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
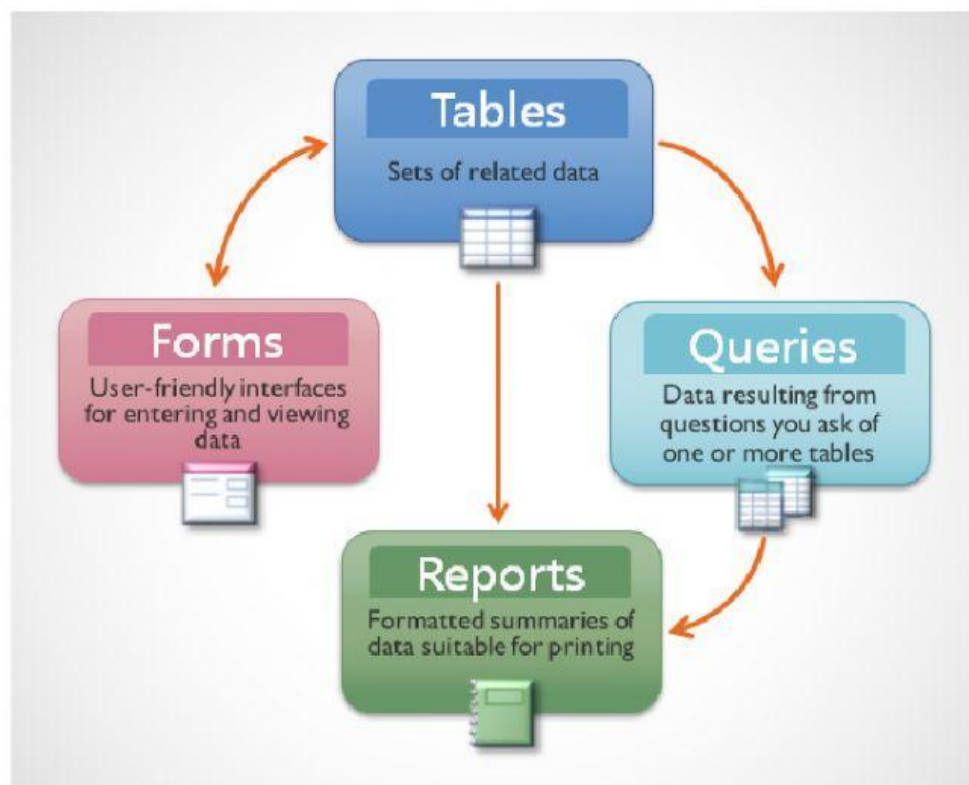
What are the four types of queries? Choose 4 answers from the table below.

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