

# Quiz #2 Study Guide: MGMT 345

Access: Labs 1-6

20 November 2003

## Access

- Where data is stored
- Types of data stored in fields & records
- What makes a database relational
- Purposes of Query, Form, Table, & Report objects
- Memo vs. Text types
- Purpose of Autonumber field types
- Purpose of Indexing
- Usage of format property in field definitions
- Purpose of validity check property in field definitions
- Purpose of primary key
- Functions available in design view for a table
- How to create an input mask
- Purpose of lookup fields
- Foreign key relationships
- Purpose of crosstab queries
- What referential integrity rules are used for
- How to create & modify forms
- Sections of the Form Design window
- Controls available on the Toolbox toolbar
- How to select multiple objects in form design
- Usage of subforms
- Summary options on grouped reports
- Purpose of the Switchboard form