Access Study Guide:

Data entry

How to create wizard tables, forms, and reports with multiple tables

How to set primary keys

How to create relationships

How to set requirements for individual attributes (example: required, format)

How to create surrogate keys

How to use datasheet and design view.

How to save the database .accdb file

How to navigate access

How to ascend/descend data tables.

Chapter 1 Study Guide:

* Be able to create tables & access
* Know how to make reports & forms
* Know the difference between a spreadsheet & a database
* What problems can occur by organizing data in a spreadsheet (modification & redundancy problems)
* Know 4 types of relationships
* Purpose of a database
* What is a database management system (DBMS)
* The 4 components of a database system
* Know what big data is
* Difference between personal versus enterprise-class database system
* Know client server architecture

Chapter 5 Study Guide:

* Take a model and change to diagram.
* Adding Primary and Foreign keys.
* Steps in presenting entities in RDB.
* Intersection tables for N:M relationships and composite keys.
* Data types, constraints.
* Normal forms.
* Subtype relationships.
* Non-ID-Dependent vs. ID-Dependent.