Concepts Review

**Label each element of the Access window shown in** Figure 1-20**.**

1. Record for CompanyID 2

2. Companies table tab

3. CompanyName field

4. Field names of Industry, Description, and City

5. New Record button

6. Last Record button

7. Next Record button

8. Current Record box

9. Previous Record button

10. First Record button

**Match each term with the statement that best describes it.**

|  |  |  |
| --- | --- | --- |
|  | **SOLUTION** |  |
| 1. **Field** | **f** | 1. A subset of data from one or more tables |
| 1. **Record** | **e** | 1. A collection of records for a single subject, such as all the customer records |
| 1. **Table** | **b** | 1. A professional printout of database information |
| 1. **Datasheet** | **d** | 1. A spreadsheet-like grid that displays fields as columns and records as rows |
| 1. **Query** | **a** | 1. A group of related fields for one item, such as all of the information for one customer |
| 1. **Form** | **g** | 1. A category of information in a table, such as a company name, city, or state |
| 1. **Report** | **c** | 1. An easy-to-use data entry screen |

**Select the best answer from the list of choices.**

1. **Which Access object cannot be used to enter or edit data?**
   1. Report
   2. Table
   3. Query
   4. Form
2. **Which of the following is *not* an advantage of managing data with relational database software such as Access versus spreadsheet software such as Excel?**
   1. Allows multiple users to enter data simultaneously
   2. Uses a single table to store all data
   3. Reduces duplicate data entry
   4. Provides data entry forms
3. **Which of the following is *not* a typical benefit of relational databases?**
   1. Minimized duplicate data entry
   2. Tables automatically create needed relationships
   3. More accurate data
   4. More consistent data