

Chapter 10 Working with Tables

1. The line consisting of field names is known as **Title line**.
2. The job of filling all empty boxes with appropriate data in table is known as **Data entry**.
3. In front of the first field there is a small box that contains a pointing arrow sign.
This box is known as **'Record Selector Box'**
4. The bar at the bottom of datasheet view window is called the **navigation** bar.
5. The **navigation** bar is also used to know the current position of the record pointer.
6. The process of correcting the data entered previously is known as **Editing**.
7. **Data redundancy** is a term used for unnecessary duplication or repetition of data.
8. **Normalization** is a process that suggests decomposition of single table into multiple tables, thus creating a parent-child relationship.
9. The table which contains primary key is known as **master table**.
10. **Foreign** key can be defined as field or combination of fields whose are borrowed from another table.
11. **Foreign** key field cannot contain a value that does not exist in its related primary key field.
12. The relationship option is available under the **tools** menu.
13. $1 \rightarrow n$ type of relationship where one value of referred table is associated with multiple values in referencing table is called **One-to-Many** relationship.
14. When no unmatched foreign key values exist in the database, the principle is called **referential Integrity**.
15. **"No action"** option states that a user should not be allowed to delete or update any record if its related record exists in some other table.
16. **"Update cascade"** option states if user is allowed to delete or update referenced values, all the related records should be automatically deleted or update.

17. “**Set null**” option states if user deletes or updates the referenced field, all the related records will hold null value in the related field.
18. There are three major types of relationship between any tables of database. **One-to-one, One-to-many, Many –to-many.**
19. The relationship between a Chair and a person is a **one-to-one** relationship.
20. **One to one** Relationship indicates that one specific record of a particular table has one and only one corresponding record in the other table of the database.
21. The most common type of relationship between the tables is **One-to-many** relationship.
22. In **one-to-many** type of relationship one specific record of a particular table may have many corresponding records in the other related table of the database.
23. The relationship between **class teacher and students** is One-to-many relationship.
24. The **Many-to-many** relationship occurs in the case of some specific record, which has to be stored more than once in both the tables.
25. To prevent mistakes, Base provides a special facility called **Field Level Validation.**
26. **Data validation** is the important aspect of data processing.
27. **Default value** property is used to store some predefined default value automatically in a particular field at the time of entering new record in the table.
28. The **field properties** determine how the values in the field are stored and displayed.
29. The **length** property is used to specify the field size as per user’s requirement.
30. The **format** property specifies the format for displaying and printing the data that we enter in the field.