



## Lesson 1: Log on to Access

1. What is a collection of organized data called?
2. What software manages and organizes database data?
3. What type of DBMS recognizes relationships between tables?
4. What Microsoft Office program is an RDBMS?
5. What Access 2016 component stores data in rows and columns?
6. What Access 2016 feature retrieves data based on conditions?
7. What Access 2016 tool facilitates user-friendly data entry?
8. What Access 2016 component displays data in a printable format?
9. What interface element in Access 2016 contains command tabs?
10. What pane in Access 2016 lists all database objects?
11. What is the file extension for Access 2016 databases?
12. What view in Access 2016 is used to define table fields?
13. What field uniquely identifies each record in a table?
14. What database type stores data in a single table?
15. What database type uses multiple related tables?
16. What Access 2016 tab includes commands like New and Save?
17. What data type is automatically assigned to a Primary Key in Access 2016?
18. What Access 2016 feature arranges data in ascending order?
19. What Access 2016 feature displays specific records based on criteria?
20. What button in Access 2016 closes the application?
21. In the lab activity, what is the default value for the Age field?
22. In the lab activity, what field is set as the Primary Key?
23. What view in Access 2016 allows direct data entry into tables?
24. What key combination closes Access 2016?
25. What term describes the standards enforced by a DBMS for accurate data?

### Answers

1. Database
2. DBMS
3. Relational
4. Access
5. Table
6. Query
7. Form
8. Report
9. Ribbon
10. Navigation
11. .accdb
12. Design
13. Primary
14. Flat
15. Relational
16. File
17. AutoNumber
18. Sorting
19. Filtering
20. Close
21. 21
22. House No
23. Datasheet
24. Alt+F4
- 25. Integrity**