

Microsoft Office Access 2007

Chapter Three: Maintaining a Database

Double Entry Definition Journal

Key term	Definition	How does this keyterm relate to your prior experience?
maintaining the database (AC 138)		
restructure the database (AC 138)		
searching (AC 145)		
delete the records (AC 148)		
filter (AC 148)		
Filter By Selection (AC 149)		
Filter By Form (AC 153)		
structure (AC 156)		
Lookup field (AC 158)		
multivalued fields (AC 160)		
action query (AC 162)		
append query (AC 162)		
make-table query (AC 162)		
update query (AC 162)		
default value (AC 165)		
range of values (AC 165)		
required field (AC 165)		
validation rules (AC 165)		
validation text (AC 165)		
format (AC 168)		
format symbol (AC 168)		
layout (AC 175)		
resizing (AC 175)		
cascade the delete (AC 185)		
cascade the update (AC 185)		
foreign key (AC 185)		
one-to-many relationship (AC 185)		
referential integrity (AC 185)		

subdatasheet (AC 190)		
Find Duplicates Query Wizard (AC 191)		
Find Unmatched Query Wizard (AC 191)		
backing up (AC 193)		
backup copy (AC 193)		
compact (AC 193)		
live database (AC 193)		
recover (AC 193)		
save copy (AC 193)		
delete query (AC 162, AC 163)		