Tutorial 8 - Quick Check

*Tutorial 8.1 – Quick Check*

1. What is HTML? HTML stands for Hypertext Markup Language, and is a standardized data format used primarily by browsers to display information. Access can save data in HTML format, among others.
2. What is an HTML template? HTML templates provide a standardized layout for data to be displayed in when making an HTML document.
3. What is a static web page? A static web page is one where the data displayed on the page does not change. For example, if Access saves a report in HTML format, the only way to change the data in the HTML document is to have Access re-export the document.
4. What is a CSV file? A CSV file (or Comma Separated Values file) is a data file where the values are delimited by commas and other delimiting characters. Typically, these were used for spreadsheets, but Access can both read and write them.
5. What is the Table Analyzer? The Table Analyzer analyzes a single table and can split the table to maintain third normal form, by moving redundant data to a separate table.
6. XML is a programming language that describes data and its structure.

*Tutorial 8.2 – Quick Check*

1. The Navigation Caption property lets you change the default navigation label from the word “Record” to another value.
2. What is the Microsoft Graph program? The Microsoft Graph program is a part of the Office suite of programs that gives Access and other program the ability to graph data in a wide variety of forms.
3. What is a PDF file? A PDF file is a data file encoded in Adobe’s Portable Document Format, which allows images, graphics & text to be integrated in a single document. Access can output data in PDF format, among others.
4. What is an application part? An application part is a specialized template that can be imported into an existing database.
5. What is the difference between an application part and a template? Templates are used with new databases, whereas applications parts are components of an existing database that you’d like to use in another database.
6. How can you edit data in a table that has been linked to an Excel file? In this instance, you can only edit the data by editing the Excel spreadsheet using Excel.