Tutorial 2 - Quick Checks

*Tutorial 2.1 – Quick Check*

1. What guidelines should you follow when designing a database? Identify all the fields needed to produce the required information; Organize each piece of data into its smallest useful part; Group related fields into tables; Determine each tables primary key; Include a common field in related tables; Avoid data redundancy; Determine the properties of each field.
2. What is the purpose of a Data Type property for a field? To define the field’s values and properties.
3. The caption property specifies how a field’s name is displayed in database objects, including table and query datasheets, forms, and reports.
4. For which three types of fields can you assign a field size? Short Text, Number, & AutoNumber.
5. The default Field Size property setting for a Short Text field is 255 characters.
6. In Design view, which key do you press to move from the Table Design grid to the Field Properties pane? The “F6” key.
7. List three reasons why you should specify a primary key for an Access table. To uniquely identify a record; to relate table elements to one another; to enforce entity integrity.

*Tutorial 2.2 – Quick Check*

1. What is the keyboard shortcut for inserting the value from the same field in the previous record into the current record? Ctrl + ‘(apostrophe).
2. Importing data is a process that allows you to copy the data from a source without having to open the source file.
3. The Data Type gallery allows you to add a group of related fields to a table at the same time, rather than adding each field to the table individually.
4. What is the effect of deleting a field from a table structure? This will delete all the values for that field from the table.
5. A(n) delimited text file is one in which fields of data are separated by a character such as a comma or tab.
6. The primary is the “one” table in a one-to-many relationship, and the related is the “many” table in the relationship.
7. Referential integrity is a set of rules that Access enforces to maintain consistency between related tables when you update records in a database.