

Access 2013 Unit 1: Creating a Database

1. A database is an organized collection of unrelated information.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Access 254

LEARNING OBJECTIVES: ENHO:HUNT.16.001 - Define database, table, field, record, forms, and query

2. A query extracts data from one or more database tables according to criteria that you set.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Access 254

LEARNING OBJECTIVES: ENHO:HUNT.16.002 - Name and describe common database objects in Access

3. A relational database contains only one table.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Access 254

LEARNING OBJECTIVES: ENHO:HUNT.16.001 - Define database, table, field, record, forms, and query

4. A form is a summary of database information specifically designed for printing.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: Access 254

LEARNING OBJECTIVES: ENHO:HUNT.16.002 - Name and describe common database objects in Access

5. The column headings in a database table are called field names.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Access 254

LEARNING OBJECTIVES: ENHO:HUNT.16.001 - Define database, table, field, record, forms, and query

6. You can save a table in Datasheet view by clicking the Save button on the Quick Access toolbar.

- a. True
- b. False

ANSWER: True

Answers To Microsoft Office 2013 Chapters

**Carole Matthews, Marty
Matthews, Bobbi Sandberg**

Answers To Microsoft Office 2013 Chapters:

Office 2013 Bible Lisa A. Bucki, John Walkenbach, Faithe Wempen, Michael Alexander, Richard Kusleika, Dick Kusleika, 2013-07 Learn the sought after features of the core applications from the Office 2013 suite. This book features the best of the best content from the Excel 2013 Bible, the Word 2013 Bible, the PowerPoint 2013 Bible, and the Access 2013 Bible. It also covers Outlook, Publisher, OneNote, SkyDrive, and other important features in the Office 2013 suite.

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Table of Contents Answers To Microsoft Office 2013 Chapters

1. Understanding the eBook Answers To Microsoft Office 2013 Chapters
 - The Rise of Digital Reading Answers To Microsoft Office 2013 Chapters
 - Advantages of eBooks Over Traditional Books
2. Identifying Answers To Microsoft Office 2013 Chapters
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Answers To Microsoft Office 2013 Chapters
 - User-Friendly Interface
4. Exploring eBook Recommendations from Answers To Microsoft Office 2013 Chapters
 - Personalized Recommendations
 - Answers To Microsoft Office 2013 Chapters User Reviews and Ratings
 - Answers To Microsoft Office 2013 Chapters and Bestseller Lists
5. Accessing Answers To Microsoft Office 2013 Chapters Free and Paid eBooks

- Answers To Microsoft Office 2013 Chapters Public Domain eBooks
- Answers To Microsoft Office 2013 Chapters eBook Subscription Services
- Answers To Microsoft Office 2013 Chapters Budget-Friendly Options

6. Navigating Answers To Microsoft Office 2013 Chapters eBook Formats

- ePUB, PDF, MOBI, and More
- Answers To Microsoft Office 2013 Chapters Compatibility with Devices
- Answers To Microsoft Office 2013 Chapters Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Answers To Microsoft Office 2013 Chapters
- Highlighting and Note-Taking Answers To Microsoft Office 2013 Chapters
- Interactive Elements Answers To Microsoft Office 2013 Chapters

8. Staying Engaged with Answers To Microsoft Office 2013 Chapters

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Answers To Microsoft Office 2013 Chapters

9. Balancing eBooks and Physical Books Answers To Microsoft Office 2013 Chapters

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Answers To Microsoft Office 2013 Chapters

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Answers To Microsoft Office 2013 Chapters

- Setting Reading Goals Answers To Microsoft Office 2013 Chapters
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Answers To Microsoft Office 2013 Chapters

- Fact-Checking eBook Content of Answers To Microsoft Office 2013 Chapters
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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