1. State the rules for creating data names.

**1-30 characters**

**Must contain at least 1 alphabet letter**

**No spaces, replace with –**

**No – at beginning or end**

**Letters, numbers, and – only**

**Don’t duplicate names**

**Don’t use system reserved words**

**USE DESCRIPTIVE NAMES**

1. What is the purpose of the PICTURE clause?

**Specifies type of data, and length**

1. What symbol represents the following in a PIC clause?

X **alphanumeric**

A **alphabetic OR SPACE**

9 **numeric**

V **decimal**

S **the sign on the data in input file**

1. Explain the difference between Alphanumeric and Numeric Literals.

Alphanumeric literals can contain both letters and numbers, and must be in quotes, while numeric literals can only contain numbers 0-9 (can put multiple in a row) and don’t have to be in quotes

1. What is the purpose of the FILLER clause?

To show that there is data but you don’t plan on using it

1. Why would you use the VALUE clause?

**You need to preset the values of variables**

1. Give examples of the figurative constants.

Space

zero

LOW-VALUES

**HIGH VALUES**

**ALL ‘’ (PUT ANYTHING IN THE ‘’)**

1. Give the characteristics of an elementary item. (Look throughout the chapter)

**CONTAIN DATA ALPHANUMERIC OR NUMERIC DATA, ALWAYS HAVE PIC CLAUSE, *NEVER SUBDEVIDED***

1. Give the characteristics of a group item. (Look throughout the chapter)

CONTAIN ELEMENTARY ITEMS(SUBDIVIDED), **DOES NOT** HAVE PIC CLAUSE, ALPHANUMERIC

1. Identify whether the following are valid or invalid. Identify the rule violated if invalid.

Variable Names:

99 no NO LETTERS!!!

-ABC no STARTS WITH DASH

99-ABC YES

XYZ-1 AB no SPACE!

BOATING-SEASON-IS-COMING yes

PICTURE NO RESERVED!

RM-BANK-ACCT- no END DASH