

A. Choose the following option:

1. The software that helps to enter and organize data in a database is _____.
 - a. access
 - b. excels
 - c. animation
2. A row in a table that contains information is called _____.
 - a. field
 - b. record
 - c. datasheet
3. The specific piece of information in a table is known as _____.
 - a. field
 - b. value
 - c. record
4. _____ is the combination of data from multiple related tables into a single datasheet.
 - a. query
 - b. report
 - c. filter
5. The data type that is used for detailed and descriptive fields is _____.
 - a. currency
 - b. long text
 - c. auto number
6. _____ is a collection of data organized in a manner.
 - a. database
 - b. datasheet
 - c. access
7. _____ is used to limit a field entry to meet certain criteria.
 - a. validation rule

b. record

c. filter

8. In datasheet view, the table is represented as a collection of rows and columns, called _____.

a. Datasheet

b. Database

c. Navigation pane

d. Record

9. _____ can help to show only desired records and fields.

a. Row

b. Column

c. Filter

d. Report

10. _____ present data from tables in an attractive format.

a. Report

b. Filter

c. Row

d. Column