

Microsoft Office Access 2007

Chapter One: Creating and Using a Database

Double Entry Definition Journal

Key term	Definition	How does this key term relate to your prior experience?
database (AC 2)		
field (AC 4)		
primary key (AC 4)		
records (AC 4)		
unique identifier (AC 4)		
Currency (data type) (AC 9)		
data type (AC 9)		
Number (data type) (AC 9)		
one-to-many relationship (AC 9)		
Text (data type) (AC 9)		
file (AC 13)		
file name (AC 13)		
folder (AC 15)		
Access work area (AC 18)		
insertion point (AC 18)		
mouse pointer (AC 18)		
object tabs (AC 18)		
active tab (AC 19)		
Home tab (AC 19)		
horizontal scroll bar (AC 19)		
Ribbon (AC 19)		
scroll arrow (AC 19)		
scroll bar (AC 19)		
scroll box (AC 19)		
status bar (AC 19)		
tab (AC 19)		
vertical scroll bar (AC 19)		
contextual tabs (AC 20)		
Dialog Box Launcher (AC 20)		
Enhanced ScreenTip (AC 20)		
gallery (AC 20)		

live preview (AC 20)		
task pane (AC 20)		
Mini toolbar (AC 21)		
shortcut menu (AC 21)		
menu (AC 22)		
Office Button (AC 22)		
Quick Access Toolbar (AC 22)		
submenu (AC 22)		
Key Tip (AC 23)		
Key Tip badge (AC 23)		
row selector (AC 28)		
datasheet (AC 30)		
Datasheet view (AC 30)		
AutoCorrect (AC 34)		
Navigation buttons (AC 38)		
portrait orientation (AC 40)		
landscape orientation (AC 41)		
Form view (AC 57)		
split form (AC 57)		
automatically updated properties (AC 60)		
database properties (AC 60)		
keywords (AC 60)		
metadata (AC 60)		
standard properties (AC 60)		
Access Help (AC 61)		
Microsoft Office Access 2007 (AC 2)		