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Total No of Questions:-66

Question: 1

If you use the arrange tools and don't like the results, what needs to be done to return the fields to their prior positions?

- A. Use the tile option on the Arrange tab
- B. Click on the Arrange button on the Arrange tab before saving changes
- C. Use the Undo option under Edit
- D. Close the Layout window and don't save the changes

Answer: D

Question: 2

**When testing a new report, which of the following processes can help speed up the printing time?
Choose the 3 that apply.**

- A. Set Max Records to 50 to limit the amount of data printed while testing
- B. Don't add a picture/graphic until you have fully tested the report
- C. Create a user-defined sort rather than using a "key" sort
- D. Use a "key" sort rather than a user defined sort when testing the report

Answer: A, B, D

Question: 3

When is the Reports.dic file created?

- A. After Report Writer is accessed for the first time
- B. After Report Writer is installed on the network or your machine
- C. After inserting an original report into the modified report section of Report Writer
- D. After Microsoft Dynamics GP is accessed for the first time

Answer: A

Question: 4

When creating a user-defined sort, what must you do to sort a field in descending order (45, 44, 43)?

- A. Place the field in the page or report header sections of the report.
- B. Sort the report by the key value for the table in which the field resides.
- C. Click on the field in the Report Layout and choose sort descending as the field option.
- D. Mark the Descending check box in the Sorting Definition window.

Answer: D

Question: 5

What is required if you want to change the color and fonts of fields on a report?

- A. The report needs to be a graphical report
- B. The report needs to be a secondary copy
- C. The report needs to be a text report
- D. The report needs to be a primary copy

Answer: A

Question: 6

Which of the following is an advantage of creating a "1 to 1" relationship rather than a "1 to Many"

relationship?

- A. No advantages exist
- B. Data from both tables can be placed on a report layout
- C. Most linking restrictions only apply to 1 to Many relationships
- D. User defined sorts become possible

Answer: C

Question: 7

Calculated Fields placed in the footer section are automatically assigned what field type?

- A. Sum
- B. Concatenated
- C. Data
- D. Last Occurrence

Answer: D

Question: 8

Which of the following is the smallest unit of data stored in Microsoft Dynamics GP?

- A. Fields
- B. Records
- C. Table Groups
- D. Tables

Answer: A

Question: 9

What function and operator are used to remove extra spacing between fields and then join the Fields together on a report? (i.e. city, state, zip) Choose the 2 that apply.

- A. UCASE
- B. STRIP
- C. CAT
- D. CONDENSE

Answer: B, C

Question: 10

Which of the following are constant types you can use when writing a restriction for a report? Choose the 3 that apply.

- A. Functions

- B. Date
- C. Currency
- D. String

Answer: B, C, D

Question: 11

If you want to save a printed report to a file, which of the following file formats are available?

Choose the 3 that apply.

- A. Package
- B. HTML
- C. Text
- D. Tab-delimited

Answer: B, C, D

Question: 12

What Toolbox icon can be used to create columns on a report?

- A. Column tool
- B. Division tool
- C. Divider tool
- D. Text tool

Answer: C

Question: 13

When inserting multiple sorts, what can be done to insert the sorts in the correct order?

Choose the 2 that apply.

- A. After inserting the first sort, highlight it and then insert the next sort
- B. You must use additional headers
- C. Arrange the sorts using the Arrange button
- D. Insert the sorts in reverse order

Answer: A, D

Question: 14

What options do you have for each field when creating a user-defined sort? Choose the 3 that apply.

- A. The sort field will not be saved with the report, and will need to be defined each time the report is printed.
- B. The sort can ignore case (A is same as a).
- C. The sort can incorporate any field from the tables linked to the report.
- D. The sort can be set to sort in ascending or descending order.

Answer: B, C, D

Question: 15

Which of the following reason explains why a report cannot be printed from Report Writer?

- A. The report is pulling data from a transaction table.
- B. The report is a secondary copy.
- C. The report is a primary copy.
- D. The report is pulling data from a temporary table.

Answer: D

Question: 16

Which report type allows you to change the main table on the report?

A. Primary

- B. Original
- C. Old
- D. Secondary

Answer: D

Question: 17

Which table stores reports that have been modified in Report Writer?

- A. Dynamics.set
- B. Reports.dic
- C. Pathnames.doc
- D. Dynamics.dic

Answer: B

Question: 18

Which of the following statements are true about using pictures with your report? Choose the 2 That apply.

- A. The report will probably print slower with a graphic/picture.
- B. A bitmap (.bmp) format file type can be used.
- C. Pictures can only be placed in the report header area of the Layout.
- D. Only one picture can be used per report.

Answer: A, B

Question: 19

What is the size limit on a picture file you want to place on a report in Report Writer?

- A. 32k
- B. 64k
- C. 2k
- D. 16k

Answer: A

Question: 20

What type of link would be created if you are trying to establish a table relationship and are able

To match up all three fields of a secondary table's key to a primary table?

- A. 1 to 1 relationship
- B. Many to Many relationship
- C. Special relationship
- D. No link would be created

Answer: A

Question: 21

How many users can access a Reports.dic table at the same time?

- A. 2**
- B. Restricted by the number of user licenses purchased
- C. 1
- D. Unlimited number

Answer: C

Question: 22

What Field Type will print the contents exactly as they are stored in the field?

- A. Data
- B. Last Occurrence
- C. First Occurrence Only
- D. Count

Answer: A

Question: 23

When the divider tool is placed in the body on a Report Layout, what restriction is made on the placement of new report fields?

- A. Fields cannot be added to the body unless the grid is turned on.
- B. Fields cannot be added to the body after the divider tool is placed.
- C. Fields cannot be added to the right of the divider tool.
- D. Fields cannot be added to the left of the divider tool.

Answer: C

Question: 24

If you created 3 additional headers and footers for a report, what order (from top to bottom) would These sections appear on the layout window?

- A. H1, H2, H3, F1, F2, F3
- B. H1, H2, H3, F3, F2, F1
- C. F1, F2, F3, H1, H2, H3
- D. H3, H2, H1, F1, F2, F3

Answer: B

Question: 25

Which report type in Report Writer does not require you to define a report name?

- A. Primary Report
- B. Special Report

- C. Secondary Report
- D. Custom Report

Answer: A

Question: 26

How can you make sure that you are modifying the correct report in Report Writer?

Choose the 2

That apply.

- A. Use the name of the report on the drop down list when printing the report.
- B. Use the title in the report header section.
- C. Use the Ctrl + F9 keys to "transfer" to Report Writer and open the report layout automatically.
- D. Use the title on the output bar for the report.

Answer: C, D

Question: 27

Which of the following sections appear as defaults on a new report? Choose the 2 that apply.

- A. Body
- B. Additional Footer
- C. Additional Header
- D. Page Header

Answer: A, D

Question: 28

When creating a restriction for a report, which of the following can be included in the expression?

Choose the 3 that apply.

- A. Table Fields
- B. Constants
- C. Sorts
- D. Operators

Answer: A, B, D

Question: 29

What must be done if you want a user to have access to a secondary copy of a report you have

Just created?

- A. Take away access to the original report first, then grant access to the secondary report
- B. Nothing, access is automatically granted
- C. Grant them access to the secondary report
- D. Grant them access to the primary copy of the report

Answer: B

Question: 30

When planning a report, if a similar report does not exist, what type of report should be created in Report Writer?

- A. Sample
- B. Primary
- C. Secondary
- D. Custom

Answer: D

Question: 31

When creating your own table relationships, which of the following can you create? Choose the 2 That apply.

- A. New secondary tables
- B. 1 to 1
- C. 1 to Many
- D. New primary tables

Answer: B, C

Question: 32

When creating a custom report, which of the following should be done first?

- A. Table Linking
- B. Additional Headers/Footers
- C. User Defined Fields
- D. Restrictions

Answer: A

Question: 33

The Table Descriptions window contains which of the following table names? Choose the 3 that apply.

- A. Physical name
- B. Report Writer name
- C. Display name
- D. Technical name

Answer: A, C, D

Question: 34

Alphanumeric fields such as the Account Description field in General Ledger, are stored as which type of field?

- A. String
- B. Integer
- C. Date
- D. Currency

Answer: A

Question: 35

Which type of report allows you to print a modified report in place of an original report?

- A. Custom
- B. New
- C. Secondary
- D. Primary

Answer: D

Question: 36

Which report section only appears at the bottom of the last page of a report?

- A. Additional Header
- B. Report Footer
- C. Page Footer
- D. Additional Footer

Answer: B

Question: 37

When should the Variable Characters per Inch option be checked on the Report Definition

window?

- A. A text report needs to be printed in compressed text.
- B. It can only be used on formatted documents such as a check or an invoice.
- C. A text report needs to be printed using multiple fonts.
- D. A text report needs to be printed in standard text.

Answer: C

Question: 38

Which table stores original reports?

- A. Dynamics.dic
- B. Reports.dic
- C. Dynamics.set
- D. Reports.doc

Answer: A

Question: 39

How many primary copies of an original report can be made in Report Writer?

- A. 2
- B. 1
- C. Unlimited
- D. 3

Answer: B

Question: 40

Which button on the Report Writer window creates a primary copy of a report?

- A. Insert
- B. Duplicate
- C. Copy
- D. Print Definition

Answer: A

Question: 41

Which of the following tools are available on a text report? Choose the 2 that apply.

- A. Divider Tool
- B. Arrow Tool
- C. Picture Tool
- D. Line Tool

Answer: A, B

Question: 42

How many secondary copies of an original report can be created in Report Writer?

- A. 5
- B. 1
- C. 2
- D. Unlimited

Answer: D

Question: 43

What is the function of the 'A' icon on the Toolbox window?

- A. It allows you to place a table field on the report.
- B. It allows you to rank the importance of the report.
- C. It allows you to place a text field on the report.
- D. It allows you to place a field in section A of the report.

Answer: C

Question: 44

Which of the following will allow you to select multiple fields on a Report Layout window at the same time? Choose the 2 that apply.

- A. Holding down the Shift key and selecting additional fields
- B. Holding down the Space Bar and selecting additional fields
- C. Holding down the Tab key and selecting additional fields
- D. "Lasso" method

Answer: A, D

Question: 45

Which of the following Drawing Options are available on text reports?

- A. Change the font on fields in the Page Header, Report Header, and Additional Header areas

only

- B. Change the characters per inch of a field if Variable Characters/Inch is marked for the report
- C. Change the font style (bold) of a field in the body
- D. Change the font color of a field in the body

Answer: B

Question: 46

Which table stores the locations of the dictionary files, including the dictionaries used by Report Writer?

- A. Reports.dic
- B. Dynamics.dic
- C. Pathnames.doc
- D. Dynamics.set

Answer: D

Question: 47

Which of the following expression types are supported for creating user-defined fields with Report Writer? Choose the 2 that apply.

- A. Conditional
- B. Fractional
- C. Calculated
- D. Boolean

Answer: A, C

Question: 48

When linking tables for a report in the Related Tables window, what does an asterisk next to a Table denote?

- A. The table has a "one to one" relationship with the selected table.
- B. The table has a "one to many" relationship with the selected table.
- C. The table cannot be linked to the selected table.
- D. The table has multiple keys you can use to link to the selected table.

Answer: B

Question: 49

The Layout window in Report Writer is divided into very small graphic units called?

- A. Bytes
- B. Elements
- C. Pixels
- D. Bits

Answer: C

Question: 50

What is the easiest way to place the company name field on a report so that it automatically

defaults to the company you are logged into?

- A. Create a user-defined field for the company name
- B. Create a legend field for the company name
- C. Use the Global field, Company Name
- D. Use the text tool and type the company name as a text field

Answer: C

Question: 51

What type of file does the customization process create when you export a report?

- A. Text
- B. HTML
- C. Package
- D. Visual Basic

Answer: C

Question: 52

What must be true in order to create a table relationship?

- A. The tables must be a part of the same module.
- B. The tables must be a part of the same series.
- C. The tables must have a "common field".
- D. The tables must have a 1 to 1 relationship.

Answer: C

Question: 53

Which of the following is a unique benefit of using a text report?

- A. The ability to add pictures to the report.
- B. Only text reports can replace original reports in Microsoft Dynamics GP.
- C. It allows you to have additional headers and footers.
- D. The report prints faster.

Answer: D

Question: 54

Which of the following statements is true about expressions for Calculated Fields in Report Writer?

- A. Values must be placed in both the True and False case fields of a conditional expression.
- B. A value should only be entered in the True case field of a conditional expression.
- C. Calculated Fields can only be used on Custom reports, not on primary and secondary copies of original reports.
- D. A Calculated Field can only be used for calculations and can't be placed in the layout of a report.

Answer: A

Question: 55

Which resource description window allows you to see what fields make up a "key"?

- A. Window Descriptions
- B. None
- C. Field Descriptions
- D. Table Descriptions

Answer: D

Question: 56

What Report Writer function is associated with the Using Key field?

- A. Restrictions
- B. Sorts
- C. Copy
- D. Calculated Fields

Answer: B

Question: 57

What is the function of the Using Key field?

- A. Determines how the report will be sorted in the absence of a user-defined sort
- B. Restricts the report to include records with the same key value
- C. The report will always be sorted by the Using Key field
- D. Restricts the report to include records with the key field defined

Answer: A

Question: 58

What is the main function of additional headers and footers?

- A. To group related records together on a report.
- B. To allow fields such as page numbers and report titles to be in separate header sections on the report.
- C. To allow you to have column headings on your report.
- D. To have additional space for headings that normally would not fit on the page and report headers.

Answer: A

Question: 59

What function can help align fields that are placed in the Report Layout?

- A. Linking
- B. Sort
- C. Grid
- D. Body

Answer: C

Question: 60

How is a field removed from the Report Layout?

- A. Select the field and click on the Delete key
- B. Select the field and click on the Shift key

- C. Find the field on the toolbar, highlight it, and click on the Delete key
- D. Select the field and click on the Ctrl key

Answer: A

Question: 61

Which text report options should be checked on the Report Definition window if you want to use

More than one font on a report?

- A. Best Text Fit
- B. Variable Characters/Inch
- C. 17 Characters/Inch
- D. 10 Characters/Inch

Answer: B

Question: 62

How many consecutive "1 to Many" links can be made when creating a report?

- A. 15
- B. 5
- C. 1
- D. 0

Answer: B

Question: 63

Which of the following buttons create a secondary copy of a report? Choose the 2 that apply.

- A. Validate
- B. Duplicate
- C. Insert
- D. Copy

Answer: B,D

Question: 64

Which of the following types of relationships can be deleted using the Table Relationships window?

- A. Any existing table relationships
- B. Any user-defined table relationship
- C. Any 1 to Many table relationships
- D. Any 1 to 1 table relationships

Answer: B

Question: 65

If you want to place all elements of an array field on a report at once, what key should be pressed

While you drag the field on to the Report Layout?

- A. Control
- B. Shift

- C. Tab
- D. Space Bar

Answer: A

Question: 66

What is the maximum number of tables that can be linked for a report?

- A. 5
- B. Unlimited
- C. 15
- D. 10

Answer: C