New Perspectives Access 2013

Tutorial 1

Quick Check Answers

**Session 1.1**

1.field

2. common field

3. primary key; foreign key

4. Navigation Pane

5. ID

6. Add & Delete

7. the record being edited; the next row available for a new record

8. Access saves changes to the active database automatically, when a record is changed or added or when you close the database. You use the Save button in Access only to save changes to the design of an object, such as a table, or to the format of a datasheet—but not to save the database file.

**Session 1.2**

**1.** structure

**2.** query

**3.** Form tool

**4.** Print Preview

**5.** icon

**6.** Compacting

**7.** Backing up