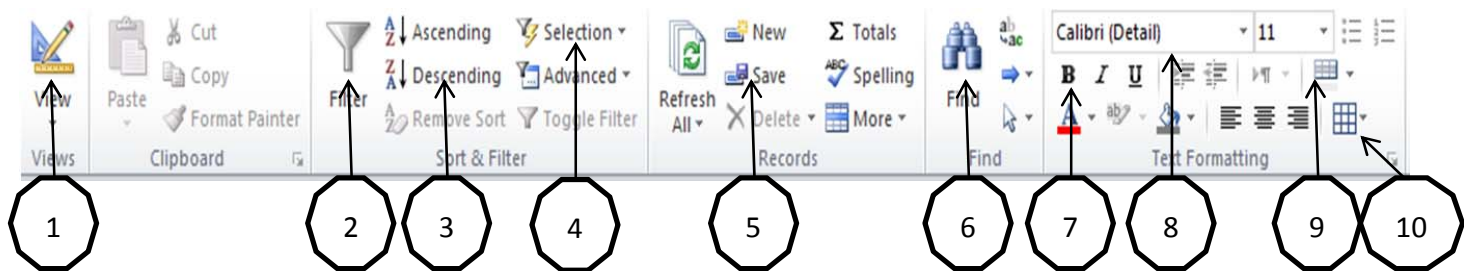


Introduction to Database using Access

“Sheet 2”



1. From the previous figure select the appropriate number to complete the next sentences:

- a. is used to sort the rows based on selected column.
- b. is used to save new records.
- c. is used to make the selected text bold.
- d. is used to format the table gridlines.
- e. is used to look up and replace field values.
- f. is used to change the font face.
- g. is used to switch between different views for objects in Access.
- h. is used to select specific rows based on specific value.
- i. is used to alternate row color.
- j. is used to select specific rows less than, equal, or greater than specific value.

2. Circle the right answer:

- a. Database To navigate through records in a table, you can use the up and down arrow keys, scroll up and down, or use the arrows in the **[Navigation panel – Record navigation par – home tab]**
- b. Use the arrows in the record navigation bar..... **[wires – cables - relationships]**
- c. Yellow star in the navigation bar indicate that there is **[Unsaved new records – Record error – all records saved successfully]**
- d. Occasionally when you enter information into a record, a window will pop up to tell you that the information you’ve entered is invalid. That means the field you're working with has a **[Problem – Validation rule – Saved text]**
- e. When you search for a text value you are sure it does exist within the table. However, Access couldn’t find it. In this case you must adjust the field in the “Find and Replace” form. **[Match – Look in - Search]**

3. True [T] or false [F]:

- a. Access will not prompt you to save unsaved records when you close a table. []
- b. The ID numbers assigned to records stay the same even after you delete a record. For example, if you delete the 34th record in a table, the sequence of record ID numbers will read "...32, 33, 35, 36...", rather than "...32, 33, 34, 35, 36...". []
- c. A hidden field is invisible and permanently removed from the database. []
- d. Text is the only available data type for column in Access. []
- e. When you create a new table. By default Access add ID column with the type "AutoNumber". []

4. Practice:

The following describe a simple database tables for a grocery store, find 3 problems with these tables and provide your suggestions to solve it.

Product: [ID, Name, Price, Amount, Supplier name, Supplier address]

Supplier: [ID, Name, Address, phone]

Customer: [Name, Phone, Address]