

Microsoft Office Access 2007

Chapter Two: Querying a Database

Do

able Entry Definition Journal

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Key term	Definition	How does this key term relate to your prior experience?
aggregate function (AC 117)	Performs some mathematical functions	
alias (AC 113)	The column where is query is run	
AND criterion (AC 95)	Sorting tool	
asterisk (*) (AC 87)	Presents a collection of characters	
calculated field (AC 113)	Can be computed from other fields	
comparison operator (AC 94)	Used to compare your numbers	
compound criterion (AC 95)	If you have more than one criterion	
criterion (AC 81)	A condition which the records must include	
grouping (AC 121)	Grouping with records that share common information	
join (AC 103)	Finding records in two tables that have identical values	
join line (AC 105)	A line between matching fields	
join properties (AC 108)	Properties that indicate which records appear in join	
major key (AC 97)	More important field (primary key)	
minor key (AC 97)	Secondary sort key	
OR criterion (AC 95)	Allows you to find clients that have paid more	
parameter query (AC 89)	A query that prompts for	

	input whenever used	
primary sort key (AC 97)	Major key	
property sheet (AC 100)	A window contain options for the fields	
queries (AC 78)	Questions, answers are in the database	
query (AC 74)	A question for access to answer	
question mark (?) (AC 87)	Wildcard symbol	
secondary sort key (AC 97)	Minor key	
sort (AC 97)	Fields where the records are	
sort key (AC 97)	Answer query in particular way	
text data (AC 86)	Data type where the field is text	
top-values query (AC 102)	Allows you to quantify results	
wildcards (AC 87)	Are symbols that represent any character	