Tutorial 1 - Quick Checks

*Tutorial 1.1 – Quick Check*

1. A field is a single characteristic of a person, place, object, event or idea.
2. You connect the records in two separate tables through a common field that appears in both tables.
3. The primary key, whose values uniquely identify each record in a table, is called a foreign key when it is placed in a second table to form a relationship between the two tables.
4. The Navigation Pane is the area of the Access window that lists all the objects in a database, and it is the main control center for opening and working with database objects.
5. What is the name of the field that Access creates, by default, as the primary key field for a new table in Datasheet view? The ID field.
6. Which group on the FIELDS tab contains the options you use to add new fields to a table? The Add & Delete group.
7. What does a pencil symbol at the beginning of a record represent? What does a star symbol represent? The pencil indicates that the record is being edited, and the star symbol indicates that it is a new record containing no data.
8. Explain how the saving process in Access is different from saving in other Office programs. Saving in Access saves design changes of Access objects; the data in the database is saved automatically.

*Tutorial 1.2 – Quick Check*

1. To copy the records from a table in one database to another table in a different database, the two table must have the same structure.
2. A query is a question you ask about the data stored in a database.
3. The quickest way to create a form is to use the Form tool.
4. Which view enables you to see the total number of pages in a report navigate through the report pages? Print Preview.
5. In the Navigation Pane, Each database object has a unique icon to its left that identifies the object’s type.
6. Compacting a database rearranges the data and objects in a database to decrease its file size and enhance the speed and performance of the database.
7. Backing up a database is the process of making a copy of the database file to protect the database against loss or damage.