**WEEKLY QUIZ 04/28/2017**

EACH QUESTION BELOW IS WORTH 10 POINTS. PLEASE ANSWER CLEARLY IN THE SPACE PROVIDED

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1. Explain the significance of data in computer programming.

Data is important in computer programming because most online businesses wouldn’t be able to function without the ability to process/retain customer data. Data can be used for so many things, and the main thing is online customer records. When you shop online, the company will save your records so next time you buy something you don’t have to type everything in again.

1. What is a database?

A database is a special computer structure which holds data/information.

1. What are the three basic elements of a database? Describe each one.

The three basic elements of a database are field, record, and table. The field is the most basic element. It is a single piece of information which pertains to people, places, or objects. The record is a collection of fields pertaining to a single entity such as a person, business, or place. And the table is a collection of records grouped together.

1. What is Microsoft Access?

Microsoft Access is a Windows based Database Management System used for daily database processing operations.

1. List the steps needed to design a database.

First each table needs a unique field to identify each record in the table. Then you ask yourself, which tables can be linked by a relationship?

1. Name the major database objects.

The major database objects are tables, queries, forms, reports, macros, and modules.

1. Which object is needed in every database?

Tables

1. What is the purpose of reporting?

Database reports are the output based on the information found in database tables or database queries.

1. What is a module?

Modules are advanced automation through programming using Visual Basic for Applications.

1. What is a macro?

Macros automate repetitive tasks.