

Microsoft Office Access 2007

Chapter One: Creating and Using a Database

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Key term	Definition	How does this key term relate to your prior experience?
database (AC 2)	Describes collection of data	8 th grade
field (AC 4)	Contains specific piece of information	8 th grade
primary key (AC 4)	Unique identifier	8 th grade
records (AC 4)	Rows in a table	8 th grade
unique identifier (AC 4)	Given client number will appear	8 th grade
Currency (data type) (AC 9)	Monetary data	8 th grade
data type (AC 9)	Indicates the type of data that can be stored in a field	8 th grade
Number (data type) (AC 9)	Can only contain numbers	8 th grade
one-to-many relationship (AC 9)	Most common type of relationship	8 th grade
Text (data type) (AC 9)	Field can only contain any characters	8 th grade
file (AC 13)	Saved database	8 th grade
file name (AC 13)	The name assigned to a file when saved	8 th grade
folder (AC 15)	Specific location on a storage medium	9 th grade
Access work area (AC 18)	Reports	9 th grade
insertion point (AC 18)	Blinking vertical line	9 th grade
mouse pointer (AC 18)	Becomes different shapes	8 th grade
object tabs (AC 18)	Work area	8 th grade
active tab (AC 19)	Currently displayed	8 th grade
Home tab (AC 19)	Primary tab	8 th grade
horizontal scroll bar (AC 19)	Displays access window	8 th grade
Ribbon (AC 19)	Near the top of the Access window	8 th grade

scroll arrow (AC 19)	Each end of the scroll bar	8 th grade
scroll bar (AC 19)	Display different portions of a database	9 th grade
scroll box (AC 19)	Reflects the location	9 th grade
status bar (AC 19)	Bottom of access	9 th grade
tab (AC 19)	Surrounds a collection of groups	9 th grade
vertical scroll bar (AC 19)	Right edge	9 th grade
contextual tabs (AC 20)	Perform certain tasks	9 th grade
Dialog Box Launcher (AC 20)	Displays a dialogue box	8 th grade
Enhanced ScreenTip (AC 20)	On screen note	8 th grade
gallery (AC 20)	Set of choices	9 th grade

live preview (AC 20)	Feature that allows you to point to a gallery choice	8 th grade
task pane (AC 20)	Contrast	8 th grade
Mini toolbar (AC 21)	Small toolbar	8 th grade
shortcut menu (AC 21)	Appears when you right click	9 th grade
menu (AC 22)	List of commands	9 th grade
Office Button (AC 22)	Home button	9 th grade
Quick Access Toolbar (AC 22)	Default above ribbon	9 th grade
submenu (AC 22)	List of additional commands	9 th grade
Key Tip (AC 23)	Code letter	9 th grade
Key Tip badge (AC 23)	Keyboard code icon	9 th grade
row selector (AC 28)	To select rows	8 th grade
datasheet (AC 30)	Rows and columns	8 th grade
Datasheet view (AC 30)	Table represented	8 th grade
AutoCorrect (AC 34)	Behind the scene	9 th grade
Navigation buttons (AC 38)	Used to move within a table	9 th grade
portrait orientation (AC 40)	Printout is across the width	9 th grade
landscape orientation (AC 41)	Across the length	9 th grade
Form view (AC 57)	Form on screen	9 th grade
split form (AC 57)	Combines both a datasheet and a form	9 th grade
automatically updated properties (AC 60)	File system properties	9 th grade
database properties (AC 60)	Identify your properties	9 th grade

keywords (AC 60)	Include information like date and author	9 th grade
metadata (AC 60)	Database properties	9 th grade
standard properties (AC 60)	Include author, title, and subject	9 th grade
Access Help (AC 61)	Help with access	8 th grade
Microsoft Office Access 2007 (AC 2)	Organization program	9 th grade