1. What are the functions of databases?

Databases store, organize and process information.

1. What forms do we encounter databases in?

We encounter databases, both simple and complex, all the time, whether in the form of library card catalogs, financial records, employee directories, and even phone books.

1. What is the difference between spreadsheets and databases?

Spreadsheets process numbers, databases process information—specifically, structured information.

1. How will we call each person in an address book speaking in database terms?

In database terms, each person is a record.

1. Is smart sorting one of the cornerstones of database technology?

Yes, smart sort is one of the cornerstones of database technology.

1. What kind of database   does an e-commerce site have?

That website has multi-file databases set up for orders, dates, payments, shipment tracking, inventory, suppliers, and customers.

1. Spreadsheets process numbers, databases process information—specifically, structured information.
2. The last name—how the book is organized, alphabetically—is the *key***field**, which sorts the records.
3. A *relational* database is one in which data is organized into one or more tables.
4. A *primary*key is the unique identifier for each record in the table.
5. A *database* is an organized collection of interrelated data that serves a number of applications in an enterprise
6. *Multi-file* databases afford flexibility across the data and are easy to understand and modify.
7. In general, in a table data is arranged in *row* and columns.
8. *Relational* **databases** have hard-links to the secondary files inside it, and it is impossible to move such a database from one logical disk to another