1. **(1 each)**
   1. **Is this a database? If so, why? If not, why not?**

Yes, because a database contains data that is associated with a group of related applications. A database does not have to be electronic.

* 1. **If the university staff wants to find a student’s letter, could they do so easily?**

If they stored the letters alphabetically, they may be able to find a particular student’s letter easily. Although it will not be as easy as finding information in an organized electronic database. If they did not sort it alphabetically, it will be very difficult.

* 1. **If the university staff wants to sort the letters by state and city, could they do so easily?**

The staff will be able to do it, but it will not be easy. They will have to read each letter carefully and find which part of the letter contains the state and city.

1. **(1 mark each)**
   1. **Is this a database? If so, why? If not, why not?**

Yes, and it is more organized and readable than the previous one.

* 1. **If the university staff wants to find a student’s card, could they do so easily?**

If they sorted the cards alphabetically, it will be easy. If they sorted it in any other way, it may be more tricky. For example, if they sorted it by city but don’t have the student’s city information, they will have to check every single card.

* 1. **If the university staff wants to sort the cards by state and city, could they do so easily?**

It will be easier than the previous one because the staff won’t have to scan the entire page and see which part of the page the student placed the city and state information on, but it will still be difficult especially if there are hundreds of cards that need to be sorted.

1. (**7 marks, 1 mark each**)
2. **Identify the primary keys of both tables.**

Item table primary key: item number

Order table primary key: order number

1. **Are the tables related?**

Yes, they are. The Order table contains information that is also found in the Item table. The Item Table contains more detailed information regarding the Item Numbers found in the Order Table.

1. **If so, what is the nature of the relation (1:M, 1:1, or M:M)?**

1:M

1. **What is the one table?**

Order table

1. **What is the many table?**

Item table

1. **What is the matching column or set of columns?**

The Item Number column from the Item Table matches the Item Number column from the Order Table.

1. **Which column or set of columns is the foreign key?**

The Item Number from the Order Table is the foreign key.