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| **Study Guide****Access Lessons 5 - 7**  |
| Student |  |
| Class |  |
| Date |  |

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| **1.** | An assistant at Doggie Daycare was asked to update the patient information for all new pets. What view is **best** to enter the new patient information?  |
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| **A.** | Layout View  |

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| **B.** | Form View  |

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| **C.** | Design View  |

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| **D.** | Report View  |

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| **2.** | Michelle wants to change the color of her form to make it more attractive. Which should she use?  |
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| **A.** | Form  |

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| **B.** | Filter  |

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| **C.** | Controls  |

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| **D.** | Theme  |

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| **3.** | Tyler is using Microsoft Access for a class assignment. Which database object would she use to enter one record at a time?  |
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| **A.** | Table  |

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| **B.** | Form  |

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| **C.** | Macro  |

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| **D.** | Report  |

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| **4.** | Kevin created a form to input FBLA membership data. He needs to change the background color of the form so that it displays correctly on mobile devices. Which option provides the tools Kevin will need to modify the form?  |
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| **A.** | Blank Form  |

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| **B.** | Form Design  |

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| **C.** | Form Wizard  |

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| **D.** | Form Tool  |

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| **5.** | Michelle needs each National Technical Honor Society member to complete an information sheet. Which tool would be best?  |
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| **A.** | Form  |

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| **B.** | Filter  |

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| **C.** | Controls  |

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| **D.** | Theme  |

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| **6.** | The owner of Ima Graphic Animator, Inc., a graphic design company, wants to quickly create a new blank database object, one which includes one record at a time and a more detailed view of the structure. Which design should be used?  |
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| **A.** | Table Design  |

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| **B.** | Report Design  |

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| **C.** | Query Design  |

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| --- | --- |
| **D.** | Form Design  |

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| **7.** | Hank wants to add color to the header section of his form. Which formatting option would he use?  |
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| **A.** | Fill Color  |

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| **B.** | Font Size  |

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| --- | --- |
| **C.** | Font Color  |

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| **D.** | Format Painter  |

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| **8.** | Riley is using Microsoft Access to collect data for a science project. He is creating a form and wants to apply predefined color and font scheme formats. Which Form Layout Tools contextual tabs should he select for the theme group?  |
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| **A.** | Design tab  |

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| **B.** | Format tab  |

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| **C.** | Arrange tab  |

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| --- | --- |
| **D.** | Page Setup tab  |

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| **9.** | Michelle used the property sheet to customize her form in Microsoft Access. Which task can she complete?  |
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| **A.** | Change the background and add captions.  |

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| **B.** | Enter a new record.  |

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| --- | --- |
| **C.** | Move data.  |

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| **D.** | Switch from Design View to Print Preview.  |

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| **10.** | Jeremy needs to create a quick form based on a single table in his baseball card database. Which option will automatically include all the fields from a single table?  |
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| **A.** | Blank Form  |

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| **B.** | Form Design  |

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| --- | --- |
| **C.** | Form Wizard  |

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| --- | --- |
| **D.** | Form Tool  |

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| **11.** | Juan wants to view one record at a time in his database. Which view should he use?  |
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| **A.** | Design View  |

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| **B.** | Form View  |

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| --- | --- |
| **C.** | Layout View  |

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| **D.** | Navigation Pane  |

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| **12.** | Mr. Johnson, the FBLA adviser, is updating the membership database table for the new school year. He wants to define the fields to display and simplify the interface by adding labels and instructions. He would use a:  |
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| --- | --- |
| **A.** | form.  |

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| --- | --- |
| **B.** | table.  |

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| **C.** | report.  |

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| **D.** | query.  |

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| **13.** | Ashton needs to add a footer to the data entry form in his gaming database. Which view will allow Ashton to add a footer?  |
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| **A.** | Form View  |

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| **B.** | Layout View  |

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| --- | --- |
| **C.** | Design View  |

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| **D.** | Navigation Form  |

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| **14.** | Keisha wants to print her completed music databases. Which tool would she use?  |
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| **A.** | Filter  |

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| --- | --- |
| **B.** | Form  |

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| --- | --- |
| **C.** | Query  |

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| **D.** | Report  |

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| **15.** | The owner of Ima Graphic Animator, Inc., a graphic design company, wants to place the company’s logo at the top of the first page on a report. Where should the logo be placed in the Report Design View?  |
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| **A.** | Report header section  |

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| **B.** | Page header section  |

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| **C.** | Report footer section  |

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| **D.** | Page footer section  |

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| **16.** | Wendy wants to be able to see what her database report will look like without producing a hard copy. Which option would she choose?  |
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| **A.** | Print Preview  |

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| **B.** | Quick Print  |

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| --- | --- |
| **C.** | Print  |

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| --- | --- |
| **D.** | Selected Records  |

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| **17.** | Avery is the president of her FBLA chapter. FBLA keeps all member information in a database. She is often asked by members to pull a detailed summary of all competition participation for scholarship applications. Which report creation tool will automatically pull all the fields from the competition table?  |
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| **A.** | Report  |

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| **B.** | Report Design  |

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| --- | --- |
| **C.** | Blank Report  |

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| --- | --- |
| **D.** | Report Wizard  |

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| **18.** | Tanya created a report to show people signed up for a 5K race. She needs to increase the size of the report header so she can add the race logo control. Which view will allow her to resize the header?  |
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| **A.** | Report View  |

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| **B.** | Print Preview  |

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| **C.** | Design View  |

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| **D.** | Layout View  |

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| **19.** | Mr. Brown's report needs to be arranged by last name and first name. What tool can he use to ensure that students appear in alphabetical order on his report?  |
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| --- | --- |
| **A.** | Sort  |

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| --- | --- |
| **B.** | Filter  |

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| --- | --- |
| **C.** | Conditional Formatting  |

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| **D.** | Grouping  |

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| **20.** | Which ribbon in layout view contains the commands to insert or delete new rows and columns in a report?  |
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| **A.** | Report Layout Tools Design  |

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| **B.** | Report Layout Tools Arrange  |

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| **C.** | Report Layout Tools Format  |

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| **D.** | Report Layout Tools Page Setup  |

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| **21.** | Barney would like to create a report in layout view so that he can easily modify contents and formatting. Which option uses layout view and gives the user greater control over the report's appearance while displaying the data?  |
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| **A.** | Report  |

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| **B.** | Report Design  |

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| --- | --- |
| **C.** | Blank Report  |

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| --- | --- |
| **D.** | Report Wizard  |

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| **22.** | Tyler is using Microsoft Access for a class assignment. Which database object would she use to organize and display data pulled from tables and queries?  |
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| --- | --- |
| **A.** | Table  |

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| --- | --- |
| **B.** | Form  |

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| --- | --- |
| **C.** | Macro  |

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| --- | --- |
| **D.** | Report  |

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| **23.** | The report Jamie created has a dark background and the page number is not displaying correctly. Which formatting option would he apply to the page number to add contrast between the background and the page number?  |
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| **A.** | Fill Color  |

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| --- | --- |
| **B.** | Font Size  |

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| --- | --- |
| **C.** | Font Color  |

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| --- | --- |
| **D.** | Format Painter  |

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| **24.** | Which ribbon displays report printing options?  |
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| **A.** | Report Design Tools Design Ribbon  |

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| --- | --- |
| **B.** | Report Design Tools Arrange Ribbon  |

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| --- | --- |
| **C.** | Report Design Tools Format Ribbon  |

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| **D.** | Report Design Tools Page Setup Ribbon  |

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| **25.** | Delores is doing a search of the bed and breakfasts in Southport, NC. She wants to know which bed and breakfast is less than one mile from the waterfront and allows pets. Which comparison operator would she use?  |
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| **A.** | >=,and  |

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| **B.** | >,and  |

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| --- | --- |
| **C.** | <>  |

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| **D.** | <>  |

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| **26.** | Beth needs to determine the seniors with a GPA of 4.0 or higher. Which object would allow her to create a saved search to find this information in the database?  |
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| **A.** | Form  |

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| **B.** | Table  |

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| **C.** | Query  |

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| **D.** | Report  |

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| **27.** | After a query is created, which action must take place to display the results of the query?  |
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| **A.** | Go  |

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| --- | --- |
| **B.** | Run  |

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| --- | --- |
| **C.** | Get  |

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| **D.** | Retrieve  |

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| **28.** | Donna's Bakery lost a customer named Dingin' Donuts. What action should be taken to remove all records from her database for Dingin' Donuts?  |
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| **A.** | Delete query  |

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| --- | --- |
| **B.** | Update query  |

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| --- | --- |
| **C.** | Append query  |

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| --- | --- |
| **D.** | Make table query  |

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| **29.** | Curt wants to search his CD collection database for the names of the albums from his favorite artist that were released after 2010. What object should Curt create and save to obtain this information most efficiently?  |
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| **A.** | Filter  |

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| **B.** | Table  |

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| **C.** | Query  |

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| **D.** | Report  |

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| **30.** | Marci has a database of all the planets. She needs to know what planets have moons or rings. Which comparison operator would she use to perform the query?  |
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| **A.** | moons and rings  |

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| **B.** | moons equal rings  |

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| --- | --- |
| **C.** | moons not rings  |

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| --- | --- |
| **D.** | moons or rings  |

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| **31.** | Taylor wants to query the airline database to find out how many seats are open on Flight 33. What type of query would she use?  |
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| **A.** | Crosstab Query  |

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| **B.** | Multiple Query  |

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| **C.** | Simple Query  |

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| --- | --- |
| **D.** | Find  |

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| **32.** | Joe wants to modify the query he created to incorporate various colors, fonts, and styles to create a custom look. Which query would he use?  |
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| **A.** | Design View  |

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| **B.** | Simple Query Wizard  |

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| **C.** | Query Design View  |

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| **D.** | Query Wizard  |

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| **33.** | Sam completed a query on the UNC School system and wants to narrow his search to find which schools have a maximum tuition of $15,000 for in-state students. Which operator would he use?  |
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| **A.** |   |

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| **B.** | <>  |

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| **C.** | >  |

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| **D.** | >=  |

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| **34.** | What ensures that a query result appears in a specific order?  |
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| **A.** | Filtering  |

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| **B.** | Sorting  |

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| **C.** | Ordering  |

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| **D.** | Placing  |

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| **35.** | Marci is searching a Planet Database. She wants to find out how many moons Saturn has and the names. Which comparison operator would she use?  |
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| **A.** | and  |

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| **B.** | equal  |

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| --- | --- |
| **C.** | not  |

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| **D.** | or  |

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| **36.** | Keisha created a database of her music. She wants to locate only the songs by Beyoncé. What tool should she use in order to view this information and save it for later use?  |
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| **A.** | Filter  |

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| **B.** | Form  |

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| **C.** | Query  |

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| **D.** | Report  |

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