1. User - Someone doing "real work" with the computer, using it as a means rather than an end.
2. Transaction - Consists of a collection of DML statements that form a logical unit of work.
3. Explicit - Fully and clearly expressed; leaving nothing implied.
4. INSERT - Adds a new row to a table.

1. Two reasons why altering a database is important is because you can update new information if anything changes and you can correct errors of there are any to be found.
2. INSERT INTO copy_d_cds (CD_Number, Title, Producer, Year) VALUES (97, 'Celebrate the Day', 'R & B Inc.', 2003);
   INSERT INTO copy_d_cds (CD_Number, Title, Producer, Year) VALUES (98, 'Holiday Tunes for All Ages', 'Tunes are Us', 2004);
   INSERT INTO copy_d_cds (CD_Number, Title, Producer, Year) VALUES (99, 'Party Music', 'Old Town Records', 2004);
   INSERT INTO copy_d_cds (CD_Number, Title, Producer, Year) VALUES (100, 'Best of Rock and Roll', 'Old Town Records', 2004);
   SELECT * FROM copy_d_cds;
3. INSERT INTO copy_d_songs VALUES (52, 'Surfing Summer', NULL, 12);
   INSERT INTO copy_d_songs VALUES (53, 'Victory Victory', '5 min', 12);
4. INSERT INTO copy_d_clients (Client_Number, First_Name, Last_Name, Phone, Email) VALUES (6655, 'Ayako', 'Dahish', '3608859030', 'dahisha@harbor.net');

   INSERT INTO copy_d_clients (Client_Number, First_Name, Last_Name, Phone, Email) VALUES (6689, 'Nick', 'Neuville', '9048953049', 'nnicky@charter.net');
5. INSERT INTO copy_d_events (ID, Name, Event_Date, Description, Cost, Venue_ID, Package_Code, Theme_Code, Client_Number)
   VALUES (110, 'Ayako Anniversary', TO_DATE('07-Jul-2004', 'DD-Mon-YYYY'), 'Party for 50, sixties dress, decorations', NULL, 245, 79, 240, 6655);

   INSERT INTO copy_d_events (ID, Name, Event_Date, Description, Cost, Venue_ID, Package_Code, Theme_Code, Client_Number)
   VALUES (115, 'Neuville Sports Banquet', TO_DATE('09-Sep-2004', 'DD-Mon-YYYY'), 'Barbecue at residence, college alumni, 100 people', NULL, 315, 87, 340, 6689);
6. CREATE TABLE rep_email (
       id NUMBER(3) CONSTRAINT rel_id_pk PRIMARY KEY,
       first_name VARCHAR2(10),
       last_name VARCHAR2(10),
       email_address VARCHAR2(10)
   );

   INSERT INTO rep_email (id, first_name, last_name, email_address)
   SELECT id, first_name, last_name, email_address
   FROM employees
   WHERE job_title = 'REP';