

Project Three

Activity Packet

Fill in the blanks appropriately.

I. Adding, changing, and deleting

A. Adding records [A 3.6]

To add a record to a table with a form, open the form and click _____.

B. Searching [A 3.8]

Searching means _____.

To go directly to a record by giving the value in some field:

1. Select the field for the search by clicking the field name.
2. _____ Type the field value to find in the Find What text box.
3. _____ and then click the Close button.

C. Changing records [A 3.9]

Insert mode means _____

Overtyping mode means _____

D. Deleting records [A 3.11]

To delete a record:

1. _____
2. _____
3. _____

When you delete a record, you _____ undo the delete operation.

II. Changing the structure [A 3.12]

A. Changing the size of a field [A 3.13]

To move from the upper pane in the table design window to the lower pane, press the _____ key.

B. Adding a new field [A 3.14]

To add a new field to a table between two existing fields:

1. _____
2. Press the INSERT key and type the entries for the new field.

C. Updating the restructured database [A 3.16]

Changes to the structure of a table are available immediately.

D. Resizing columns [A 3.17]

To resize a column:

1. _____

2. _____

E. Using an update query [A 3.19]

To create an update query, create a new query, right-click any open area of the upper pane of the Select Query window and then:

1. _____

2. _____

The Update To: row of an update query indicates _____

F. Using a delete query [A 3.21]

The steps to create a delete query are the same as the steps to create an update query except that

III. Creating validation rules [A 3.23]

Validation rules are _____.

Validation text is _____

A. Specifying a required field

A required field is _____.

To specify a required field, open the table in Design view, select the field, click the Required text box in the Field Properties area, click the down arrow, and then click _____ in the list.

B. Specifying a range [A 3.24]

To specify a range, you enter a condition in the _____ text box in the Field Properties area. You also should

C. Specifying a default value [A 3.25]

A default value is _____

To specify a default value, open the table in Design view, select the field and enter the default value in the _____ text box.

D. Specifying a collection of legal values [A 3.26]

To specify a collection of legal values, you enter a condition in the _____ text box in the Field Properties area. You also should _____

E. Using a format [A 3.26]

A format _____

The > format symbol _____

The < format symbol _____

F. Saving [A 3.27]

To save validation rules, default values, and formats:

1. _____:
2. _____:
3. _____:

G. Updating a table [A 3.28]

When updating a table that contains validation rules, Access will not accept invalid data. An error message in the form of a dialog box displays when you violate a validation rule. The database will not be updated until the error is corrected.

IV. Specifying referential integrity [A 3.31]

Referential integrity is _____

A foreign key is _____

A one-to-many relationship is _____

In Access, to specify referential integrity, you must define a relationship between tables by using the _____ command.

V. Ordering records [A 3.35]

To change the order in which records appear, _____

To sort data in a datasheet on multiple fields, the fields must be next to each other with the major key on the _____.

To sort data in a datasheet on multiple fields:

1. _____
2. _____
3. Click the Sort Ascending button or the Sort Descending button.

VI. Creating and using indexes [A 3.38]

A. Indexes

The two benefits of indexes are:

1. _____
2. _____

Sorting is _____

Two disadvantages of indexes are:

1. _____
2. _____

You should create an index on a field (or combination of fields) if one or more of the following conditions are present:

1. _____
2. _____

3. _____
4. _____

B. Single-field indexes [A 3.42]

A single-field index is _____

To create a single-field index:

1. Open the table in Design view and click the row selector for the field.
2. _____
3. _____

C. Multiple-field indexes [A 3.43]

A multiple-field index is _____

To create a multiple-field index, use the _____ on the toolbar, enter a name for the index, and then _____

Review

True/False (10)

Write **T** if the statement is true and **F** if the statement is false.

1. Updating can include mass updates or mass deletions.
2. In Form view, you can display the first record in a table by clicking the Top Record button.
3. To decrease the size of a column, position the mouse pointer on the right boundary of the column's field selector and drag the line to the right.
4. The property that the value in a foreign key must match another table's primary key is called entity integrity.
5. In the relationships window, the relationship line displays an infinity symbol (∞) to indicate the "many" table.
6. Access automatically uses any indexes that you create.
7. A single-field index is an index whose key is a single field.
8. If you request that Access locate a particular record and Access determines that there is no index available, it will create the necessary index automatically.
9. To force all letters in a field to display as lowercase, use the asterisk (*) symbol in the Format text box.
10. If you resize a column in Datasheet view, Access prompts you to save changes to the layout of the table when you close the Datasheet window.

Definitions (5)

Briefly define each term.

1. field selector -
2. default value -
3. referential integrity -
4. foreign key -

5. sorting -

Sequence (5)

Use the numbers 1 – 5 to show the order in which these steps should be performed to create a single-field index.

- ___ Click Design on the shortcut menu.
- ___ Click the down arrow for the Indexed text box.
- ___ Right-click the table in the Database window.
- ___ Click the row selector for the field.
- ___ Click Yes (Duplicates OK).

Dialog Box (5)

Answer the following questions about the dialog box shown in Figure 5.

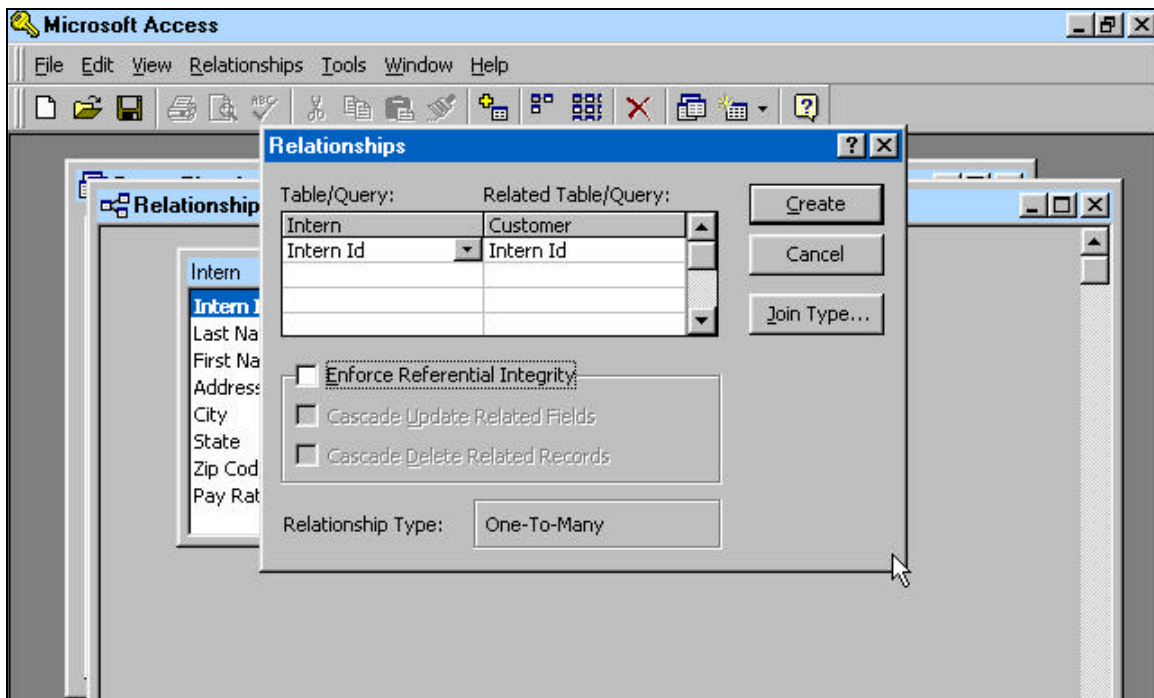


Figure 5

1. What dialog box is shown?
2. Which table is the "one" table in the relationship?
3. Which table is the "many" table in the relationship?
4. What action caused this dialog box to display?

5. What is the purpose of the Enforce Referential Integrity check box?

Fill in the Blanks (5)

Write a word (or words) on the blank to complete each sentence correctly.

1. A foreign key is a field in one table whose values are required to match the _____ of another table.
2. Access uses a(n) _____ symbol to represent visually the many parts of a one-to-many relationship.
3. Access automatically creates an index for the _____ of a table.
4. To add a new field between two existing fields, click the _____ for the field below where the field should be inserted and then press the INSERT key to add a blank row.
5. A(n) _____ is the small bar at the top of the column that you click to select an entire field in a datasheet.

Matching (5)

Match each term on the left with the best description from the right.

- | | |
|-----------------------|---|
| ___ 1. field selector | a. process of physically rearranging records in a different order |
| ___ 2. foreign key | b. unique identifier |
| ___ 3. sorting | c. triangle that appears at the beginning of a row |
| ___ 4. searching | d. field in one table whose value is required to match the primary key of another table |
| ___ 5. required field | e. field in which the user actually must enter a value |
| | f. small bar at the top of a column |
| | g. process of looking for records that satisfy some criteria |

Short Answer (5) (Answers may vary.)

Write a brief answer to each question.

1. What is a one-to-many relationship? How does Access visually depict the relationship in the Relationships window?

2. When should you create an index?

3. How does using an index to order records differ from sorting records?

4. How is Overtyping mode different from Insert mode? How do you switch between Overtyping mode and Insert mode?

5. If you specify referential integrity between two tables, what types of updates will Access prohibit?

The Access Screen (5)

Identify the elements indicated in Figure 6.

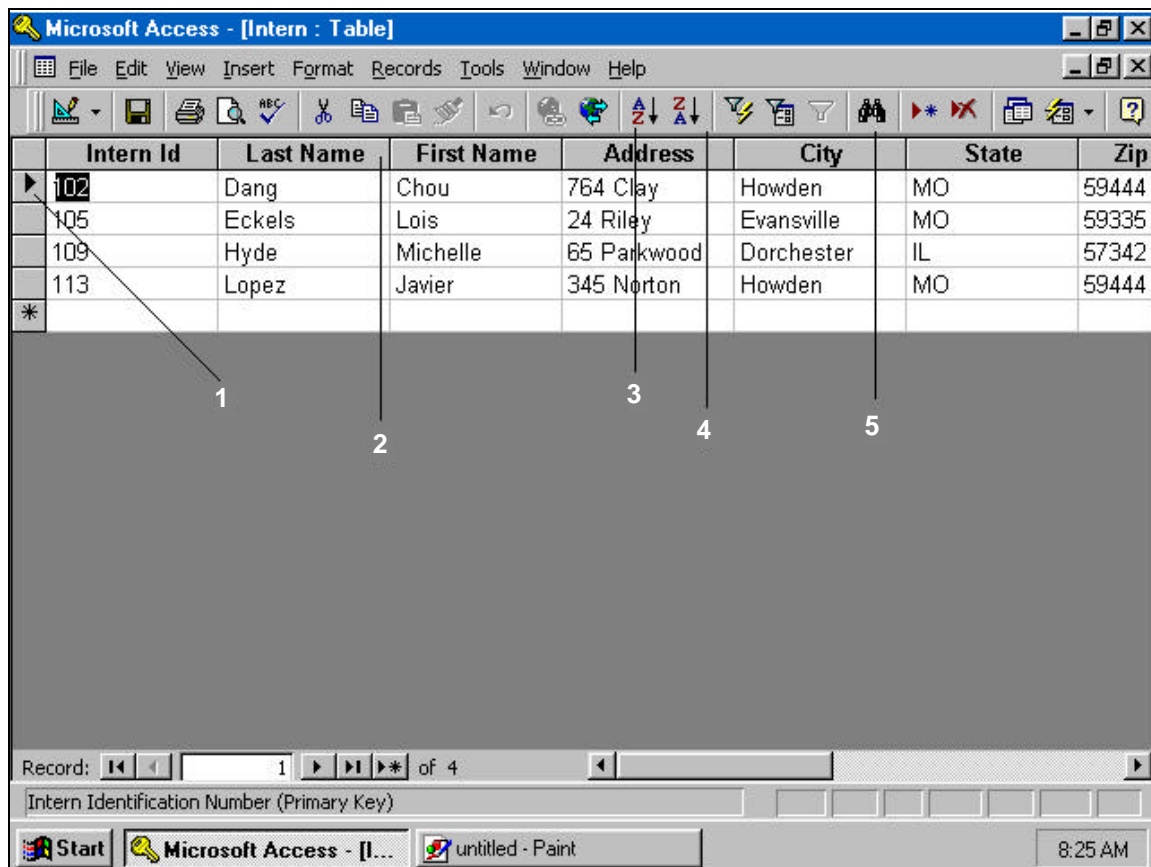


Figure 6

- 1.
- 2.
- 3.
- 4.

5.