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The Power of Knowing



**Exam : MB3-210**

**Title : Great Plains 8.0 Report Writer**

**Ver : 09.28.06**

**QUESTION 1**

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

- A. None of the other alternatives
- B. Table Descriptions
- C. Window Descriptions
- D. Field Descriptions

Answer: B

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**QUESTION 2**

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

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

Answer: D

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**QUESTION 3**

Which of the following report types will allow you to change the Using Key field on the Report Definition window?

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

Answer: A,B,C

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**QUESTION 4**

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

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

Answer: C

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**QUESTION 5**

What is the function of the A icon on the toolbox?

- A. It allows you to rank the importance of the report.
- B. It allows you to place a table field on 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

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**QUESTION 6**

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

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

Answer: D

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**QUESTION 7**

Which of the following will allow you to select multiple fields on a report layout window at the same time?

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

Answer: C,D

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**QUESTION 8**

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

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**QUESTION 9**

Which of the following expression types are supported for creating user defined fields with Report Writer?

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

D. Fractional

Answer: A,B

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**QUESTION 10**

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

Answer: A

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**QUESTION 11**

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

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

Answer: C

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**QUESTION 12**

What table stores original reports?

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

Answer: B

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**QUESTION 13**

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

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**QUESTION 14**

What is the function of the Using Key field?

- A. Restricts the report to include records with the key field defined
- 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. Determines how the report will be sorted in the absence of a user-defined sort

Answer: D

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**QUESTION 15**

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 1 table relationships
- D. Any 1 to Many table relationships

Answer: B

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**QUESTION 16**

When is the Reports.dic file created?

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

Answer: B

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**QUESTION 17**

Which of the following can be done in Report Writer?

- A. Report settings such as calculated fields, can be printed to paper for review.
- B. Page Orientation settings can be saved when the report layout is saved.
- C. Restrictions can be defined to limit what data will print on a report.
- D. Original reports can be deleted and replaced with a custom report that you have designed.

Answer: A,B,C

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**QUESTION 18**

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)

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

Answer: A,C

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**QUESTION 19**

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

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

Answer: A

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**QUESTION 20**

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

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

Answer: A,C,D

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**QUESTION 21**

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

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

Answer: A

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**QUESTION 22**

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

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

Answer: B

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**QUESTION 23**

What options do you have for each field when creating a user-defined sort?

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

Answer: A,C,D

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**QUESTION 24**

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

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

Answer: D

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**QUESTION 25**

The Table Descriptions window contains which of the following table names?

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

Answer: B,C,D

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**QUESTION 26**

When testing a new report, which of the following processes can help speed up the printing time?

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

Answer: B,C,D

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**QUESTION 27**

Which of the following statements are true about using pictures with your report?

- 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

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**QUESTION 28**

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

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

Answer: B

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**QUESTION 29**

Which of the following is the smallest unit of data stored in Great Plains?

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

Answer: A

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**QUESTION 30**

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

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

Answer: A

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**QUESTION 31**

What is the main function of additional headers and footers?

- A. To allow fields such as page numbers and report titles to be in separate header sections on the report



- B. To allow you to have column headings on your report.
- C. To group related records together on a report.
- D. To have additional space for headings that normally would not fit in the page and report headers.

Answer: C

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**QUESTION 32**

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. Close the layout window and don't save the changes
- B. Click on the rearrange button on the arrange tab before saving changes
- C. Use the tile option on the arrange tab
- D. Use the undo option under Edit

Answer: A

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**QUESTION 33**

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

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

Answer: C

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**QUESTION 34**

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. A calculated field can only be used for calculations and can't be placed in the layout of a report.
- D. Calculated fields can only be used on Custom reports, not on primary and secondary copies of original reports.

Answer: A

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**QUESTION 35**

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

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

Answer: A

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**QUESTION 36**

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

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**QUESTION 37**

What function can help align fields that are placed in the report layout?

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

Answer: C

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**QUESTION 38**

When creating your own table relationships, which of the following can you create?

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

Answer: A,C

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**QUESTION 39**

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

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

Answer: C

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**QUESTION 40**

When linking tables for a report in the related tables window, what does an asterisk next to a table denote?

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

Answer: D

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**QUESTION 41**

Which of the following buttons will create a secondary copy of a report?

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

Answer: A,B

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**QUESTION 42**

What must you do 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

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**QUESTION 43**

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

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

Answer: C

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**QUESTION 44**

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

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

Answer: C,D

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**QUESTION 45**

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

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

Answer: D

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**QUESTION 46**

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. Mark the Descending checkbox in the Sorting Definition window.
- D. Click on the field in the report layout and choose sort descending as the field option.

Answer: C

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**QUESTION 47**

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

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

Answer: A

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**QUESTION 48**

If you wish 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. Shift
- B. Space Bar
- C. Control
- D. Tab

Answer: C

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**QUESTION 49**

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

Answer: A

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**QUESTION 50**

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

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

Answer: B

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**QUESTION 51**

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

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

Answer: A,B

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**QUESTION 52**

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 key to a primary table?

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

Answer: C

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**QUESTION 53**

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

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

Answer: B

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**QUESTION 54**

How many branches of "1 to Many" relationships can you have when linking tables for a report?

- A. 5
- B. 2
- C. 1
- D. 0

Answer: C

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**QUESTION 55**

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

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

Answer: A

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**QUESTION 56**

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. Unlimited number
- D. 1

Answer: D

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**QUESTION 57**

Which of the following tools are available on a text report?

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

Answer: B,C

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**QUESTION 58**

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

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

Answer: C

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**QUESTION 59**

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

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

Answer: C

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**QUESTION 60**

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

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

Answer: A,B,C,D

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**QUESTION 61**

Which report type will not require you to define a report name?

- A. Custom Report
- B. Primary Report
- C. Secondary Report
- D. Special Report

Answer: B

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**QUESTION 62**

Which of the following sections will appear as defaults on a new report?

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

Answer: A,C

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**QUESTION 63**

Which is a unique benefit to using Report Writer to create a report rather than another product, such as Crystal Reports?

- A. Report Writer allows you to use multiple tables in the design of a report.
- B. Report Writer allows graphics on reports, and most other reporting products do not.
- C. An original report can be modified to get the required result.
- D. User defined fields can be added to a report in Report Writer.

Answer: C

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**QUESTION 64**

What is the easiest way to place your company name field on a report so that it automatically defaults to the company you are logged into?

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

Answer: C

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**QUESTION 65**

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



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

Answer: A

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**QUESTION 66**

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

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

Answer: B