

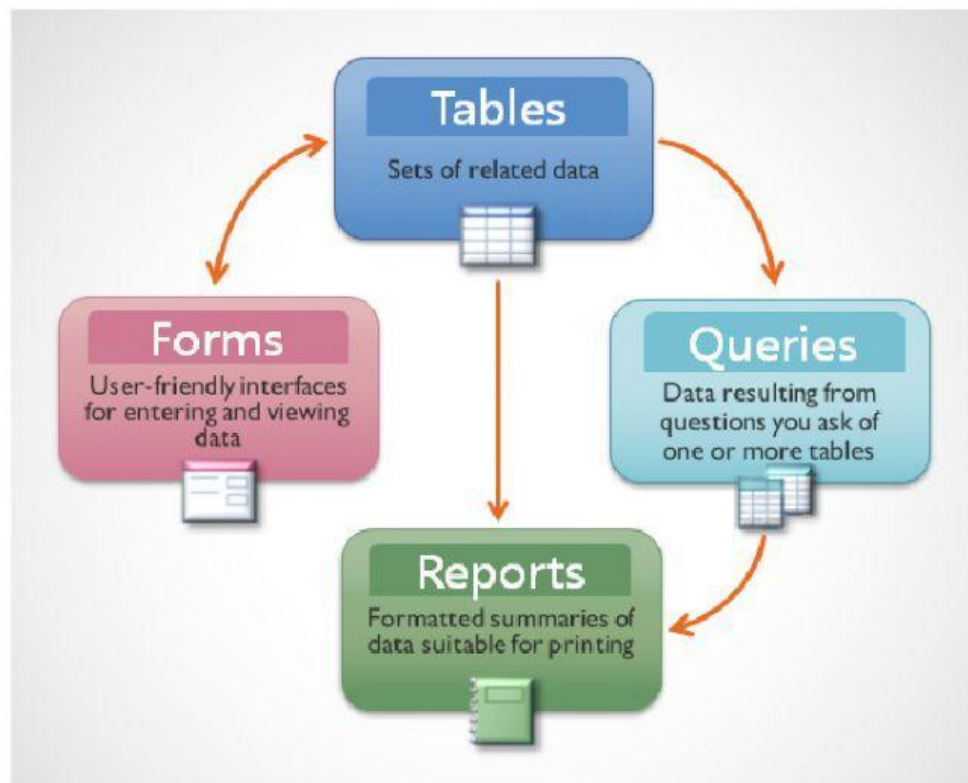
Complete the sentences below from the selections in the table provided.

Primary Key	printing	column	Queries
records	entering	system	Report
modifying	format	Database	computer

1. Forms are used for _____, _____ and viewing records.
2. _____ show a selection of data based on the criteria you provided.
3. A Table is an object which stores data in Row (_____) and _____ (Field) format.
4. We need to define a _____ in a table.
5. A _____ is a collection of data that is stored in a computer system.
6. A _____ is an object used for formatting, calculating, _____ and summarizing selected data.

Complete the Image below by naming the correct object based each description given. Drag your answer from the table below.

Queries	Tables	Forms	Reports
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What are the four types of queries? Choose 4 answers from the table below.

ADD	PRINT	INSERT	DATA
SELECT	TABLES	FORMS	RECORDS
DELETE	INFORMATION	ACCESS	UPDATE

1.

2.

3.

4.

The description below shows the 4 steps for creating a Database. Connect the description with the name of the step.

Describe the process of retrieving information from the database.	•	•	Data Input
Create your Microsoft Access database and specify what kind of data you will be storing.	•	•	Query
Information from the database is organized in a nice presentation that can be printed in an Access Report.	•	•	Report
After your database is created, the data of every business day can be entered into the Access database.	•	•	Database creation