New Perspectives Access 2010 Tutorial 2

Quick Check Answers

**Session 2.1**

1.Identify all the fields needed to produce the required information, organize each piece of data into its smallest useful part, group related fields into tables, determine each table’s primary key, include a common field in related tables, avoid data redundancy, and determine the properties of each field.

2. The Data Type property determines what field values you can enter into the field and what other properties the field will have.

3. Caption

4. Text, Number, and AutoNumber

5. 255

6. F6

7. null

**Session 2.2**

**1.** spacebar

**2.** Ctrl + '

**3.** Importing

**4.** Data Type

**5.** The field and all its values are removed from the table.

**6.** delimited

**7.** primary table; related table

**8.** Referential integrity