**Access Chapter 5**

**Quick Concepts Check**

5.1

1. **Why would you set a default value for a field?**

Answer: When a majority of new records contain a common value, such as the same city or state, you would set a default value to reduce data entry time.

1. **What sort of validation rule would you add to a Number field named CustomerAge? Why?**

Answer: A CustomerAge could never be less than zero. Likewise, you may want to consider a high value (maybe 125, as the oldest verified human being was over 122 years old) as well to make sure someone does not put in an absurdly high number. I would make the rule *Between 0 and 125*.

1. **What is the purpose of adding an input mask to a field?**

Answer: Adding an input mask allows you to restrict data being input into a field by specifying the exact format of the data entry. This gives you more control than just setting the data type.

1. **What would make a field a good candidate to be switched to a lookup field?**

Answer: A field is a good candidate to be switched to a lookup field if there are a finite number of repeated values to which we want to restrict entry.

5.2

1. **What is the advantage to creating a parameter query?**

Answer: A parameter query allows you to create a single, flexible query that can be used with different sets of criteria.

1. **What are two common uses for the Date function?**

Answer: The Date function can be used to calculate the difference between today’s date and another date in a database. It can also be used as a default value for date fields in a table.

1. **What does the IsNull function do?**

Answer: IsNull will determine if an expression is null or not.

1. **Why is the expression a critical component of the IIf function?**

Answer: The expression is the decision that Access will evaluate. Based on whether it is true or false, Access will perform different actions.

1. **Which function would you use if you needed to display just the year portion of a date?**

Answer: DatePart will allow you to extract the year portion of a date.