

Microsoft Office Access 2007

Chapter Two: Querying a Database

Double Entry Definition Journal

| Key term | Definition | How does this key term relate to your prior experience? |
|-----------------------------|--|---|
| aggregate function (AC 117) | A function that performs some mathematical function against a group of records | Calculating Statistics |
| alias (AC 113) | The name for the calculated field | Calculations |
| AND criterion (AC 95) | Each individual criterion must be true in order for the compound criterion to be true | Criteria |
| asterisk (*) (AC 87) | Represents any collection of characters | Wildcards |
| calculated field (AC 113) | A field that can be computed from other fields | Calculations |
| comparison operator (AC 94) | Greater than, less than, greater than or equal to, less than or equal to, not equal to...etc | Operations |
| compound criterion (AC 95) | More than one criterion that the data for which you are searching must satisfy | Criteria |
| criterion (AC 81) | A condition that the records to be included must satisfy | Criteria |
| grouping (AC 121) | Creating groups of records that share some common characteristic | Statistics |
| join (AC 103) | To find records in the two tables that have identical values in matching fields | Tables |
| join line (AC 105) | A line between matching fields in two tables indicating that the tables are related | Tables |

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|----------------------------|---|-----------|
| join properties (AC 108) | Properties that indicate which records appear in a join, of the query | Query |
| major key (AC 97) | More important field, primary sort key | Sorting |
| minor key (AC 97) | Less important field or secondary sort key | Sorting |
| OR criterion (AC 95) | Is true provided either individual criterion is true | Criteria |
| parameter query (AC 89) | A query that prompts for input whenever it is used | Query |
| primary sort key (AC 97) | Major key | Sorting |
| property sheet (AC 100) | Window containing the various properties of the object | Sheets |
| queries (AC 78) | Simply questions, the answer to which are in the database | Query |
| query (AC 74) | a question presented in a way that Access can process | Databases |
| question mark (?) (AC 87) | represents any individual character | Wildcard |
| secondary sort key (AC 97) | Minor key | Sorting |
| sort (AC 97) | To order the records in the answer to a query in a particular way | Sorting |
| sort key (AC 97) | Fields on which records are sorted | Sorting |
| text data (AC 86) | Data in a field whose data type is text | Criterion |
| top-values query (AC 102) | Allows you to quantify the results | Query |
| wildcards (AC 87) | Symbols hat represent any character or combination of characters | Symbol |