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# Microsoft Access Exam Complete Questions And Answers To Score A+

database management system (DBMS) **CORRECT ANSWERS** a software program used to create a database and its structures, process the database, and assist in the administration of the database

relational database **CORRECT ANSWERS** structures data in the form of tables

byte **CORRECT ANSWERS** single character of data

fields **CORRECT ANSWERS** bytes are grouped into columns

records **CORRECT ANSWERS** fields are grouped into rows, collection of information about a certain thing

table (a table is a relation in relational database) **CORRECT ANSWERS** a group of similar rows or records

primary key **CORRECT ANSWERS** a field or group of fields that uniquely identifies a record

foreign key **CORRECT ANSWERS** a field in one table that is also stored in different table as a primary key

primary key value **CORRECT ANSWERS** makes each record in the table unique-no other record can have a duplicate primary key

navigation pane **CORRECT ANSWERS** are of the database window which lists all the tables, on the left side of the screen

tables **CORRECT ANSWERS** group of records, contains the information in the database

datasheet view **CORRECT ANSWERS** shows the content of your table, it's a grid-like view in which you can add, enter, edit, and delete records in a table

design view **CORRECT ANSWERS** shows only the structure to the table, it provides a grid that can be used to add, rearrange, or remove fields, but it cannot be used to add or edit records

short text **CORRECT ANSWERS** the most common, all-purpose data type, accepts numbers, letters, and symbols (names, addresses, zip codes, phone numbers)

# Access Exam Answers

**L Reisser**



## **Access Exam Answers:**

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