

GETTING STARTED WITH ACCESS 2016

1. What is a relational database?
2. Why is a unique ID used?
3. Data is stored in _____.
4. Each individual entry in the table is called a _____.
5. Give 2 examples of customer fields.
6. Each table appears as a spreadsheet grid called a _____.
7. What are on-screen *forms*?
8. Name the 3 ways you can filter a table.
9. _____ and _____ results appear in plain datasheets, which are not very attractive when printed.
10. What presents data in an attractive format?
11. What does a blank database contain?
12. Can multiple databases be open at once?
13. What do templates provide?
14. What task does the shortcut *ctrl + o* perform?
15. If a Security Warning message bar appears, what should you click?
16. Why does the Security Warning message bar appear?
17. What is a macro?
18. Access 2016 contains _____, a multiple-tabbed _____, and a _____ bar.
19. The Record selector displays the _____ record number and allows you to navigate to other records.
20. What does the Navigation pane allow you to do?
21. Which function key is a toggle for the Navigation pane?
22. Where does an object appear in the main window?
23. The type of view available depends on what?