

Microsoft Office Access 2007

Chapter One: Creating and Using a Database

Do

Double Entry Definition Journal

Key term	Definition	How does this key term relate to your prior experience?
database (AC 2)	Describes a collection of data organized in a manner that allows access, retrieval and use of that data	Creating Data Bases
field (AC 4)	Contains a specific piece of information within a record	Creating Data Bases
primary key (AC 4)	A unique identifier	Creating Data Bases
records (AC 4)	Contains information about a given person, product, or event	Creating Data Bases
unique identifier (AC 4)	A given client number will appear only in a single record in a table	Creating Data Bases
Currency (data type) (AC 9)	Contains monetary data	Creating Data Bases
data type (AC 9)	Indicates the type of data that can be stored in the field	Creating Data Bases
Number (data type) (AC 9)	Contains only numbers	Creating Data Bases
one-to-many relationship (AC 9)	Each row in the first table may be associated with many rows in the second table, but each row in the second table is associated with only one row in the first	Creating Data Bases
Text (data type) (AC 9)	Contains any characters	Creating Data Bases
file (AC 13)	A saved database	Creating Data Bases
file name (AC 13)	Name assigned to a file when it is saved	Creating Data Bases
folder (AC 15)	A specific location on a storage medium	Creating Data Bases

Access work area (AC 18)	Work area where you can work on objects	Creating Data Bases
insertion point (AC 18)	Blinking vertical bar that indicates where text, graphics and other items will be inserted	Creating Data Bases
mouse pointer (AC 18)	Becomes different shapes depending on the task you are performing in Access	Creating Data Bases
object tabs (AC 18)	For the open objects; appear at the top of the work area	Creating Data Bases
active tab (AC 19)	The tab currently displayed on the ribbon	Creating Data Bases
Home tab (AC 19)	Primary tab; contains the more frequently used commands	Creating Data Bases
horizontal scroll bar (AC 19)	Appears at the bottom of the window if the object is too wide to fit in the Access window	Creating Data Bases
Ribbon (AC 19)	Located near the top of the Access window; control center in Access	Creating Data Bases
scroll arrow (AC 19)	Located at each end of the scroll bar	Creating Data Bases
scroll bar (AC 19)	Displays different portions of database object in the Access window	Creating Data Bases
scroll box (AC 19)	Reflects the location at each end of a scroll bar	Creating Data Bases
status bar (AC 19)	Located at the bottom of the Access window above the Windows Vista taskbar, presents information about the database object, the progress of current tasks, and the status of certain commands and keys	Creating Data Bases
tab (AC 19)	Surrounds a collection of	Creating Data Bases

	groups	
vertical scroll bar (AC 19)	At right edge of the window, scrolls up and down	Creating Data Bases
contextual tabs (AC 20)	Tabs displayed by Access	Creating Data Bases
Dialog Box Launcher (AC 20)	Displays a dialog box or task pane with additional options for the group	Creating Data Bases
Enhanced ScreenTip (AC 20)	An on-screen note that provides the name of the command, available keyboard shortcuts, a description of the command and instructions	Creating Data Bases
gallery (AC 20)	Set of choices arranged in a grid or list	Creating Data Bases
live preview (AC 20)	Allows you to point to a gallery choice and see its effect on the database object without selecting the choice	Creating Data Bases
task pane (AC 20)	Window that can remain open and visible while you work in the database object	Creating Data Bases
Mini toolbar (AC 21)	Contains commands related to changing the appearance of text in a database object	Creating Data Bases
shortcut menu (AC 21)	List of frequently used commands that relate to the right clicked object	Creating Data Bases
menu (AC 22)	Contains a list of commands	Creating Data Bases
Office Button (AC 22)	Central location for managing and sharing database objects	Creating Data Bases
Quick Access Toolbar (AC 22)	Provides easy access to frequently used commands	Creating Data Bases
submenu (AC 22)	List of additional commands associated with the selected command	Creating Data Bases
Key Tip (AC 23)	Displayed code letter for a	Creating Data Bases

	command	
Key Tip badge (AC 23)	Keyboard code icon	Creating Data Bases
row selector (AC 28)	Selects the entire row	Creating Data Bases
datasheet (AC 30)	Table represented as a collection of rows and columns	Creating Data Bases
Datasheet view (AC 30)	Displays the datasheet	Creating Data Bases
AutoCorrect (AC 34)	Corrects common mistakes when you complete a text entry in a cell	Creating Data Bases
Navigation buttons (AC 38)	Buttons used to move within a table	Creating Data Bases
portrait orientation (AC 40)	Printout is across the width of the page	Creating Data Bases
landscape orientation (AC 41)	Printout is across the length of the page	Creating Data Bases
Form view (AC 57)	Data is displayed in a form on the screen	Creating Data Bases
split form (AC 57)	Combines both a datasheet and a form, giving the advantages of both views	Creating Data Bases
automatically updated properties (AC 60)	Include file system properties, such as the date you create or change a file	Creating Data Bases
database properties (AC 60)	Details about a file	Creating Data Bases
keywords (AC 60)	Words or phrases that further describe the database	Creating Data Bases
metadata (AC 60)	Can include information as the author, title, subject	Creating Data Bases
standard properties (AC 60)	Include author, title, subject	Creating Data Bases
Access Help (AC 61)	Find answers to questions and display information about topics	Creating Data Bases
Microsoft Office Access 2007 (AC 2)	database management system; allows you to use a computer to create a database	Creating Data Bases