

Microsoft Office Access 2007

Chapter Two: Querying a Database

By, Julie Solomon

Key term	Definition	How does this key term relate to your prior experience?
aggregate function (AC 117)	Function that performs some mathematical function against a group of records	9 th grade
alias (AC 113)	A name for the calculated field	9 th grade
AND criterion (AC 95)	Each individual criterion must be true in order for the compound criterion to be true	9 th grade
asterisk (*) (AC 87)	Represents any collection of characters	9 th grade
calculated field (AC 113)	A field that can be computed from other fields	9 th grade
comparison operator (AC 94)	Enter if you want something other than an exact match	9 th grade
compound criterion (AC 95)	More than one criterion the data must satisfy	9 th grade
criterion (AC 81)	A condition that the records to be included must satisfy	9 th grade
grouping (AC 121)	Creating groups of records that share criterion	9 th grade
join (AC 103)	Find identical records	9 th grade
join line (AC 105)	Line indicating tables are related	9 th grade
join properties (AC 108)	Properties that indicate which records appear in a join	9 th grade
major key (AC 97)	More important field	9 th grade
minor key (AC 97)	Secondary key	9 th grade
OR criterion (AC 95)	Allows you to find those	9 th grade

	clients that have paid 20000 or greater	
parameter query (AC 89)	A query that prompts for input whenever it is used	9 th grade
primary sort key (AC 97)	Major key	9 th grade
property sheet (AC 100)	Window containing various properties of an object	9 th grade
queries (AC 78)	Questions	9 th grade
query (AC 74)	A question presented in a way that Access can process	9 th grade
question mark (?) (AC 87)	Represents nay individual character	9 th grade
secondary sort key (AC 97)	Minor key	9 th grade
sort (AC 97)	Ordering the records	9 th grade
sort key (AC 97)	The field on which the records are sorted	9 th grade
text data (AC 86)	Data in a field whose data type is text	9 th grade
top-values query (AC 102)	Allows you to quantify the results	9 th grade
wildcards (AC 87)	Symbols that represent any character or combination of characters	9 th grade