

**Questions may have two correct answers. In those cases either answer will be accepted.**

**Introductory Level:**

1) In which of these report sections would you find a Grand Total summary field?

- A) Report Footer
- B )Group Header
- C) Group Footer
- D) Page Footer

2) If my report's details are currently in no particular order, and I want them in ascending order using a date field, which of these will work?

- A) The Record Sort Expert
- B) The Select Expert
- C) The Group Expert
- D) The Section Expert

3) If I want each customer to have both a subtotal and a page break, I would need to have one of these in my report:

- A) Formula
- B) Sort
- C) Group
- D) Subsection

4) Which one of these best explains the difference between Hiding the details section and Suppressing the details section.

- A) Hiding affects preview but not the printout
- B) Hiding allows for drill-down and suppressing does not
- C) Details count in the totals when hidden but not when suppressed

5) What is the name of the feature that changes your report to include only the top 5 groups?

- A) Group Expert
- B) Sort Expert
- C) Record Sort Expert
- D) Group Sort Expert

6) Which of the following sections are allowed to contain cross-tabs:

- A) Group Header
- B) Details
- C) Report Header
- D) Page Header

7) I want to know how many different customers made a purchase in the past month. What summary function would I use:

- A) Count
- B) Distinct Count
- C) Mode
- D) Average

8) The record selection formula must always be what type of expression.

- A) String
- B) Number
- C) Date
- D) Boolean

9) I use the TopN feature to select the top 10 customers. If I don't check the "Include Others" property which of these problems will the report likely have?

- A) There will be duplicate records
- B) The Grand total will be too high
- C) The Grand total will be too low
- D) Null values will drop off the report

10) Which item in the Database menu allows you to check/change the links between tables in the report?

- A) Set Datasource Location
- B) Verify Database
- C) Database Expert
- D) Show SQL Query

11) You link the customers table to the orders table, which is a one-to-many relationship (one customer to many orders). You insert two grand totals. One totals a field from the Orders table and the other totals a field from the Customers table. Which grand total will be inflated?

- A) The one from the Customers table
- B) The one from the Orders table
- C) Both
- D) Neither

12) You link the customers table to the orders table and don't change the default join type. Will customers that have no orders appear in the report?

- A) All of them will
- B) None of them will
- C) Some of them will

13) When you write a formula to combine or "concatenate" two text fields or text strings, which of these symbols do you put between them?

- A) &
- B) +
- C) %
- D) \$

14) I want to calculate how many days have passed since July 4, 2008. Which of these will give me the correct answer?

- A) CurrentDate - {07/04/2008}
- B) CurrentDate - @07/04/2008@
- C) CurrentDate - Date (2008,7,4)
- D) CurrentDate - Date (7,4, 2008)

15) How would you punctuate the word [Continued] within a formula, so that it is recognized as literal text?

- A) &Continued&
- B) "Continued"
- C) StringVar (Continued)
- D) (Continued)

16) I want to calculate 10% of my {Sales.Amount} field but the field was created as a string rather than as a number. Which formula will convert the field so that I get the correct answer:

- A) Totext ({Sales.Amount}) \* .10
- B) Round ({Sales.Amount}) \* .10
- C) InString ({Sales.Amount}) \* .10
- D) Val ({Sales.Amount}) \* .10

17) Which one of these will return the first 3 characters of a character field:

- A) {Customer.Name} [1,2,3]
- B) [ 1 to 3 ] {Customer.Name}
- C) {Customer.Name} [ 1 to 3 ]
- D) Right ( {Customer.Name} , 3)

18) Is the following formula going to print a subtotal or a grand total?

Sum ( {Sales.Amount} )

- A) Grand total
- B) Subtotal
- C) Both
- D) Neither

19) Which one of the following checks to see if the field value is between 40 and 60

- A) {Sales.Amount} in [ 40 , 60 ]
- B) {Sales.Amount} in 40 to 60
- C) {Sales.Amount} > 40 < 60
- D) {Sales.Amount} [ 40 to 60 ]

20) Which of these can filter the report to include only records from one country?

- A) Field Explorer
- B) Section Expert
- C) Select Expert
- D) Record Sort Expert

21) A formula field is primarily used to:

- A) Add a prompt to the report
- B) Add a new table of values to the report
- C) Add a new row of values to the report
- D) Add a new column of values to the report

22) You have written the following formula: {Sales.Amount} + 50

If the report gets to a record where {Sales.Amount} has a null value, what will the formula result be for that record. (Assume you are in a typical environment and using default settings):

- A) 50
- B) 0
- C) nothing (Null)
- D) It will generate an error message.