Concepts Review

Label the elements of the Access window shown in Figure K-25.

1.

2.

3.

4.

5.

6.

Match each term with the statement that best describes it.

7. Query

8. Foreign key

9. Primary key

10. Filter

11. Criteria

12. Expression

a. A field in a table that uniquely identifies a record.

b. Similar to a formula in Excel; a combination of fields, values, and mathematical operators.

c. View of a table that displays only fields that meet specified criteria

d. A database object that extracts data from one or more tables in a database according to criteria that you set.

e. Conditions that must be met for a particular field in order for a record to appear in query results

f. A field in a table that is the primary key field in a related table

Select the best answer from the list of choices.

13. Which of the following cannot be saved as an object in Access?

a. A query c. A form

b. A table d. A filter

14. Which of the following shows how the Costs field would appear in an expression?

a. (Cost) c. [Cost]

b. <Cost> d. =Cost

15. Which of the following actions would you do first when creating a query in Query Design view?

a. Add the tables from which you want to pull fields.

b. Add fields to the query design grid.

c. Specify a sort order for one of the fields in the query.

d. Set the criteria for a field cell.

16. To apply a filter that displays all the records that contain London in the City field, which of the following actions would you take?

a. Click the Filter button, then type London.

b. Click London in the table, click the Selection button, then click Equals London.

c. Click any field in the table, click the Selection button, then click Equals London.

d. Click the City field name in the column heading, click the Selection button, then click Equals London.

17. Which of the following cannot be included in an expression?

a. Fields c. Field descriptions

b. Mathematical operators d. Values

18. Johnson Elementary School has a database that contains two tables; one called Teachers and one called Students. Both tables contain one common field: Teacher ID. Which of the following statements about these tables is NOT true?

a. In the Teachers table the shared field (Teacher ID) is the foreign key.

b. In the Teachers table the shared field (Teacher ID) is the primary key.

c. The Teacher ID field is the foreign key in the Students table.

d. One record in the Teachers table is related to many records in the Students table.