

Introduction to Database using Access

“Sheet 1”

1. True [T] or False [F]:

- a. A database is a collection of data that is stored in a computer system. []
- b. A database consists of only a single table. []
- c. Databases allow their users to enter, access, and analyze their data quickly and easily. []
- d. Databases are divided into multiple tables to avoid data repetition and decrease storage size.[]
- e. Databases in access 2010 are composed of four objects: tables, queries, forms, and reports. []
- f. In database rows and columns are referred to as Records and Fields. []
- g. In database field is just a column. []
- h. In database all the cells of a single row have the same type. []
- i. In database all the cells of a single column have the same type. []
- j. In data base Queries are considered as a complex detailed search process with conditions. []
- k. In Access 2010, the Quick Access Toolbar is located above the Ribbon. []
- l. In Access 2010, the Undo command will undo certain actions, like adding a record. []
- m. In Access 2010, the Navigation Pane is a list containing every object in your database. []

2. Circle the right answer:

- a. Database is a set of tables connected together with [wires, cables, relationships]
- b. Every table must contain an identifier column called [Switch key, Primary key, Foreign key]
- c. To connect two tables, you add the primary key of the first table as a key in the second one. [Foreign, Identity, Switch]
- d. are used for entering, modifying and viewing records [Tables, Forms, Queries, Reports]
- e. are a way of searching for and compiling data from one or more tables. [Queries, Reports, Forms]
- f. Offer you the ability to present your data in print. [Tables, Database, Reports]
- g. In Access 2010 commands such as “Save as” and “Options” are now housed in [Ribbon, Backstage view, Quick Toolbar]
- h. The Contains multiple tabs, each with several groups of commands. [Ribbon, Quick Toolbar, Backstage view]

3. Practice:

- a. Open Access 2010 on your computer, and open an existing database. If you want, you can use our sample database.
- b. Open an object.
- c. Close the object.
- d. Rename the object.
- e. Close the database without saving your changes.