Exploring Access 2013

# Chapter 1 Quick Concepts Checks Answers

# Section 1: Databases are Everywhere!

1. Name the six objects in an Access database and briefly describe the purpose of each one.   
     
   Tables store the data in the database.

Forms give the user a way of entering data into the database.

Queries are used to display only records that meet certain conditions and only the fields that you require.

Reports enable the user to present professional-looking information from tables or queries.

Macros enable the user to store a series of commands that carry out an action.

Modules add functionality to a database and are written using the VBA programming language.

1. What is the difference between Datasheet view and Design view in a table?   
     
   The Datasheet view is a grid containing columns (fields) and rows (records), similar to an Excel spreadsheet in which the user can view, add, edit, and delete. The Design viewgives the user a detailed view of the table’s structure and is used to create and modify a table’s design by specifying the fields it will contain, the fields’ data types, and their associated properties.
2. What is meant by the statement “Access works from storage?”?   
     
   As you enter and update the data in an Access database, the changes are automatically saved in the storage location you specified when you saved the database rather than working from memory as Word, Excel, and PowerPoint do.
3. What is the purpose of the Compact and Repair utility in Access?   
     
   The Compact and Repair utility reduces the size of the database and helps keep the database from becoming corrupt.

# Section 2: Sorts and Filters

1. What are the benefits of sorting the records in a table?  
  
Sorting enables you to list records in a specific sequence, such as alphabetically by last name, making information easier to locate and organizing the information.

2. What is the purpose of creating a filter?   
  
A filterenables you to view a subset of records based on specified criteria.

3. What is the difference between a Filter by Selection and a Filter by Form?   
  
A Filter by Selection lets you filter records by a single field while Filter by Formlets you filter records based on multiple criteria.

4. What is a comparison operator and how is it used in a filter?   
  
Comparison operators can be used to evaluate the relationship between two quantities. A comparison operator can be used in a filter to determine if two quantities are equal, not equal, greater than, less than, greater than or equal to, or less than or equal to.

# Section 3: Access Versus Excel, and Relational Databases

1. How can you determine when to use Access or Excel to manage data?  
  
By determining the number of tables needed to store your data, the amount of data to be stored, whether data from will be retrieve from external databases, if the data needs grouped or requires subtotals and totals, whether the data contains mostly numeric data, and whether you need to create complex charts and/or graphs.

2. Explain the term RDBMS.   
  
RDBMS is an acronym for relational database management system. A RDBMS enables the user to manage groups of data (tables) and then set rules (relationships) between tables. Then users can easily combine data from multiple tables to create queries, forms, and reports.

3. What is the purpose of a join line?   
  
Join lines enable a user to create a relationship between two tables using a common field.

# Section 4: Access Database Creation

1. Name the three methods for creating a new database.  
     
   Create a custom web app.  
   Create a blank desktop database  
   Create a database from a template
2. What is a custom web app, and what is required to build a custom web app?   
     
   A custom web app is a database that can be used and shared with others. It requires a host server.
3. What are two benefits of using a template to create a database?   
     
   Using a template saves time because it jumpstarts database creation. It also helps a new Access user become familiar with database design.