1. State the rules for creating data names.

**Names must be between 1-30 characters**

**Names must include at least one alphabetic character**

**Names cannot include spaces, so replace spaces with hyphens**

**The name cannot start or end with a hyphen**

**Names can consist of the following characters: o A-Z, a-z, 0-9, hyphen**

**Ideally the name should be unique within the program, but it is possible to use the same name in more than one location. o It is often bad practice, so please try to avoid any duplication o It is not always possible – so be careful**

**Reserved words are not permissible (Reserved words are names that COBOL itself uses such as ADD, MOVE, READ etc.)**

1. What is the purpose of the PICTURE clause?

Provides information about the data

1. What symbol represents the following in a PIC clause?

X represents alphanumeric data.

A represents alphabetic data.

9 represent numeric data

V decimal

S An indicator of the presence

1. Explain the difference between Alphanumeric and Numeric Literals.

Alphanumeric is anything you can put in on a keyboard

Numeric is numbers

1. What is the purpose of the FILLER clause?

To show the data that is present

1. Why would you use the VALUE clause?

**Present the value of one or more piece of data**

1. Give examples of the figurative constants. Spaces, zeros, low values, high values
2. Give the characteristics of an elementary item. (Look throughout the chapter)

Always have a PICTURE clause. Never subdivided

1. Give the characteristics of a group item. (Look throughout the chapter)

One or more elementary items. Never has a PICTURE clause. Alpha numeric

1. Identify whether the following are valid or invalid. Identify the rule violated if invalid.

Variable Names:

99 no

-ABC no

99-ABC yes

XYZ-1 AB no

BOATING-SEASON-IS-COMING yes

PICTURE no

RM-BANK-ACCT- no