1. State the rules for creating data names.

**Names need to be 1-30 characters must have one alphabetic no spaces so hyphens no start or end with hyphen A-z 0-9 hyphen ideally the name should be unique within the program**

**Reserved words are not permissible**

**Descriptive**

1. What is the purpose of the PICTURE clause?

Provides information about the type of data stored and the size so you know what it is exactly

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

X Alphanumeric (anything)

A Alphanumeric (handles letters and spaces)

9 Numeric (0-9)

V Decimal

S Operational Sign (negative values)

1. Explain the difference between Alphanumeric and Numeric Literals.

Alphanumeric has letters number and spaces with X

Numeric all numbers with optional + or – sign while having 9 also numeric has a maximum of 31 digits with its field

1. What is the purpose of the FILLER clause?

FILLER shows that the data is present

1. Why would you use the VALUE clause?

**Preset values of data**

1. Give examples of the figurative constants.

01 I-NAME PICx(20) VALUE SPACES or VALUE ZERO

1. Give the characteristics of an elementary item. (Look throughout the chapter)

**EMPLOYEE-TITLE 3 EMPLOYEE-INITALS 4 picture clause**

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

EMPLOYEE-ADDRESS 80 EMPLOYEE-NAME 37 divided into one or more elementary item Alphanumeric

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

Variable Names:

99 invalid no alphabetic

-ABC Invalid hyphen in the beginning

99-ABC valid

XYZ-1 AB invalid spaces

BOATING-SEASON-IS-COMING valid

PICTURE Invalid reserved word

RM-BANK-ACCT- invalid hyphen at the end