

New Perspectives Access 2013

Tutorial 1

Quick Check Answers

Session 1.1

1. field
2. common field
3. primary key; foreign key
4. Navigation Pane
5. ID
6. Add & Delete
7. the record being edited; the next row available for a new record
8. Access saves changes to the active database automatically, when a record is changed or added or when you close the database. You use the Save button in Access only to save changes to the design of an object, such as a table, or to the format of a datasheet—but not to save the database file.

Session 1.2

1. structure
2. query
3. Form tool
4. Print Preview
5. icon
6. Compacting
7. Backing up