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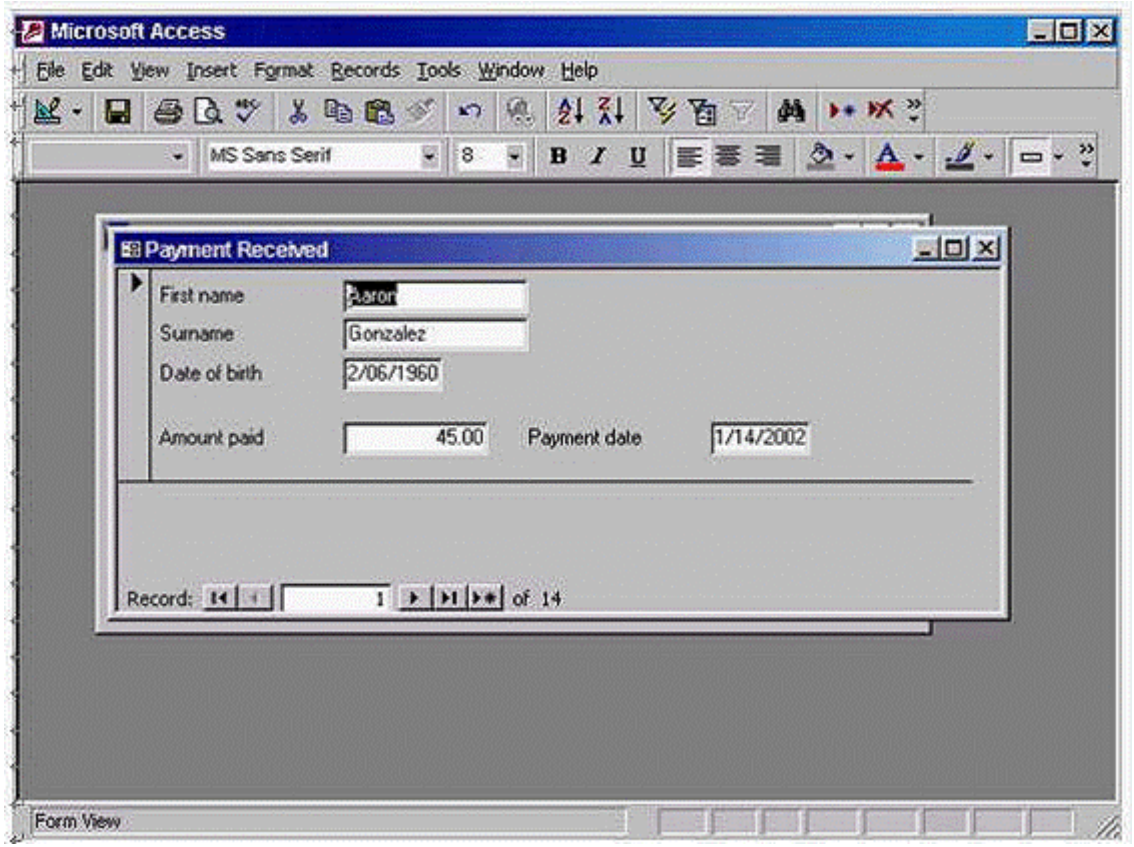
Question 1

Question Type: MultipleChoice

Print pages 4 to 6 in this form, using the current print settings.



Options:

A- File -> print -> select pages -> type 4 in the first box -> type 6 in the second box -> ok

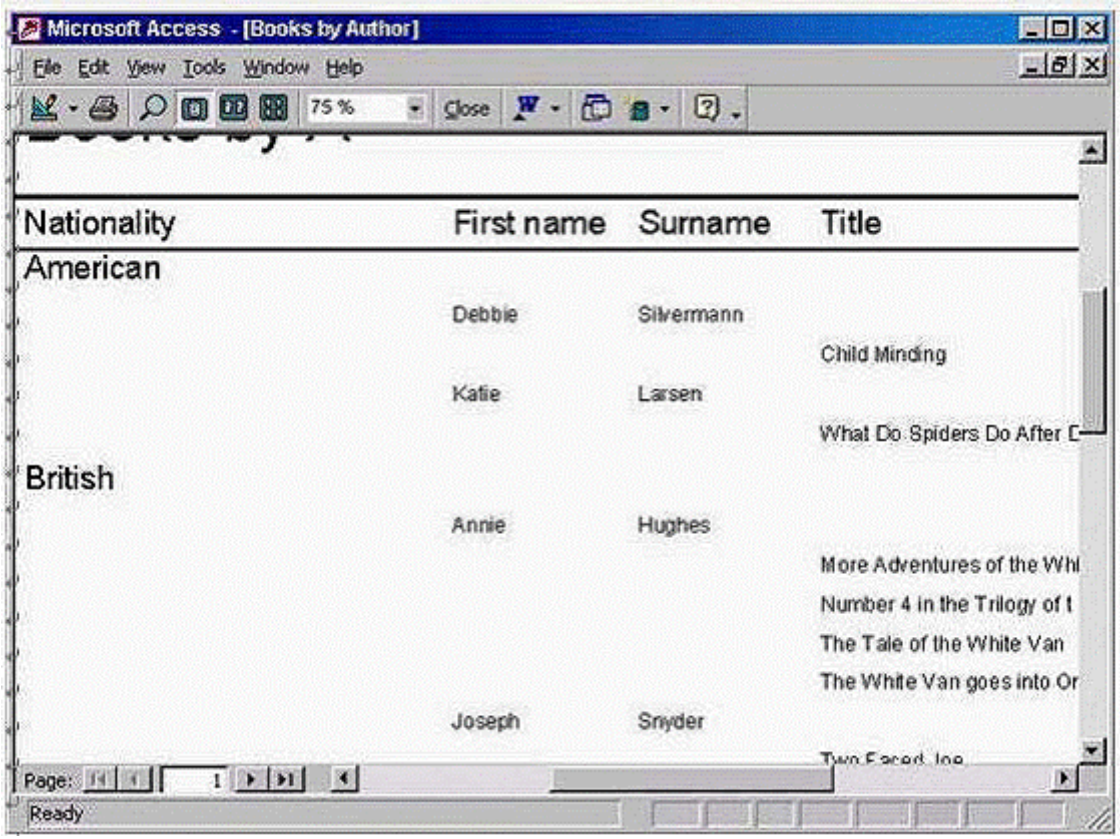
Answer:

A

Question 2

Question Type: **MultipleChoice**

Change the orientation of the print output so that pages will be printed wider than they are tall.



Options:

A- File -> page setup -> select the page tab -> select the landscape

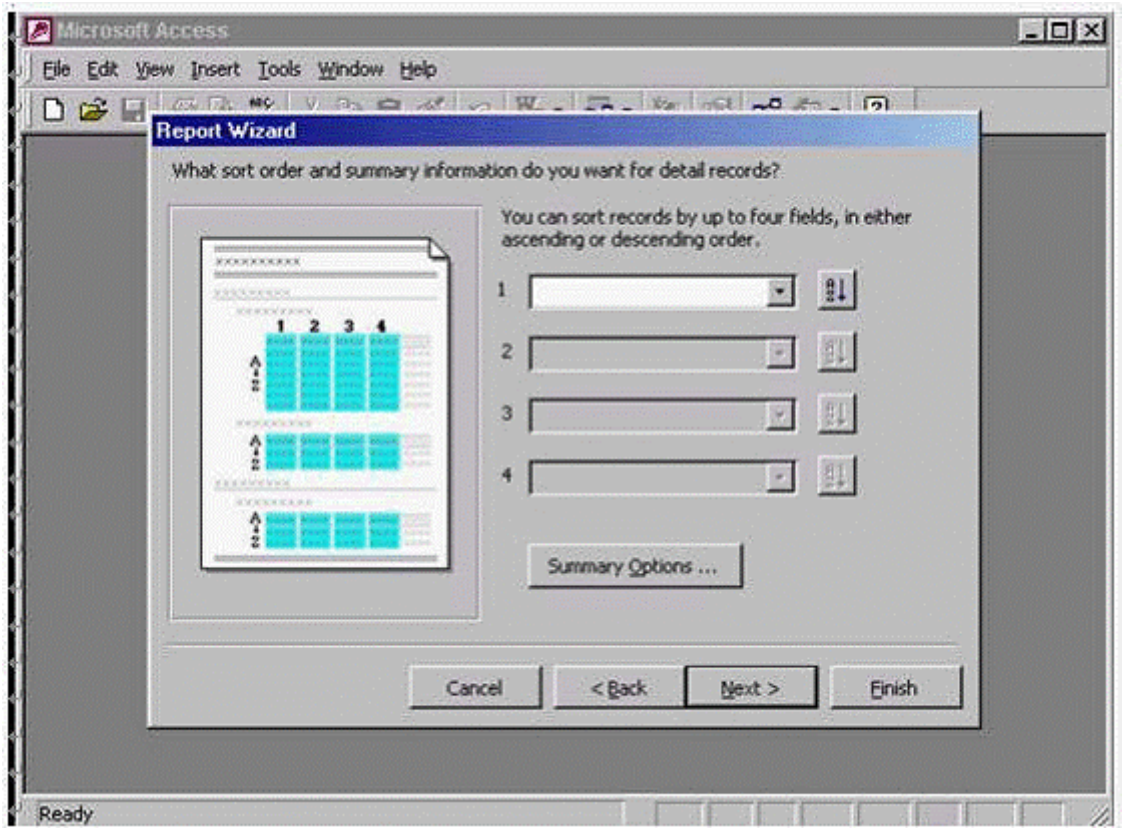
Answer:

A

Question 3

Question Type: MultipleChoice

We are compiling tourism statistics. We need this report to sort results in month order and tell us the minimum number of bed nights sold.



Please carry out the necessary steps so that the report will produce these details.

Options:

A- From the first drop down list select month -> click on summary options... button -> check the check box in the min column and bed nights row -> ok

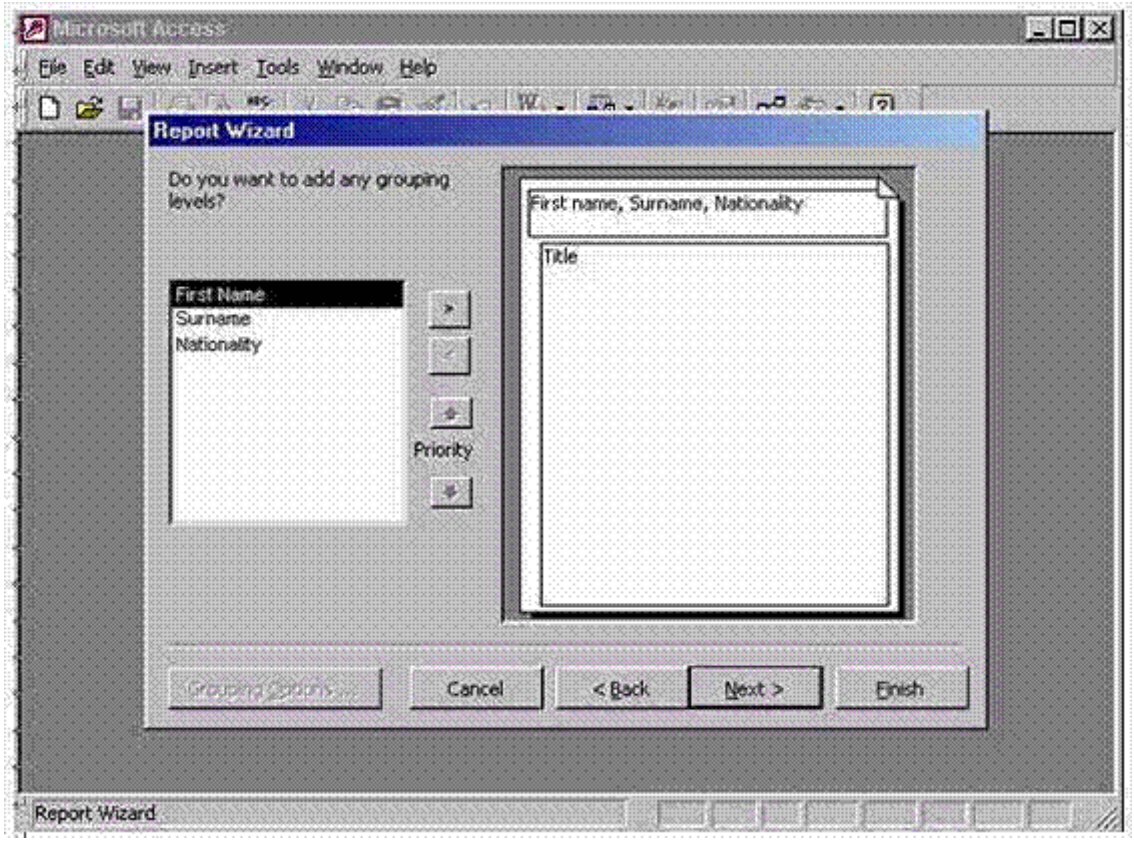
Answer:

A

Question 4

Question Type: MultipleChoice

Group the books in this report by authors' surname with books' titles displayed in alphabetical order.



Options:

A- Select Surname -> click on > -> click next -> from the first drop down list Select Title -> click finish

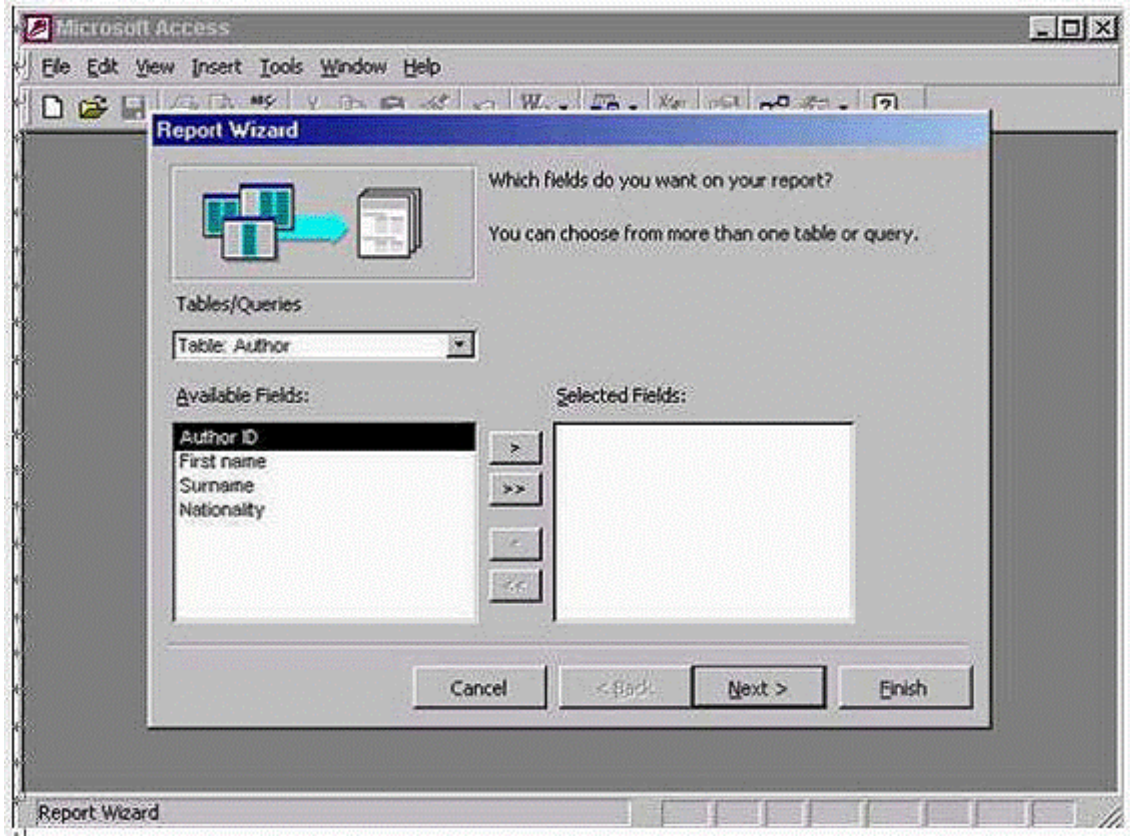
Answer:

A

Question 5

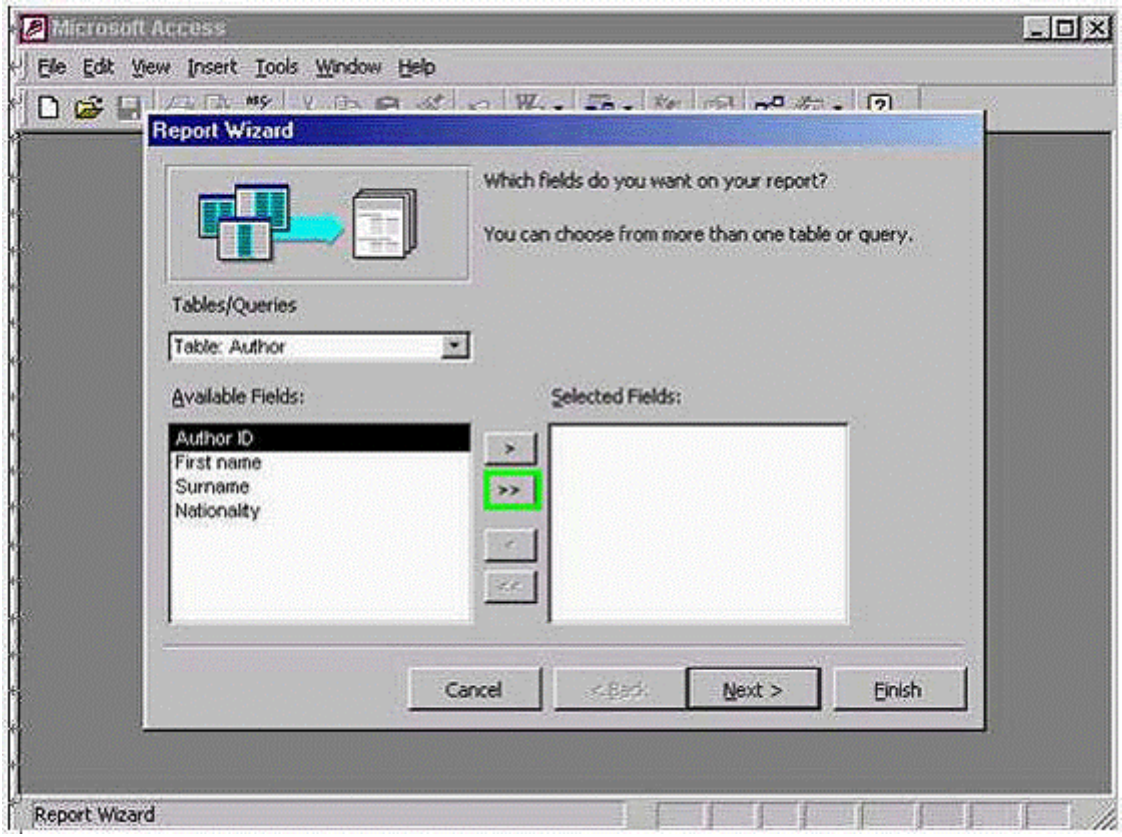
Question Type: MultipleChoice

A Wizard is being used to create a new report. Base this report on the Extract table, and add all the fields from the table to the report's design.



Options:

A- Option



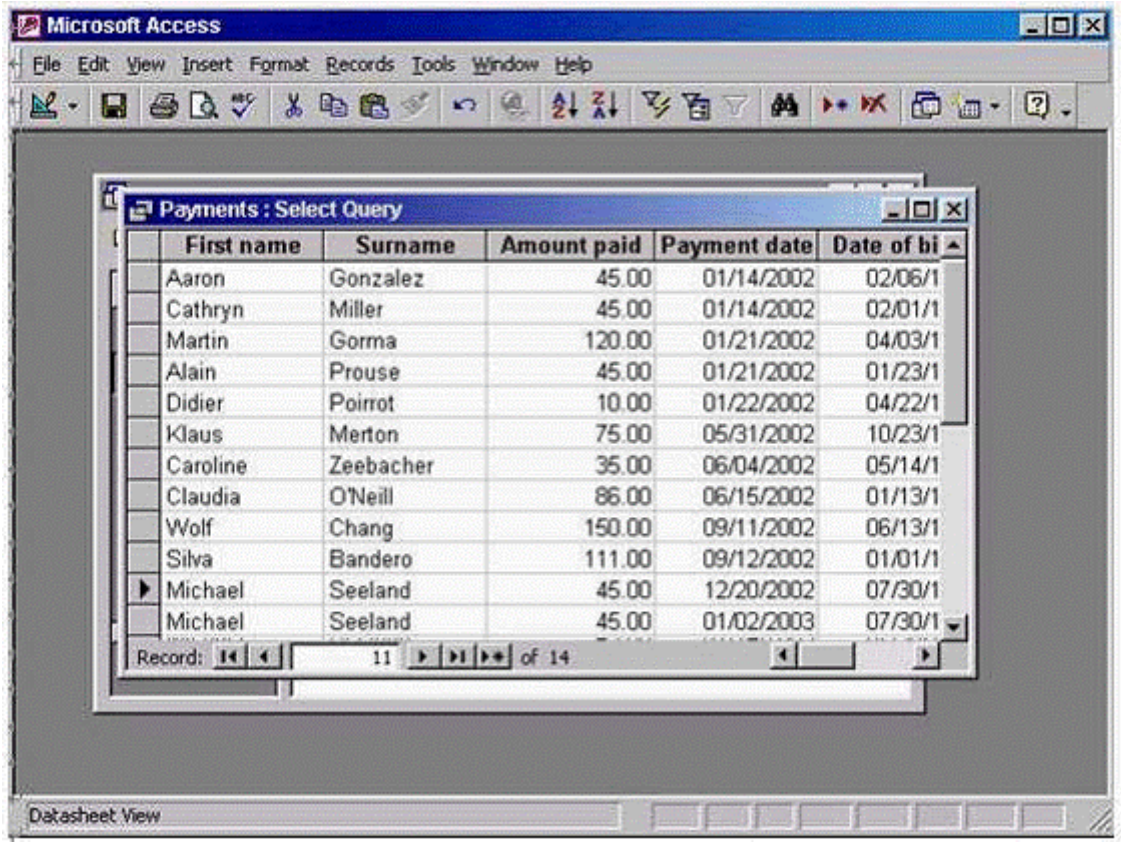
Answer:

A

Question 6

Question Type: MultipleChoice

Sort this query so that the most recent payments display at the top of the datasheet.



Options:

A- Put the insertion point in the payment date field -> click on the sort descending tool from the Table datasheet toolbar

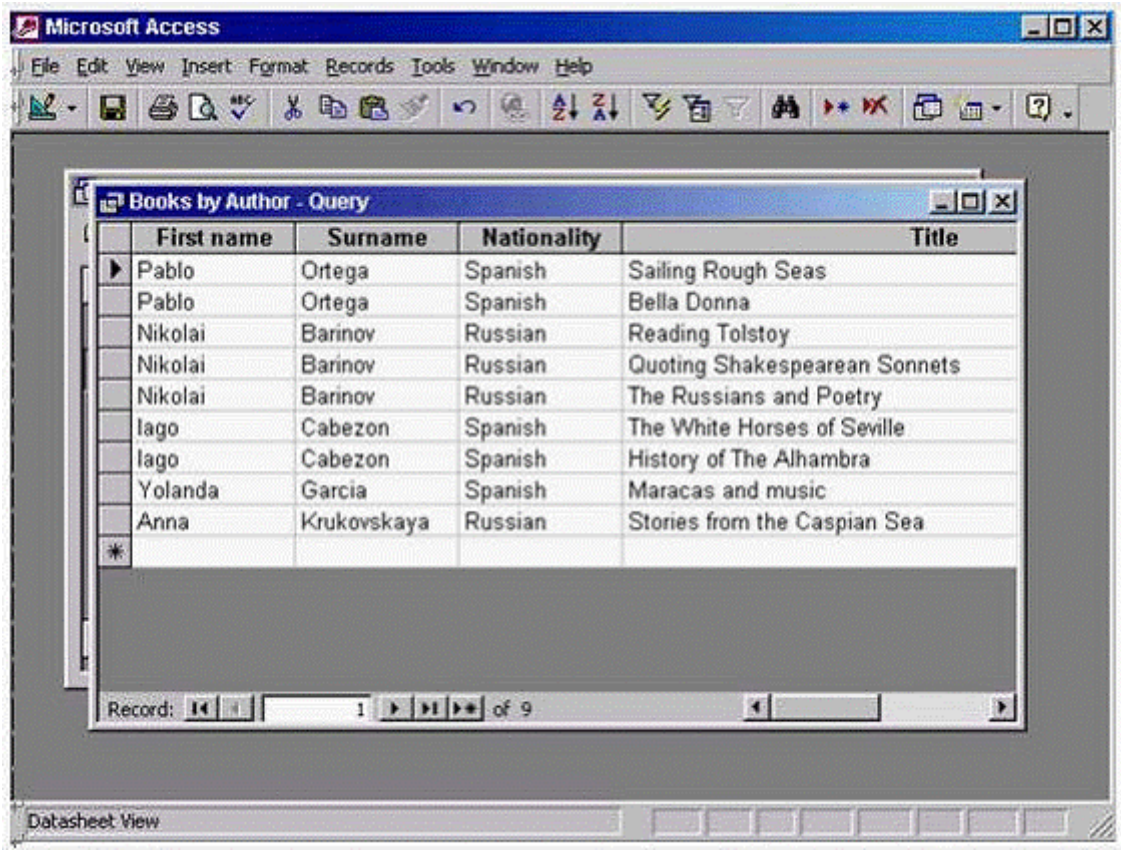
Answer:

A

Question 7

Question Type: **MultipleChoice**

Change this query so that it will just find books by Spanish authors, and then run the query.



Options:

A- Click on the view tool from the Query datasheet toolbar -> use the back space to delete the word Russian and or Run from the query design toolbar and then press the button

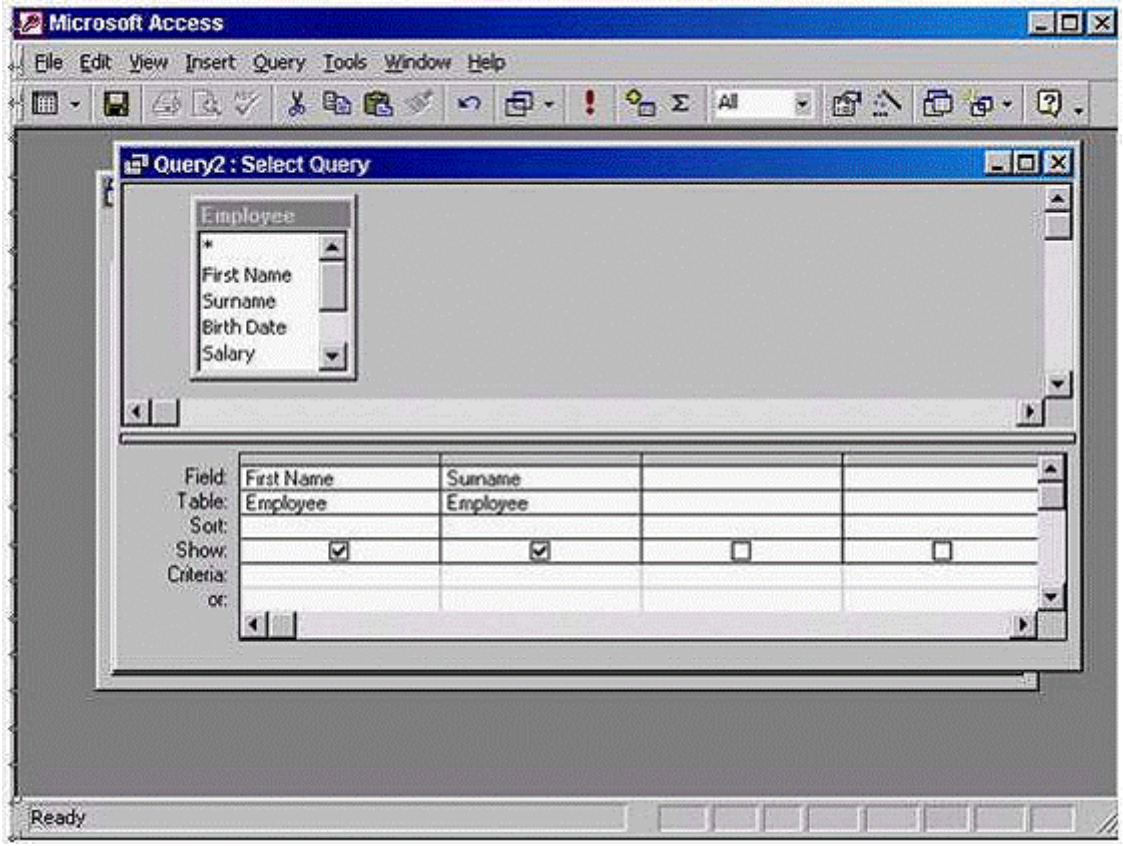
Answer:

A

Question 8

Question Type: MultipleChoice

Add the appropriate field from the Employee table to the 3rd column of the grid so that this query wil be able to sort employee records according to their age.



Options:

A- In the third column -> in the field box -> use the drop down list to select the Birth Date

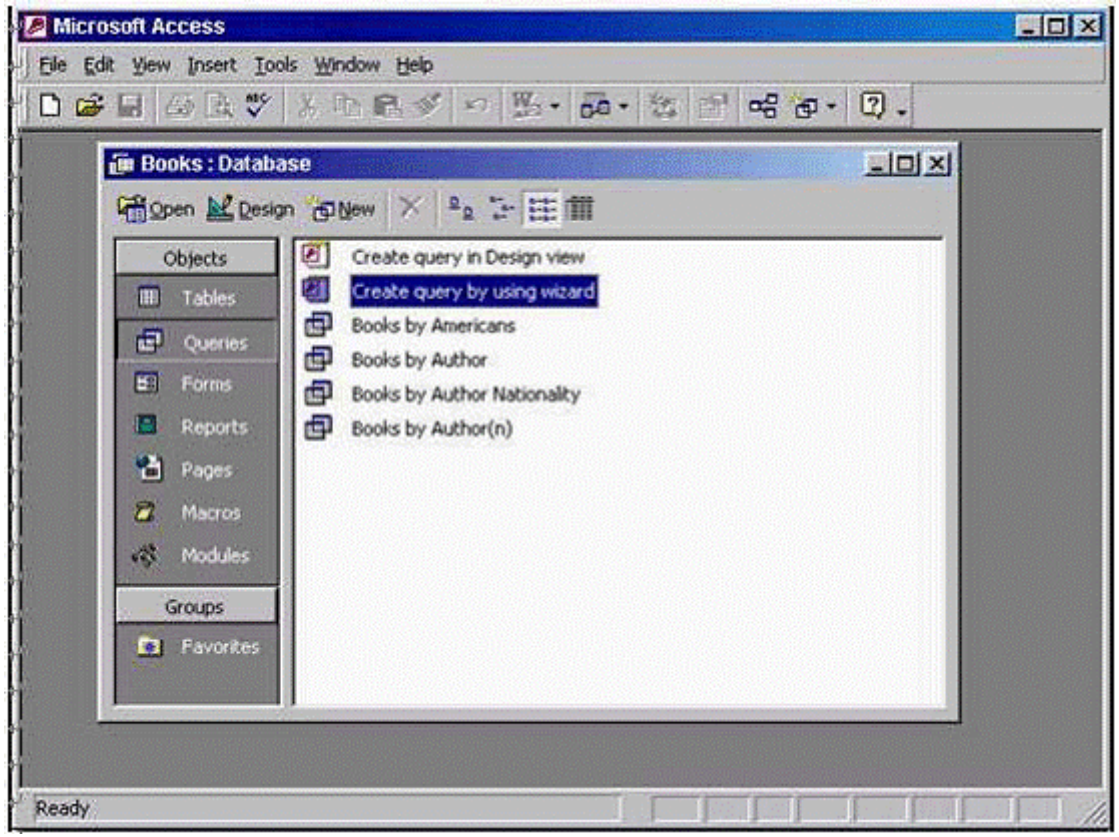
Answer:

A

Question 9

Question Type: MultipleChoice

We no longer need the query, Books by Americans. Delete this query now.



Options:

A- Right click on the Books by Americans -> select Delete -> yes

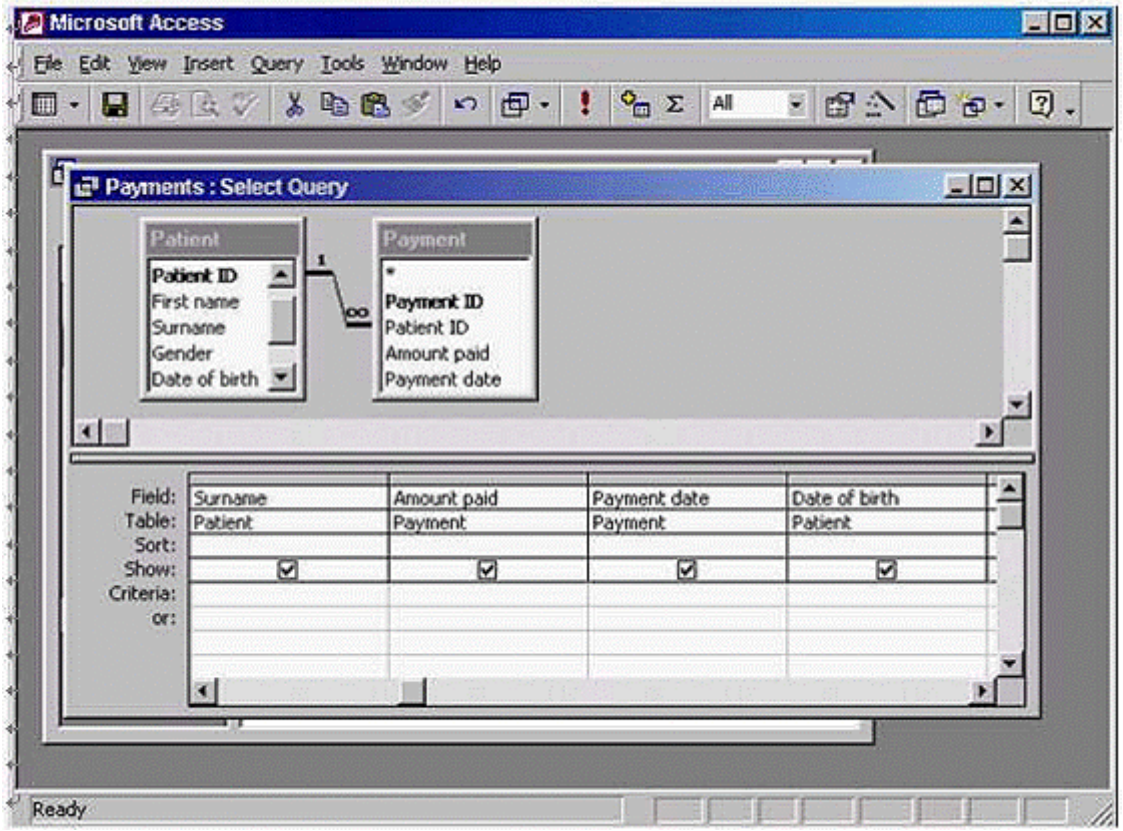
Answer:

A

Question 10

Question Type: **MultipleChoice**

Find all payments made on or after 06/06/2002.



Press Enter when you are finished.

Options:

A- In the payment date column -> in the criteria box -> type >= 06/06/2002 -> press enter

Answer:

A

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