1. Student Name, Current date.

Using a bulleted list, identify five advantages of managing database information in Access versus using a spreadsheet.

* Less redundant data yields higher quality data
* More consistent data
* More accurate data
* Different queries can be created and saved
* Different data entry forms can be created and saved
* Different reports can be created and saved
* More than one user can enter and edit data at the same time.

Write a sentence a to explain how the terms field, record, table, and relational database relate to one another.

Several fields that describe the same subject create a record, several records create a table, and several tables create a relational database.

2.

(a. Open the IL\_AC\_1-2.accdb database.)

c. Open each of the three tables to study the data they contain. Create and complete the following table in the document you started in the previous step, IL\_AC\_1\_Database.docx.

|  |  |  |
| --- | --- | --- |
| **table name** | **number of records** | **Number of fields** |
| **Calls** | **32** | **4** |
| **Cases** | **22** | **6** |
| **Employees** | **20** | **4** |

2g. All data is automatically entered, edited, and stored in tables regardless of which object is used to enter or edit the data. Therefore, when the report was opened, it also selects up-to-date data from the one location where it is stored, the tables.