# Quick Concepts Check Answer Key Exploring Microsoft Access 2016, Chapter 1

1. **Name the four main types of objects in an Access database and briefly describe the purpose of each.**   
   Tables store the data in the database.

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

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

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

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 view gives 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. **How does Access handle saving differently than other Office programs such as Excel?**  
   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 Excel does.
3. **How do relationships benefit a database user?**

The benefit of a relationship is the ability to efficiently combine data from related tables for the purpose of creating queries, forms, and reports.

1. **What is the purpose of creating a filter?**  
   A filter enables you to view a subset of records based on specified criteria.
2. **What is the difference between a Selection filter and Filter by Form?**   
   A Selection filter lets you filter records by a single field while Filter by Form lets you filter records based on multiple criteria.
3. **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.
4. **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.
5. **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.
6. **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.
7. **If you want to add a component to an existing database (such as a Contacts table), what would you use?**   
   An application part enables you to add a set of common Access components to your database, such as a table, a form, and a report for a related task.