## Concepts Review

### True/False Questions

**Each of the following statements is either true or false. Indicate your choice by circling T or F.**

T  F    1. A record is the smallest storage element within a database.

T  F    2. Through a form, you can edit fields in a recordset.

T  F    3. A row displayed in a datasheet may have a different height than the other rows.

T  F    4. You can use the navigation buttons to move to a specific record.

T  F    5. A recordset must include two or more fields.

T  F    6. A security alert normally displays when opening an Access database.

T  F    7. The Leszynski Naming Convention emphasizes the use of spaces and underscores to identify types of objects.

T  F    8. When you hide a column in Datasheet View, you are deleting the record from the table or query.

### Short Answer Questions

**Write the correct answer in the space provided.**

1. What is the Leszynski Naming Convention prefix for table names?

_____

2. In Datasheet View, which buttons do you use to move to different records?

_____

3. What is a collection of logically organized commands?

_____

4. What shortcut menu command displays a hidden column?

_____

5. Where is the Quick Print button located?

_____

6. Which navigation button would move the insertion point from Record #3 to Record #2?

_____

7. What format command allows alternating rows of a datasheet to display in different colors?

_____

8. Which database utility improves database efficiency and reduces storage requirements?
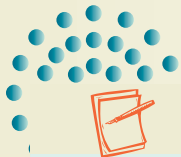
_____

## Critical Thinking

**Answer these questions on a separate page. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.**

1. Why would you need to open more than one table at a time? When might you need to hide one or more columns before printing a table?
2. How are navigation buttons different from scroll bars? When would you use scroll bars? When would you use navigation buttons?

## Skills Review

### Exercise 1-19

**Manage a database and identify its components.**

1. Copy and rename a database by following these steps:
   a. Open the folder **Lesson 01**.
   b. Right-click the file **CC01**, and from the shortcut menu, choose **Copy**.
   c. Right-click an unused part of the folder. From the short-cut menu, choose **Paste**.
   d. Right-click the new file, and from the shortcut menu, choose **Rename**. Rename the file to *[your initials]*-**CC01**.
   e. Right-click *[your initials]*-**CC01,** and from the shortcut menu, choose **Properties**. Make certain that the Read-only attribute check box is not checked. Click **OK**.
2. Open a database by following these steps:
   a. Locate *[your initials]*-**CC01** and double-click it.
   b. In the Message Bar's **Security Warning**, click the **Options** button. The **Microsoft Office Security Options** dialog box appears.
   c. Click **Enable this content** and click **OK**.

**NOTE**

If you have the file *[your initials]*-**CC01** from the lesson, you can skip to Step 2.

3. Identify objects by following these steps:

   a. In the Navigation Pane, click the **Tables** group to expand the group.

   b. Create a Word document called *[your initials]*-**Skills-01** and record the answer to the following question:

      How many tables are in the database?

   c. Record your answer in the new Word file and place "Ex 1-19 – Step 3b" next to your answer.

   d. In the Navigation Pane, click the **Tables** group to collapse the group.

   e. In the Navigation Pane, click the **Reports** group to expand the group.

   f. Answer the following question:

      How many reports are in the database?

   g. Record your answer in the same Word file as in step 3c and place "Ex 1-19 – Step 3f" next to your answer.

   h. In the Navigation Pane, click the **Reports** group to collapse the group.

   i. Add your name, class information, and today's date to the Word file.

4. Print/Save the Word file *[your initials]*-**Skills-01** by following these steps:

   a. Click the Office Button 🔵. From the **Print** option, choose Print Preview 🔍.

   b. Depending on your classroom procedures, either:

      • Click the Print command 🖨 to print the datasheet, or

      • Click the XPS command 📄 to publish the datasheet.

## Exercise 1-20

**Navigate records. Resize rows and columns. Print/Save a table.**

1. The database *[your initials]*-**CC01** is required to complete this exercise.

   a. Double-click the database *[your initials]*-**CC01**.

   b. In the Message Bar, press **Options**. In the dialog box, click **Enable this content** and click **OK**.

2. Navigate records in a table by following these steps:

   a. In the Navigation Pane, click the **Tables** group to expand the group.

   b. Double-click the table **tblAssets** to open it.

   c. In the Navigation Bar, click the Next Record button ▶ twice to move to the third record.

   d. Press Tab to move to the second field.

   e. Press Ctrl+Home to move to the first field in the first record.

3. Resize rows and columns in Datasheet View by following these steps:

   a. Place the pointer on the vertical border between the column headers for **Asset ID** and **Asset Name**.

b. With the two-headed arrow showing, drag the pointer to the left to remove the extra white space. Make sure that you can still see all of the data.

c. Right-click on the record selector for the first row.

d. In the **Row Height** dialog box, key **40** and click **OK**.

4. Print/Save the Datasheet View of a table by following these steps:

a. Click the Office Button 🔘. From the **Print** option, choose Print Preview 🔍.

b. Depending on your classroom procedures, either:

- Click the Print command 🖨 to print the datasheet, or
- Click the XPS command 📄 to publish the datasheet.

5. Close an object by following these steps:

a. Right-click the **tblAssets** tab. From the shortcut menu, select **Close**.

b. In the Navigation Pane, collapse the **Tables** group.

## Exercise 1-21

**Change views of a table. Modify a table. Hide fields. Print/Save a table.**

1. The database *[your initials]*-**CC01** is required to complete this exercise.

a. Double-click the database *[your initials]*-**CC01**.

b. In the Message Bar, press **Options**. In the dialog box, click **Enable this content** and click **OK**.

2. Change the view by following these steps:

a. In the Navigation Pane, expand the **Tables** group.

b. In the **Tables** group of the Navigation Pane, double-click **tblCustomers**.

c. In the command group **Views**, click the option arrow for the View command 📝 and select Design View.

d. Right-click the document tab for the table, then select Datasheet View 🗒.

3. Hide fields by following these steps:

a. Click on the column header for the field **Billing Address** and drag through **Region**.

b. Right-click on the column header of a selected column and select **Hide Columns**.

c. Click on the column header for the field **After Hours** and drag through **Initial Order**.

d. Right-click on the column header of a selected column and select **Hide Columns**.

4. Print/Save the Datasheet View of a table by following these steps:

   a. Click the Office Button 🔘. From the **Print** option, choose Print Preview 🔍.

   b. Depending on your classroom procedures, either:

      • Click the Print command 🖨 to print the datasheet, or

      • Click the XPS command 📄 to publish the datasheet.

5. Close an object by following these steps:

   a. Right-click the **tblCustomers** tab. From the shortcut menu, select **Close**.

   b. Click **Yes** when Access asks you if you want to save the changes.

   c. In the Navigation Pane, collapse the **Tables** group.

## Exercise 1-22

**Manage the datasheet of a query. Print/Save a query. Compact and close a database.**

1. The database *[your initials]*-**CC01** is required to complete this exercise.

   a. Double-click the database *[your initials]*-**CC01**.

   b. In the Message Bar, press **Options**. In the dialog box, click **Enable this content** and click **OK**.

2. Change the view by following these steps:

   a. In the Navigation Pane, expand the **Queries** group.

   b. In the **Queries** group of the Navigation Pane, double-click **qryCarrierOptions**.

   c. Right-click the document tab for the query, then select Design View.

   d. In the command group **Views**, click the option arrow for the View command 📐 and select Datasheet View.

3. Change datasheet colors by following these steps:

   a. In the command group **Font**, click the down arrow for Alternate Fill/Back Color 🟦.

   b. In the **Standard Colors**, select **Maroon 2** (row 3, column 6) as the alternate color.

4. Print/Save the Datasheet View of a query by following these steps:

   a. Click the Office Button 🔘. From the **Print** option, choose Print Preview 🔍.

   b. Depending on your classroom procedures, either:

      • Click the Print command 🖨 to print the datasheet, or

      • Click the XPS command 📄 to publish the datasheet.

5. Close an object by following these steps:

   a. Right-click the **qryCarrierOptions** tab. From the shortcut menu, select **Close**.

   b. Click **Yes** when Access asks you if you want to save the changes.

   c. In the Navigation Pane, collapse the **Queries** group.

6. Compact and close the database by following these steps:

   a. Click the Office Button 🔘.

   b. From the **Manage** option, choose **Compact and Repair Database**.

   c. Click the Office Button 🔘.

   d. Select **Close Database**.

   e. Click the Office Button 🔘.

   f. Select **Exit Access**.

## Lesson Applications

### Exercise 1-23

**Open a database and explore major objects. Change font settings.**

1. Open *[your initials]*-CC01 and enable all content.
2. Open **qryKitCosts** in Datasheet View.
3. Change the **Font Size** to **14** and apply italic *I*.
4. Size each column to fit its longest data and column title.
5. Save the changes to the query.
6. Print/Save the datasheet in portrait orientation.
7. Close all objects and collapse all groups in the Navigation Pane.

### Exercise 1-24

**Modify and Print/Save the Datasheet View of a query.**

1. With database *[your initials]*-CC01 open, open **qryCarrierOptions** in Datasheet View.
2. Apply the Alternate Fill/Back Color of **Medium Gray 2** (row 3, column 3).
3. Change the **Font** to **Courier New** and the **Font Size** to **16**.
4. Size each column to fit its longest data and column title.
5. Print/Save the Datasheet View in Landscape orientation.
6. Close the query, save changes to the datasheet, and collapse the query group in the Navigation Pane.

### Exercise 1-25

**Modify and Print/Save the Datasheet View of a table.**

1. With database *[your initials]*-CC01 open, open **tblVenders** in Datasheet View.
2. Hide all columns except **Vender ID**, **Contact Name**, and **Phone Number**.
3. Size each column to fit its longest data and column title.
4. Resize the row height to approximately twice its current height.
5. Print/Save the table in **Portrait** orientation.

6. Close the query, save changes to the datasheet, and collapse the table group in the Navigation Pane.

## Exercise 1-26 ◆ Challenge Yourself

**Navigate tables and queries. Object Dependencies.**

1. With database *[your initials]*-**CC01** open, expand the **Tables** group and **Queries** group in the Navigation Pane.

2. Create a Word document called *[your initials]*-**Apps-01** and record the answers to the following questions.

3. Which query has the most records?

4. Which table has the fewest records?

5. What table is the source for the recordset used by **qryFullName**?

| TIP |
| --- |
| The Design View of a query displays source tables and queries. |

6. Include your name, class information, and today's date on your answer sheet.

7. Print/Save the Word file.

8. Close all objects and collapse all groups in the Navigation Pane.

9. Close the database file and exit the application software.

## On Your Own

In these exercises you work on your own, as you would in a real-life work environment. Use the skills you've learned to accomplish the task—and be creative.

## Exercise 1-27

Assume that you are forming a new club or professional association. Begin analyzing your needs on paper. Determine the name of your organization. Write one or two paragraphs describing the mission or purpose of your group. After you have completed this exercise, continue to the next exercise.

| NOTE |
| --- |
| The "On Your Own" exercises in this text are all related. They form a single project. To complete the project, you must do all the "On Your Own" exercises in each lesson. |

## Exercise 1-28

Now think about the specific type of information your club or association will need to track its membership. Write a bulleted list of information you want to collect for each member (e.g., first name, email address). You should have no fewer than seven items. Continue to the next exercise.

## Exercise 1-29

Using the list you created in Exercise 1-28, gather information about five potential members. On a single sheet of paper, record the data you collected. Submit your work for Exercises 1-27 through 1-29 to your instructor.