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

1. **Describe each of the four main types of objects in an Access database**  
   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. **Discuss 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 rows/records. 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. **Explain why it is important to define data types in Access.**  
   Data types define the type of data that will be stored in a field, such as short text, numeric, currency, date/time, etc. Defining the type of data is important because Access will behave a specific way based on the type of data the field contains. Each field’s data type determines the type of input accepted.
3. **Explain the purpose of using the compact and repair utility.**

Occasionally, Access databases experience corruption. Database corruption occurs when the data is stored improperly, resulting in the loss of data or database functionality. With everyday use databases may become corrupt, so Access provides the Compact and Repair Database utility. Compact and Repair Database reduces the size of a database and fixes any errors that may exist in the file.

1. **Explain the purpose of creating a filter.**   
   A filter enables you to view a subset of records based on specified criteria.
2. **Explain the difference between a Selection filter and a 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. **Discuss the benefits of sorting 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 data.
4. **Explain why you would use a new blank database as opposed to using a template.**   
   A person might create a new blank database due to specific requirements, because already existing data wouldn’t necessarily fit with any existing templates.
5. **Discuss 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.
6. **Explain the purpose of using an application part.**  
   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.