

# Mastering Database Concepts

## Notes

Directions: Key the following notes using bullets to list the answers. Format a header with your name, date, class. Save as **Activity G702-02**.

1. List the steps for retrieving data.

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2. Describe the list (datasheet) view of a database table.

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3. Restate the advantages of using filters to select data in a database.

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4. Enumerate the disadvantages of using filters.

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5. What is the difference between using a filter **by selection** or **by exclusion**.

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6. Restate the definition of a query.

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7. Explain the advantages of using a query.

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8. Describe the purposes of comparison operators used in a query or advanced filter.

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9. List four common comparison operators

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### Databases

Use database software with alternative input devices.

10. Describe the special condition required when entering a query with the “and” condition.

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11. Which advanced query requires that the condition be written on two separate lines?

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12. Searching records in a database is similar to the commands for searching in other programs. Explain the reasons for the similarity.

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13. How is a complex sort (multiple fields sort) completed in the datasheet view?

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14. Differentiate between a primary sort and a secondary sort.

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15. How is an ascending sort arranged?

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16. How is a descending sort arranged?

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17. Describe the purpose of a database report.

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18. List three advantages of printing a database report instead of a database table.

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19. How can the computer user make the database report attractive?

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20. Describe the purpose of defining a relationship between tables in a database.

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**Databases**

Use database software with alternative input devices.