

1. Define the terms: data, information, database, database management system, relational database, query, template, and wizard.
2. List the data hierarchy from smallest data item to largest.
3. Know which quantity of data holds all of the information about a person, place, thing, or event.
4. Describe the different objects that can be stored in a database and know which ones are essential.
5. Explain the rules for naming databases and database objects. For example: Can a table and a form have the same name in a database?
6. Explain the dependence (if any) of one database object (such as a report) on the other database objects.
7. Know the different areas of the display screen offered by Access 2010.
8. Know why we assign specific data types to fields when creating a table, and describe the characteristics of each one.
9. Differentiate between a text field and a memo field.
10. Explain what an AutoNumber field is and why we might need one.
11. Explain the significance of the data types: OLE Object, Hyperlink, and Lookup Wizard.
12. Explain the field properties: length, format, mask, default value, indexed, required, validation rule, and validation text.
13. Know how to define or view a field's properties.
14. Know how to insert a new field in a table.
15. Know the object "views" provided by Access for its various objects.
16. Know how to cancel your entry while you are editing a cell and the limitations of the Undo command.
17. Know how to change a column's width while in datasheet view and if doing so will affect the data in the column.
18. Explain the rules followed by Access to determine the order in which records are stored on a disk.
19. Know how to sort a table in datasheet view based on more than one field's contents.
20. Define the search related terms: criteria, operator, comparison operator, and wildcard?
21. Explain how to specify dates (or times) or date ranges in a criteria.
22. Define the sorting terms: ascending and descending – for numbers and text.
23. Define the terms: primary key, foreign key, common field, and referential integrity.
24. Explain the procedures for managing the storage of databases and their objects. For example: what is saved when you save a query?