Tutorial 3 - Quick Checks

*Tutorial 3.1 – Quick Check*

1. In Datasheet view, what is the difference between navigation mode and editing mode? In **navigation** mode, Access selects an entire field value. If you type while you are in navigation mode, your typed entry replaces the highlighted field value. In **editing** mode, you can insert or delete characters in a field value based on the location of the insertion point.
2. What command can you use in Datasheet view to remove the display of one or more fields from the datasheet? The Hide Fields command.
3. What is a select query? A select query is a generalized query for information from a database.
4. Describe the field list and the design grid in the Query window in Design view. Each column defines a field from a table in the associated database. The first element of the column listed the field name selected, the second element lists the associated table, the third shows the direction of sortation (if any), the fifth element controls whether the field is displayed, the sixth & seventh elements control which records are selected.
5. How are a table datasheet and a query datasheet similar? How are they different? They both show records from tables in a database, and they both can be edited so that the changes are updated in the database. The query datasheet can display fields from multiple tables, and can be used to show a subset of the data present in the database, in addition to having extensive sort,select & computation facilities that table datasheets don’t have.
6. When you define multiple sort fields in Design view, describe how the sort fields must be position in the design grid. The top level sort field is always at the left-hand side of the grid, with progressive sub-sort fields arranged to the right.
7. A(n) filter is a set of restrictions you place on the records in an open datasheet or form to isolate a subset of records temporarily.

*Tutorial 3.2 – Quick Check*

1. A(n) condition is a criterion, or rule, that determines which records are selected for a query datasheet.
2. In the design grid, where do you place the conditions for two different fields when you use the And logical operator, and where do you place them when you use the Or logical operator? To perform And logical operations, you put the conditions in the Criteria: fields of the design grid; to perform Or logical operations, one condition goes in the Criteria: field, and the other goes in the Or: field.
3. To perform a calculation in a query, you define a(n) calculated field containing a combination of database fields, constants and operators.
4. Which Access too do you use to create an expression for a calculated field in a query? Expression Builder.
5. What is an aggregate function? An aggregate function performs arithmetic operations on selected records in a database.
6. The Group By operator divides selected records into groups based on the values in a field.
7. What is the default category for the display of objects in the Navigation Pane? Object Type.