THE MAIN TOPICS IN THIS WORKSHEET

The first screen of Microsoft Access

Access tools and Database objects

IT Course (G8 Worksheet)

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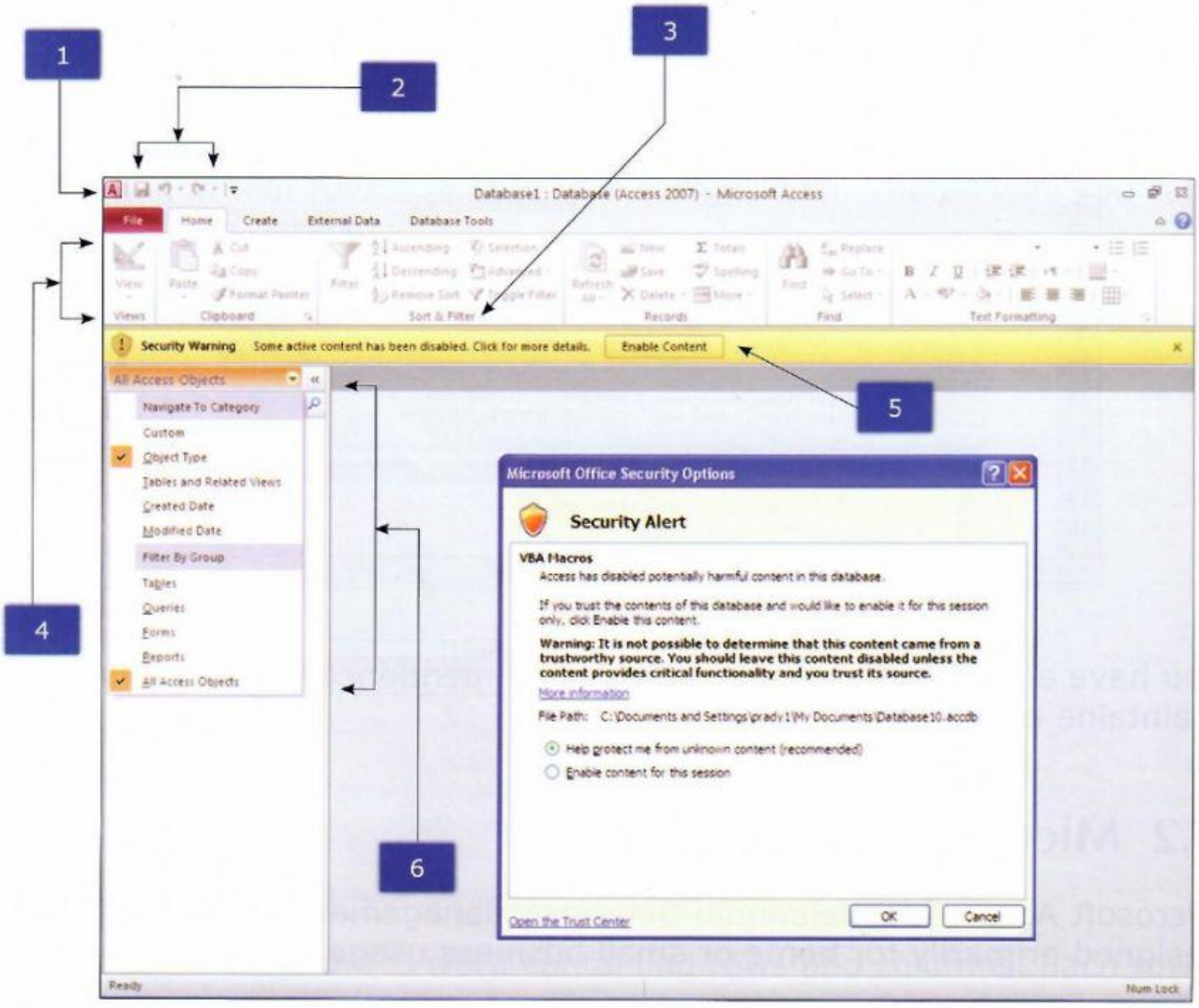
- **Write the correct numbers of Access Interface tools in the list of definitions below the figure.**



	Quick Access Toolbar	**The quick access toolbar can be customized to hold your most frequently used commands.**
	Dialog Box Launcher	**Miniature buttons found on command tabs. Provides additional commands and tools associated with the group.**
	Office Button	**Located on the top left corner of the office window frame.**
	Ribbon	**Contains task-specific commands grouped together under command tabs.**
	Message Bar	**Security features cause the message bar to appear below the ribbon when you open a database outside of a trusted location. Enable the full content if you are sure the database is virus-free.**
	Navigation Pane	**Displays database objects such as tables, forms, queries, and reports.**

➢ Fill in the blanks with the words provided.

Microsoft Access	.mdb	spreadsheet
Design view	database	desktop

1. A _____ is a collection of data.
2. A text file, a word file, and a _____ are ways to create and maintain a database.
3. _____ is a Relational Database Management System (RDBMS), designed primarily for home or small business usage.
4. Access is known as a _____ database system because its functions are intended to be run from a single computer.
5. When you create and save a database in Microsoft Access, the database is saved with a _____ extension.
6. _____ gives you total control in defining table structures.

ID field	find	datasheet view
Data types	simple query wizard	Field names

7. Once you have defined information about the table fields, you can switch back to _____ to enter your data.

8. _____ is automatically added to the table created in MS Access.

9. _____ consist of up to 64 characters (letters or numbers) including spaces.

10. _____ define the allowable values for each field in the table.

11. To find a record in a table in datasheet view, click on the _____ button in the ribbon.

12. The _____ is the easiest and the most limited way to create a query.

➢ Match the Database objects with the correct definitions.

Tables	They are screen outputs of data arranged in various formats as required by the user. They can also be customized to include calculations, graphics, and other objects and are most often created for the purpose of printed output.
Reports	They are instructions that extract specific information from one or more tables. They can also be used to perform calculations.
Queries	They are the basic building block of the database. They contain information for related items and are broken down into individual units of information. Data is stored in rows and columns.
Forms	They are a group of objects that are used to the assist the user in data entry.