Name: ***Click here to enter text.*** 3A: Class Period

Date: ***Click here to enter a date.*** Concept Test 1B

**Directions:**

Use the best word or phrase from the list to complete the sentences below. Items may be used more than once. Not all words are used.

|  |  |  |  |
| --- | --- | --- | --- |
| data types | Datasheet view | password | sort |
| database file | field description | primary key | Table Design view |
| database management system | Navigation Pane | query | template |

1. To rearrange the order of records in a table, you use the ***Click here to enter text.*** feature.
2. You can include a ***Click here to enter text.*** to add a brief comment or explanation of a field.
3. You use ***Click here to enter text.*** to specify field names, data types, and field properties.
4. A particular field is designed to hold ***Click here to enter text.*** such as text, number, date, and memo.
5. The ***Click here to enter text.*** enables you to open the tables, forms, reports, and other objects in the database.
6. The file that contains all objects in a database is called the ***Click here to enter text.***.
7. A ***Click here to enter text.*** includes both the database information and the tools to use the database.
8. The ***Click here to enter text.*** field gives a unique identifier to each record.
9. In ***Click here to enter text.***, the data is displayed in a form similar to a spreadsheet.
10. A ***Click here to enter text.*** enables you to work with a portion of a table by limiting the number of fields and by selecting specific records.