(

Access 2013: Getting Started

Two Hello, Microsoft Access

Beginning Access Objectives In this lesson, you will learn how to:

- 1. Create a new, blank Access database.
- 2. Use the Navigation Pane to find Access Objects.
- 3. Create and modify Tables: Add a Text Field.
- 4. Modify the Fields and test the Data Validation.





LIQNIKING



Take Lesson 2 : Hello, Microsoft Access!

Table Tools->Fields

1. Readings

Read Lesson 2 in the Beginning Access guide, page 25-50.

Project

Two

Introduction to Access database objects. Create and modify a customer Table.

Downloads

There are no downloads for this lesson.

2. Practice

Complete the Practice Activity on page 51.

3. Assessment

Review the Test questions on page 52.

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From the Table Tools->Fields Ribbon.

1. Table Tools->Fields, page 36

- 2. Table Tools->Fields-> Add & Delete, page 37
- 3. Table Tools->Fields->Properties->Name and Caption, page 38
- 4. Table Tools ->Fields->Add & Delete->More Fields, page 43
- 5. Table Tools ->Fields->Add & Delete->Delete, page 45
- 6. Table Tools ->Fields->Field Validation->Required, page 46

From the **Home Ribbon**.

1. Home ->Records->Delete, page 40

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ne data includes the name and address.

Our Business

In this course, we will use a simple business model: a movie rental store. There will be three rental prices: new movies, yesterday's movies and old movies.

This business model uses the date the movie was released to calculate the rental price. It also uses the date on the receipt to determine if the movie rental is overdue.





la, Two

Say What, Now?

Most offices enter customer and product information separately. There may be a spreadsheet for the customers (who) and another spreadsheet for the products (what). In our sample business the customers rent movies, so there will be a list of movies.

Who Bought What?

A receipt lists who bought what. Question: how do you show that in Excel?

A spreadsheet can record one-to-one relationships. Picture the receipt spreadsheet. Each row would have <u>one</u> answer in each column: receipt number, date, customer, movie, price. So far, so good.

However one customer may get many movies, say 3 or 5 titles. At some point you need to document that many customers bought many products on many days.

Databases do many-to-many relationships.

Keep going, please...

Microsoft Excel: Sample Customer and Movie Data

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Access Objects: Tables

What is a database? All databases begin with the Tables. Data entry forms, queries, and reports just use the information in the Tables.

Table Views: Design and Datasheet

The **Datasheet View** looks like an Excel spreadsheet. The Header Row at the top of the Datasheet has filters that you can use to Sort, Select and Find if you wish.

The **Design View** lets you create the Table by adding Fields and defining what kind of data these Fields will store. The Fields can be Text, Numbers, Date/Time, Yes/No.

Table Options: Unique Information

Each Table has a unique collection of data. For example, tblCustomers has customer names and addresses...it does not include any information about movies. tblMovieTitles lists products... no customer phone numbers.

Keep going ...

Microsoft Access: Sample Database Table





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Database Objects: Queries

Queries ask questions. Queries can look up information as well as manipulate the data in the Tables. For example, a query can search for and modify the rental price for all the old movies.

Query Views: Design and Datasheet

The **Design View** helps you select the tables and work with the data. For example, the query on this page looks at the Movies table and counts the movies by the Genre. The **Datasheet View** displays the records in the Movie Table.

Query Options: Query Types

Select Queries look for records that match your criteria. Say you wanted to find the movies released before 1999.

Action Queries change or update the data. The Action queries include: Make Table Append (Add new records) Update (Modify the records) Crosstab (Analyze the records) Delete

Keep going...

Microsoft Access: Sample Database Query





Database Objects: Forms

Forms put a pretty face on the Tables. Whatever is typed into a Form is saved in the Table that goes with the Form.

Forms can prompt Users to enter all of the necessary information. In this example the Customer Form includes a phone number Field, which is required.

Forms can also include Command Buttons that save the data, close the Form and return to the Home screen.

Form Views: Form, Layout, Design The Design View is a wonderful form editor with rich tools. The Layout View is a quick and efficient form editor. There are three Ribbons in the Design View: Design, Arrange and Format.

The **Normal View** shows the Form as a User would see it when they are entering data. Each Table may have a Form for data entry.

Keep going...







A Report can be anything you want to print. A Report can be a little 2" receipt that is printed and handed to the customer. A report can also sort and group all of the movies that are currently rented.

Vew

Venes

Search.

Report Views and Report Design Tools There are four Report Views: Report, Print Preview, Layout and Design View. The **Report** Design Tools include: Design, Arrange, Format and Page Setup.

Keep going ...







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Every aspect of the Tables, Forms, Queries and Reports can be programmed to make it easier to enter data and print the results.

Command Buttons can be added to Forms and Reports for quick steps (Save, Print, Add a Record) or navigation.

Macros can automatically update Forms and Reports. Access uses Embedded Macros that are easy to program. Macros can pretty much automate anything in Microsoft Access!

Visual Basic for Applications (VBA) is the legacy code for Microsoft Office applications.

Keep going...

Microsoft Access: Sample Database Property Sheet

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Views

Search.

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Forms

Reports Marines

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Database Relationships

The Tables in a database can be linked by key data. For example, a receipt includes key data on who (tblCustomers) bought (tblReceipt) what (tblMovies).

Beginning Access Teaches One-to-One

The beginning lessons show how to create and modify Tables. One Table will be used for each Form.

Intermediate Access Teaches One-to-Many

The intermediate lessons teaches how to create one-tomany relationships. In our little video store, one customer may rent many movies. In Access, one-to-many is captured with a Form and Subform.

Advanced Access Teaches Many-to-Many

In a good business, many customers would return many times and rent many movies. The Advanced Access lessons show how to create Search Forms and how to analyze the data.

OK, that's enough for the introduction. Let's get started with Microsoft Access.

Microsoft Access: Sample Database Relationships





Take Two Cr

Create a New Database

When you start Microsoft Access you will be greeted by the Backstage and prompted to select a database.

The options include sample **Templates** as well as database templates online through Office.com

1. Try It: Create a New, Blank Database Select Blank desktop database.

Enter a **File Name**: FrontRowVideo Begin1 "Begin1" is for numbering the different versions as we complete the lessons.

What Do You See? The new database will be saved to your **Documents** folder. You can choose a different folder if you wish. This Guide will refer to the default location, the Documents folder.

Click Create. Keep going ...

Start -> Microsoft Access



Exam 77-424: Microsoft Access 2013

1.0 Create and Manage a Database

1.1 Create a New Database



Two

Hello, Access Database

All databases begin with the data. Data is saved in Tables. Microsoft Access 2013 opens a new, blank database with a Table.

2. Try it: Review the Ribbons

The Access Ribbons, from left to right are: File Home Create External Data Database Tools

The **Table Tools** are available: **Fields** and **Table.** A new Table, Table1, is open.

What Do You See? On the left side of the database is the Navigation Pane. The Navigation Pane is showing All Access Objects. Table1 is in the Tables.

Keep going...

Microsoft Access



Exam 77-424: Microsoft Access 2013

- 1.0 Create and Manage a Database
- 1.1 Create a New Database



Click to Add a Field

A Table in Access looks like a spreadsheet in Microsoft Excel. At the top there is a Header Row with the labels. The first Column in this Table is the ID, an Autonumber, which we will discuss in a minute. You can **Click to Add** a Field.

3. Try it: Click to Add a Field Go to **Click to Add**. Select a Field Type: **Short Text**

What Do You See? The Field Types are: Short Text Number Currency Date & Time Yes/No Lookup & Relationship Rich Text Long Text Attachment Hyperlink

Calculated Field Paste as Field

At the bottom of the list is Paste as Fields.

Keep going...

Click to Add



Exam 77-424: Microsoft Access 2013 2.0 Build Tables 2.4 Create and Modify Fields: Add Fields to Tables



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Add the Text Fields

4. Try it: Edit the New Text Field Select the Field Name: Field1 Go to Table Tools->Fields->Properties. Click on Name and Caption. Edit the Name: FirstName Click OK.

Try This, Too: Add Another Text Field

There are several ways to add Fields to a Table. The previous page used Click to Add. The next Field will be added with the Table Tools.

Go to **Table Tools->Fields**. Go to **Add & Delete->Short Text**. Edit the Field Name: LastName

Keep going...

Thoughts to Consider: Should the Field names include spaces? It is usually better to skip the spaces in a Field name. When Microsoft Access finds a Field name with spaces, the database will alter the name with an underscore like this: Last_Name.

Table Tools->Fields->Add & Delete->Short Text



Exam 77-424: Microsoft Access 2013

2.0 Build Tables

2.4 Create and Modify Fields: Change Field Captions





Add a Couple of Records 5. Try it: Add a New Record

Go to Record 2 and Tab to the second column. Add the following: FirstName: Alpha LastName: Beta

Try This, Too: Add Another Record Enter the following in Record 3. FirstName: Deeter LastName: Poohbah

What Do You See? There should be a pencil on the **Record Selector** as you are entering data. When you go to the next record, your data will be saved automatically and the pencil will be gone.

Please keep going...

Table Tools->Fields



Exam 77-424: Microsoft Access 2013 2.0 Build Tables

2.3 Manage Record: Add New Records





You can use the **Record Selector** to delete a record from a table.

6. Try it: Delete a Record

Select Record 1, the sample customer named Alpha Beta. The row will be highlighted blue, the same as it would be in Microsoft Excel.

Go to Home ->Records->Delete.

Note: You can also click Delete on your keyboard if you wish.

What Do You See? A database has only one job: Save the data. A database is supposed to keep the data. You will be prompted to confirm whether you really wanted to delete this record.

Click Yes. Record 1 will be permanently deleted from this Table.

Keep going...

Memo to Self: There is NO undo after you click Yes to delete a record!

n/Lacodb (Access 2007 - 2013 file fo Elcabeth Nots - 👧 CREAT DATABASE TOOLS FIELDS. TABLE EVTERMIL DATA Name & Caption **C** Cate & Time AB 12 тŐ fx ab C. Default Value 2 Unique Short Number C Medily Medily Merry Validation 15 Mars Ealth: 5 % 1 52 23 2 indexed Field V All Access Objects 🛛 * 🔳 Table 3 Alpha Tables 2 Deeter Table1 Table1 LastName - Click to Add -ID FirstName 1 Alpha Beta 2 Deeter Poohbah * (New) in a loop a state W. Station Report 02 KI KS Microsoft Access × You are about to delete 1 record(s).

If you click Yes, you won't be able to undo this Delete operation.

No

Are you sure you want to delete these records?

Yes

Exam 77-424: Microsoft Access 2013 2.0 Build Tables 2.3 Manage Record: Delete Records

Home ->Records->Delete

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Save the Table

So far so good. You can add and delete data in this little Table. It is always a good idea to save things that work.

7. Try it: Save the Table Go to File->Save.

You will be prompted by a Save As box. Enter a Table Name: tblCustomers Click **OK**.

The tab at the top of the Table1 should say tblCustomers, now.

Memo to Self: One key to working with

databases is naming objects consistently. The Tables, Forms, Queries and Reports should be named according to the object they use. For example, tblCustomers has customer data, not movie data.

File ->Save



Exam 77-424: Microsoft Access 2013 2.0 Build Tables 2.1 Create a Table: Save a Table



Edit the Table

This Table will be designed for customer information. The demographic data will include name, address and phone number.

1. Try it: Add More Text Fields Go to Table Tools ->Fields->Add & Delete Click on Short Text. Edit the Name: Address1.

Please add the following Short Text fields: City State Zip

*

ID

Keep going...

Table Tools ->Fields->Add & Delete->Short Text



Exam 77-424: Microsoft Access 2013 2.0 Build Tables 2.4 Create and Modify Fields: Add Fields to Tables



a.



Fields: Number or Text?

When you add a Field for the customer's phone number you may be tempted to add a Number Field. Indeed, there are many Number Formats (Currency, Percent, Decimals). But, a phone number is really a Text Field: it uses punctuation to separate the Area Code from the number. For example: (810) 555-1212, where (810) is the Area Code. Can a Text Field be formatted for phone numbers?

2. Try it: Find More Fields Go to Table Tools ->Fields->Add & Delete. Go to More Fields.

What Do You See? The list includes: Basic Types Number Date and Time Yes/No Quick Start

Try This, Too: Add the Phone Fields Go to Quick Start-> Phone.

Keep going...

Table Tools ->Fields->Add & Delete->More Fields



Exam 77-424: Microsoft Access 2013

2.0 Build Tables

2.4 Create and Modify Fields: Add Fields to Tables





Business Phone

Home Phone

Mobile Phone Fax Number

Keep going...

Table Tools ->Fields->Add & Delete->More Fields->Quick Start->Phone



Exam 77-424: Microsoft Access 2013 2.0 Build Tables 2.4 Create and Modify Fields: Add Fields to Tables (Phone Fields)



Fields: Delete a Field

A database has only one job: keep the data. Microsoft Access is very emphatic when you delete something. So, you will see some in-yourface screens when you delete a Field.

4. Try it: Delete A Field

Select a Field: Fax Number. Go to **Table Tools ->Fields->Add & Delete.** Click on **Delete.**

What Do You See? Access will prompt you that deleting a Field is permanent: no Undo.

Click Yes to delete the Field.

Try This, Too: Delete Another Field Select a Field: Business Phone Go to Table Tools ->Fields->Add & Delete. Click on Delete. Click Yes to delete the Field.

Keep going...

Table Tools ->Fields->Add & Delete->Delete



2.0 Build Tables

2.4 Create and Modify Fields: Delete Fields





Validation means the the right data is in the right place. In Front Row Video, the customer's phone number is essential to our business. You can use the Table Tools to make a Field **Required**.

5. Try it: Review the Data Validation Go to Table Tools ->Fields and review the Field Validation. The options include: Required Unique Indexed Validation

Try This: Make a Field Required Select a Field: Home Phone Go to **Table Tools ->Fields.** Go to **Field Validation->Required.**

What Do You See? Selecting Required changes the Field Property. Microsoft Access will prompt you to confirm, again.

Please click on Yes.

Keep going ...

Table Tools ->Fields->Field Validation->Required



Exam 77-424: Microsoft Access 2013 2.0 Build Tables 2.4 Create and Modify Fields: Add Validation Rules to Fields (Required)



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Adding Fields and changing the Table Field Properties changes everything in a database.

So, does it work? The only way you can tell if it worked is to try it. Pretend you are a User, not the Programmer, and add some data.

6. Try it: Test the Field Validation

tblCustomers is still open. Select an ID: 2 Enter Address1: 123 Main Street Enter the City: Brighton Enter the State: MI Enter the Zip: 48116 Enter the Home Phone: 8105551212. So far, so good.

tblCustomers

(New)

ID

✓ FirstName ✓

2 Deeter

Keep going...

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*

Table Tools ->Fields->Field Validation->Validation



Exam 77-424: Microsoft Access 2013

2.0 Build Tables

2.4 Create and Modify Fields: Add Validation Rules to Fields (Required)



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7. Try This: Add an Incomplete Record.

This will be a test of what happens when a User does NOT add a phone number.

Create a new record. Click on **(New)**. Enter the First Name: Mary. Enter the Last Name: Contrary. Enter Address1: 24 Elm Street. Enter the City: Pinckney Enter the State: MI Enter the Zip: 48169 Do NOT enter the Home Phone.

Click the pencil on the Record Selector to **Save** the new customer information.

What Do You See? Microsoft Access will prompt you to enter a value in the HomePhone Field, the one that is Required.

Click **OK**. Enter the Hone Phone: 7345551212. Save the record. That's good enough.

Table Tools ->Fields->Field Validation->Validation

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Exam 77-424: Microsoft Access 2013

2.0 Build Tables

2.4 Create and Modify Fields: Add Validation Rules to Fields (Required)



Data, Data, Data

The purpose of a database is to keep the data. The database has only one job: the data, the data, the data.

As we saw a few pages back, if you delete any record, the database will ask you to confirm. If you change or modify a Table Field, you will be prompted to save your changes.

Data Validation is one method worth considering when you design Tables.

This is a good start to understanding Tables. But, it is just the beginning.

Home ->Records->Delete



Exam 77-424: Microsoft Access 2013 2.0 Build Tables 2.3 Manage Records: Delete Records



Summary

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> This lesson focused on creating and modifying a simple customer table, tblCustomers. In the next two lessons we will look at options for managing data.

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SABLE FOOKS

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Practice Activities



Lesson 2: Hello, Microsoft Access

Try This: Do the following steps

1. Open a new blank database. Name the database Brown Bag Lunch EAN database, where EAN is your initials. 2. Add the following Short Text Fields. Do NOT include spaces.

Company FirstName LastName

Address

City

State

Zip

Phone

3. Add a new Record with the following information:

Computer Zone, Jennifer Whittly, 987 Pontiac Trail, Wixom, MI, 48939, 248-555-9854 4. Add these additional records:



Company	FirstName	LastName	Address	City	State	Zip	Phone
Bright Futures Academy	Consuelo	Justice	123 Grand River Ave	Novi	MI	48734	248-555-3913
Rhino Paper Printing	Dwain	Coffey	5575 Michigan Ave	Novi	MI	48734	313-555-6589
Travel Pal	Stefan	Alonzo	1237 Main Street	Milford	MI	48380	810-555-9172
Pixel Butter Web Design	Valerie	Carter	3211 Eight Mile Road	Novi	MI	48734	248-555-6878

5. Use Data Validation to mark the Phone Number field as Required

6. Add the following record to test the Data Validation: Pest People, Andrew, June, 1258 Grand River Ave, Milford, MI, 48380

7. Add the following phone number for Pest People: 248-555-6882

8. Delete the Record for Travel Pal.

9. Save the Table as tblCustomers. Close the Brown Bag Lunch EAN database, where EAN is your initials.

Test Yourself

- Which of the following is true about Access databases? (Give all correct answers.)
 A. Access databases save the information in Tables
 B. Data entry Forms, Queries, and Reports all use the information stored in Tables
- C. Databases record a one-to-many relationship

Tip: Beginning Access, page 29, 34

- 2. Which are Field options?
- (Give all correct answers.)
- A. Short Text
- B. Numbers
- C. Date/ Time
- D. Yes/ No
- Tip: Beginning Access, page 29
- 3. Which of the following are Access database Objects?(Give all correct answers.)
- A. Spreadsheet
- B. Table
- B. Table
- C. Reports
- D. Queries E. Forms
- Tip: Beginning Access, page 29

- 4. Which of the following is true about Queries? (Give all correct answers.)
 A. Select Queries show records that match the criteria
 B. Action Queries show records that match the criteria
 C. Select Queries change or update data
 D. Action Queries change or update data
 E. None of the above
- Tip: Beginning Access, page 30

5. Each Table may have a Form for data entry.A. TrueB. FalseTip: Beginning Access, page 31

6. What is displayed in the Navigation Pane? (Give all correct answers.)A. All Access ObjectsB. The last Access Objects createdC. Objects formatted with a particular Theme

- D. Text formatted with a Heading Styles
- Tip: Beginning Access, page 36

7. Which is true about Field Names?

A. It is not possible to have a space in a Field Name

B. Access with change spaces to an underscore (such as First_Name)

C. Access will remove any spaces (changing First Name to FirstName) automatically

D. Access allows spaces and doesn't change them Tip: Beginning Access, page 38

8. Which type of Field is a Phone Number Field?

A. Numerical field just for phone numbers, allows only numbers and provides the dashes

B. A Short Text field that includes text (numbers) and punctuation

C. A generic field with no special meaning Tip: Beginning Access, page 43



