



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

1. ...**10**... is used to format the table gridlines.
2. ...**2**... is used to select specific rows based on specific value.
3. ...**1**... is used to switch between different views for objects in Access.
4. ...**5**... is used to save new records.
5. ...**6**... is used to look up and replace field values.

**B. True (T) or False (F):**

1. In database all the cells of a single row have the same type. [ F ]
2. Database is a set of tables connected together with relationships. [ T ]
3. Forms are a way of searching for and compiling data from one or more tables. [ F ]
4. Yellow star in the navigation bar indicate that there are unsaved new records [ T ]
5. Text is the only available data type for column in Access. [ F ]

**C. Circle the correct answer:**

1. To connect two tables, you add the primary key of the first table as a ..... key in the second one.  
[Foreign – Identity - Switch]
2. In Access 2010 commands such as “Save as” and “Options” are now housed in ..... .  
[Ribbon - Backstage view - Quick Toolbar]
3. When you search for a text value “exists” 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]
4. When you create a new table. By default Access add ID column with the type ... .  
[Text – Number - AutoNumber]
5. In Access 2010, the ..... is located above the Ribbon. [Quick Toolbar – Navigation bar – Navigation ban]

**D. The following describe a simple database tables for a grocery store.**

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

Supplier: [ID, Name, Address, phone]

Customer: [Name, Phone, Address]

1. Find 2 problems with these tables and provide your suggestions to solve it.
2. Choose appropriate data type for each field in table “Supplier table”.

Answer:

1.

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

Supplier table: no changes.

Customer:[ID, Name, Phone, Address]

2.

Supplier: [ID (AutoNumber), Name (Text), Phone (Number), Address (Text)]