WEEKLY QUIZ 05/19/2017

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

Jake Lorah

1. List the rules you should follow when creating new table fields.

Like variable names, field names should directly correspond to the information contained within them. Field **names** can have up to 64 characters, letters, and/or numbers. Field **data** can have up to 255 characters. It is best to avoid symbols and spaces. And lastly, field names should always be abbreviated as much as possible to save space.

1. Describe the two options you have in MSAccess when it comes to the creation of primary keys.

The first option is using the Design View to open the table. Click on the field you want to use for primary key, and then click the primary key button on the top left. The second option is that Microsoft Access generates one for you. They give you a primary key for the ID field. Then you can work off of that.

1. Name and describe any 3 field data types supported by MS Access.

3 field data types supported by MS Access are numeric, alphanumeric, and date/time. Numeric is just any number in standard or scientific notation. Alphanumeric is a mix of numbers and symbols. And date/time is the format for the date and time. For example, if you type in “062217”, it will automatically change it to “06-22-17” or to whatever date format you choose.

1. Name the database object created by default when a new database file is saved.

The database object that is created by default when a new database file is saved is the primary key because they give you the field called ID as the primary key as a default.

1. Describe the three activities needed to complete the creation of a new database.

The 1st activity is asking yourself what is the database for and what info/data is needed for the database. Then create and name the fields for each table. And lastly, organize the data into tables.

1. What is the disadvantage of creating new tables from the Design View?

The disadvantage of creating new tables from the design view is you don’t see the data in the design view. You can’t type in data in the design view. You just see the table properties.

1. Name any 5 field properties that can be updated in the Design View.

5 field properties that can be updated in the design view are field format, field size, input mask, input validation, and field caption.

1. Describe the purpose of Input Validation.

The purpose of input validation is to make sure the user types in the correct information. If the input box is asking for a phone number, you wouldn’t want users to type in something else like an address or first name in there. There is no point.

1. TRUE/FALSE: Field content has a limit of 255 characters. Spaces, symbols and special characters should be avoided.

TRUE

1. What is an Input Mask? Provide an example.

Input masks are patterns that all data elements must follow when they’re being entered into a field. Examples are phone numbers, social security numbers, and more. An asterisk or dot is an example to cover it.