Chapter 3

Tables in Ms Access

Answer the following questions

1. **What is a table? Also state the difference between field and record in a table?**
   A table is a collection of data arranged in the form of rows and columns. A row in a table is technically called a record or tuple and a column in a table is called a field or attribute.

2. **What is a relational database?**
   It is a collection of data items with a predefined relationship between them.

3. **What is data type? State the functions of 'calculated' data type.**
   Data type is the way of dictating Access what type of data needs to be stored in each of the fields.
   'calculated' data type allows you to perform calculations with the data in your tables.

4. **State at least three common field properties along with their uses.**
   - **Field size :** it is used to specify the maximum number of characters for the text field.
   - **Format :** it is used to specify how data is displayed without affecting the actual data as it is stored in the field.
   - **Default value :** the default value that is specified will appear in this field each time that a new record is added.

5. **State steps involved in creating a table.**
   1. To create a table, click on **Create→ Table** from the tab.
   2. From the Navigation ok, right click on newly created table and from the popup menu that appears, click on **Design view** option.
   3. Then you will get a Save as dialogue box, there you can type the name of the table. Then click on **Ok** button.
   4. This will display the table in design view in the work area.

6. **What is a primary key? How do you mark a field as a primary key in a table?**
   Primary key is a field that uniquely identifies a record in a table for stop to set a field as the primary key, follow the steps;
   1. Open a table in design view.
   2. Right click on the **Field selector** of a field which you want to Mark as primary key and from the menu that appears, click on primary key.
   3. Click on the close button of design view.

7. **Is it possible to add more fields to a table once created? If so, write steps involved.**
   Yes, it is possible to add more fields to a table once created. Follow the steps to add a new field:
   1. Right click on the table in the navigation pane and select **Design view** from the popup menu that appears.

2. In design view of the table, click on the last row that you have inserted and type in to add the next field into the table and also select the data type.
3. Now click on the close button on the upper right corner of the design view to save and close it.

8. **Write the steps involved in deleting a field in a table.**
   1. Open a table in design view.
   2. In design view window that appears, right click on the **Field selector** , which you want to remove and select the Delete rows option from the popup window that appears.
   3. After confirmation from the user, it will remove the field, along with the data in the field permanently from the table.
   4. Now close the design new window.

9. **State steps involved in moving a field in a table.**
   1. Open a table in design view.
   2. In design view window, click on a **field selected** to select a record and click and drag up or down to relocate the position of the field.

10. **What is sorting? How do you sort a table based on a field in a table.**
    sorting refers to arranging the data in ascending or descending order. Follow the steps to sort the data;
    1. Open a database and double-click on a table in the navigation pane to see the content of the table.
    2. Click on the Field heading which you want to sort to select it.
    3. from the **Home** tab, click on ascending button to arrange the data from smallest to largest or descending button to arrange the data from larger to smaller of the **sort & filte**r group.