Bytes: The Language of Computers

14) Any computer parts that you can actually touch are considered to be _____.
A) hardware
B) software
C) systems
D) platforms
Answer: A
Diff: 1
Section Ref: Bits and Bytes: The Language of Computers

15) The _____ contains the central electronic components of the computer.
A) motherboard
B) system unit
C) peripheral unit
D) input unit
Answer: A
Diff: 1
Section Ref: Processing and Memory on the Motherboard

16) _____ computers are specially designed computer chips that reside inside other devices such as your car or the electronic thermostat in your home.
A) Mainframe
B) Desktop
C) Embedded
D) Internal
Answer: C
Diff: 2
Section Ref: Your Computer's Hardware

17) Devices such as monitors and printers that are connected to the computer are called _____.
A) processing devices
B) system devices
C) peripheral devices
D) input devices
Answer: C
Diff: 1
Section Ref: Your Computer's Hardware

18) All the following are examples of input devices EXCEPT a _____.
A) scanner
B) mouse
C) keyboard
D) printer
Answer: D
Diff: 1
Section Ref: Input Devices

19) Which of the following is an example of an input device?
A) a scanner
B) a speaker
C) a CD
D) a printer
Answer: A
Diff: 1
Section Ref: Input Devices

20) A(n) _____ enables you to enter data (text, images, and sound) and instructions (user responses and commands) into the computer.
A) system unit
B) output device
C) motherboard
D) input device
Answer: D
Diff: 2
Section Ref: Input Devices

21) A(n) _____ is a device that looks like a skinny pen but has no ink.
A) joystick
B) e-pen
C) pointer
D) stylus
Answer: D
Diff: 1
Section Ref: Input Devices

22) A _____ is a portable computer that features a touch-sensitive screen and handwriting recognition software.
A) Tablet PC
B) notebook
C) Pocket PC
D) desktop
Answer: A
Diff: 2
Section Ref: Touch Screens

23) The _____ is used in combination with other keys to perform shortcuts and special tasks.
A) Toggle key
B) Function key
C) Control (Ctrl) key
D) Windows key
Answer: C
Diff: 2
Section Ref: Keyboards

24) _____ are shortcut keys that you press to perform special tasks; each software application has its own set of tasks assigned to these keys.
A) Alt keys
B) Function keys
C) Control (Ctrl) keys
D) Windows keys
Answer: B
Diff: 2

Section Ref: Keyboards

25) The small, touch-sensitive area at the base of the keyboard on a notebook computer is known as a _____.
A) stylus
B) touch pad
C) game control
D) trackball
Answer: B
Diff: 1
Section Ref: Mice and Other Pointing Devices

26) A(n) _____ uses an internal sensor or laser to detect the mouse's movement.
A) MoGo mouse
B) wireless mouse
C) trackball mouse
D) optical mouse
Answer: D
Diff: 2
Section Ref: Mice and Other Pointing Devices

27) _____ microphones pick up sound from only one direction.
A) Magnetically shielded
B) Wireless
C) Unidirectional
D) Omnidirectional
Answer: C
Diff: 1
Section Ref: Sound Input

28) The type of monitor that looks like a traditional television set is called a _____ monitor.
A) high-definition
B) cathode-ray tube (CRT)
C) liquid crystal display (LCD)
D) flat-panel
Answer: B
Diff: 2
Section Ref: Monitors

29) Monitor screen grids are made up of millions of pixels, with each pixel containing _____ subpixels of colors.
A) two
B) three
C) five
D) six
Answer: B

Diff: 2
Section Ref: Monitors

30) The term _____ describes computing devices or peripherals that use techniques, parts, and methods from an earlier time that are no longer popular.
A) legacy technology
B) outdated technology
C) outmoded technology
D) degraded technology
Answer: A
Diff: 2
Section Ref: Monitors

31) _____ printers have tiny hammer-like keys that strike the paper through an inked ribbon.
A) Inkjet
B) Impact
C) Nonimpact
D) Laser
Answer: B
Diff: 1
Section Ref: Printers

32) Inkjet printers and laser printers are examples of _____ printers.
A) nonimpact
B) impact
C) dot-matrix
D) thermal
Answer: A
Diff: 2
Section Ref: Printers

33) _____ are large printers used to produce oversize pictures that require precise continuous lines, such as maps and architectural plans.
A) Dot-matrix printers
B) Thermal printers
C) Multifunction printers
D) Plotters
Answer: D
Diff: 2
Section Ref: Printers

34) Restarting a computer when it is already powered on is called _____.
A) hibernation
B) standby mode
C) a warm boot
D) a cold boot

Answer: C
Diff: 3
Section Ref: Power Controls

35) The _____, housed inside the system unit, regulates the wall voltage to the voltages required by the computer chips.
A) motherboard
B) CPU
C) RAM
D) power supply
Answer: D
Diff: 2
Section Ref: Power Controls

36) _____ is a power mode that allows the computer to save an image of the desktop to the hard drive and enter a state of reduced power consumption to save energy.
A) Standby
B) Sleep
C) Hibernate
D) Cool down
Answer: C
Diff: 3
Section Ref: Power Controls

37) The hard disk drive is a _____ storage device, meaning that it stores data permanently.
A) random
B) volatile
C) temporary
D) nonvolatile
Answer: D
Diff: 2
Section Ref: Hard Drives

38) Flash drives plug into a(n) _____.
A) USB port
B) serial port
C) expansion slot
D) drive bay
Answer: A
Diff: 2
Section Ref: Flash Storage

39) A(n) _____ is where a peripheral device can attach to a computer so that data can be exchanged between it and the operating system.
A) port
B) drive

C) slot
D) expansion bus
Answer: A
Diff: 2
Section Ref: Connecting Peripherals to the Computer
40) _____ ports are now the most common ports for connecting input and output devices to the computer.
A) Universal serial bus (USB)
B) Serial
C) Parallel
D) FireWire
Answer: A
Diff: 2
Section Ref: High-Speed and Data Transfer Ports

41) USB ports are fast replacing traditional _____ ports because of their ability to transfer data quickly.
A) parallel and serial
B) Ethernet and speaker
C) video and audio
D) monitor and modem
Answer: A
Diff: 2
Section Ref: High-Speed and Data Transfer Ports

42) The S-video and the _____ ports on a computer facilitate connecting the computer to multimedia devices such as TVs and DVD players.
A) AVI
B) DVI
C) USB
D) parallel
Answer: B
Diff: 3
Section Ref: Connectivity and Multimedia Ports

43) The _____ port resembles a standard phone jack.
A) FireWire
B) peripheral
C) modem
D) serial
Answer: C
Diff: 2
Section Ref: Connectivity and Multimedia Ports

44) _____ plug into slots on the motherboard and provide additional functionality for your computer.
A) Ports
B) Expansion cards
C) USB devices
D) Drive bays
Answer: B
Diff: 2
Section Ref: Processing and Memory on the Motherboard

45) _____ are a form of permanent storage that can be seen and accessed from outside the system unit and are typically used for CD and DVD drives.
A) Jump drives
B) Flash drives
C) External drive bays
D) Hard drives
Answer: C
Diff: 2
Section Ref: Storing Data and Information

46) A _____ enables your computer to connect to other computers or to the Internet.
A) video card
B) network interface card (NIC)
C) sound card
D) controller card
Answer: B
Diff: 2
Section Ref: Processing and Memory on the Motherboard

47) _____ is a form of permanent memory that holds all the instructions the computer needs to start up.
A) RAM
B) ROM
C) The CPU
D) The NIC
Answer: B
Diff: 3
Section Ref: Memory

48) RAM is considered volatile storage, which means it is _____.
A) permanent
B) random
C) read-only
D) temporary
Answer: D
Diff: 2
Section Ref: Memory

49) _____ is the place in a computer where the programs and data the computer is currently using are stored.
A) RAM
B) ROM
C) The CPU
D) The power supply
Answer: A
Diff: 2
Section Ref: Memory

50) _____ is the applied science concerned with designing and arranging things that people use so that the people and things interact most efficiently and safely.
A) Ergonomics
B) Positioning
C) Occupational safety
D) Repetitive strain prevention
Answer: A
Diff: 2
Section Ref: Setting It All Up

51) Large, expensive computers that support hundreds of users simultaneously are called _____.
A) supercomputers
B) maxicomputers
C) mainframes
D) powercomputers
Answer: C
Diff: 1
Section Ref: Your Computer's Hardware

Chapter 3:

1) The Internet is _____.
A) an internal communication system for a business
B) a large network of networks
C) a communication system for the U.S. government
D) the same as the Web
Answer: B
Diff: 1
Section Ref: The Internet

2) The concept of the Internet developed from _____.
A) the Cold War crisis
B) the need for electronic mail
C) the desire to create portable music
D) the need to digitize both audio and video

Answer: A
Diff: 1
Section Ref: The Internet

3) The agency that first began funding the Internet was called the _____.
A) Advanced Research Computing Agency
B) National Science Foundation
C) Science Research Projects Agency
D) Advanced Research Projects Agency Network
Answer: D
Diff: 3
Section Ref: The Internet

4) The World Wide Web was invented by _____.
A) Microsoft
B) Apple
C) the same people who invented the Internet
D) Tim Berners-Lee at CERN
Answer: D
Diff: 2
Section Ref: The Internet

5) All of the following are ways to communicate on the Internet EXCEPT:
A) social networks.
B) e-mail.
C) hyperlinks.
D) blogs.
Answer: C
Diff: 1
Section Ref: Communicating Through the Internet: E-Mail and Other Technologies
6) Instant messaging (IM) services are programs that enable you to _____.
A) broadcast over the Internet using compressed audio files such as MP3s
B) post journal entries on the Web
C) communicate in real time with others who are online
D) send, receive, and edit files
Answer: C
Diff: 1
Section Ref: Instant Messaging

7) You can keep track of IM contacts by using a _____.
A) buddy list
B) people finder
C) search engine
D) breadcrumb trail
Answer: A
Diff: 1
Section Ref: Instant Messaging

8) Web 2.0 describes _____.
A) a trend of new Web applications that combine the functionality of multiple applications
B) the newest Web browser on the market
C) the newest netiquette rules for group communication
D) the newest Web development language
Answer: A
Diff: 1
Section Ref: Web 2.0 Technologies: Collaborating and Communicating Through the Internet

9) If you wanted to keep a written online journal, you would use _____.
A) a weblog
B) a podcast
C) a listserv
D) e-mail
Answer: A
Diff: 2
Section Ref: Weblogs (Blogs) and Video Logs (Vlogs)

10) Which of the following are personal video journal entries posted on the Web?
A) podcasts
B) newsgroups
C) vlogs
D) blogs
Answer: C
Diff: 2
Section Ref: Weblogs (Blogs) and Video Logs (Vlogs)

11) A Web site that allows anyone to add or edit content is called a _____.
A) weblog
B) wiki
C) multiuser site
D) podcast
Answer: B
Diff: 1
Section Ref: Wikis

12) Podcasts enable you to _____.
A) broadcast over the Internet using compressed audio and video files such as MP3s and MP4s
B) post journal entries on the Web
C) communicate with friends in real time
D) edit video files over the Web
Answer: A
Diff: 1
Section Ref: Podcasts and Webcasts

13) Podcasts use which of the following technologies?
A) MSN Messenger
B) RSS
C) Vlog
D) an open source software application for 3D modeling
Answer: B
Diff: 2
Section Ref: Podcasts and Webcasts

14) RSS stands for _____.
A) Really Smart Simulations
B) Real Simple Simulations
C) Really Simple Syndication
D) Real Time Syndications
Answer: C
Diff: 2
Section Ref: Podcasts and Webcasts

15) A webcast is _____.
A) another name for a podcast
B) a podcast that is updated automatically
C) a device needed for a podcast
D) the broadcast of audio or video content over the Internet
Answer: D
Diff: 2
Section Ref: Podcasts and Webcasts

16) Webcasts differ from podcasts in that webcasts _____.
A) are not updated automatically
B) are updated automatically
C) can be updated by users
D) are no different
Answer: A
Diff: 2
Section Ref: Podcasts and Webcasts

17) Facebook and MySpace are considered to be _____.
A) phishing Web sites
B) e-commerce Web sites
C) business-to-business Web sites
D) social networking Web sites
Answer: D
Diff: 1
Section Ref: Social Networking

18) Adobe Reader, Flash Player, and QuickTime Player are all examples of special software programs called _____.
A) aggregators
B) podders
C) plug-ins
D) browsers
Answer: C
Diff: 1
Section Ref: Web Entertainment: Multimedia and Beyond

19) _____ is a social networking service that enables you to exchange short text messages with your friends or "followers."
A) Facebook
B) Twitter
C) MySpace
D) Yahoo! Text
Answer: B
Diff: 1
Section Ref: Bits and Bytes: What's Everyone Twittering About?

20) All of the following are examples of multimedia EXCEPT:
A) streaming video.
B) text.
C) MP3 music files.
D) graphics.
Answer: B
Diff: 1
Section Ref: Web Entertainment: Multimedia and Beyond

21) E-commerce that involves businesses buying and selling goods and services to other businesses is called _____.
A) click-and-brick business
B) B2C
C) C2C
D) B2B
Answer: D
Diff: 2
Section Ref: Conducting Business over the Internet: E-Commerce

22) The "s" in https stands for _____.
A) secure socket logon
B) secure socket layer
C) safety secured logon
D) shop secure layer
Answer: B
Diff: 3
Section Ref: E-Commerce Safeguards

23) The name of the free Internet browser from Mozilla is _____.
A) Safari
B) Firefox
C) Internet Explorer
D) Opera
Answer: B
Diff: 1
Section Ref: Accessing the Web: Web Browsers

24) The text version of a Web site's Internet address is called the _____.
A) Uniform Resource Locator (URL)
B) home page
C) IP address
D) protocol
Answer: A
Diff: 1
Section Ref: Getting Around the Web: URLs, Hyperlinks, and Other Tools

25) HTTP is the abbreviation for _____.
A) hyper transmission protocol
B) hypertext transmission protocol
C) hypertext protocol
D) hypertext transfer protocol
Answer: D
Diff: 2
Section Ref: URLs

26) In the URL http://www.prenhall.com, the portion labeled http is the _____.
A) domain name
B) host
C) top-level domain
D) protocol
Answer: D
Diff: 2
Section Ref: URLs

27) In the URL http://www.prenhall.com, the portion labeled .com is the _____.
A) domain name
B) host
C) top-level domain
D) protocol
Answer: C
Diff: 2
Section Ref: URLs

28) What protocol allows files to be transferred from a Web server so that you can view them on your computer using a browser?
A) FTP
B) HTTP
C) COM
D) WWW
Answer: B
Diff: 2
Section Ref: URLs

29) All of the following are parts of a URL EXCEPT:
A) the protocol.
B) hyperlinks.
C) WWW.
D) the domain name.
Answer: B
Comment: .
Diff: 2
Section Ref: URLs

30) A list of pages within a Web site that you have visited and that usually appears at the top of a page is referred to as a(n) _____.
A) index
B) navigation bar
C) breadcrumb trail
D) cookie trail
Answer: C
Diff: 3
Section Ref: Hyperlinks and Beyond

31) One way to mark a Web site so that you can return to it later without typing the address is to _____.
A) use the Back button
B) use the History list
C) refresh the URL
D) use Favorites or Bookmarks
Answer: D
Diff: 2
Section Ref: Favorites, Live Bookmarks, and Tagging

32) A(n) _____ is a keyword or term that is assigned to a piece of information such as a Web page, digital image, or video and describes the site so that it can be found again by browsing or searching.
A) keyword
B) index
C) tag
D) bookmark
Answer: C
Diff: 2
Section Ref: Favorites, Live Bookmarks, and Tagging

33) A set of programs that searches the Web to find information is called a _____.
A) breadcrumb trail
B) phisher
C) search engine
D) browser
Answer: C
Diff: 1
Section Ref: Searching the Web Effectively

34) Search engines have which three parts?
A) a spider, an indexer, and search engine software
B) a spider, a Webcrawler, and search engine software
C) a Webcrawler, an algorithm, and search engine software
D) a formulator, an algorithm, and search engine software
Answer: A
Diff: 3
Section Ref: Search Engines

35) The Internet backbone refers to _____.
A) a set of numbers comprising an Internet address
B) the main pathway of high-speed communications lines through which all Internet traffic flows
C) the software that operates a Web server
D) a broadband Internet connection
Answer: B
Diff: 2

Section Ref: The Internet and How It Works
36) Which of the following is NOT a type of broadband Internet connection?
A) cable
B) DSL
C) dial-up
D) satellite
Answer: C
Diff: 2
Section Ref: Broadband Connections

37) Which of the following is most likely to be a popular choice for a broadband Internet connection in a rural area?
A) dial-up
B) DSL
C) cable
D) satellite
Answer: D
Diff: 2
Section Ref: Broadband Connections

38) The advantage of a dial-up Internet connection is _____.
A) high speed
B) low cost
C) there is no need for a modem
D) wireless capabilities
Answer: B
Diff: 1
Section Ref: Dial-Up Connections

39) Which of the following provides the highest speed Internet connection?
A) wireless
B) cable
C) dial-up
D) satellite
Answer: B
Diff: 3
Section Ref: Broadband Connections

40) The Internet2 is a project _____.
A) to expand URLs
B) to develop new Internet technologies
C) to improve podcasts
D) to protect Internet users
Answer: B
Diff: 2
Section Ref: The Future of the Internet

41) The large scale networking (LSN) project is _____.
A) a European Internet research project
B) a U.S. government Internet research project
C) a military version of the Web
D) a project to research the ramifications of free Internet in major U.S. cities
Answer: B
Diff: 2
Section Ref: The Future of the Internet

Chapter 4:

1) System software does all of the following EXCEPT _____.
A) help run the computer
B) coordinate instructions between application software and the computer's hardware devices
C) help manage system resources
D) add graphics and pictures to files
Answer: D
Diff: 1
Section Ref: The Nuts and Bolts of Software

2) Software refers to a set of instructions that tells the computer what to do. These instruction sets are called _____.
A) databases
B) peripherals
C) programs
D) devices
Answer: C
Diff: 1
Section Ref: The Nuts and Bolts of Software

3) Software that lets you do tasks at home, school, and work is called _____.
A) system software
B) application software
C) utility software
D) reference software
Answer: B
Diff: 1
Section Ref: The Nuts and Bolts of Software

4) Microsoft Word and OpenOffice.org Writer are examples of _____.
A) system software
B) graphic software
C) utility software
D) word processing software
Answer: D

Diff: 1
Section Ref: Word Processing Software

5) Software you can use to create a budget is called _____.
A) spreadsheet software
B) graphics software
C) utility software
D) word processing software
Answer: A
Diff: 1
Section Ref: Spreadsheet Software

6) In a spreadsheet, the columns and rows form individual boxes called _____.
A) intersects
B) addresses
C) worksheets
D) cells
Answer: D
Diff: 2
Section Ref: Spreadsheet Software

7) The cell address F7 indicates that the cell _____.
A) contains a label value of "F7"
B) is at row F, column 7 of the worksheet
C) is at column F, row 7 of the worksheet
D) is used in a formula involving the value "F7"
Answer: C
Diff: 2
Section Ref: Spreadsheet Software

8) In a spreadsheet, equations you build yourself using values and cell references are called _____.
A) functions
B) formulas
C) calculations
D) values
Answer: B
Diff: 2
Section Ref: Spreadsheet Software

9) The primary benefit of a spreadsheet program is _____.
A) its ability to automatically recalculate formulas and functions
B) its ability to have multiple worksheets in one workbook
C) the preprogrammed functions
D) its ability to create charts
Answer: A
Diff: 2
Section Ref: Spreadsheet Software

10) Which type of software is used to make a slide show?
A) system software
B) presentation software
C) spreadsheet software
D) word processing software
Answer: B
Diff: 1
Section Ref: Presentation Software

11) Presentation software includes all of the following features EXCEPT:
A) animation effects.
B) transitions.
C) themes.
D) formulas.
Answer: D
Diff: 1
Section Ref: Presentation Software

12) Which type of software is used at colleges to keep track of student records?
A) system software
B) presentation software
C) database software
D) word processing software
Answer: C
Diff: 1
Section Ref: Database Software

13) Microsoft _____ is software that allows students who have Tablet PCs to write their notes directly onto the tablet, using it as an electronic notebook.
A) OneNote
B) Notebook
C) PowerPoint
D) SharePoint
Answer: A
Diff: 1
Section Ref: Note Taking Software

14) Which type of software is used to keep track of appointments, to-do lists, and telephone numbers?
A) database software
B) presentation software
C) personal information manager (PIM) software
D) word processing software
Answer: C
Diff: 2
Section Ref: Personal Information Manager (PIM) Software

15) Predesigned forms that provide the basic structure for a particular kind of document are known as _____.
A) patches
B) wizards
C) templates
D) macros
Answer: C
Diff: 2
Section Ref: Productivity Software Features

16) Microsoft Office and Corel WordPerfect Office are examples of _____.
A) open source products
B) freeware products
C) personal information manager applications
D) software suites
Answer: D
Diff: 2
Section Ref: Software Suites

17) Which type of software lets you dictate letters, e-mails, and voice commands?
A) audio editing software
B) content-delivery software
C) speech recognition software
D) word processing software
Answer: C
Diff: 2
Section Ref: Dig Deeper Speech Recognition Software

18) An example of software that includes electronic checkbook registers and automatic bill payment tools is _____.
A) Microsoft Word
B) Adobe Acrobat
C) Intuit Quicken
D) Microsoft Project
Answer: C
Diff: 1
Section Ref: Personal Financial Software

19) Multimedia software includes all of the following EXCEPT:
A) image editing software.
B) animation software.
C) audio editing software.
D) utility software.
Answer: D
Diff: 1
Section Ref: Media Software for Home

20) Adobe Premiere Pro and Microsoft Live Movie Maker are examples of _____ software.
A) painting
B) Web page authoring
C) computer-aided design
D) digital video editing
Answer: D
Diff: 1
Section Ref: Digital Video Editing Software

21) CD ripping refers to _____.
A) stealing songs off the Internet
B) encoding CDs to MP3 format
C) creating your own CDs from your MP3 collection
D) erasing content on a CD
Answer: B
Diff: 2
Section Ref: Digital Audio Software

22) The organization responsible for rating computer games is the _____.
A) U.S. Gaming Commission
B) Motion Picture Rating Board
C) Entertainment Software Rating Board
D) Entertainment Game Rating Board
Answer: C
Diff: 1
Section Ref: Gaming Software

23) Angel and Blackboard are examples of _____.
A) utility software
B) educational software
C) course management software
D) gaming software
Answer: C
Diff: 1
Section Ref: Educational Software

24) Which Microsoft program is used to create technical drawings, map basic block diagrams, and more?
A) Excel
B) Visio
C) Illustrator
D) Paintbrush
Answer: B
Diff: 1
Section Ref: Drawing Software

25) QuickBooks and Peachtree are examples of _____.
A) accounting software
B) educational software
C) course management software
D) gaming software
Answer: A
Diff: 1
Section Ref: Home Business Software

26) QuarkXPress and Adobe InDesign are examples of _____ software.
A) image editing
B) word processing
C) desktop publishing
D) video editing
Answer: C
Diff: 1
Section Ref: Home Business Software

27) Adobe Dreamweaver is an example of _____.
A) accounting software
B) educational software
C) Web page authoring software
D) desktop publishing software
Answer: C
Diff: 1
Section Ref: Home Business Software

28) Which type of software helps managers with tasks such as scheduling charts?
A) accounting software
B) project management software
C) customer relationship management software
D) enterprise resource planning software
Answer: B
Diff: 1
Section Ref: Large Business Software

29) Which type of software stores client information in one central database for use by sales professionals?
A) accounting software
B) project management software
C) customer relationship management software
D) enterprise resource planning software
Answer: C
Diff: 1
Section Ref: Large Business Software

30) Software that does "back office" operations and processing functions such as billing, production, inventory management, and human resources management is called _____.
A) accounting software
B) project management software
C) customer relationship management software
D) enterprise resource planning software
Answer: D
Diff: 1
Section Ref: Large Business Software

31) GPS software allows users to _____.
A) fine-tune an Internet connection
B) locate restaurants, airports, and points of interest
C) use PDAs to access e-mail
D) play games online using portable gaming systems
Answer: B
Diff: 1
Section Ref: Large Business Software

32) Computer-aided design software is used primarily by _____.
A) airline pilots to navigate
B) engineers to create models
C) project managers to track tasks
D) game makers to create games
Answer: B
Diff: 1
Section Ref: Specialized Business Software

33) Custom software, developed to address the needs of a specific company, is known as _____ software.
A) privately owned
B) proprietary
C) developmental
D) copyrighted
Answer: B
Diff: 2
Section Ref: Specialized Business Software

34) Software designed for a specific industry is known as _____ software.
A) multimedia
B) vertical market
C) general business
D) project management
Answer: B
Diff: 2
Section Ref: Specialized Business Software

35) Which file format enables users to share, view, and print any file as long as they have the appropriate program installed?
A) HTTP
B) PDF
C) DOC
D) MP3
Answer: B
Diff: 1
Section Ref: Bits and Bytes: Need a Way to Share Files? Try PDF

36) Web-based application software is software that _____.
A) allows you to create Web pages
B) is installed by the computer manufacturer
C) is stored completely on a Web server instead of your hard drive
D) does not need an Internet connection
Answer: C
Diff: 2
Section Ref: Web-Based Applications

37) Which of the following is an example of discounted software?
A) educational versions of software
B) a software suite
C) beta versions of software
D) Web-based application software
Answer: A
Diff: 1
Section Ref: Discounted Software

38) Which of the following is software that you can use for an unlimited time at no charge?
A) alpha version software
B) Internet-based software
C) freeware
D) Web-based application software
Answer: C
Diff: 1
Section Ref: Freeware and Shareware

39) Software that is distributed for free, but often with the condition that you pay for it if you like and intend to use it, is called _____.
A) beta version software
B) Internet-based software
C) freeware
D) shareware
Answer: D
Diff: 1

Section Ref: Freeware and Shareware

40) Every software program has a set of _____ that specify the minimum recommended standards for the operating system, processor, RAM, and hard drive capacity.
A) specifications
B) system requirements
C) programming instructions
D) help files
Answer: B
Diff: 2
Section Ref: Software Versions and System Requirements

41) A(n) _____ software installation allows you to decide which features you want to install on the hard drive.
A) full
B) upgrade
C) custom
D) new
Answer: C
Diff: 2
Section Ref: Installing, Uninstalling, and Starting Software

42) When available, the best way to remove an unwanted software application is to _____.
A) change the name of the program
B) highlight and delete the program's desktop icon
C) use the application's uninstall program
D) locate the program's .exe file and delete it
Answer: C
Diff: 2
Section Ref: Installing, Uninstalling, and Starting Software

43) Illegally copying an application onto another computer is called _____.
A) hacking
B) file sharing
C) phishing
D) software piracy
Answer: D
Diff: 1
Section Ref: Ethics in IT: Can I Borrow Software That I Don't Own?

Chapter 5 :

1) Moore's Law is a rule that predicts _____.
A) the access time of the read/write head
B) the speed of the front side bus

C) the pace at which CPUs improve
D) the data transfer rate for a hard drive
Answer: C
Diff: 2
Section Ref: Is It the Computer or Me?

2) Each of the following is a computer subsystem EXCEPT the:
A) storage subsystem.
B) data subsystem.
C) CPU subsystem.
D) memory subsystem.
Answer: B
Diff: 1
Section Ref: Assessing Your Hardware: Evaluating Your System

3) All of the following are advantages of notebook computers EXCEPT:
A) they are portable.
B) you get more speed for a lower price.
C) they take up little space.
D) wireless Internet access is easy to install.
Answer: B
Diff: 2
Section Ref: Choosing Either a Desktop or Notebook System

4) Which of the following is NOT a main characteristic associated with desktop computers as compared to notebooks?
A) A desktop computer requires more space.
B) A desktop computer is harder to move around.
C) A desktop computer is more expensive.
D) A desktop computer is easier to expand.
Answer: C
Diff: 2
Section Ref: Choosing Either a Desktop or Notebook System

5) Notebooks are often equipped with a(n) _____ slot that allows you to read flash memory cards such as CompactFlash, Memory Sticks, and Secure Digital cards.
A) eSATA
B) ExpressCard
C) USB
D) FireWire
Answer: B
Diff: 2
Section Ref: Choosing Either a Desktop or Notebook System

6) The CPU is connected to the system memory by the _____.
A) expansion card
B) cache memory
C) front side bus
D) expansion hub
Answer: C
Diff: 2
Section Ref: Evaluating the CPU Subsystem

7) Which of the following activities is carried out by the ALU?
A) movement of read/write heads
B) creation of virtual memory
C) coordination of all other computer components
D) completion of all arithmetic calculations
Answer: D
Diff: 1
Section Ref: Evaluating the CPU Subsystem

8) The CPU consists of which two parts?
A) the arithmetic logic unit and the front side bus
B) the control unit and the front side bus
C) the control unit and the arithmetic logic unit
D) the control unit and cache memory
Answer: C
Diff: 1
Section Ref: Evaluating the CPU Subsystem

9) The percentage of time your CPU is working is referred to as CPU _____.
A) throughput
B) capacity
C) usage
D) latency
Answer: C
Diff: 2
Section Ref: Evaluating the CPU Subsystem

10) The control unit is one component of the _____.
A) RAM
B) front side bus
C) CPU
D) clock
Answer: C
Diff: 2
Section Ref: Evaluating the CPU Subsystem

11) CPU speed, also called clock speed, is measured in _____.
A) gigahertz
B) bytes per second
C) megahertz
D) kilohertz
Answer: A
Diff: 2
Section Ref: Evaluating the CPU Subsystem

12) Front side bus speed is measured in _____.
A) nanoseconds
B) megahertz
C) gigahertz
D) kilohertz
Answer: B
Diff: 2
Section Ref: Evaluating the CPU Subsystem

13) Cache memory levels are determined by _____.
A) the amount of storage space on the chip
B) the physical size of the chip
C) the chip's proximity to the CPU
D) the speed of the chip
Answer: C
Diff: 2
Section Ref: Evaluating the CPU Subsystem

14) _____ provides high-speed information processing by enabling a new set of instructions to start before the previous set has been finished.
A) Multitasking
B) Hyperthreading
C) Cache memory
D) Overclocking
Answer: B
Diff: 2
Section Ref: Evaluating the CPU Subsystem

15) Windows 7 incorporates _____, which enables you to migrate files and settings from a Windows Vista system to a Windows 7 system via a network connection.
A) Upgrade Companion
B) Migrate Easy
C) Windows Easy Transfer
D) Easy Sync
Answer: C
Diff: 2
Section Ref: Bits and Bytes: Moving to a New Computer Doesn't Have to Be Painful

16) The amount of RAM recommended for most systems today is measured in _____.
A) KB
B) GB
C) gigahertz
D) megahertz
Answer: B
Diff: 2
Section Ref: Evaluating RAM: The Memory Subsystem

17) Kernel memory is _____.
A) the amount of memory in the memory modules
B) RAM memory used by the operating system
C) permanent memory
D) faster than RAM
Answer: B
Diff: 2
Section Ref: Evaluating RAM: The Memory Subsystem

18) All of the following are forms of RAM EXCEPT:
A) XRAM.
B) SRAM.
C) DRAM.
D) SDRAM.
Answer: A
Diff: 2
Section Ref: Evaluating RAM: The Memory Subsystem

19) The small circuit boards that hold a series of RAM chips are called _____.
A) flash memory cards
B) expansion cards
C) memory modules
D) virtual memory
Answer: C
Diff: 3
Section Ref: Evaluating RAM: The Memory Subsystem

20) The amount of RAM that is actually on the memory modules in your computer is the _____ memory.
A) virtual
B) nonvolatile
C) physical
D) permanent
Answer: C
Diff: 2
Section Ref: Evaluating RAM: The Memory Subsystem

21) On a Windows system, you can determine the amount of RAM by looking in the _____ window.
A) Performance
B) Memory
C) System Properties
D) Utilities
Answer: C
Diff: 2
Section Ref: Evaluating RAM: The Memory Subsystem

22) When referring to hard drives, seek time and latency are the two factors that make up _____.
A) data transfer speed
B) access time
C) transfer rate
D) processing
Answer: B
Diff: 2
Section Ref: Dig Deeper: How a Mechanical Hard Drive Works

23) When referring to hard drives, access time is measured in _____.
A) milliseconds
B) hertz
C) bps
D) kilobytes
Answer: A
Diff: 2
Section Ref: The Hard Drive

24) Which is the fastest type of optical drive on the market?
A) Blu-ray drives
B) DVD drives
C) flash drives
D) CD drives
Answer: A
Diff: 1
Section Ref: Optical Storage

25) Which of the following statements is true about optical media?
A) A DVD burner can burn Blu-ray discs.
B) A Blu-ray burner will most likely burn both CDs and DVDs.
C) All CD burners can burn all types of CDs.
D) DVDs can be played by CD burners but cannot be recorded on them.
Answer: B
Diff: 3
Section Ref: Optical Storage

26) An expansion card that translates binary data into images is a(n) _____.
A) game card
B) audio card
C) video card
D) sound card
Answer: C
Diff: 2
Section Ref: Video Cards

27) A _____ performs the same kind of computational work that a CPU performs but is specialized to handle 3-D graphics and image and video processing.
A) GPU
B) video adapter
C) video card
D) graphics CPU
Answer: A
Diff: 2
Section Ref: Video Cards

28) A video card is an expansion card installed inside your _____.
A) monitor
B) system unit
C) VGA hookup
D) video memory
Answer: B
Diff: 1
Section Ref: Video Cards

29) Two types of video memory are _____.
A) SRAM and DRAM
B) GDDR3 and GDDR5
C) IrDA and IDE
D) 4-bit and 8-bit
Answer: B
Diff: 3
Section Ref: Video Cards

30) Running the Disk Cleanup utility is a quick way to _____.
A) defrag your hard drive
B) remove spyware programs
C) clean out your Startup folder
D) clear out unnecessary files
Answer: D
Diff: 2
Section Ref: Evaluating System Reliability

31) Running the Disk Defragmenter utility will _____.
A) make the hard drive work more efficiently.
B) detect and remove spyware.
C) clear out temporary Internet files.
D) clean out your Startup folder.
Answer: A
Diff: 2
Section Ref: Evaluating System Reliability

32) To make sure your computer performs reliably, you can do all of the following EXCEPT:
A) clean out your Startup folder.
B) clear out unnecessary files.
C) run the Disk Defragmenter.
D) increase the front side bus speed.
Answer: D
Diff: 1
Section Ref: Evaluating System Reliability

33) Which statement pertaining to system reliability is FALSE?
A) An accumulation of temporary Internet files has no effect on your computer's overall performance.
B) Having the latest version of software products can make your system more reliable.
C) You can clean out unnecessary programs from your Startup folder.
D) When you defrag your hard drive, it works more efficiently.
Answer: A
Diff: 2
Section Ref: Evaluating System Reliability

Chapter 6 :

1) Which of the following is NOT an example of a network node?
A) a modem
B) a printer
C) a computer
D) a mouse
Answer: D

Diff: 2
Section Ref: Networking Fundamentals

2) A computer network is defined as two or more computers connected with _____ so that they can communicate with each other.
A) the Internet
B) at least one server
C) Ethernet cable
D) software and hardware
Answer: D
Diff: 2
Section Ref: Networking Fundamentals

3) A(n) _____ allows sharing of a broadband Internet connection.
A) switch
B) hub
C) adapter
D) router
Answer: D
Diff: 2
Section Ref: Network Navigation Devices

4) Network architectures are classified according to _____.
A) the way they are controlled and the distance between their nodes
B) the distance between the hub and the router
C) the bandwidth supplied by the connection
D) the speed at which the processor runs
Answer: A
Diff: 3
Section Ref: Network Architectures

5) Normal telephone wire is _____.
A) fiber-optic cable
B) coaxial cable
C) twisted-pair cable
D) Ethernet cable
Answer: C
Diff: 2
Section Ref: Transmission Media

6) The _____ is the maximum speed at which data can be transmitted between two nodes on a network.
A) throughput
B) node speed
C) data transfer rate
D) transmission speed
Answer: C
Diff: 2
Section Ref: Transmission Media

7) The most common type of home network is _____.
A) a token ring LAN
B) a peer-to-peer (P2P) network
C) a client/server network
D) a WAN
Answer: B
Diff: 2
Section Ref: Describing Networks Based on Network Administration

8) Due to the expansion of media files on home computers, _____ options are now being marketed; however, they are not as full featured as their business-world counterparts.
A) external hard drive
B) home network server
C) network
D) online storage
Answer: B
Diff: 2
Section Ref: Describing Networks Based on Network Administration

9) A network that has 10 or more nodes is usually configured as a _____.
A) client/server network
B) home network
C) peer-to-peer network
D) WAN
Answer: A
Diff: 2
Section Ref: Describing Networks Based on Network Administration

10) Which of the following is NOT an example of a WAN?
A) LANs connected in a single building
B) A LAN at the main university campus connected with a LAN at the university extension site
C) A computer at a bank's main branch connected with a LAN at the bank's branch office across town
D) A computer at a military base in Georgia connected with a computer at a military base in Florida
Answer: A
Diff: 2
Section Ref: Describing Networks Based on Distance

11) A _____ is a network located in your home that is used to connect all of your digital devices.
A) MAN
B) WAN
C) LAN
D) HAN
Answer: D
Diff: 2
Section Ref: Describing Networks Based on Distance

12) Which transmission medium is able to transmit data the fastest?
A) twisted-pair cable
B) coaxial cable
C) fiber-optic cable
D) wireless
Answer: C
Diff: 2
Section Ref: Transmission Media

13) Throughput, the actual speed of data transfer that is achieved in a network, is usually _____.
A) more than the data transfer rate
B) the same as the data transfer rate
C) less than or equal to the data transfer rate
D) at least the same as the data transfer rate, but often less
Answer: C
Diff: 2
Section Ref: Transmission Media

14) Network adapters _____.
A) enable nodes in a network to communicate with each other
B) are built into the motherboard on each node
C) are always Ethernet NICs
D) are necessary only on servers in a client/server network
Answer: A
Diff: 2
Section Ref: Network Adapters

15) Sophisticated networks generally use which of the following hardware devices to ease the flow of data packets throughout the network?
A) USB ports
B) firewalls
C) network interface cards (NICs)
D) routers and switches
Answer: D
Diff: 3
Section Ref: Network Navigation Devices

16) Client/server networks are controlled by a central server that runs a specialized piece of software called _____.
A) Windows 7
B) a network operating system (NOS)
C) a firewall
D) firmware
Answer: B
Diff: 2
Section Ref: Networking Software

17) Which of the following UTP cable types is the cheapest and often used in home networks?
A) Cat 6
B) Cat 5E
C) Cat 7
D) Cat 4
Answer: B
Diff: 3
Section Ref: Wired Ethernet Networks

18) The most popular transmission media option for wired Ethernet networks is _____.
A) unshielded twisted-pair (UTP) cable
B) fiber-optic cable
C) power-line cable
D) coaxial cable
Answer: A
Diff: 2

Section Ref: Network Cabling

19) A(n) _____ keeps track of data packets and, in conjunction with network interface cards, helps the data packets find their destination without running into each other on an Ethernet network.
A) router
B) switch
C) hub
D) amplifier
Answer: B
Diff: 2
Section Ref: Routers and Switches: Moving Data Around Your Network

20) Which of the following is necessary if you want your Ethernet network to connect to the Internet through a DSL or cable modem?
A) a cable
B) a hub
C) a switch
D) a DSL/cable router
Answer: D
Diff: 2
Section Ref: Wired and Wireless on One Network

21) A wireless network uses which of the following as its transmission medium?
A) laser waves
B) fiber-optic waves
C) sound waves
D) radio waves
Answer: D
Diff: 2
Section Ref: Transmission Media

22) Which of the following devices translates electronic data into radio waves?
A) a modem
B) a fiber-optic cable
C) a transceiver
D) a receiver
Answer: C
Diff: 2
Section Ref: Ethernet Home Networks

23) Which of the following network adapters is most likely to be preinstalled in a typical notebook computer today?
A) both a wireless and wired network adapter
B) a power-line adapter
C) a transceiver
D) a modem
Answer: A
Diff: 2
Section Ref: Network Adapters

24) Which of the following devices is needed to share an Internet connection on a wireless network?
A) a wireless hub
B) a fiber-optic cable
C) a wireless router
D) a modem
Answer: C
Diff: 2
Section Ref: Connecting Devices to Routers

25) Most _____ allow you to connect wireless and wired computers to the same network.
A) wireless routers
B) servers
C) transceivers
D) modems
Answer: A
Diff: 2
Section Ref: Connecting Devices to Routers

26) When setting up a network, you should set up any computers running the Microsoft Windows 7 operating system _____.
A) first
B) last
C) only before any computers running Linux
D) in any order
Answer: A
Diff: 3
Section Ref: Windows Configuration

27) The unique number assigned to a network adapter by the manufacturer is referred to as the _____ address.
A) IP
B) SSID
C) MAC
D) network
Answer: C
Diff: 2
Section Ref: Securing Wireless Networks

28) WPA stands for _____.
A) Wireless Protocol Access
B) WiFi Protected Access
C) WiFi Protocol Access
D) Wired Protected Access
Answer: B
Diff: 2
Section Ref: Securing Wireless Networks

29) One way to increase security on a network is by installing a _____.
A) network adapter
B) firewall
C) hub
D) security policy
Answer: B
Diff: 1
Section Ref: Securing Wireless Networks

Chapter 7 :

1) Images are a representation of light waves called _____ or continuous waves.
A) modular
B) digital
C) analog
D) pattern
Answer: C
Diff: 1
Section Ref: A Digital Lifestyle

2) Digital formats are descriptions of signals as _____.
A) waves
B) a long string of numbers
C) light
D) sound
Answer: B
Diff: 1
Section Ref: A Digital Lifestyle

3) The most full-featured and powerful cell phones are put in the category of _____.
A) smartphones
B) pocket computers
C) digital phones
D) personal digital assistants
Answer: A
Diff: 1
Section Ref: Cell Phones and Smartphones

4) What is Symbian?
A) An operating system for cell/smartphones.
B) A type of application software.
C) A utility program for all mobile digital devices
D) A form of antivirus software.
Answer: A
Diff: 2
Section Ref: Cell Phones and Smartphones

5) The Apple iPhone uses a version of _____ as an operating system.
A) Mac OS X
B) Windows Mobile
C) Linux
D) Red Hat
Answer: A
Diff: 1
Section Ref: Cell Phones and Smartphones
6) The operating system of a cell phone is stored in _____.
A) RAM
B) the CPU
C) the transceiver
D) ROM
Answer: D
Diff: 2
Section Ref: Cell Phones and Smartphones

7) An analog-to-digital converter chip _____.
A) converts digital sound waves into analog sound waves
B) converts the sound waves from a voice into digital signals
C) converts written data into sound waves
D) converts letters from the keyboard into digital format
Answer: B
Diff: 2
Section Ref: Cell Phones and Smartphones

8) The newest cell/smartphone displays are _____, which allow bright, sharp imaging and draw less power.

A) high-resolution LCD
B) CRT
C) OLED
D) HD LCD
Answer: C
Diff: 2
Section Ref: Cell Phones and Smartphones

9) A base transceiver station receives a request for cellular service and passes that request to a central location called a _____.
A) cellular request station
B) mobile switching center
C) mobile conversion station
D) cellular switching tower
Answer: B
Diff: 2
Section Ref: Cell Phones and Smartphones

10) Ensuring that two devices, for example, a PC and a cell phone or smartphone, have the same files is the process of _____.
A) syndicating
B) synchronizing
C) unifying
D) standardizing
Answer: B
Diff: 2
Section Ref: Cell Phones and Smartphones

11) A(n) _____ is included in a cell phone to handle the compression of data for it to be quickly transmitted to another phone.
A) analog-to-digital converter
B) codec
C) digital signal processor
D) compression utility
Answer: C
Diff: 2
Section Ref: Cell Phones and Smartphones

12) Which of the following uses radio waves to transmit data signals over short distances and does not need a direct line of sight?
A) VoIP
B) Bluetooth
C) infrared
D) wireless access protocol
Answer: B
Diff: 2
Section Ref: Cell Phones and Smartphones

13) _____ is the use of equipment to provide voice communications over a distance.
A) Digital conversion
B) VoIP
C) Telephony
D) Digital-to-analog conversion
Answer: C
Diff: 2
Section Ref: Digital Telephony: Communicating with Bits

14) Text messaging is also called _____.
A) test messaging system (TMS)
B) sending messages shortly (SMS)
C) short message service (SMS)
D) short text messaging (STM)
Answer: C
Diff: 2
Section Ref: Text Messaging

15) Text prediction _____ provide a list of popular words and save typing time when using text messaging.
A) dictionaries
B) algorithms
C) services
D) accessories
Answer: B
Diff: 2
Section Ref: Text Messaging
16) SMS delivers messages to the appropriate mobile device using _____ technology.
A) receive-and-forward
B) MMS
C) store-and-forward
D) Bluetooth
Answer: C
Diff: 1
Section Ref: Text Messaging

17) Opera Mobile is an example of _____.
A) a microbrowser
B) SmartMedia
C) a smartphone
D) a wireless ISP
Answer: A
Diff: 3
Section Ref: Internet Connectivity

18) Web content specially designed for viewing via a cell phone or smartphone is written in a format called _____.

A) HTML (Hypertext Markup Language)
B) WML (Wireless Markup Language)
C) SGML (Standard Generalized Markup Language)
D) XML (Extensible Markup Language)
Answer: B
Diff: 3
Section Ref: Internet Connectivity

19) Which of the following is specialized software made to display Web pages on a cell phone?
A) minibrowser
B) microbrowser
C) cell phone browser
D) wireless browser
Answer: B
Diff: 2
Section Ref: Internet Connectivity

20) LogMeIn is an example of a _____.
A) voice-recognition system
B) GPS system
C) remote access service for mobile devices
D) type of smartphone
Answer: C
Diff: 3
Section Ref: Bits and Bytes: Phoning Home: Accessing Your Home Computer from Your Cell Phone

21) An iPod is an example of a _____.
A) portable media player (PMP).
B) personal digital assistant (PDA)/smartphone.
C) personal information manager.
D) digital information manager.
Answer: A
Diff: 1
Section Ref: Digital Music

22) A portable media player can play files with all of the following file extensions EXCEPT _____.
A) .wmv
B) .mp3
C) .doc
D) .mp4
Answer: C
Diff: 1
Section Ref: Digital Music

23) Flash memory, used by most MP3 players, is a type of _____.
A) volatile memory
B) nonvolatile memory
C) vibrant memory
D) nonvibrant memory
Answer: B
Diff: 2
Section Ref: Digital Music

24) Which of the following is the process of sharing files between two or more computers?
A) direct sharing (DS)
B) peer-to-peer (P2P) sharing
C) computer-to-computer (C2C) sharing
D) person-to-person (P2P) sharing
Answer: B
Diff: 2
Section Ref: Digital Music

25) Which of the following allows you to download and play music with restrictions enforced about its use?
A) purchased downloads
B) secure digital downloads
C) tethered downloads
D) tied-down downloads
Answer: C
Diff: 3
Section Ref: Digital Music

26) To transfer files from your computer to a portable media player (PMP), most newer PMPs use a _____ port or a FireWire port.
A) multimedia
B) serial
C) parallel
D) USB 2.0
Answer: D
Diff: 2
Section Ref: Digital Music

27) Which of the following describes the number of times an analog wave is measured each second during an analog-to-digital conversion?
A) converting rate
B) sampling rate
C) conversion rate
D) simplifying rate
Answer: B
Diff: 2

Section Ref: Digital Media

28) All of the following are advantages of VoIP EXCEPT:
A) low or free cost.
B) portability.
C) reliability.
D) the ability to make calls from any WiFi hotspot.
Answer: C
Diff: 2
Section Ref: Voice over Internet Protocol

29) _____ is a form of voice-based Internet communication that turns a standard Internet connection into a means to place phone calls, including long-distance calls.
A) G3
B) VoIP
C) EDGE
D) Digital Voice
Answer: B
Diff: 2
Section Ref: Voice over Internet Protocol

30) Which of the following statements is NOT true about the JPEG file format?
A) JPEGs are compressed.
B) JPEGs lose minor image detail.
C) JPEGs are larger than raw files.
D) JPEG stands for Joint Photographic Experts Group.
Answer: C
Diff: 2
Section Ref: Digital Photography
31) _____ is a special copyleft license used for software.
A) GNU
B) Creative Commons
C) Attribution licensing
D) Noncommercial licensing
Answer: A
Diff: 2
Section Ref: Ethics in IT: Ethics: Sugar□The Sweet OS for Every Child

32) MPEG-4, H.264, and DivX are all examples of _____.
A) file formats
B) video editing programs
C) codecs
D) regulations for saving video files
Answer: C
Diff: 2
Section Ref: Digital Video

33) Broadcasting your video to a live audience over the Web is referred to as _____.
A) Internet casting
B) podcasting
C) webcasting
D) streaming casting
Answer: C
Diff: 2
Section Ref: Digital Video

34) _____ is a single cable that carries all audio and video information from devices connected to a TV to the TV itself.
A) HD
B) HDMI
C) Ethernet
D) Coaxial
Answer: B
Diff: 1
Section Ref: Digital Video

35) A _____ runs a full-featured operating system and weighs less than two pounds.
A) PDA
B) PIM
C) smartphone
D) netbook
Answer: D
Diff: 2
Section Ref: Selecting the Right Device

Excel

Chapter 1 :

1) A spreadsheet
A) is the core of a slide presentation.
B) is an electronic file that is used to write text and graphics on the web.
C) is an electronic file that contains a grid of columns and rows for related data.
D) is another word for a letter written on a computer.
Answer: C
Diff: 1
Reference: Introduction to Spreadsheets
Objective: 1
AppChap: Excel 1: Introduction to Excel

2) A spreadsheet PROGRAM is defined as
A) a software application used to create and modify spreadsheets.
B) a software application used to create and modify text-based documents.

C) a software application used to create and modify video presentations.
D) a software application used to create and modify a database.
Answer: A
Diff: 1
Reference: Introduction to Spreadsheets
Objective: 1
AppChap: Excel 1: Introduction to Excel

3) A worksheet is defined as
A) the background color of a cell.
B) the current cell location of the insertion point as indicated by a dark border.
C) a single spreadsheet that often contains formulas, functions, values, text, and visual aids.
D) an unfinished project.
Answer: C
Diff: 1
Reference: Introduction to Spreadsheets
Objective: 1
AppChap: Excel 1: Introduction to Excel

4) A workbook is defined as
A) similar to a spreadsheet but bound rather than electronic.
B) an un-editable "picture" of data.
C) the address of the current cell.
D) a file containing related worksheets.
Answer: D
Diff: 1
Reference: Introduction to Spreadsheets
Objective: 1
AppChap: Excel 1: Introduction to Excel

5) An Input Area (as it applies to Excel 2010) is defined as
A) a range of cells containing results based on the output area.
B) displays the name of a worksheet within a workbook.
C) a range of cells containing values for variables used in formulas.
D) displays the content of the active cell.
Answer: C
Diff: 1
Reference: Introduction to Spreadsheets
Objective: 1
AppChap: Excel 1: Introduction to Excel

6) An Output Area (as it applies to Excel 2010)is defined as
A) a range of cells containing results based upon manipulation of the variables in the input area.
B) displays the name of a worksheet within a workbook.
C) a range of cells containing values for variables used in formulas.
D) displays the content of the active cell.
Answer: A
Diff: 1
Reference: Introduction to Spreadsheets
Objective: 1
AppChap: Excel 1: Introduction to Excel

7) The Name Box (as it applies to Excel 2010)
A) is located at the intersection of a column and a row.
B) displays the name of a worksheet within a workbook.
C) identifies the address of the current cell.
D) displays the content of the active cell.
Answer: C
Diff: 1
Reference: Introduction to Spreadsheets
Objective: 2
AppChap: Excel 1: Introduction to Excel

8) The Formula Bar (as it applies to Excel 2010)
A) displays the name of a worksheet within a workbook.
B) is at the intersection of a column and a row.
C) identifies the address of the current cell.
D) displays the content of the active cell.
Answer: D
Diff: 1
Reference: Introduction to Spreadsheets
Objective: 2
AppChap: Excel 1: Introduction to Excel

9) A sheet tab (as it applies to Excel 2010)
A) displays the content of the active cell.
B) conceals the applicable formulas for the workbook.
C) identifies the address of the current cell.
D) displays the name of a worksheet within a workbook.
Answer: D
Diff: 1
Reference: Introduction to Spreadsheets
Objective: 2
AppChap: Excel 1: Introduction to Excel

10) A cell (as it applies to Excel 2010)
A) must have formulas entered into it.
B) cannot be used for labels or headings.
C) must have text entered into it.
D) is the intersection of a column and a row.
Answer: D
Diff: 1
Reference: Introduction to Spreadsheets
Objective: 2
AppChap: Excel 1: Introduction to Excel

11) A cell address (as it applies to Excel 2010)
A) identifies the electronic "neighborhood" of a spreadsheet.
B) identifies a cell by a column letter and a row number.
C) searches for and displays similar labels as you type.
D) is a number that represents a quantity and can be the basis of calculations.
Answer: B
Diff: 2
Reference: Introduction to Spreadsheets
Objective: 2
AppChap: Excel 1: Introduction to Excel

12) The active cell (as it applies to Excel 2010)
A) is where all the functions of the database perform the calculations.
B) is the cell that always holds the current date.
C) is the location of the insertion point as indicated by a dark border.
D) is where all the formulas of the workbook do the math.
Answer: C
Diff: 2
Reference: Introduction to Spreadsheets
Objective: 2
AppChap: Excel 1: Introduction to Excel

13) Which cell becomes active when you press the "Enter" key?
A) Cell A1 .
B) The cell at the bottom of the next column.
C) The next cell down.
D) The cell at the end of the current row.
Answer: C
Diff: 2
Reference: Introduction to Spreadsheets
Objective: 2
AppChap: Excel 1: Introduction to Excel

14) The data type "Text" (as it applies to Excel)
A) should be entered into every cell of the spreadsheet.
B) includes letters, numbers, and spaces not used in calculations.
C) includes formulas, functions, and formatting.
D) is of little concern to Excel because Excel does calculations on numbers.
Answer: B
Diff: 2
Reference: Introduction to Spreadsheets
Objective: 3
AppChap: Excel 1: Introduction to Excel

15) To put a long text label on two or more lines within a single cell
A) type the first line, then hit "Enter".
B) insert a line break with the "Alt + Enter" key combination.
C) type the second line then use the Backspace key.
D) insert a text box using F4.
Answer: B
Diff: 2
Reference: Introduction to Spreadsheets
Objective: 3
AppChap: Excel 1: Introduction to Excel

16) AutoComplete (as it applies to Excel)
A) adds all the numbers in the row automatically.
B) searches for and displays any other similar label in the current column as you begin to type.
C) adds all the numbers in the columns automatically.
D) is a number that represents a quantity and can be the basis of calculations.
Answer: B
Diff: 2
Reference: Introduction to Spreadsheets
Objective: 3
AppChap: Excel 1: Introduction to Excel

17) A Value (as it applies to Excel)
A) controls the sequence in which Excel performs arithmetic operations.
B) is a number that represents a quantity and can be the basis of calculations.
C) includes letters, numbers, and spaces.
D) is a combination of cell references, operators, values, and/or functions used to perform calculations.
Answer: B
Diff: 2
Reference: Introduction to Spreadsheets
Objective: 3
AppChap: Excel 1: Introduction to Excel

18) To insert the current date into an active cell use
A) F4.
B) Ctrl + Alt + Delete.
C) The Ctrl + D key combination.
D) The Ctrl and semicolon key combination.
Answer: D
Diff: 2
Reference: Introduction to Spreadsheets
Objective: 3
AppChap: Excel 1: Introduction to Excel

19) A Formula (as it applies to Excel 2010) is
A) a number that represents a date and can be the basis of calculations.
B) a combination of cell references, operators, values, and/or functions used to perform calculations.
C) a number that represents a quantity and can be the basis of calculations.
D) should be used in each column of a workbook.
Answer: B
Diff: 2
Reference: Introduction to Spreadsheets
Objective: 3
AppChap: Excel 1: Introduction to Excel

20) You should use cell references in formulas instead of constant values so
A) you can easily include letters, numbers, and spaces.
B) it is easier to debug the errors.
C) you can change the input values without changing the formulas.
D) you can control the sequence in which Excel performs arithmetic operations.
Answer: C
Diff: 2
Reference: Mathematics and Formulas
Objective: 4
AppChap: Excel 1: Introduction to Excel

21) The order of precedence (as it applies to math operations in Excel)
A) includes letters, numbers, and spaces.
B) controls the sequence in which Excel performs arithmetic operations.
C) is a software application used to create and modify business communications.
D) includes formulas, functions, and formatting.
Answer: B
Diff: 2
Reference: Mathematics and Formulas
Objective: 4
AppChap: Excel 1: Introduction to Excel

22) Auto Fill (as it applies to Excel 2010)
A) enables you to copy the contents of a cell or to continue a sequence by dragging the fill handle.
B) is the fastest way to type A1 in the name box.
C) is adjustable so you can display more or less characters in a column.
D) helps carry over the fill to the remaining worksheets.
Answer: A
Diff: 2
Reference: Mathematics and Formulas
Objective: 5
AppChap: Excel 1: Introduction to Excel

23) The fill handle (as it applies to Excel 2010)
A) is the fastest way to type A1 in the name box.
B) helps carry over the fill to the remaining slides.
C) is the same action as pressing "enter".
D) is a small black square at the bottom-right corner of a cell that facilitates fill operations.
Answer: D
Diff: 2
Reference: Mathematics and Formulas
Objective: 5
AppChap: Excel 1: Introduction to Excel

24) Using the fill handle on a cell containing a formula
A) cannot complete a sequence of dates in a column.
B) changes the background color of the selected cells to yellow.
C) copies the formula in the active cell to other cells and adapts it based upon the type of cell references in the original formula.
D) has two or more sub-commands related to the command.
Answer: C
Diff: 2
Reference: Mathematics and Formulas
Objective: 5
AppChap: Excel 1: Introduction to Excel

25) Ribbon Commands with arrows indicate
A) a shortcut to cell A1.
B) there are two or more sub-commands related to the command.
C) the next step in the process.
D) directionality.
Answer: B
Diff: 2
Reference: Workbook and Worksheet Management
Objective: 7
AppChap: Excel 1: Introduction to Excel

26) Column width
A) is adjustable so you can display more or less characters in a column.
B) is not adjustable so keep the formulas as short as possible.
C) always switches back to default.
D) is best left unchanged unless you absolutely have to.
Answer: A
Diff: 2
Reference: Workbook and Worksheet Management
Objective: 8
AppChap: Excel 1: Introduction to Excel

27) Row Height
A) is the adjustable vertical measurement of a row.
B) changes the background color of the selected cells.
C) is controlled by the fill handle of the adjacent cell.
D) is not adjustable so use only smaller fonts for formulas.
Answer: A
Diff: 2
Reference: Workbook and Worksheet Management
Objective: 8
AppChap: Excel 1: Introduction to Excel

28) To adjust the column width and/or row height of many cells at once
A) just type longer or taller formulas in some of them.
B) click and drag across the cells to select them and use any sizing method you choose.
C) drag the fill handle across the cells.
D) type A1 in the "Go To" dialog box.
Answer: B
Diff: 2
Reference: Workbook and Worksheet Management
Objective: 8
AppChap: Excel 1: Introduction to Excel

29) To show a "hidden" row one (1) or a "hidden" column A.
A) type A1 in the name box and then press "Enter"
B) use only a Ribbon command with arrows .
C) scroll to the left.
D) scroll to the right.
Answer: A
Diff: 2
Reference: Workbook and Worksheet Management
Objective: 8
AppChap: Excel 1: Introduction to Excel

30) A "Range"
A) cannot be selected with the mouse.
B) are the numbers that fall between the smallest and largest in the formula.
C) is another word for the active worksheet.
D) refers to a group of adjacent or contiguous cells.
Answer: D
Diff: 2
Reference: Workbook and Worksheet Management
Objective: 9
AppChap: Excel 1: Introduction to Excel

31) A nonadjacent range
A) is the best tool to to use to decide which numbers to select.
B) is selected with the "Ctrl + Alt + Delete" key combination.
C) contains two or more cells or ranges that are not touching each other.
D) isn't possible in Excel 2010.
Answer: C
Diff: 3
Reference: Workbook and Worksheet Management
Objective: 9
AppChap: Excel 1: Introduction to Excel

32) To select a range in using the name box
A) click in the name box and type the range address such as B15:D25 and then press "Enter".
B) select the name box from the 2010 File menu and choose "Range".
C) position the mouse pointer over the column headings holding the Alt key.
D) click in the first cell of the range, hold the "Ctrl" key, and then click in the last cell of the range.
Answer: A
Diff: 3
Reference: Workbook and Worksheet Management
Objective: 9
AppChap: Excel 1: Introduction to Excel

33) "Copy as Picture" can be a useful command when
A) you do not have a printer available.
B) the formulas, functions, and headings need to be tested.
C) you need an un-edit able "picture" of data to use elsewhere in the workbook or other programs.
D) you need to make changes to the data later.
Answer: C
Diff: 3
Reference: Workbook and Worksheet Management
Objective: 9
AppChap: Excel 1: Introduction to Excel

34) When you paste copied data, Excel displays the Paste Options button
A) in the status bar at the left of the screen.
B) in the next set of nonadjacent ranges.
C) on the toolbar.
D) in the bottom right corner of the pasted data.
Answer: D
Diff: 3
Reference: Workbook and Worksheet Management
Objective: 9
AppChap: Excel 1: Introduction to Excel

35) To Transpose Columns and Rows
A) select and copy the original range then click the top left corner of the destination range, click the Paste Arrow, and then click Transpose.
B) save and close the document, then reopen it in "Transpose mode".
C) drag and drop A-Z onto 1-26.
D) drag the range to a new location on the worksheet.
Answer: A
Diff: 3
Reference: Workbook and Worksheet Management
Objective: 9
AppChap: Excel 1: Introduction to Excel

36) Horizontal Alignment (as it applies to Excel)
A) refers to the up-down position of contents in a cell.
B) removes the vertical lines running through the data.
C) puts a line horizontally through the data.
D) refers to the left-right position of contents in a cell.
Answer: D
Diff: 3
Reference: Workbook and Worksheet Management
Objective: 10
AppChap: Excel 1: Introduction to Excel

37) Vertical Alignment (as it applies to Excel)
A) refers to the up-down position of contents in a cell.
B) removes the vertical lines and the tangent lines on the print-out.
C) shows the vertical lines but not the tangent lines on the print-out.
D) refers to the left-right position of contents in a cell.
Answer: A
Diff: 3
Reference: Workbook and Worksheet Management
Objective: 10
AppChap: Excel 1: Introduction to Excel

38) Wrap Text (as it applies to Excel)
A) can be downloaded as an add-on .
B) is no longer possible in Excel 2010 due to contract restrictions.
C) is most useful with very short headings.
D) enables data to appear on two or more lines within a cell.
Answer: D
Diff: 3
Reference: Workbook and Worksheet Management
Objective: 10
AppChap: Excel 1: Introduction to Excel

39) A Border (as it applies to Excel)
A) is data from another cell that is only temporarily residing in the active cell.
B) is a line that surrounds a cell or a range of cells.
C) never prints.
D) is preset and weight cannot be adjusted.
Answer: B
Diff: 3
Reference: Workbook and Worksheet Management
Objective: 10
AppChap: Excel 1: Introduction to Excel

40) Fill Color (as it applies to Excel)
A) is handled automatically depending upon the contents of the cell.
B) is not adjustable.
C) is black by default.
D) is the background color of a cell.
Answer: D
Diff: 3
Reference: Workbook and Worksheet Management
Objective: 10
AppChap: Excel 1: Introduction to Excel

Chapter 2 :

1) Semi-selection or pointing
A) indicates a cells relative location from the cell containing the formula.
B) indicates a cell's specific location and the reference does not change when you copy the formula.
C) is the process of using the mouse to select cells while building a formula.
D) creates an Equals (=) sign.
Answer: C
Diff: 1
Reference: Formula Basics
Objective: 1
AppChap: Excel 2: Formulas and Functions

2) A formula in Excel must begin with
A) a cell's specific location.
B) a cells relative location.
C) both an absolute and a relative cell reference.
D) an Equals (=) sign.
Answer: D
Diff: 1
Reference: Formula Basics
Objective: 1
AppChap: Excel 2: Formulas and Functions

3) A relative cell reference
A) indicates a cell's specific location and the reference does not change when you copy the formula.
B) contains both an absolute and a relative cell reference.
C) indicates a cells relative location from the cell containing the formula; the reference changes when you copy the formula.
D) occurs when a formula directly or indirectly refers to the cell containing the formula.
Answer: C
Diff: 1
Reference: Formula Basics

Objective: 2
AppChap: Excel 2: Formulas and Functions

4) An absolute cell reference
A) causes a potential error.
B) indicates a cell's specific location and the reference does not change when you copy the formula.
C) occurs when a formula directly or indirectly refers to the cell containing the formula.
D) contains both an absolute and a relative cell reference.
Answer: B
Diff: 1
Reference: Formula Basics
Objective: 2
AppChap: Excel 2: Formulas and Functions

5) A mixed cell reference
A) occurs when a formula directly or indirectly refers to the cell containing the formula.
B) causes a potential error.
C) contains absolute or relative cell references, but not both.
D) contains both an absolute and a relative cell reference.
Answer: D
Diff: 1
Reference: Formula Basics
Objective: 2
AppChap: Excel 2: Formulas and Functions

6) A circular reference
A) is a predefined formula that performs a calculation.
B) is a rule that governs the structure and components for functions.
C) occurs when a formula directly or indirectly refers to the cell containing the formula.
D) is an input such as a cell reference or a value needed to complete a function.
Answer: C
Diff: 1
Reference: Formula Basics
Objective: 3
AppChap: Excel 2: Formulas and Functions

7) Excel displays a green arrow in the top left corner of a cell if it detects a
A) cell reference or a value.
B) rule that governs components of functions.
C) potential error.
D) predefined formula that performs a calculation.
Answer: C
Diff: 1
Reference: Formula Basics
Objective: 3
AppChap: Excel 2: Formulas and Functions

8) A function is a
A) predefined formula that performs a calculation.
B) cell reference or a value.
C) list of values and defined names as you enter a spreadsheet.
D) set of rules that govern the structure and components for a formula.
Answer: A
Diff: 1
Reference: Function Basics
Objective: 4
AppChap: Excel 2: Formulas and Functions

9) Syntax (as it applies to Excel 2010)
A) displays a list of functions and defined names as you enter a function.
B) is a small pop-up description that displays the arguments for a function as you enter it.
C) is a set of rules that govern the structure and components for a function.
D) is an input such as a cell reference or a value needed to complete a function.
Answer: C
Diff: 1
Reference: Function Basics
Objective: 3
AppChap: Excel 2: Formulas and Functions

10) An Argument (as it applies to Excel 2010)
A) calculates the total of values contained in two or more cells.
B) displays a list of functions and defined names as you enter a function.
C) is an input such as a cell reference or a value needed to complete a function.
D) is a small pop-up description that displays the results of the cell.
Answer: C
Diff: 1
Reference: Function Basics
Objective: 3
AppChap: Excel 2: Formulas and Functions

11) Formula AutoComplete
A) results in formulas such as =B4+C4.
B) calculates the total of values contained in two or more cells.
C) is a small pop-up description that displays the arguments for a function as you enter it.
D) displays a list of functions and defined names as you enter a function.
Answer: D
Diff: 2
Reference: Function Basics
Objective: 4
AppChap: Excel 2: Formulas and Functions

12) A function Screen Tip
A) automatically inserts functions such as SUM (B4:C4).
B) calculates the total of values contained in two or more cells.
C) automatically inserts formulas such as =B4+C4.
D) is a small pop-up description that displays the arguments for a function as you enter it.
Answer: D
Diff: 2
Reference: Function Basics
Objective: 4
AppChap: Excel 2: Formulas and Functions

13) The SUM function
A) identifies the midpoint value in a set of values.
B) calculates the total of values contained in two or more cells.
C) calculates the arithmetic mean or average of values in a range.
D) displays the lowest value in a range.
Answer: B
Diff: 2
Reference: Function Basics
Objective: 5
AppChap: Excel 2: Formulas and Functions

14) For a basic mathematical expression it is best to use
A) the arithmetic mean or average of values.
B) formulas such as =B4+C4.
C) functions such as SUM (B4:C4).
D) the midpoint value in a set of values.
Answer: B
Diff: 2
Reference: Function Basics
Objective: 6
AppChap: Excel 2: Formulas and Functions

15) The AVERAGE function
A) calculates the arithmetic mean of values in a range.
B) identifies the midpoint value in a set of values.
C) identifies the highest value in a range.
D) displays the lowest value in a range.
Answer: A
Diff: 2
Reference: Function Basics
Objective: 6
AppChap: Excel 2: Formulas and Functions

16) The MEDIAN function
A) displays the lowest value in a range.
B) identifies the midpoint value in a set of values.
C) identifies the highest value in a range.
D) tallies the number of cells in a range that contain values.
Answer: B
Diff: 2
Reference: Function Basics
Objective: 6
AppChap: Excel 2: Formulas and Functions

17) The MIN function
A) identifies the highest value in a range.
B) tallies the number of blank cells in a range.
C) displays the lowest value in a range.
D) tallies the number of cells in a range that contain values.
Answer: C
Diff: 2
Reference: Function Basics
Objective: 6
AppChap: Excel 2: Formulas and Functions

18) The MAX function
A) tallies the number of cells in a range that are not empty.
B) identifies the highest value in a range.
C) tallies the number of blank cells in a range.
D) tallies the number of cells in a range that contain values.
Answer: B
Diff: 2
Reference: Function Basics
Objective: 6
AppChap: Excel 2: Formulas and Functions

19) The COUNT function
A) tallies the number of cells in a range that are not empty.
B) tallies the number of blank cells in a range.
C) displays the current date.
D) tallies the number of cells in a range that contain values.
Answer: D
Diff: 2
Reference: Function Basics
Objective: 6
AppChap: Excel 2: Formulas and Functions

20) The COUNTBLANK function
A) tallies the number of blank cells in a range.
B) displays the current date and time.
C) displays the current date.
D) tallies the number of cells in a range that are not empty.
Answer: A
Diff: 2
Reference: Function Basics
Objective: 6
AppChap: Excel 2: Formulas and Functions

21) The COUNTA function
A) evaluates a condition and returns one value if the condition is true and a different value if the condition is false.
B) evaluates true or false.
C) tallies the number of cells in a range that are not empty.
D) displays the current date.
Answer: C
Diff: 2
Reference: Function Basics
Objective: 6
AppChap: Excel 2: Formulas and Functions

22) The TODAY function
A) evaluates a condition and returns one value if the condition is true and a different value if the condition is false.
B) displays the current date and time.
C) displays the current date.
D) evaluates true or false.
Answer: C
Diff: 2
Reference: Function Basics
Objective: 7
AppChap: Excel 2: Formulas and Functions

23) The NOW function
A) contains another function embedded inside one or more of its arguments.
B) evaluates a condition and returns one value if the condition is true and a different value if the condition is false.
C) evaluates true or false.
D) displays the current date and time.
Answer: D
Diff: 2
Reference: Function Basics
Objective: 7
AppChap: Excel 2: Formulas and Functions

24) The IF function
A) contains data for the basis of the lookup and data to be retrieved.
B) looks up a value and returns a related result from the lookup table.
C) evaluates a condition and returns one value if the condition is true and a different value if the condition is false.
D) contains another function embedded inside one or more of its arguments.
Answer: C
Diff: 2
Reference: Function Basics
Objective: 8
AppChap: Excel 2: Formulas and Functions

25) The logical test
A) is the lowest value for a specific category or series in a lookup table.
B) evaluates true or false.
C) contains another function embedded inside one or more of its arguments.
D) contains data for the basis of the lookup and data to be retrieved.
Answer: B
Diff: 2
Reference: Function Basics
Objective: 8
AppChap: Excel 2: Formulas and Functions

26) A nested function
A) contains data for the basis of the lookup and data to be retrieved.
B) is the lowest value for a specific category or series in a lookup table.
C) looks up a value and returns a related result from the lookup table.
D) contains another function embedded inside one or more of its arguments.
Answer: D
Diff: 2
Reference: Function Basics
Objective: 8
AppChap: Excel 2: Formulas and Functions

27) A lookup table
A) looks up a value and returns a related result.
B) contains data for the basis of the lookup and the data to be retrieved.
C) is the lowest value for a specific category or series.
D) is a reference to a cell containing a value to look up.
Answer: B
Diff: 2
Reference: Logical, Lookup, and Financial Functions
Objective: 9
AppChap: Excel 2: Formulas and Functions

28) The breakpoint
A) looks up a value and returns a related result from the lookup table.
B) is a range containing a lookup table.
C) is the lowest value for a specific category or series in a lookup table.
D) is a reference to a cell containing a value to look up.
Answer: C
Diff: 2
Reference: Logical, Lookup, and Financial Functions
Objective: 9
AppChap: Excel 2: Formulas and Functions

29) The VLOOKUP function.
A) is the argument in a function that describes to which column to return a value.
B) is a range containing a lookup table.
C) is a reference to a cell containing a value to look up.
D) looks up a value and returns a related result from the lookup table.
Answer: D
Diff: 2
Reference: Logical, Lookup, and Financial Functions
Objective: 9
AppChap: Excel 2: Formulas and Functions

30) The lookup value
A) is the argument in a function that identifies which lookup table column from which to return a value.
B) looks in a horizontal table where the first row contains the values.
C) is a reference to a cell containing a value to look up.
D) is a range containing a lookup table.
Answer: C
Diff: 2
Reference: Logical, Lookup, and Financial Functions
Objective: 9
AppChap: Excel 2: Formulas and Functions

31) The Table Array
A) is the argument in a VLOOKUP function that identifies from which column to return a value.
B) looks up a value in a horizontal table where the first row contains the values to compare with the lookup value.
C) calculates the periodic payment for a loan with a fixed interest rate and fixed term.
D) is a range containing a lookup table.
Answer: D
Diff: 3
Reference: Logical, Lookup, and Financial Functions
Objective: 9
AppChap: Excel 2: Formulas and Functions

32) The column index number
A) is the periodic interest rate, such as a monthly interest rate.
B) looks up a value in a horizontal lookup table where the first row contains the values to compare with the lookup value.
C) calculates the periodic payment for a loan with a fixed interest rate and fixed term.
D) is the argument in a VLOOKUP function that identifies from which column to return a value.
Answer: D
Diff: 3
Reference: Logical, Lookup, and Financial Functions
Objective: 9
AppChap: Excel 2: Formulas and Functions

33) The HLOOKUP function
A) is the periodic interest rate, such as a monthly interest rate.
B) calculates the periodic payment for a loan with a fixed interest rate and fixed term.
C) looks up a value in a lookup table where the first column contains the values to compare with the lookup value.
D) looks up a value in a lookup table where the first row contains the values to compare with the lookup value.
Answer: D
Diff: 3
Reference: Logical, Lookup, and Financial Functions
Objective: 10
AppChap: Excel 2: Formulas and Functions

34) The PMT function
A) is the periodic interest rate, such as a monthly interest rate.
B) is the total number of payment periods.
C) is the present value of a loan.
D) calculates the periodic payment for a loan with a fixed interest rate and fixed term.
Answer: D
Diff: 3
Reference: Logical, Lookup, and Financial Functions
Objective: 10
AppChap: Excel 2: Formulas and Functions

35) The RATE
A) is the periodic interest rate, such as a monthly interest rate.
B) is the total number of payment periods.
C) is a word or a string of characters that represent one or more cells.
D) the present value of the loan.
Answer: A
Diff: 3
Reference: Logical, Lookup, and Financial Functions
Objective: 10
AppChap: Excel 2: Formulas and Functions

36) The NPER
A) is the total number of payment periods.
B) is a word or a string of characters that represent one or more cells.
C) the present value of the loan.
D) a set of range names.
Answer: A
Diff: 3
Reference: Logical, Lookup, and Financial Functions
Objective: 10
AppChap: Excel 2: Formulas and Functions

37) The PV is
A) a set of range names.
B) is a word or a string of characters that represent one or more cells.
C) the present value of the loan.
D) why you do not have to make the cell reference absolute in the formula.
Answer: C
Diff: 3
Reference: Logical, Lookup, and Financial Functions
Objective: 10
AppChap: Excel 2: Formulas and Functions

38) A range name
A) Indicates a cell's specific location and the reference does not change when you copy the formula.
B) is a word or a string of characters that represent one or more cells.
C) indicates a cells relative location from the cell containing the formula.
D) creates an Equals (=) sign.
Answer: B
Diff: 3
Reference: Range Names
Objective: 11
AppChap: Excel 2: Formulas and Functions

39) To simplify entering ranges in formulas you can use
A) range names.
B) a cells relative location.
C) both an absolute and a relative cell reference.
D) a cell's specific location.
Answer: A
Diff: 3
Reference: Range Names
Objective: 11
AppChap: Excel 2: Formulas and Functions

40) One benefit of using range names in formulas is
A) it directly or indirectly refers to the cell containing the formula.
B) it contains both an absolute and a relative cell reference.
C) it identifies the present value of the loan.
D) if you copy the formula, you do not have to make the cell reference absolute.
Answer: D
Diff: 3
Reference: Range Names
Objective: 11
AppChap: Excel 2: Formulas and Functions

41) Semi-selection or pointing is the process of using the mouse to select cells while building a formula.
Answer: TRUE
Diff: 1
Reference: Formula Basics
Objective: 1
AppChap: Excel 2: Formulas and Functions

Chapter 3 :

1) A chart
A) is a group of related data points.
B) is a visual representation of numerical data.
C) is a numeric value that describes a single value on a chart.
D) is text that describes a collection of data points in a chart.
Answer: B
Diff: 1
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

2) A data point
A) is a numeric value that describes a single value on a chart.
B) is a group of related data points.
C) displays data comparisons vertically in columns.
D) is text that describes a collection of data points in a chart.
Answer: A
Diff: 1
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

3) A data series
A) displays data comparisons vertically in columns.
B) is a group of related data points.
C) is text that describes a collection of data points in a chart.

D) contains the entire chart and all of its elements.
Answer: B
Diff: 1
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

4) A category label
A) contains the entire chart and all of its elements.
B) is text that describes a collection of data points in a chart.
C) displays data comparisons vertically in columns.
D) contains graphical representation of values in data series.
Answer: B
Diff: 1
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

5) A column chart
A) displays data comparisons vertically in columns.
B) is a horizontal line that borders the plot area to provide a frame of reference for measurement.
C) contains graphical representation of values in data series.
D) contains the entire chart and all of its elements.
Answer: A
Diff: 1
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

6) The chart area
A) contains graphical representation of values in data series.
B) contains the entire chart and all of its elements.
C) is a vertical line that borders the plot area to provide a frame of reference for measurement.
D) is a horizontal line that borders the plot area to provide a frame of reference for measurement.
Answer: B
Diff: 1
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

7) The plot area
A) contains graphical representation of values in data series.
B) is a vertical line that borders the plot area to provide a frame of reference for measurement.
C) is a horizontal line that borders the plot area to provide a frame of reference for measurement.
D) provides descriptive group names for subdividing the data series.
Answer: A
Diff: 1
Reference: Chart Basics
Objective: 1

AppChap: Excel 3: Charts

8) The X-axis
A) displays incremental values to identify the values of the data series.
B) provides descriptive group names for subdividing the data series.
C) is a horizontal line that borders the plot area to provide a frame of reference for measurement.
D) is a vertical line that borders the plot area to provide a frame of reference for measurement.
Answer: C
Diff: 1
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

9) The Y-axis
A) is text that describes a collection of data points in a chart.
B) is a vertical line that borders the plot area to provide a frame of reference for measurement.
C) compares values for one set of data.
D) is a horizontal line that borders the plot area to provide a frame of reference for measurement.
Answer: B
Diff: 1
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

10) The category axis
A) compares two or more sets of data in one chart.
B) compares values for one set of data.
C) displays descriptive group names or labels, such as college names or cities, to identify data.
D) displays incremental values to identify the values of the data series.
Answer: C
Diff: 1
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

11) The value axis
A) displays incremental values to identify the values of the data series.
B) groups or clusters similar data in columns to compare values across categories.
C) compares two or more sets of data in one chart.
D) compares values for one set of data.
Answer: A
Diff: 2
Reference: Chart Basics
Objective: 1

AppChap: Excel 3: Charts

12) A single data series
A) compares values for one set of data.
B) groups or clusters similar data in columns to compare values across categories.
C) is a key that identifies the color, gradient, picture, texture, or pattern fill assigned to each data series in a chart.
D) compares two or more sets of data in one chart.
Answer: A
Diff: 2
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

13) A multiple data series chart
A) groups or clusters similar data in columns to compare values across categories.
B) compares two or more sets of data in one chart.
C) is a key that identifies the color, gradient, picture, texture, or pattern fill assigned to each data series in a chart.
D) places stacks of data in segments on top of each other in one column, with each category in the data series represented by a different color.
Answer: B
Diff: 2
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

14) A clustered column chart
A) is a key that identifies the color, gradient, picture, texture, or pattern fill assigned to each data series in a chart.
B) places stacks of data in segments on top of each other in one column, with each category in the data series represented by a different color.
C) places (stacks) data in one column per category, with each column having the same height of 100%.
D) groups or clusters similar data in columns to compare values across categories.
Answer: D
Diff: 1
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

15) A legend
A) places stacks of data in segments on top of each other in one column, with each category in the data series represented by a different color.
B) adds a third dimension to each data series, creating a distorted perspective of the data.
C) places (stacks) data in one column per category, with each column having the same height of 100%.
D) is a key that identifies the color, gradient, picture, texture, or pattern fill assigned to each data series in a chart.
Answer: D
Diff: 2
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

16) A stacked column chart
A) places stacks of data in segments on top of each other in one column, with each category in the data series represented by a different color.
B) adds a third dimension to each data series, creating a distorted perspective of the data.
C) compares values across categories using horizontal bars.
D) places (stacks) data in one column per category, with each column having the same height of 100%.
Answer: A
Diff: 2
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

17) A 100% stacked column chart
A) uses a line to connect data points in order to show trends over a period of time.
B) places (stacks) data in one column per category, with each column having the same height of 100%.
C) compares values across categories using horizontal bars.
D) adds a third dimension to each data series, creating a distorted perspective of the data.
Answer: B
Diff: 2
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

18) A 3-D chart
A) uses a line to connect data points in order to show trends over a period of time.
B) shows each data point in proportion to the whole data series as a slice in a circular pie.
C) compares values across categories using horizontal bars.
D) adds a third dimension to each data series, creating a distorted perspective of the data.
Answer: D
Diff: 2
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

19) A bar chart
A) uses a line to connect data points in order to show trends over a period of time.
B) compares values across categories using horizontal bars.
C) shows each data point in proportion to the whole data series as a slice in a circular pie.
D) separates one or more pie slices from the rest of the pie chart.
Answer: B
Diff: 2
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

20) A line chart
A) separates one or more pie slices from the rest of the pie chart.
B) shows each data point in proportion to the whole data series as a slice in a circular pie.
C) emphasizes magnitude of changes over time by filling in the space between lines with a color.
D) uses a line to connect data points in order to show trends over a period of time.
Answer: D
Diff: 2
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts

21) A pie chart
A) shows a relationship between two variables.
B) separates one or more pie slices from the rest of the pie chart.
C) emphasizes magnitude of changes over time by filling in the space between lines with a color.
D) shows each data point in proportion to the whole data series as a slice in a circular pie.
Answer: D
Diff: 2
Reference: Chart Basics
Objective: 1
AppChap: Excel 3: Charts
) Semi-selection or pointing
A) indicates a cells relative location from the cell containing the formula.

B) indicates a cell's specific location and the reference does not change when you copy the formula.
C) is the process of using the mouse to select cells while building a formula.
D) creates an Equals (=) sign.
Answer: C
Diff: 1
Reference: Formula Basics
Objective: 1
AppChap: Excel 2: Formulas and Functions

2) A formula in Excel must begin with
A) a cell's specific location.
B) a cells relative location.
C) both an absolute and a relative cell reference.
D) an Equals (=) sign.
Answer: D
Diff: 1
Reference: Formula Basics
Objective: 1
AppChap: Excel 2: Formulas and Functions

3) A relative cell reference
A) indicates a cell's specific location and the reference does not change when you copy the formula.
B) contains both an absolute and a relative cell reference.
C) indicates a cells relative location from the cell containing the formula; the reference changes when you copy the formula.
D) occurs when a formula directly or indirectly refers to the cell containing the formula.
Answer: C
Diff: 1
Reference: Formula Basics
Objective: 2
AppChap: Excel 2: Formulas and Functions

4) An absolute cell reference
A) causes a potential error.
B) indicates a cell's specific location and the reference does not change when you copy the formula.
C) occurs when a formula directly or indirectly refers to the cell containing the formula.
D) contains both an absolute and a relative cell reference.
Answer: B
Diff: 1
Reference: Formula Basics
Objective: 2
AppChap: Excel 2: Formulas and Functions

5) A mixed cell reference
A) occurs when a formula directly or indirectly refers to the cell containing the formula.
B) causes a potential error.
C) contains absolute or relative cell references, but not both.
D) contains both an absolute and a relative cell reference.
Answer: D
Diff: 1
Reference: Formula Basics
Objective: 2
AppChap: Excel 2: Formulas and Functions

6) A circular reference
A) is a predefined formula that performs a calculation.
B) is a rule that governs the structure and components for functions.
C) occurs when a formula directly or indirectly refers to the cell containing the formula.
D) is an input such as a cell reference or a value needed to complete a function.
Answer: C
Diff: 1
Reference: Formula Basics
Objective: 3
AppChap: Excel 2: Formulas and Functions

7) Excel displays a green arrow in the top left corner of a cell if it detects a
A) cell reference or a value.
B) rule that governs components of functions.
C) potential error.
D) predefined formula that performs a calculation.
Answer: C
Diff: 1
Reference: Formula Basics
Objective: 3
AppChap: Excel 2: Formulas and Functions

8) A function is a
A) predefined formula that performs a calculation.
B) cell reference or a value.
C) list of values and defined names as you enter a spreadsheet.
D) set of rules that govern the structure and components for a formula.
Answer: A
Diff: 1
Reference: Function Basics
Objective: 4
AppChap: Excel 2: Formulas and Functions

9) Syntax (as it applies to Excel 2010)
A) displays a list of functions and defined names as you enter a function.
B) is a small pop-up description that displays the arguments for a function as you enter it.
C) is a set of rules that govern the structure and components for a function.
D) is an input such as a cell reference or a value needed to complete a function.
Answer: C
Diff: 1
Reference: Function Basics
Objective: 3
AppChap: Excel 2: Formulas and Functions

10) An Argument (as it applies to Excel 2010)
A) calculates the total of values contained in two or more cells.
B) displays a list of functions and defined names as you enter a function.
C) is an input such as a cell reference or a value needed to complete a function.
D) is a small pop-up description that displays the results of the cell.
Answer: C
Diff: 1
Reference: Function Basics
Objective: 3
AppChap: Excel 2: Formulas and Functions

11) Formula AutoComplete
A) results in formulas such as =B4+C4.
B) calculates the total of values contained in two or more cells.
C) is a small pop-up description that displays the arguments for a function as you enter it.
D) displays a list of functions and defined names as you enter a function.
Answer: D
Diff: 2
Reference: Function Basics
Objective: 4
AppChap: Excel 2: Formulas and Functions

12) A function Screen Tip
A) automatically inserts functions such as SUM (B4:C4).
B) calculates the total of values contained in two or more cells.
C) automatically inserts formulas such as =B4+C4.
D) is a small pop-up description that displays the arguments for a function as you enter it.
Answer: D
Diff: 2
Reference: Function Basics
Objective: 4
AppChap: Excel 2: Formulas and Functions

13) The SUM function
A) identifies the midpoint value in a set of values.
B) calculates the total of values contained in two or more cells.
C) calculates the arithmetic mean or average of values in a range.
D) displays the lowest value in a range.
Answer: B
Diff: 2
Reference: Function Basics
Objective: 5
AppChap: Excel 2: Formulas and Functions

14) For a basic mathematical expression it is best to use
A) the arithmetic mean or average of values.
B) formulas such as =B4+C4.
C) functions such as SUM (B4:C4).
D) the midpoint value in a set of values.
Answer: B
Diff: 2
Reference: Function Basics
Objective: 6
AppChap: Excel 2: Formulas and Functions

15) The AVERAGE function
A) calculates the arithmetic mean of values in a range.
B) identifies the midpoint value in a set of values.
C) identifies the highest value in a range.
D) displays the lowest value in a range.
Answer: A
Diff: 2
Reference: Function Basics
Objective: 6
AppChap: Excel 2: Formulas and Functions

16) The MEDIAN function
A) displays the lowest value in a range.
B) identifies the midpoint value in a set of values.
C) identifies the highest value in a range.
D) tallies the number of cells in a range that contain values.
Answer: B
Diff: 2
Reference: Function Basics
Objective: 6
AppChap: Excel 2: Formulas and Functions

17) The MIN function
A) identifies the highest value in a range.
B) tallies the number of blank cells in a range.
C) displays the lowest value in a range.
D) tallies the number of cells in a range that contain values.
Answer: C
Diff: 2
Reference: Function Basics
Objective: 6
AppChap: Excel 2: Formulas and Functions

18) The MAX function
A) tallies the number of cells in a range that are not empty.
B) identifies the highest value in a range.
C) tallies the number of blank cells in a range.
D) tallies the number of cells in a range that contain values.
Answer: B
Diff: 2
Reference: Function Basics
Objective: 6
AppChap: Excel 2: Formulas and Functions

19) The COUNT function
A) tallies the number of cells in a range that are not empty.
B) tallies the number of blank cells in a range.
C) displays the current date.
D) tallies the number of cells in a range that contain values.
Answer: D
Diff: 2
Reference: Function Basics
Objective: 6
AppChap: Excel 2: Formulas and Functions

20) The COUNTBLANK function
A) tallies the number of blank cells in a range.
B) displays the current date and time.
C) displays the current date.
D) tallies the number of cells in a range that are not empty.
Answer: A
Diff: 2
Reference: Function Basics
Objective: 6
AppChap: Excel 2: Formulas and Functions

21) The COUNTA function
A) evaluates a condition and returns one value if the condition is true and a different value if the condition is false.
B) evaluates true or false.
C) tallies the number of cells in a range that are not empty.
D) displays the current date.
Answer: C
Diff: 2
Reference: Function Basics
Objective: 6
AppChap: Excel 2: Formulas and Functions

22) The TODAY function
A) evaluates a condition and returns one value if the condition is true and a different value if the condition is false.
B) displays the current date and time.
C) displays the current date.
D) evaluates true or false.
Answer: C
Diff: 2
Reference: Function Basics
Objective: 7
AppChap: Excel 2: Formulas and Functions

23) The NOW function
A) contains another function embedded inside one or more of its arguments.
B) evaluates a condition and returns one value if the condition is true and a different value if the condition is false.
C) evaluates true or false.
D) displays the current date and time.
Answer: D
Diff: 2
Reference: Function Basics
Objective: 7
AppChap: Excel 2: Formulas and Functions

24) The IF function
A) contains data for the basis of the lookup and data to be retrieved.
B) looks up a value and returns a related result from the lookup table.
C) evaluates a condition and returns one value if the condition is true and a different value if the condition is false.
D) contains another function embedded inside one or more of its arguments.
Answer: C
Diff: 2
Reference: Function Basics
Objective: 8
AppChap: Excel 2: Formulas and Functions

25) The logical test
A) is the lowest value for a specific category or series in a lookup table.
B) evaluates true or false.
C) contains another function embedded inside one or more of its arguments.
D) contains data for the basis of the lookup and data to be retrieved.
Answer: B
Diff: 2
Reference: Function Basics
Objective: 8
AppChap: Excel 2: Formulas and Functions

26) A nested function
A) contains data for the basis of the lookup and data to be retrieved.
B) is the lowest value for a specific category or series in a lookup table.
C) looks up a value and returns a related result from the lookup table.
D) contains another function embedded inside one or more of its arguments.
Answer: D
Diff: 2
Reference: Function Basics
Objective: 8
AppChap: Excel 2: Formulas and Functions

27) A lookup table
A) looks up a value and returns a related result.
B) contains data for the basis of the lookup and the data to be retrieved.
C) is the lowest value for a specific category or series.
D) is a reference to a cell containing a value to look up.
Answer: B
Diff: 2
Reference: Logical, Lookup, and Financial Functions
Objective: 9
AppChap: Excel 2: Formulas and Functions

28) The breakpoint
A) looks up a value and returns a related result from the lookup table.
B) is a range containing a lookup table.
C) is the lowest value for a specific category or series in a lookup table.
D) is a reference to a cell containing a value to look up.
Answer: C
Diff: 2
Reference: Logical, Lookup, and Financial Functions
Objective: 9
AppChap: Excel 2: Formulas and Functions

29) The VLOOKUP function.
A) is the argument in a function that describes to which column to return a value.
B) is a range containing a lookup table.
C) is a reference to a cell containing a value to look up.
D) looks up a value and returns a related result from the lookup table.
Answer: D
Diff: 2
Reference: Logical, Lookup, and Financial Functions
Objective: 9
AppChap: Excel 2: Formulas and Functions

30) The lookup value
A) is the argument in a function that identifies which lookup table column from which to return a value.
B) looks in a horizontal table where the first row contains the values.
C) is a reference to a cell containing a value to look up.
D) is a range containing a lookup table.
Answer: C
Diff: 2
Reference: Logical, Lookup, and Financial Functions
Objective: 9
AppChap: Excel 2: Formulas and Functions

31) The Table Array
A) is the argument in a VLOOKUP function that identifies from which column to return a value.
B) looks up a value in a horizontal table where the first row contains the values to compare with the lookup value.
C) calculates the periodic payment for a loan with a fixed interest rate and fixed term.
D) is a range containing a lookup table.
Answer: D
Diff: 3
Reference: Logical, Lookup, and Financial Functions
Objective: 9
AppChap: Excel 2: Formulas and Functions

32) The column index number
A) is the periodic interest rate, such as a monthly interest rate.
B) looks up a value in a horizontal lookup table where the first row contains the values to compare with the lookup value.
C) calculates the periodic payment for a loan with a fixed interest rate and fixed term.
D) is the argument in a VLOOKUP function that identifies from which column to return a value.
Answer: D
Diff: 3
Reference: Logical, Lookup, and Financial Functions
Objective: 9
AppChap: Excel 2: Formulas and Functions

33) The HLOOKUP function
A) is the periodic interest rate, such as a monthly interest rate.
B) calculates the periodic payment for a loan with a fixed interest rate and fixed term.
C) looks up a value in a lookup table where the first column contains the values to compare with the lookup value.
D) looks up a value in a lookup table where the first row contains the values to compare with the lookup value.
Answer: D
Diff: 3
Reference: Logical, Lookup, and Financial Functions
Objective: 10
AppChap: Excel 2: Formulas and Functions

34) The PMT function
A) is the periodic interest rate, such as a monthly interest rate.
B) is the total number of payment periods.
C) is the present value of a loan.
D) calculates the periodic payment for a loan with a fixed interest rate and fixed term.
Answer: D
Diff: 3
Reference: Logical, Lookup, and Financial Functions
Objective: 10
AppChap: Excel 2: Formulas and Functions

35) The RATE
A) is the periodic interest rate, such as a monthly interest rate.
B) is the total number of payment periods.
C) is a word or a string of characters that represent one or more cells.
D) the present value of the loan.
Answer: A
Diff: 3
Reference: Logical, Lookup, and Financial Functions
Objective: 10
AppChap: Excel 2: Formulas and Functions

36) The NPER
A) is the total number of payment periods.
B) is a word or a string of characters that represent one or more cells.
C) the present value of the loan.
D) a set of range names.
Answer: A
Diff: 3
Reference: Logical, Lookup, and Financial Functions
Objective: 10
AppChap: Excel 2: Formulas and Functions

37) The PV is
A) a set of range names.
B) is a word or a string of characters that represent one or more cells.
C) the present value of the loan.
D) why you do not have to make the cell reference absolute in the formula.
Answer: C
Diff: 3
Reference: Logical, Lookup, and Financial Functions
Objective: 10
AppChap: Excel 2: Formulas and Functions

38) A range name
A) Indicates a cell's specific location and the reference does not change when you copy the formula.
B) is a word or a string of characters that represent one or more cells.
C) indicates a cells relative location from the cell containing the formula.
D) creates an Equals (=) sign.
Answer: B
Diff: 3
Reference: Range Names
Objective: 11
AppChap: Excel 2: Formulas and Functions

39) To simplify entering ranges in formulas you can use
A) range names.
B) a cells relative location.
C) both an absolute and a relative cell reference.
D) a cell's specific location.
Answer: A
Diff: 3
Reference: Range Names
Objective: 11
AppChap: Excel 2: Formulas and Functions

40) One benefit of using range names in formulas is
A) it directly or indirectly refers to the cell containing the formula.
B) it contains both an absolute and a relative cell reference.
C) it identifies the present value of the loan.
D) if you copy the formula, you do not have to make the cell reference absolute.
Answer: D
Diff: 3
Reference: Range Names
Objective: 11
AppChap: Excel 2: Formulas and Functions

Chapter 4 :

1) In Excel 2010, Dataset
A) indicates where data starts on a new printed page.
B) is a collection of structured, related data in columns and rows.
C) is freezing rows to keep them visible.
D) is freezing panes to keep them visible.
Answer: B
Diff: 1
Reference: Large Datasets
Objective: 1
AppChap: Excel 4: Datasets and Tables

2) Freezing rows and/or columns
A) collects structured, related data in columns and rows.
B) keeps them visible as you scroll through a worksheet.
C) indicates where data starts on a new printed page.
D) enables you to adjust settings to control how the worksheet will print.
Answer: B
Diff: 1
Reference: Large Datasets
Objective: 1
AppChap: Excel 4: Datasets and Tables

3) To Freeze Columns and/or rows
A) first indicate where data starts on a new printed page.
B) use the View Tab, Window Group, and click Freeze Panes.
C) scroll through a worksheet and click on the Freeze button.
D) adjust settings to control how the worksheet will print.
Answer: B
Diff: 1
Reference: Large Datasets
Objective: 1
AppChap: Excel 4: Datasets and Tables

4) Freeze Top Row
A) is the sequence in which pages print.
B) enables you to adjust settings to control how the worksheet will print.
C) defines the range of data to print.
D) keeps only the top row visible as you scroll through a worksheet.
Answer: D
Diff: 1
Reference: Large Datasets
Objective: 1
AppChap: Excel 4: Datasets and Tables

5) Previewing the worksheet in Backstage view
A) autoprints
B) sets the sequence in which pages print.
C) enables you to adjust settings to control how the worksheet will print.
D) defines the range of data to print.
Answer: C
Diff: 1
Reference: Large Datasets
Objective: 2
AppChap: Excel 4: Datasets and Tables

6) A page break
A) freezes only the top row.
B) is the sequence in which pages print.
C) indicates where data starts on a new printed page.
D) stops the printer from printing.
Answer: C
Diff: 1
Reference: Large Datasets
Objective: 2
AppChap: Excel 4: Datasets and Tables

7) A print area
A) is an individual piece of data, such as a last name.
B) is a complete set of data for an entity.
C) is the sequence in which pages print.
D) defines the range of data to print.
Answer: D
Diff: 1
Reference: Large Datasets
Objective: 2
AppChap: Excel 4: Datasets and Tables

8) Print order
A) represents a Field which is an individual piece of data.
B) is the sequence in which pages print.
C) represents a record.
D) is the command to print in Excel 2010
Answer: B
Diff: 1
Reference: Large Datasets
Objective: 2
AppChap: Excel 4: Datasets and Tables

9) A table
A) is an area in the worksheet that contains rows and columns of related data formatted to enable data management and analysis.
B) is a complete set of data for an entity.
C) represents a Field which is an individual piece of data.
D) is an individual piece of data, such as a last name.
Answer: A
Diff: 1
Reference: Large Datasets
Objective: 2
AppChap: Excel 4: Datasets and Tables

10) A field
A) is a complete set of data for an entity.
B) indicates where data starts on a new printed page.
C) is an individual piece of data, such as a last name.
D) defines the range of data to print.
Answer: C
Diff: 1
Reference: Excel Tables
Objective: 3
AppChap: Excel 4: Datasets and Tables

11) Each column in a table
A) needs to be converted to a Range
B) represents a record.
C) is a complete set of data for an entity.
D) represents a Field which can contain an individual piece of data for a record.
Answer: D
Diff: 2
Reference: Excel Tables
Objective: 3
AppChap: Excel 4: Datasets and Tables

12) A record
A) is an individual piece of data, such as a last name.
B) defines the range of data to print.
C) is a complete set of data for an entity.
D) is the sequence in which pages print.
Answer: C
Diff: 2
Reference: Excel Tables
Objective: 3
AppChap: Excel 4: Datasets and Tables

13) Each row in an Excel table
A) is an individual piece of data, such as a last name.
B) is the sequence in which pages print.
C) represents a Field which can contain an individual piece of data for a record.
D) represents a record.
Answer: D
Diff: 2
Reference: Excel Tables
Objective: 3
AppChap: Excel 4: Datasets and Tables

14) To create a table from an existing range of data,
A) click within the range, click the Table Tools Design tab, and then select Convert to Table.
B) select any cell in the worksheet then click Existing Range in the Tools group.
C) click in a cell and on the Home tab, click the Insert arrow in the Cells group.
D) click the Insert tab and then click Table in the Tables group.
Answer: D
Diff: 2
Reference: Excel Tables
Objective: 4
AppChap: Excel 4: Datasets and Tables

15) To convert a table back into a range,
A) click within the table, click the Table Tools Design tab, and then select Convert to Range.
B) click the Insert tab and then click Range in the Range group.
C) select any cell in the worksheet then click Existing Range in the Tools group.
D) click in a cell and on the Home tab, click the Insert arrow in the Cells group.
Answer: A
Diff: 2
Reference: Excel Tables
Objective: 4
AppChap: Excel 4: Datasets and Tables

16) To add a record (row) to a table,
A) select any cell in the table, then click Remove Duplicates in the Tools group.
B) click in a cell and on the Home tab, click the Insert arrow in the Cells group.
C) click within a range, click the Table Tools Design tab, and then select Add Row to Table.
D) click the Insert tab and then click Range in the Range group.
Answer: B
Diff: 2
Reference: Excel Tables
Objective: 4
AppChap: Excel 4: Datasets and Tables

17) To remove duplicate records (rows),
A) select any cell in the table, then click Remove Duplicates from the Tools group on the Table Tools Design tab.
B) click the Remove tab and then Duplicate in the Records group.
C) click in a cell and on the Home tab, click the Remove arrow in the Cells group.
D) convert it to a Range.
Answer: A
Diff: 2
Reference: Excel Tables
Objective: 4
AppChap: Excel 4: Datasets and Tables

18) A Table Style controls
A) check boxes to select format actions such as Total Row.
B) check boxes to select format actions such as Header Row.
C) the fill color of the header row, columns, and records in a table.
D) arranges data in alphabetical order.
Answer: C
Diff: 2
Reference: Excel Tables
Objective: 5
AppChap: Excel 4: Datasets and Tables

19) The Table Style Options Group
A) contains check boxes to select format actions such as Header Row which displays the header row when checked.
B) keeps Table Options visible as you scroll through a worksheet.
C) is a collection of structured, related data in columns and rows.
D) enables you to adjust settings to control how many pages will print.
Answer: A
Diff: 2
Reference: Excel Tables
Objective: 5
AppChap: Excel 4: Datasets and Tables

20) The Table Style Options Group
A) enables you to adjust settings to control how many pages will print.
B) contains check boxes to select format actions such as Total Row which displays a Total Row when Checked.
C) is a collection of structured, related data in columns and rows.
D) keeps Table Options visible as you scroll through a worksheet.
Answer: B
Diff: 2
Reference: Excel Tables
Objective: 5
AppChap: Excel 4: Datasets and Tables

21) The Table Style Options Group
A) contains check boxes to select format actions such as First Column which applies a different format to the first column when checked.
B) keeps Table Options visible as you scroll through a worksheet.
C) enables you to adjust settings to control how many pages will print.
D) is a collection of structured, related data in columns and rows.
Answer: A
Diff: 2
Reference: Excel Tables
Objective: 5
AppChap: Excel 4: Datasets and Tables

22) Sorting arranges records in a table
A) by the number of pages in the worksheet.
B) by the number of pages in the workbook.
C) by the value in field(s) within a table.
D) by permanently removing extraneous data.
Answer: C
Diff: 2
Reference: Table Manipulation and Aggregation
Objective: 6
AppChap: Excel 4: Datasets and Tables

23) Sorting Text A to Z
A) is the process of displaying only records that meet specific conditions.
B) arranges data in alphabetical order.
C) displays data in chronological order, oldest to newest.
D) arranges values (numbers) in sequential order.
Answer: B
Diff: 2
Reference: Table Manipulation and Aggregation
Objective: 6
AppChap: Excel 4: Datasets and Tables

24) Sorting Dates oldest to newest
A) is the process of displaying only records that meet specific conditions.
B) arranges dates in alphabetical order.
C) is a Text Filter.
D) displays data in chronological order.
Answer: D
Diff: 2
Reference: Table Manipulation and Aggregation
Objective: 6
AppChap: Excel 4: Datasets and Tables

25) Sorting Values smallest to largest
A) arranges names in sequential order.
B) arranges numbers in sequential order.
C) arranges dates in alphabetical order.
D) is the process of displaying only records that meet specific conditions.
Answer: B
Diff: 2
Reference: Table Manipulation and Aggregation
Objective: 6
AppChap: Excel 4: Datasets and Tables

26) Filtering
A) helps to clean the data before printing in Backstage view
B) displays data in chronological order.
C) is the process of displaying only records that meet specific conditions.
D) arranges dates in alphabetical order.
Answer: C
Diff: 2
Reference: Table Manipulation and Aggregation
Objective: 6
AppChap: Excel 4: Datasets and Tables

27) Filtering the Last_Name column (field) to show only records that begin with the letter S is an application of
A) use of a table element as a formula.
B) a Number Filter.
C) a Text Filter.
D) a Date Filter.
Answer: C
Diff: 2
Reference: Table Manipulation and Aggregation
Objective: 7
AppChap: Excel 4: Datasets and Tables

28) Filtering the Date column (field)to show only records older than January 2001 is an application of
A) a Number Filter.
B) a Date Filter.
C) use of a table element as a formula.
D) a Text Filter.
Answer: B
Diff: 2
Reference: Table Manipulation and Aggregation
Objective: 7
AppChap: Excel 4: Datasets and Tables

29) Filtering the Cost column (field) to show only records Greater than $10,000 is an application of
A) a Date Filter.
B) a Text Filter.
C) use of a table element as a formula.
D) a Number Filter.
Answer: D
Diff: 2
Reference: Table Manipulation and Aggregation
Objective: 7
AppChap: Excel 4: Datasets and Tables

30) A structured reference
A) is a tag or use of a table element as a reference in a formula.
B) highlights or emphasizes cells that meet certain conditions.
C) is a horizontal gradient or solid fill indicating the cell's structure compared to other selected cells.
D) formats cells based upon their value in reference to the value of other cells.
Answer: A
Diff: 2
Reference: Table Manipulation and Aggregation
Objective: 8
AppChap: Excel 4: Datasets and Tables

31) A total row appears as the last row of a table to
A) highlight or emphasize cells that meet certain conditions.
B) format cells based upon their value in reference to the value of other cells.
C) tag a table element as a reference in a formula.
D) display summary statistics, such as a sum.
Answer: D
Diff: 2
Reference: Table Manipulation and Aggregation
Objective: 8
AppChap: Excel 4: Datasets and Tables

32) The SUBTOTAL function
A) highlights or emphasizes cells that meet certain conditions.
B) formats cells based upon their value in reference to the value of other cells.
C) calculates an aggregate for values in a range or database.
D) tags a table element as a reference in a formula.
Answer: C
Diff: 3
Reference: Table Manipulation and Aggregation
Objective: 8
AppChap: Excel 4: Datasets and Tables

33) Conditional formatting
A) highlights or emphasizes cells that meet certain conditions.
B) tags a table element as a reference in a formula.
C) formats the condition of the worksheet in preparation for printing.
D) calculates an aggregate for values in a range or database.
Answer: A
Diff: 3
Reference: Conditional Formatting
Objective: 9
AppChap: Excel 4: Datasets and Tables

34) Highlight Cell Rules
A) formats the condition of the worksheet in preparation for printing.
B) calculates an aggregate for values in a range or database.
C) tags a table element as a reference in a formula.
D) highlight cells meeting specified criteria with a specified color, font, or border.
Answer: D
Diff: 3
Reference: Conditional Formatting
Objective: 9
AppChap: Excel 4: Datasets and Tables

35) Top Bottom Rules
A) is a horizontal gradient or solid fill indicating the cell's relative value compared to other selected cells.
B) moves the data from the top of the workbook to the bottom for analysis.
C) highlight cells meeting specified criteria with a specified color, font, or border.
D) format cells based upon their value in relation to the value of other cells such as the top 10%.
Answer: D
Diff: 3
Reference: Conditional Formatting
Objective: 9
AppChap: Excel 4: Datasets and Tables

36) A data bar
A) highlights cells meeting specified criteria with a specified color, font, or border.
B) calculates an aggregate for values in a range or database.
C) formats the bar data in preparation for printing.
D) is a horizontal gradient or solid fill indicating the cell's relative value compared to other selected cells.
Answer: D
Diff: 3
Reference: Conditional Formatting
Objective: 9
AppChap: Excel 4: Datasets and Tables

37) A color scale
A) highlights cells meeting specified criteria with a specified color, font, or border.
B) is a conditional format that displays an icon representing a value in the top third, quarter, or fifth based on colors in the selected range.
C) calculates an aggregate for values in a range or database.
D) is a conditional format that displays a particular color based on the relative value of the cell contents to other selected cells.
Answer: D
Diff: 3
Reference: Conditional Formatting
Objective: 9
AppChap: Excel 4: Datasets and Tables

38) An icon set
A) is a conditional format that displays an icon representing a value in the top third, quarter, or fifth based on values in the selected range.
B) highlights cells meeting specified criteria with a specified color, font, or border.
C) calculates an aggregate for values in a range or database.
D) is a conditional format that displays a particular color based on the relative value of the cell contents to other selected cells.
Answer: A
Diff: 3
Reference: Conditional Formatting
Objective: 9
AppChap: Excel 4: Datasets and Tables

39) To Create a new Conditional Formatting Rule,
A) convert the cell to a Range.
B) select any cell in the table, then click New Rule in the Tools group.
C) click in a cell and on the Home tab, click the Conditional arrow in the Cells group.
D) click Conditional Formatting from the Cell Styles group and select New Rule.
Answer: D
Diff: 3
Reference: Conditional Formatting
Objective: 10
AppChap: Excel 4: Datasets and Tables

40) Using Conditional Formatting to draw attention to cells that are blank
A) displays a particular color based on the relative value of the cell contents to other selected cells.
B) displays an icon representing a value in the top third, quarter, or fifth based on values in the selected range.
C) helps locate where data may be missing.
D) helps locate errors in cells quickly.
Answer: C
Diff: 3
Reference: Conditional Formatting
Objective: 10
AppChap: Excel 4: Datasets and Tables

41) Using Conditional Formatting to draw attention to cells containing errors
A) helps locate errors in cells quickly.
B) displays a particular color based on the relative value of the cell contents to other selected cells.
C) calculates an aggregate for values in a range or database.
D) displays an icon representing a value in the top third based on values in the selected range.
Answer: A
Diff: 3
Reference: Conditional Formatting
Objective: 10
AppChap: Excel 4: Datasets and Tables

42) In addition to sorting and filtering cells by content you can sort and/or filter by
A) Top/Bottom rules
B) conditional formatting.
C) icon sets
D) the data bar
Answer: B
Diff: 1
Reference: Conditional Formatting
Objective: 11
AppChap: Excel 4: Datasets and Tables

Access

Chapter 1:

1) A _____ is a question you ask about data stored in a database.
A) query
B) form
C) report
D) macro
Answer: A
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

2) You can click the _____ button on the table toolbar to sort records in alphabetical order, from A to Z.
A) form
B) descending
C) order
D) ascending
Answer: D
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 6
AppChap: Access 1: Introduction to Access

3) A form can best be described as a(n):
A) record.
B) object.
C) attribute.
D) table.
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

4) A field, or a combination of fields, that has a unique value is a:
A) primary key/
B) foreign key/
C) table/
D) field value/
Answer: A
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

5) Data from two or more tables can be connected by specifying a:
A) hyperlink.
B) field value.
C) common field.
D) form.
Answer: C
Diff: 1
Reference: Relational Database
Objective: 9
AppChap: Access 1: Introduction to Access

6) A relational database is a collection of:
A) forms.
B) field values.
C) common fields.
D) related tables.
Answer: D
Diff: 1
Reference: Relational Database
Objective: 9
AppChap: Access 1: Introduction to Access

7) A primary key:
A) must include letters.
B) must contain a unique value for each record within the table.
C) has the same value for all records.
D) is not usually necessary.
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

8) A field that is defined as a primary key in one table is defined as a(n) _____ in a related table.
A) filter
B) relational database
C) foreign key
D) primary key
Answer: C
Diff: 1
Reference: Relational Database
Objective: 9
AppChap: Access 1: Introduction to Access

9) Access differs from other Microsoft software because it:
A) works primarily from memory.
B) works primarily from storage.
C) does not save your work as soon as changes are made.
D) does not allow more than one user to work on a file at a time.
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 2
AppChap: Access 1: Introduction to Access

10) Which of the following is NOT an example of an Access object?
A) Query
B) Sort
C) Report
D) Table
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

11) The navigation buttons allow you to:
A) delete records.
B) edit records.
C) sort records.
D) browse records.
Answer: D
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

12) Katie is working in a customer table and needs to know if any customers are located in Texas. In order to locate this information, she would:
A) create a query.
B) create a new table.
C) create a form.
D) create a report.
Answer: A
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

13) Selecting data by means of a query:
A) deletes unrelated data.
B) displays only the data that matches the query selection criteria.
C) locks all other users out of the database.
D) creates a report.
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

14) A form can be used to:
A) select records that meet specific criteria.
B) automate the retrieval and update process.
C) sort data in ascending or descending order.
D) enter, edit, and view records in a database.
Answer: D
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

15) _____ a database rearranges data and objects in a database to make its size smaller.
A) Backing up
B) Compressing
C) Compacting
D) Realigning
Answer: C
Diff: 1
Reference: Databases Are Everywhere
Objective: 4
AppChap: Access 1: Introduction to Access

16) The _____ organizes and lists the database objects in an Access database.
A) report wizard
B) navigation pane
C) query tool
D) form wizard
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

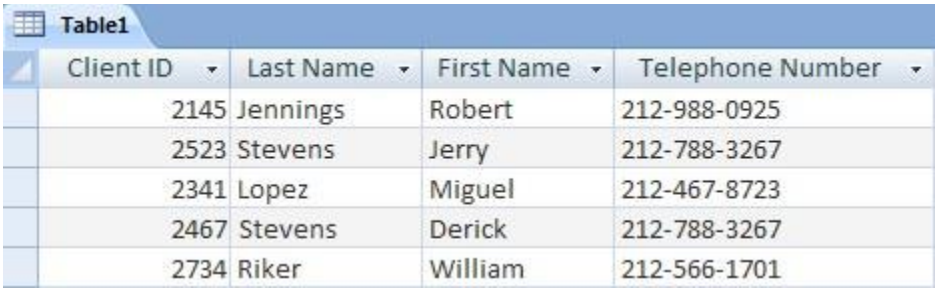


Table1

Client ID	Last Name	First Name	Telephone Number
2145	Jennings	Robert	212-988-0925
2523	Stevens	Jerry	212-788-3267
2341	Lopez	Miguel	212-467-8723
2467	Stevens	Derick	212-788-3267
2734	Riker	William	212-566-1701

17) In the table pictured above, each column represents a:
A) field.
B) record.
C) table.
D) primary key.
Answer: A
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

18) In the table pictured above, the last row of data shown (2734, Riker, William, 212-566-1701.) is a:
A) form.
B) field.
C) key.
D) record.
Answer: D
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

19) In the table pictured above, the _____ field would make the best primary key.
A) First Name
B) Last Name
C) Telephone Number
D) Client ID
Answer: D
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

20) In the table pictured above, the column labeled Last Name is an example of a:
A) record.
B) field.
C) table.
D) query.
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

21) In the table pictured above, if you wanted to organize the data from the lowest Client ID to the highest Client ID, you would _____ the Client ID field.
A) sort
B) report
C) query
D) form
Answer: A
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 6
AppChap: Access 1: Introduction to Access

22) By selecting the _____ option, you can make sure that data entered into a related table first exists in the primary table.
A) sort
B) form wizard
C) query wizard
D) referential integrity
Answer: D
Diff: 1
Reference: Relational Database
Objective: 3
AppChap: Access 1: Introduction to Access

23) You can use _____ to create a relationship between two tables using a common field.
A) join lines
B) objects
C) forms
D) reports
Answer: A
Diff: 1
Reference: Relational Database
Objective: 8
AppChap: Access 1: Introduction to Access

24) Database design begins with:
A) creating the correct forms.
B) creating the correct queries.
C) grouping data into the correct tables.
D) grouping the data in alphabetical order.
Answer: C
Diff: 1
Reference: Relational Database
Objective: 3
AppChap: Access 1: Introduction to Access

25) When choosing between Access and Excel, it is best to use Access in all of the following circumstances EXCEPT:
A) you need to create complex charts or graphs.
B) you require multiple tables to manage data.
C) you are managing a large quantity of data.
D) multiple users need to work with data simultaneously.
Answer: A
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 7
AppChap: Access 1: Introduction to Access

26) When choosing between Access and Excel, it is best to use Excel in all of the following circumstances EXCEPT:
A) you only need a single worksheet to manage data.
B) you need to manage primarily of numeric data.
C) you need to run a series of "what if" scenarios .
D) you need to group, sort, and total data based on various parameters.
Answer: D
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 7
AppChap: Access 1: Introduction to Access

27) Ryan is working in a database that organizes vendor contact information. Ryan must find vendors located in two cities. The vendors must have offices in both cities in order to meet Ryan's requirements. Ryan should use the Filter by Form _____ condition.
A) query
B) sort
C) OR
D) AND
Answer: D
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 5
AppChap: Access 1: Introduction to Access

28) Irene is working in a database that organizes city court case information. Irene must find court cases in either one of two cities. Irene should use the Filter by Form _____ condition.
A) query
B) sort
C) OR
D) AND
Answer: C
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 5
AppChap: Access 1: Introduction to Access

29) David is working in a database that organizes student exam grade information. He needs to find all students who have scored 100 on an exam. David can apply a(n) _____ to the data in order to show only records that meet the criteria.
A) Filter
B) Report
C) Form
D) Sort
Answer: A
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 5
AppChap: Access 1: Introduction to Access

30) You can make a(n) _____ copy of a database file to protect your database against loss or damage.
A) master
B) secure
C) backup
D) restore
Answer: C
Diff: 1
Reference: Databases Are Everywhere
Objective: 4
AppChap: Access 1: Introduction to Access

31) Dianna wants to compact an Access database. She can find the tool to compact the database by clicking on the _____ tab.
A) File
B) Home
C) Create
D) External
Answer: A
Diff: 1
Reference: Databases Are Everywhere
Objective: 4
AppChap: Access 1: Introduction to Access

32) The _____ view in Access looks similar to an Excel Spreadsheet.
A) Report
B) Form
C) Datasheet
D) Design
Answer: C
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

33) You can create or modify a table's field names and data types in _____ view.
A) Report
B) Form
C) Datasheet
D) Design
Answer: D
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

34) An expression used in queries to filter records in a table is called a(n):
A) primary key.
B) criterion.
C) report.
D) form.
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

35) Alice is working in a database containing the names, service locations, and services offered by landscapers. She needs to find landscapers in that offer services in the Washington area and that service rare flowers. The best way for her to search for this data is to perform a:
A) Filter by Form.
B) Filter by Selection.
C) Sort Ascending.
D) Sort Descending.
Answer: A
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 5
AppChap: Access 1: Introduction to Access

36) A _____ produces professional appearing formatted information derived from the information contained in tables or queries.
A) primary key
B) criterion
C) report
D) form
Answer: C
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

37) A _____ displays a subset of records based on specified criteria.
A) filter
B) form
C) table
D) primary key
Answer: A
Diff: 1
Reference: Filters, Sorts, and Access Versus Excel
Objective: 5
AppChap: Access 1: Introduction to Access

38) The _____ tab contains all the tools necessary for producing tables, forms, and queries in Access.
A) External Data
B) Database Tools
C) Create
D) Home
Answer: C
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

39) The _____ tab is the default Access tab and contains basic editing functions.
A) External Data
B) database Tools
C) Create
D) Home
Answer: D
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

40) The _____ tab holds some of the more advanced features in Access.
A) External Data
B) Database Tools
C) Create
D) Home
Answer: B
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

41) The _____ tab holds all of the operations necessary to carry out data import and export.
A) External Data
B) Database Tools
C) Create
D) Home
Answer: A
Diff: 1
Reference: Databases Are Everywhere
Objective: 1
AppChap: Access 1: Introduction to Access

Chapter 2 :

1) When designing a database, all of the following statements are true EXCEPT:
A) You need to consider the output requirements of the database
B) You need not be concerned with the future requirements of the database
C) You should store data in its smallest parts
D) Begin the design process with identification of the tables in the database
Answer: B
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 1
AppChap: Access 2: Relational Databases and Queries

2) Which statement accurately describes the function of a query?
A) Queries manipulate data stored in tables, displaying only those records which match the query's criteria
B) Queries delete data stored in tables, displaying only those records which match the query's criteria
C) Queries edit data stored in tables, displaying only those records which match the query's criteria
D) Queries manipulate data stored in tables, hiding only those records which match the query's criteria
Answer: A
Diff: 1
Reference: Single-Table Queries
Objective: 6
AppChap: Access 2: Relational Databases and Queries

3) Ben is working in a database that stores student information. He wants to determine each student's age based on the student's birthday. Which of the following statements accurately describe how the fields should be designed?
A) The birthday should be a stored field and the age should be a calculated field
B) The birthday should be a calculated field and the age should be a stored field
C) Both the birthday and age fields should be calculated fields
D) Both the birthday and age fields should be stored fields
Answer: A
Diff: 1
Reference: Single-Table Queries
Objective: 7
AppChap: Access 2: Relational Databases and Queries

4) Which of the following query criteria would be used to produce results for Date/Time fields containing a date of December 12th, 2010?
A) 12/12/2010
B) #12/12/2010#
C) Between #12/11/2010# and #12/14/2010#
D) 12/11/2010
Answer: B
Diff: 2
Reference: Single-Table Queries
Objective: 7
AppChap: Access 2: Relational Databases and Queries

5) When defining a field, the field _____ property determines how much physical storage space the field requires.
A) size
B) input mask
C) caption
D) format
Answer: A
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 1
AppChap: Access 2: Relational Databases and Queries

6) Jen is working on a database that stores employee data. In the Employee Data Table, there is a field that stores the number of years each employee has been with the company. She needs to design a query that shows all employees that have worked for company more than ten years. Which of the following query criteria should Jen use to locate is information and display records of employees with the company more than ten years?
A) >10
B) #10#
C) =>10
D) <>10
Answer: A
Diff: 2
Reference: Table Design, Properties, Views, and Wizards
Objective: 1
AppChap: Access 2: Relational Databases and Queries

7) Ryan needs to organize the data in a table so that it displays in a summarized format. He should use the _____ view for this purpose.
A) Datasheet
B) PivotTable
C) PivotChart
D) Design
Answer: B
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 2
AppChap: Access 2: Relational Databases and Queries

8) Irene is working on a database that stores customer data and order information. The Customer Information Table holds customer information. A unique customer number serves as the primary key for this table. The Order Information Table holds order information. A unique order number serves as the primary key for this table. A customer only has one customer number but may have several order numbers. If Irene wants to establish a one-to-many relationship between the customer information table and the order information table, which of the following steps should she follow?
A) Irene should include the primary key in the customer information table as a foreign key in the order information table.
B) Irene should include the foreign key in the customer information table as a primary key in the order information table.
C) Irene should include the primary key in the customer information table as a primary key in the order information table.
D) Irene cannot establish a relationship between the two tables.
Answer: A
Diff: 2
Reference: Multiple Table Databases
Objective: 5
AppChap: Access 2: Relational Databases and Queries

9) In a query, which of the following statements is true regarding delimiters in the criterion of a field?
A) Text data types must be enclosed in pound signs
B) Number data types require no delimiters
C) Date/Time data types must be enclosed in quotations
D) Number data types must be enclosed in single quotes
Answer: B
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 2
AppChap: Access 2: Relational Databases and Queries

10) Joe is working in a database that stores client data. He needs to design a field that will assign a client ID number each time a user enters a new client. The data type he should apply to this field is:
A) Text
B) Memo
C) Number
D) AutoNumber
Answer: D
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 2
AppChap: Access 2: Relational Databases and Queries

11) Which of the following would be the best choice for a primary key?
A) First Name
B) Last Name
C) Social Security Number
D) Street Address
Answer: C
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 2
AppChap: Access 2: Relational Databases and Queries

12) Sarah is working in a database that stores resort vacation information. She needs to design a field that will allow a user to link to an external website. The data type she should apply to this field is:
A) Memo
B) OLE
C) Hyperlink
D) Attachment
Answer: C
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 1
AppChap: Access 2: Relational Databases and Queries

13) Jose is working on a database that stores stock information. He needs to design a field that will allow a user to connect to a graph created in Excel. The data type he should apply to this field is:
A) OLE
B) Number
C) Text
D) Memo
Answer: A
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 1
AppChap: Access 2: Relational Databases and Queries

14) The _____ field property changes how a field will appear when displayed or printed, but does not change the values stored in the field.
A) Input Mask
B) Caption
C) Default Value
D) Format
Answer: D
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 2
AppChap: Access 2: Relational Databases and Queries

15) Which field property type should be used to enter a predefined value into a field when most of the records will have the same value?
A) Input Mask
B) Default Value
C) Validation Rule
D) Validation Text
Answer: B
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 2
AppChap: Access 2: Relational Databases and Queries

16) Marla is working in a database that stores customer purchases. She needs to find customers in the New York area that have purchased over $5000 worth of goods. Which query operator would Marla use in a query to find this information?
A) OR
B) NOT
C) AND
D) NULL
Answer: C
Diff: 1
Reference: Single-Table Queries
Objective: 7
AppChap: Access 2: Relational Databases and Queries

17) The _____ is a special character that is used to represent one or more characters in the criterion of a query.
A) wildcard
B) operator
C) operand
D) delimiter
Answer: A
Diff: 1
Reference: Single-Table Queries
Objective: 7
AppChap: Access 2: Relational Databases and Queries

18) In Access, a query criterion use to locate a blank field is:
A) Empty
B) Void
C) Null
D) Invalid
Answer: C
Diff: 1
Reference: Single-Table Queries
Objective: 7
AppChap: Access 2: Relational Databases and Queries

19) Which of the following is true regarding the running of queries and the size of a database?
A) Queries run slower in smaller databases numeric data
B) Queries run at the same speed in large or small databases
C) The size of a database does not affect the speed at which queries run
D) The queries in larger databases may take longer to run than queries in smaller databases
Answer: D
Diff: 1
Reference: Single-Table Queries
Objective: 6

AppChap: Access 2: Relational Databases and Queries

20) All of the following are acceptable field names EXCEPT:
A) Clientnumber
B) ClientNumber
C) ClientID
D) ClientNum
Answer: A
Diff: 2
Reference: Table Design, Properties, Views, and Wizards
Objective: 2
AppChap: Access 2: Relational Databases and Queries

21) A(n) _____ field is used to produce a value from an expression or function.
A) AutoNumber
B) Number
C) Date
D) calculated
Answer: D
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 2
AppChap: Access 2: Relational Databases and Queries

22) Steven is working on a database that stores student data. He needs to find students majoring in either one of two majors. He is looking for students majoring in Economics. He also is looking for students majoring in History. Which operator would Steven use to find this information?
A) AND
B) OR
C) NOT
D) NULL
Answer: B
Diff: 1
Reference: Single-Table Queries
Objective: 7
AppChap: Access 2: Relational Databases and Queries

23) The value in a field with the _____ data type will be automatically increased each time a new record is entered.
A) Currency
B) Date/Time
C) Number
D) AutoNumber
Answer: D
Diff: 1
Reference: Table Design, Properties, Views, and Wizards

Objective: 1
AppChap: Access 2: Relational Databases and Queries

24) The _____ data type can store text, numerals, and symbols.
A) Text
B) Number
C) Date/Time
D) Currency
Answer: A
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 1
AppChap: Access 2: Relational Databases and Queries

25) The _____ data type is used to hold sentences or paragraphs of descriptive data.
A) Text
B) OLE
C) Memo
D) Hyperlink
Answer: C
Diff: 2
Reference: Table Design, Properties, Views, and Wizards
Objective: 1
AppChap: Access 2: Relational Databases and Queries

26) The _____ group on the External Data Tab has options that you can use to send a portion of a database to other application
A) Import & Link
B) Export
C) Collect Data
D) Web Linked Lists
Answer: B
Diff: 1
Reference: Multiple Table Databases
Objective: 4
AppChap: Access 2: Relational Databases and Queries

27) Which of the following is true about the NOT operator?
A) The NOT operator returns records meeting any of the specified criteria
B) The NOT operator returns records meeting all of the specified criteria
C) The NOT operator does return any records
D) The NOT operator returns all records except those that meet the specified criteria
Answer: D
Diff: 2
Reference: Single-Table Queries
Objective: 7
AppChap: Access 2: Relational Databases and Queries

28) The result of a query, which appears similar to a table, is called a _____.
A) recordset
B) report
C) form
D) datasheet
Answer: A
Diff: 1
Reference: Single-Table Queries
Objective: 6
AppChap: Access 2: Relational Databases and Queries

29) A(n) _____ operator, such as the greater than or less than symbol, can can be used in a query ciriterion to limits the results produced by the query.
A) operand
B) wildcard
C) comparison
D) delimiter
Answer: C
Diff: 1
Reference: Single-Table Queries
Objective: 6
AppChap: Access 2: Relational Databases and Queries

30) Referential integrity should be enforced in a database with related tables because it
A) makes the database easier to back up.
B) helps ensure invalid data is not entered into a table.
C) makes the database easier to repair.
D) helps ensure data is automatically updated.
Answer: B
Diff: 1
Reference: Multiple Table Databases
Objective: 3
AppChap: Access 2: Relational Databases and Queries

31) It is more efficient to copy and use an existing query for a new query when
A) the query criteria needed will be similar to the original query
B) the query will be deleted after it is run
C) the query criteria needed will be unique to the original query
D) the query will be sorted alphabetically
Answer: A
Diff: 1
Reference: Single-Table Queries
Objective: 8
AppChap: Access 2: Relational Databases and Queries

32) Which of the following statements is true about how Access and Excel share data:
A) Access can import data from Excel, but cannot export data to Excel
B) Access can export data to Excel, but cannot import data from Excel
C) Access can import data from Excel, and export data to Excel
D) Access cannot import data from Excel and cannot export data to Excel
Answer: C
Diff: 1
Reference: Multiple Table Databases
Objective: 4
AppChap: Access 2: Relational Databases and Queries

33) Which of the following statements is true regarding multi-table queries?
A) Skill is required in choosing the right tables and managing table relationships
B) If join lines do not appear between tables, the multi-table query results will not be affected
C) Creating a multi-table query is different from creating a single table query
D) You should add all the tables in a database to your multi-table query
Answer: A
Diff: 1
Reference: Multi-Table Queries
Objective: 10
AppChap: Access 2: Relational Databases and Queries

34) Which field property type should be applied to fields that should not remain empty?
A) Required
B) Format
C) Indexed
D) Caption
Answer: A
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 2
AppChap: Access 2: Relational Databases and Queries

35) Which of the following statements best describes a one-to-many relationship between two tables?
A) A primary key in the first table matches several foreign keys in the second table.
B) A foreign key in the first table matches several primary keys in the second table.
C) A primary key in the first table matches exactly one foreign key in the second table.
D) Primary and foreign keys have multiple cross matches between a first and second table.
Answer: A
Diff: 1
Reference: Multiple Table Databases
Objective: 5
AppChap: Access 2: Relational Databases and Queries

36) The _____ determines what field values are allowed and what other properties the field will have.
A) identity
B) attribute
C) record type
D) data type
Answer: D
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 1
AppChap: Access 2: Relational Databases and Queries

37) A field name can begin with a(n) _____.
A) space
B) accent grave
C) period
D) number
Answer: D
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 2
AppChap: Access 2: Relational Databases and Queries

38) The maximum size of the Text data type is _____ characters.
A) 25
B) 50
C) 200
D) 255
Answer: D
Diff: 2
Reference: Table Design, Properties, Views, and Wizards
Objective: 2
AppChap: Access 2: Relational Databases and Queries

39) Two or more tables which contain duplicate data is an example of _____.
A) one-to-many relationships
B) data redundancy
C) many-to-many relationships
D) data backup
Answer: B
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 2
AppChap: Access 2: Relational Databases and Queries

40) Which of the following statements is true about data types and delimiters?
A) Numeric fields require quotation marks as delimiters
B) Text fields require pound signs as delimiters
C) Different data types require different delimiters
D) Different data types use the same delimiters
Answer: C
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 2
AppChap: Access 2: Relational Databases and Queries

41) When defining a field, the field _____ property determines how much physical storage space the field requires.
A) size
B) format
C) caption
D) input mask
Answer: A
Diff: 1
Reference: Table Design, Properties, Views, and Wizards
Objective: 2
AppChap: Access 2: Relational Databases and Queries

Chapter 3:

1) When designing a calculated field, complex formulas can be created with the _____.
A) Expression Builder
B) Table Wizard
C) Form Wizard
D) Report Builder
Answer: A
Diff: 1
Reference: Calculations, Expressions, and Functions
Objective: 3
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

2) All of the following are arguments of the built-in PMT function EXCEPT:
A) Rate
B) Present value
C) Future value
D) Loan payment
Answer: D
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 4

AppChap: Access 3: Customize, Analyze, and Summarize Query Data

3) The built-in IIf Function evaluates a condition and displays _____.
A) the same value for conditions that evaluate to true or false
B) a value only if the condition is true
C) one value when the condition is true and another value when the condition is false
D) a value only if the condition is false
Answer: C
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 4
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

4) The _____ function isolates a specific portion of a date, such as the day, month, or year, in a date field.
A) DatePart
B) Date
C) DateDiff
D) DateArithmetic
Answer: A
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 5
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

5) The _____ function measures the amount of time that has elapsed between two dates.
A) DatePart
B) Date
C) DateDiff
D) DateArithmetic
Answer: C
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 5
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

6) Sum, Avg, and Max are examples of _____ functions that are used to evaluate entire columns of data.
A) Date
B) Aggregate
C) Number
D) Totalling
Answer: B
Diff: 1
Reference: Aggregate Functions
Objective: 6
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

7) Aggregate functions are most commonly used in all of the following Access objects EXCEPT:
A) Tables
B) Queries
C) Forms
D) Macros
Answer: D
Diff: 1
Reference: Aggregate Functions
Objective: 6
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

8) Constants that are used as arguments in expressions can be defined as _____.
A) Variables that do not change
B) Objects that do not change
C) Values that do not change
D) Functions that do not change
Answer: C
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 3
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

9) Access contains _____ that perform routine calculations.
A) Identifiers
B) Built-in Functions
C) Operators
D) Constants
Answer: B
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 4
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

10) Syntax can most accurately be defined as the _____.
A) names of fields, controls, or properties.
B) formulas used to calculate new fields from the values in existing fields.
C) arithmetic instructions such as * , / , + , or — .
D) set of language rules that Access follows when evaluating expressions.
Answer: D
Diff: 1
Reference: Calculations, Expressions, and Functions
Objective: 2
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

11) In addition to verifying the accuracy of a calculated field using a calculator, you can also use a(n) _____ to verify results
A) expression
B) Excel spreadsheet
C) second query
D) formula
Answer: B
Diff: 1
Reference: Calculations, Expressions, and Functions
Objective: 2
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

12) A(n) _____ is a variable or constant that is needed to produce output for a function in a calculated field.
A) Argument
B) Formula
C) Expression
D) Syntax
Answer: A
Diff: 1
Reference: Calculations, Expressions, and Functions
Objective: 2
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

13) Following the rules for the order of operations, what is the result of the following expression:
(9 * 5) + 5 + 10 - 10 * 6
A) 540
B) 40
C) 25
D) 0
Answer: D
Diff: 1
Reference: Calculations, Expressions, and Functions
Objective: 1
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

14) Jenny is working on a database that stores invoices. She needs to include the current day, month, and year, which will be derived from the computer system, on each new invoice. She should use the _____ function for this purpose.
A) DatePart
B) Date
C) DateDiff
D) DateArithmetic
Answer: B
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 4
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

15) Which of the following statements is true about date formatting?
A) Date formatting changes the underlying value of the date.
B) Date formatting changes the starting date that Access uses to determine the time elapsed between the current date and a starting date.
C) Date formatting returns a portion of the date such as the month, or year for use in functions.
D) Date formatting changes the way a date is displayed without changing the value of the date
Answer: D
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 5
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

16) Expression Builder inserts _____ that tell you where each argument belongs.
A) rows
B) fields
C) columns
D) placeholders
Answer: D
Diff: 2
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 3
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

17) The first two arguments of the DatePart function are _____ which describes the part of the date that will be returned; and _____ which tells Access where to locate the date/time information.
A) <<date>>, <<interval>>
B) <<interval>>, <<date>>
C) <<date>>, <<firstdayofweek>>
D) <<date>>, <<firstweekofyear>>
Answer: B
Diff: 2
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 5
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

18) Jenna is working on a database that stores a company's invoices. The database includes a Table called Invoices, which has a column called outBalances that shows all outstanding balances. Jenna's boss has asked her to design a query that calculates the numerical mean of all outstanding balances. Which function should Jenna use on the outBalances column to help her complete this task?
A) Avg
B) Sum
C) Count
D) Max
Answer: A
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 4
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

19) Rich is working on a database that stores a list of vendors and price quotes for a remodeling project. If Rich wanted to create a query to find the least expensive price quote, he should use the _____ function on the column containing the price quotes.
A) Avg
B) Min
C) Max
D) Count
Answer: B
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 4
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

20) Which of the following statements is true in reference to calculated fields:
A) Calculated fields can be used as input for other calculated fields
B) Calculated field names should contain spaces
C) Calculated fields cannot be created with Expression Builder
D) Calculated fields cannot be added to tables
Answer: A
Diff: 1
Reference: Calculations, Expressions, and Functions
Objective: 2
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

21) All of the following are true in reference to Expression Builder EXCEPT:
A) Expression Builder inserts placeholders that tell you where each argument belongs when you insert functions
B) Expression Builder gives you lists of fields, operators, and functions you need to create expressions.
C) Expression Builder can be used when working with controls in forms and reports.
D) Expression Builder can only be used with functions designed by the user and not with built-in functions
Answer: D
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 3
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

22) All of the following are true in reference to built-in functions EXCEPT:
A) A function produces a result based on variable inputs known as arguments.
B) You can use Expression Builder to find out if a built-in function exists in Access.
C) Built-in functions can only perform calculations on numeric data.
D) Built-in functions work the same in Access as they do in Excel.
Answer: C
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 4
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

23) Which of the following is the correct mathematical sequence for the order of operations:
A) Multiplication, Division, Exponentiation, Addition, Subtraction
B) Exponentiation, Multiplication, Division, Addition, Subtraction
C) Multiplication, Exponentiation, Division, Addition, Subtraction
D) Addition, Subtraction, Multiplication, Exponentiation, Division
Answer: B
Diff: 1
Reference: Calculations, Expressions, and Functions
Objective: 1
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

24) Consider the following equation: 3 * (6 + 5) - 4 /2. Which operation would be calculated FIRST according the order of operations:
A) 3 * 6
B) 4 / 2
C) 6 + 5
D) 5-4
Answer: C
Diff: 1
Reference: Calculations, Expressions, and Functions

Objective: 1
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

25) Steve is working in a database that stores student exam grades. He needs to create a query that will show the numerical mean of exam grades. He should use the _____ function on the column containing the grades.
A) Sum
B) Avg
C) Count
D) Max
Answer: B
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 4
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

26) A total row, which can be displayed as the last row in the Datasheet view of a table, provides a number of _____ functions that can be applied to columns of data.
A) Aggregate
B) DateTime
C) Statistical
D) PMT
Answer: A
Diff: 1
Reference: Aggregate Functions
Objective: 6
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

27) The PMT function is BEST suited to determine:
A) The rate of interest on a car loan
B) The due date of a car loan
C) The monthly payment on a car loan
D) The average payment of a car loan
Answer: C
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 4
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

28) Which of the following statements is INCORRECT regarding aggregate functions?
A) Aggregate functions perform calculations on entire columns of data
B) Access refers to aggregate functions as Totals.
C) Aggregate functions are not designed to perform calculations on individual records in a table or query
D) Aggregate functions can return multiple values
Answer: D
Diff: 1

Reference: Aggregate Functions
Objective: 6
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

29) Expression Builder can be opened by selecting Builder located in the Query:
A) Show/Hide group
B) Setup group
C) Type group
D) Results group
Answer: B
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 3
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

30) All the following statements are true regarding functions arguments EXCEPT:
A) An argument can be a variable
B) An argument can be a constant
C) An argument can be the value of a field
D) An argument can be the value of a label
Answer: D
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 3
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

31) Craig is working in a database that stores homes for sale for a Realtor. The database contains a table called HomeListings which contains a field called ListingDate that holds the date that a home was listed. Craig is designing a query that will identify houses on the market for less than 30 days as new listings, and houses on the market 30 days or more as old listings. This information will be included in a query column called ListingAge. Which of the following expressions will achieve these results:
A) ListingAge: IIf(Date-[HomeListings]![ListingDate]<30,"New Listing","Old Listing")
B) ListingAge: IIf(Date-[HomeListings]![ListingDate]>30,"New Listing","Old Listing")
C) ListingAge: IIf(Date-[HomeListings]![ListingDate] < 30, “Old Listing","New Listing")
D) ListingAge: IIf(Date-[ListingDate]![HomeListings]<30,"New Listing","Old Listing")
Answer: A
Diff: 2
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 3
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

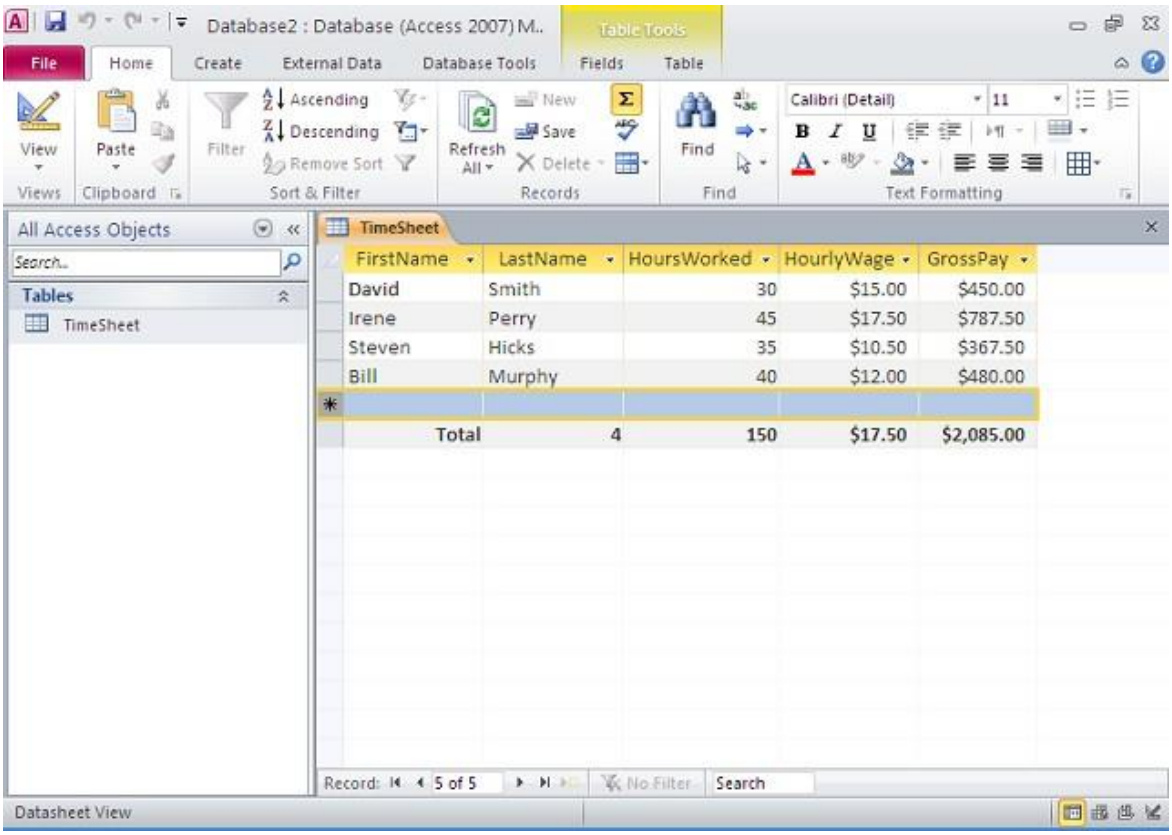
32) You create a calculated field that finds the average of a column of numbers. Access automatically names the field Expr1. Which of the following statements is true regarding the automatic naming of the calculated field?
A) You cannot edit an expression in a calculated field that has been named Expr1 by Access
B) Access assigns Expr1 to a calculated field name when an expression contains an error.
C) You cannot edit the name of a calculated field that has been named Expr1
D) Access assigns Expr1 to a calculated field without a name, and this name can be edited
Answer: D
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 3
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

33) You are reviewing a table you created in an Access database. As you review the table, you notice a column of cells that are supposed to contain sales figures have pound signs through them (########). What is the cause of these pound signs?
A) The pound signs are present because the value of the fields are null.
B) The pound signs serve as a warning that the data in the cells cannot totaled.
C) The pound signs are present because the column is not wide enough to display the data.
D) The pound signs are present because the currency format used on the cells is incorrect.
Answer: C
Diff: 1
Reference: Calculations, Expressions, and Functions
Objective: 2
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

34) When designing an expression for a calculated field, the name of the calculated field followed by a(n):
A) Colon
B) Exclamation Point
C) Bracket
D) Parentheses
Answer: A
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 3
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

35) All of the following are valid statements in reference to the IIf function EXCEPT:
A) IIf functions can only be used when a condition will evaluate to either true or false
B) IIf functions can be nested when two when two conditions are not sufficient to evaluate an expression
C) IIf functions can contain other functions as arguments
D) IIf functions work only with numeric values and not with text
Answer: D
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 4
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

36) Which of the following statements offers the best method for ensuring that a database is recoverable in case of corruption?
A) Limit the number of queries containing expressions in order to limit the chances of corrupting the database
B) Avoid using the misspelled names of tables and fields in calculated field expressions
C) Avoid using too many date arithmetic related functions.
D) Make a copy of the database before attempting to make changes to the database.
Answer: D
Diff: 2
Reference: Aggregate Functions
Objective: 6
AppChap: Access 3: Customize, Analyze, and Summarize Query Data



37) Consider the table pictured above. GrossPay is a calculated field. Which of the following expressions was used to calculate the data for the field?
A) [HoursWorked]*[HourlyWage]
B) [HoursWorked] x [HourlyWage]
C) [HoursWorked]([HourlyWage])
D) [HoursWorked]+ [HourlyWage]
Answer: A
Diff: 1
Reference: Calculations, Expressions, and Functions
Objective: 2
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

38) Consider the table pictured above. The value 4 in the totals row represents the number of employees listed in this table. How was this value calculated in the totals row?
A) This value is a result of the Count function being applied to the LastName Field
B) This value is a result of the Average function being applied to the LastName Field
C) This value is a result of the Sum function being applied to the LastName Field
D) This value is a result of the Maximum function being applied to the LastName Field
Answer: A
Diff: 1
Reference: Aggregate Functions
Objective: 6
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

39) Consider the table pictured above. The value of 150 in the totals row represents the total hours worked. How was this value calculated in the totals row?
A) This value is a result of the Count function being applied to the HoursWorked Field
B) This value is a result of the Average function being applied to the HoursWorked Field
C) This value is a result of the Sum function being applied to the HoursWorked Field
D) This value is a result of the Maximum function being applied to the HoursWorked Field
Answer: C
Diff: 1
Reference: Aggregate Functions
Objective: 6
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

40) Consider the table pictured above. The value of $17.50 in the totals row represents the mean hourly wage. How was this value calculated in the totals row?
A) This value is a result of the Count function being applied to the HourlyWage Field
B) This value is a result of the Average function being applied to the HourlyWage Field
C) This value is a result of the Sum function being applied to the HourlyWage Field
D) This value is a result of the Maximum function being applied to the HourlyWage Field
Answer: D
Diff: 1
Reference: Aggregate Functions
Objective: 6
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

41) What function in a Totals Row would calculate the least valued data item in a group?

A) Maximum
B) Count
C) Average
D) Minimum
Answer: D
Diff: 1

Reference: Aggregate Functions
Objective: 6
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

42) An expression or integer value specifying total number of payments in a loan is the _____ argument in the PMT function.
A) rate
B) num_periods
C) present value
D) future value
Answer: B
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 5
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

43) You can use the _____ function in an expression requiring the current date.
A) Date
B) DatePart
C) Now
D) DateDiff
Answer: A
Diff: 1
Reference: Expression Builder, Functions, and Date Arithmetic
Objective: 5
AppChap: Access 3: Customize, Analyze, and Summarize Query Data

Chapter 4:

1) The table or query that supplies underlying data to a form or report is called the:
A) Information source
B) Data source
C) Record source
D) Object source
Answer: C
Diff: 1
Reference: Report Sections, Views, and Controls
Objective: 12
AppChap: Access 4: Creating and Using Professional Forms and Reports

2) The _____ displays form fields in vertical column, and displays one record at a time.
A) Stacked Layout
B) Layout View
C) Tabular Layout
D) Print Preview
Answer: A

Diff: 1
Reference: Form Basics
Objective: 1
AppChap: Access 4: Creating and Using Professional Forms and Reports

3) Which of the following statements accurately describes a split form?
A) Split forms combine two different views of two different record sources
B) A Split form is a type of subform
C) You cannot edit records in a Split form
D) Split forms combine two different views of the same record source
Answer: D
Diff: 1
Reference: Form Basics
Objective: 1
AppChap: Access 4: Creating and Using Professional Forms and Reports

4) What type of form displays records in a tabular layout similar to a table's Datasheet view but has more editing options, such as adding graphics and buttons, than a datasheet?
A) Split Form
B) Multiple Items Form
C) Subform
D) Datasheet form
Answer: B
Diff: 1
Reference: Form Basics
Objective: 1
AppChap: Access 4: Creating and Using Professional Forms and Reports

5) A(n) _____ is a replica of a table or query's Datasheet view that maintains some form properties although the form is limited in design and control options?
A) Multiple Items form
B) Subform
C) Split form
D) Datasheet form
Answer: D
Diff: 1
Reference: Form Basics
Objective: 1
AppChap: Access 4: Creating and Using Professional Forms and Reports

6) All of the following are form creation tools EXCEPT:
A) Form Design
B) Form Wizard
C) Form Layout
D) Blank Form
Answer: C
Diff: 1
Reference: Form Sections, Views, and Controls
Objective: 5
AppChap: Access 4: Creating and Using Professional Forms and Reports

7) What type of control is used to help keep controls aligned horizontally and vertically, giving forms a uniform appearance?
A) Bounded
B) Layout
C) Unbounded
D) Calculated
Answer: B
Diff: 1
Reference: Form Sections, Views, and Controls
Objective: 6
AppChap: Access 4: Creating and Using Professional Forms and Reports

8) All of the following are Form views EXCEPT:
A) Tabular View
B) Layout View
C) Form View
D) Design View
Answer: A
Diff: 1
Reference: Form Sections, Views, and Controls
Objective: 5
AppChap: Access 4: Creating and Using Professional Forms and Reports

9) The form header section displays
A) in the form's record source.
B) at the bottom of the form.
C) at the top of each form.
D) at the top of each page.
Answer: C
Diff: 1
Reference: Form Sections, Views, and Controls
Objective: 4
AppChap: Access 4: Creating and Using Professional Forms and Reports

10) Which of the following statements is NOT true regarding a Form's design view?
A) Design view is used to make advanced changes to a form
B) You can perform many of the same tasks in Design view as you can in Layout view
C) Changes to the form sections can only be made in Design view
D) Record source data is shown in Design view
Answer: D
Diff: 1
Reference: Form Sections, Views, and Controls
Objective: 5
AppChap: Access 4: Creating and Using Professional Forms and Reports

11) Steve is working in a database that holds patient data for a medical center. A patient's identification number serves as a primary key in the Patient table. A patient's identification number serves as a foreign key in the Doctor table. Steve wants to create a Form that displays Doctor table records with foreign key values that match the primary key value in the Patient table. How should Steve proceed?
A) Use the Form tool to create the form and Access will analyze the table relationships Steve created in the database, and automatically add a subform to his form.
B) Use the Form tool to create the form and Access will analyze the table relationships Steve created in the database, and automatically add a Split form to his form.
C) Use the Form tool to create the form and Access will analyze the table relationships Steve created in the database, and automatically add a Multi-items form to his form.
D) Steve can only create a form that displays one record source at a time.
Answer: A
Diff: 1
Reference: Form Basics
Objective: 1
AppChap: Access 4: Creating and Using Professional Forms and Reports

12) Which of the following statements is TRUE when comparing forms and reports?
A) The same wizard can be used for creating forms and reports.
B) Forms and reports contain the same controls.
C) Themes can be used with Reports, but not with Forms.
D) Creating forms and reports begins by sketching an outline of the form or report.
Answer: D
Diff: 1
Reference: Report Basics
Objective: 7
AppChap: Access 4: Creating and Using Professional Forms and Reports

13) All of the following are sections of an Access Form EXCEPT:
A) Detail Section
B) Header Section
C) Page Header Section
D) Footer Section
Answer: C
Diff: 1
Reference: Form Sections, Views, and Controls
Objective: 4
AppChap: Access 4: Creating and Using Professional Forms and Reports

14) Jill must create a report for an Access database, but is unfamiliar with creating reports in Access. Which Report tool should Jill use?
A) Report Blank
B) Report Wizard
C) Report
D) Report Design
Answer: B
Diff: 1
Reference: Report Basics
Objective: 7
AppChap: Access 4: Creating and Using Professional Forms and Reports

15) A _____ control, like a text box, is linked to data sources while a _____ control, like a label, is used to describe data and create aesthetically pleasing forms.
A) bound, unbound
B) unbound, bound
C) calculated, bound
D) bound, calculated
Answer: A
Diff: 1
Reference: Form Sections, Views, and Controls
Objective: 6
AppChap: Access 4: Creating and Using Professional Forms and Reports

16) You have been working in a database. Your boss asks you to design and print out a report for an upcoming board meeting. What view should you use to ensure that the report will print out as intended?
A) Layout view
B) Print Preview
C) Design view
D) Report view
Answer: B
Diff: 1
Reference: Report Sections, Views, and Controls
Objective: 11
AppChap: Access 4: Creating and Using Professional Forms and Reports

17) In the first Form Wizard dialog box, you would specify the ____.
A) tables or queries to be used and the fields to include
B) layout of the form
C) name of the form
D) design of the form
Answer: A
Diff: 1
Reference: Form Basics
Objective: 1
AppChap: Access 4: Creating and Using Professional Forms and Reports

18) The form Layout view can be used for all of the following EXCEPT
A) adding or removing a field.
B) changing the order of fields.
C) adding a calculated field.
D) changing the width of a field.
Answer: C
Diff: 1
Reference: Form Sections, Views, and Controls
Objective: 5
AppChap: Access 4: Creating and Using Professional Forms and Reports

19) To sort the order of records in a form, you need to open the form in
A) Tabular View
B) Form View
C) Design View
D) Print Preview
Answer: B
Diff: 1
Reference: Form Sections, Views, and Controls
Objective: 5
AppChap: Access 4: Creating and Using Professional Forms and Reports

20) You are working on an Access form and want to apply programming logic to a field in the form. This can be done in _____.
A) Print Preview
B) Design View
C) Stacked View
D) Layout View
Answer: B
Diff: 1
Reference: Form Sections, Views, and Controls
Objective: 5
AppChap: Access 4: Creating and Using Professional Forms and Reports

21) You can use the _____ to create specialized reports that come preformatted to for name-brand labels such as Avery.
A) Report Wizard
B) Form Wizard
C) Mailing Wizard
D) Label Wizard
Answer: D
Diff: 1
Reference: Report Basics
Objective: 7
AppChap: Access 4: Creating and Using Professional Forms and Reports

22) If you need to sort the records contained in a report, you can do so from either the design view or the _____ of the report.
A) Design View
B) Layout View
C) Print preview
D) Report view
Answer: B
Diff: 1
Reference: Report Sections, Views, and Controls
Objective: 11
AppChap: Access 4: Creating and Using Professional Forms and Reports

23) You need to create a report from an Access database containing sales figures. You want the report to include a final grand total and page numbers. Which of the following statements accurately defines what you must do in order to achieve these results?
A) Page numbers would included on the page footer section and the grand total would be included on the report footer section.
B) Page numbers would be included on the group header section and the grand total would be included on the group footer section.
C) Page numbers would included on the report footer section and the grand total would be included on the page footer section.
D) Page numbers would included on the report header section and the grand total would be included on the report footer section.
Answer: A
Diff: 1
Reference: Report Sections, Views, and Controls
Objective: 10
AppChap: Access 4: Creating and Using Professional Forms and Reports

24) Which of the following statement is true in reference to the report Detail section?
A) The Detail section prints the value of each unique instance for a grouped field.
B) The Detail section appears at the top of a report.
C) The Detail section repeats for every record in the record source.
D) The Detail section holds the report title, the organization's name, and the company logo.
Answer: C
Diff: 1
Reference: Report Sections, Views, and Controls
Objective: 10
AppChap: Access 4: Creating and Using Professional Forms and Reports

25) You can add Visual Basic for Applications (VBA) code to a form in _____ view.
A) Report View
B) Design View
C) Layout View
D) Print Preview
Answer: B
Diff: 1
Reference: Form Sections, Views, and Controls
Objective: 6
AppChap: Access 4: Creating and Using Professional Forms and Reports

26) All of the following are sections in an Access report EXCEPT:
A) Report Detail section
B) Report Header section
C) Report Calculated section
D) Report Footer section
Answer: C
Diff: 1
Reference: Report Sections, Views, and Controls
Objective: 10
AppChap: Access 4: Creating and Using Professional Forms and Reports

27) Each object you place on a form is called a(n) _____.
A) index
B) label
C) icon
D) control
Answer: D
Diff: 1
Reference: Form Sections, Views, and Controls
Objective: 6
AppChap: Access 4: Creating and Using Professional Forms and Reports

28) When you use the Split Form tool, the _____ views are synchronized with each other at all times.
A) Form and Layout
B) Layout and Design
C) Form and Datasheet
D) Design and Datasheet
Answer: C
Diff: 1
Reference: Form Sections, Views, and Controls
Objective: 5
AppChap: Access 4: Creating and Using Professional Forms and Reports

29) You use a(n) _____ control to display text or decorative elements on a form.
A) bound
B) unbound
C) graphical
D) freeform
Answer: B
Diff: 1
Reference: Form Sections, Views, and Controls
Objective: 6
AppChap: Access 4: Creating and Using Professional Forms and Reports

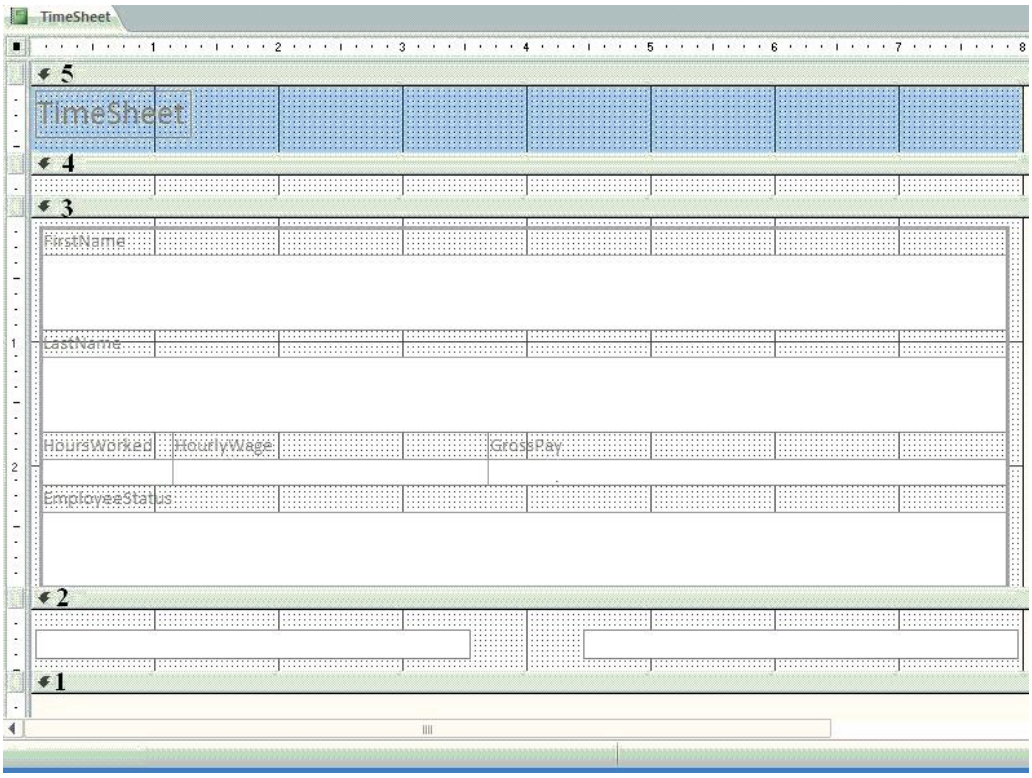
30) A(n) _____ is an unbound control that displays text.
A) label
B) roster
C) index
D) listing
Answer: A
Diff: 1
Reference: Form Sections, Views, and Controls
Objective: 6
AppChap: Access 4: Creating and Using Professional Forms and Reports

31) You can use Form view to _____ the data in a report, for example, to organize fields in order from A to Z.
A) Sort
B) Format
C) Edit
D) Query
Answer: A
Diff: 1
Reference: Form Sections, Views, and Controls
Objective: 5
AppChap: Access 4: Creating and Using Professional Forms and Reports

32) If your report has a _____ section, it precedes the first Page Header section.
A) Access Header
B) Group Header
C) Detail Header
D) Report Header
Answer: D
Diff: 1
Reference: Report Sections, Views, and Controls
Objective: 10
AppChap: Access 4: Creating and Using Professional Forms and Reports

33) The Report _____ section of a report is used for report totals and other summary information.
A) Detail
B) Footer
C) Header
D) Page Header
Answer: B
Diff: 1
Reference: Report Sections, Views, and Controls
Objective: 10
AppChap: Access 4: Creating and Using Professional Forms and Reports

34) Which of the following statements is true in reference to comparing the sections in Access forms and the sections in Access reports?
A) Forms have more sections than reports, and working with report sections is much different from working with form sections.
B) Reports have more sections than forms, but working with report sections is similar to working with form sections.
C) Forms have the same number of sections as reports, and working with report sections is similar to working with form sections.
D) Forms have the same number of sections as reports, but working with report sections is much different from working with form sections.
Answer: B
Diff: 1
Reference: Form Sections, Views, and Controls
Objective: 4
AppChap: Access 4: Creating and Using Professional Forms and Reports



35) Referencing the image above, this Access report is shown in _____ view.
A) Design
B) Layout
C) Print Preview
D) Form
Answer: A
Diff: 1
Reference: Report Sections, Views, and Controls
Objective: 10
AppChap: Access 4: Creating and Using Professional Forms and Reports

36) Referencing the image above, what number represents the section that a page number would appear in the report?
A) 1
B) 2
C) 3
D) 4
Answer: B
Diff: 1
Reference: Report Sections, Views, and Controls
Objective: 10
AppChap: Access 4: Creating and Using Professional Forms and Reports

37) Referencing the image above, what number represents the section where data from a record source would appear in the report?
A) 2
B) 3
C) 4
D) 5
Answer: B
Diff: 1
Reference: Report Sections, Views, and Controls
Objective: 10
AppChap: Access 4: Creating and Using Professional Forms and Reports

38) Referencing the image above, what number represents the section where the title would appear in the report?
A) 2
B) 3
C) 4
D) 5
Answer: D
Diff: 1
Reference: Report Sections, Views, and Controls
Objective: 10
AppChap: Access 4: Creating and Using Professional Forms and Reports

39) Referencing the image above, what number represents the section where the page number, date and time would appear on each page in the report?
A) 1
B) 2
C) 3
D) 4
Answer: B
Diff: 1
Reference: Report Sections, Views, and Controls
Objective: 10
AppChap: Access 4: Creating and Using Professional Forms and Reports

40) Referencing the image above, what number represents the section where a comprehensive total value would appear in the report?
A) 1
B) 2
C) 3
D) 4
Answer: A
Diff: 1
Reference: Report Sections, Views, and Controls
Objective: 10
AppChap: Access 4: Creating and Using Professional Forms and Reports