1. Describe the relationship among a database and its tables, records, and fields.

Fields, records, and tables are all elements of a database. A field holds one specific piece of information: a first name, last name, address, city, state, ZIP Code, for example: several records related to one topic (customer, orders, students) make up a table. A database can have many tables as well as other database objects such as forms or reports.
Review Questions

2. What is the purpose of a database query?

   The purpose of a database query is to instruct the program to find specific information.
Review Questions

3. Describe how a database is used during an e-commerce transaction?

Through the use of a form in an HTML document, web server software connects to a specified database and records can be created or appended. The transaction e-commerce is also processed through web server applications calling for data in a database.
Review Questions

4. How does a character code used by a computer, such as ASCII, affect how the computer sorts data?

A character code used by a computer, such as ASCII, affects sorting because the computer sorts using the value assigned to the characters by the character code.
Review Questions

5. What settings on a computer or program might affect the sort order of electronic records?

Settings that might affect the sort order of electronic records include general settings such as the Language setting in Control Panel and settings in a particular program such as General language sort order setting in Access.
6. Describe the life cycle for electronic records.

Electronic records have a life cycle similar to that of paper records. The stages of the electronic record cycle include creation and storage, use and distribution, maintenance and disposition.
7. What is a computer folder or directory?

A computer folder or directory is a subdivision of a storage device such as a hard disk.
Review Questions

8. You are taking the following classes: WR121 English Composition, SOC 104 Introduction to Sociology, HST 201 History of Western Civilization, and BA 244 Records Management. List the folder names you will create for your disk to store files for each of your classes.

The folders should be named similar to the following: BA 244, HST 201, SOC 104, and WR 121. One may also add the full title to each folder.
Review Questions

9. How can you assure that confidential data deleted from your computer hard drive or from a CD or DVD cannot be recovered?

When deleting confidential information from a hard drive, use a special program such as Wipe Info that makes the data unrecoverable. CDs and DVDs used to store confidential data should be completely destroyed when records are to be disposed of.
10. What is synchronization as it applied to PDAs and desktop or notebook computers?

Synchronization is the case of PDAs and personal computers means of updating the data on the PC and the PDA so that both contain the same data.
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