



LESSON 3
Working With Tables

I) Give the use and max. field size of each datatype:

DATA TYPE	USE	MAX SIZE
TEXT		
NUMBER		
MEMO		
DATE/TIME		
AUTONUMBER		
YES/NO		
OLE		
HYPERLINK		

I) Write the steps to do the following tasks:

1. Adding (Insert) a new field in an existing table.

2. Deleting a field

3. Sorting data within a table.

II) Fill in the blanks:

1. _____ view allows more control over the table structure.
2. To go to the first field in the current record press _____ key.
3. To go to the last field in the current record press _____ key.
4. A field name can have up to _____ characters including spaces.
5. A table name can have up to _____ characters including letters, numbers and spaces.

IV) Answer the following:

- 1) Which key is used to check that every record in the table will be unique?

- 2) How many columns does a blank table in Design View display?
