

**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