

Objective 7.01 Database Basics Review

Directions: Place the correct letter of the term beside the description.

Description	Term
___ 1. A group of records treated as a unit	a. backspace
___ 2. The action of removing a records from a database file	b. database
___ 3. Adding new records, deleting irrelevant entries, and replacing incorrect entries	c. deleting
___ 4. A single item of information in a database	d. descending
___ 5. Action that should be taken after establishing a database	e. editing
___ 6. Action taken when user wishes to get a file to update	f. Entry
___ 7. Data keyed in fields of a database	g. Field
___ 8. Key used to delete data to the immediate left of the cursor	h. File
___ 9. A field type used for numbers that are not used in calculations	i. Filter
___ 10. Arranging data/records into a particular order	j. form view
___ 11. The ability to retrieve records/data from the database by matching a selected condition	k. landscape
___ 12. A group of related fields	l. primary key
___ 13. A method of viewing or inputting data which contains fields for one record at a time	m. Query
___ 14. A set of conditions and sorting instructions that provides for retrieval of certain records	n. record
___ 15. Sorting data/records in a database from highest to lowest number	o. resave
___ 16. Field whose data is different for each record; used to identify a record	p. retrieve
___ 17. The action that should be taken following changes, additions, or deletions to an existing database table	q. Save
___ 18. A collection of data organized so its contents can be accessed, managed, and updated	r. sorting
___ 19. An example of an alternative input method	s. speech recognition
___ 20. Printing a table in a page layout orientation that is wider than it is tall	t.. text

Databases

Use database software with alternative input devices.

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