Review of Database Tables

A

B

C

**Part I Directions:** Match the letters above with their definition below.

1. Field \_\_\_\_\_\_
2. Record \_\_\_\_\_\_
3. Entry \_\_\_\_\_\_

**Part II Directions:** Answer the questions below using the above diagram.

1. Number of entries \_\_\_\_\_\_\_\_\_
2. Number of records \_\_\_\_\_\_\_\_\_
3. Number of fields \_\_\_\_\_\_\_\_\_

**Part III Directions:** Identify the correct data type for each item using the list below

|  |  |  |  |
| --- | --- | --- | --- |
| Text | Number | Date/Time | Yes/No |
| Currency | Memo | Lookup Wizard |  |

1. 123-45-6789 (social security number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. John \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. $257.98 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. 12587 (employee ID number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Paid/Not Paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. This item needs to be reordered. It
is one of our best selling items. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Series of choices (low, medium, high) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. December 15, 2006 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. (555) 555-5555 (phone number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Pets Allowed/Pets Not Allowed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Age of students \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Cost of trip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. Date of Purchase \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part IV Directions**: Place the parts of a database in order from the smallest unit to the largest unit. (1 being the smallest, 5 being the largest)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * + Field
 | * + Character
 | * + Entry
 | * + Record
 | * + Database
 |

1.

2.

3.

4.

5.

**Part V:** Match the definition to the correct term.

|  |  |  |
| --- | --- | --- |
|  | 1. Field
 | 1. Is also a true/false field. Will contain a checkbox for yes no. Default is No.
 |
|  | 1. Entry
 | 1. Monetary values
 |
|  | 1. Record
 | 1. Creates fields that automatically enter a unique number when a record is added
 |
|  | 1. Text
 | 1. Includes words and/or numbers **not** used in calculations
 |
|  | 1. Number
 | 1. This format is applied to a field that will be sorted chronologically
 |
|  | 1. Input Mask
 | 1. Data and formulas keyed in a field
 |
|  | 1. Yes/No
 | 1. An efficient means of storing and retrieving data and printing reports from the stored data
 |
|  | 1. Currency
 | 1. One item of information in a record. Represented by a column
 |
|  | 1. Lookup Field
 | 1. A group of related fields of information
 |
|  | 1. Memo
 | 1. A format often applied to dates and times
 |
|  | 1. Database
 | 1. Like text, but max of 64,000 characters
 |
|  | 1. AutoNumber
 | 1. Allows you to create a finite set of choices for that field’s entry values
 |
|  |  |  |