

# Microsoft Office Access 2007

## Chapter One: Creating and Using a Database

Do

### Table Entry Definition Journal

Key term	Definition	How does this key term relate to your prior experience?
database (AC 2)	A collection of data organized in a manner that allows access, retrieval and use of that data	8 <sup>th</sup> Grade
field (AC 4)	Contains a specific piece of information within a record	8 <sup>th</sup> Grade
primary key (AC 4)	A unique identifier	8 <sup>th</sup> Grade
records (AC 4)	The rows in the tables	8 <sup>th</sup> Grade
unique identifier (AC 4)	No 2 clients are assigned the same number	8 <sup>th</sup> Grade
Currency (data type) (AC 9)	Contain only one monetary data	8 <sup>th</sup> Grade
data type (AC 9)	Indicates the type of data that can be stored in the field	8 <sup>th</sup> Grade
Number (data type) (AC 9)	Contain only numbers	8 <sup>th</sup> Grade
one-to-many relationship (AC 9)	Each row in the first table may be associated with many rows in the second table but each row is associated with only one row in the first	8 <sup>th</sup> Grade
Text (data type) (AC 9)	Can contain any characters	8 <sup>th</sup> Grade
file (AC 13)	A saved database	8 <sup>th</sup> Grade
file name (AC 13)	The name assigned to a file when it is saved	8 <sup>th</sup> Grade
folder (AC 15)	A specific location on a storage medium	8 <sup>th</sup> Grade
Access work area (AC 18)	Work on objects such as tables, forms, and reports	8 <sup>th</sup> Grade
insertion point (AC 18)	A blinking vertical bar that	8 <sup>th</sup> Grade

	indicates where text, graphics and other will be inserted	
mouse pointer (AC 18)	Becomes different shapes depending on the task you are performing	8 <sup>th</sup> Grade
object tabs (AC 18)	for open objects appear at the top of the work area	8 <sup>th</sup> Grade
active tab (AC 19)	The tab currently displayed	8 <sup>th</sup> Grade
Home tab (AC 19)	The primary tab	8 <sup>th</sup> Grade
horizontal scroll bar (AC 19)	Appear at the bottom of the window	8 <sup>th</sup> Grade
Ribbon (AC 19)	The control center in Access	8 <sup>th</sup> Grade
scroll arrow (AC 19)	Located at each end of a scroll bar	8 <sup>th</sup> Grade
scroll bar (AC 19)	Display different portions of a database object in the Access window	8 <sup>th</sup> Grade
scroll box (AC 19)	Reflects the location of the portion of the database object	8 <sup>th</sup> Grade
status bar (AC 19)	Presents information about the database object	8 <sup>th</sup> Grade
tab (AC 19)	Surrounds a collection of groups	8 <sup>th</sup> Grade
vertical scroll bar (AC 19)	at the right edge of the window	8 <sup>th</sup> Grade
contextual tabs (AC 20)	Tabs that you can use when you perform certain tasks with objects such as datasheets	8 <sup>th</sup> Grade
Dialog Box Launcher (AC 20)	Displays a dialog box or a task pane with additional options for the group	8 <sup>th</sup> Grade
Enhanced ScreenTip (AC 20)	An on-screen note that provides the name of the command	8 <sup>th</sup> Grade
gallery (AC 20)	A set of choices	8 <sup>th</sup> Grade

live preview (AC 20)	Allows you to point to a gallery choice and see its effect in the data object	8 <sup>th</sup> Grade
task pane (AC 20)	A window that can remain open and visible while you work in the database object	8 <sup>th</sup> Grade
Mini toolbar (AC 21)	Contains commands related to changing the appearance of text in a database object	8 <sup>th</sup> Grade
shortcut menu (AC 21)	A list of frequently used commands that relate to the right-clicked object	8 <sup>th</sup> Grade
menu (AC 22)	Contains a list of commands	8 <sup>th</sup> Grade
Office Button (AC 22)	A central location for managing and sharing database objects	8 <sup>th</sup> Grade
Quick Access Toolbar (AC 22)	Provides easy access to frequently used commands	8 <sup>th</sup> Grade
submenu (AC 22)	A list of additional commands	8 <sup>th</sup> Grade
Key Tip (AC 23)	Selects a command using the keyboard	8 <sup>th</sup> Grade
Key Tip badge (AC 23)	Keyboard code icon	8 <sup>th</sup> Grade
row selector (AC 28)	Indicates the field you currently are describing	8 <sup>th</sup> Grade
datasheet (AC 30)	A collection of rows and columns	8 <sup>th</sup> Grade
Datasheet view (AC 30)	View of a collection of rows and columns	8 <sup>th</sup> Grade
AutoCorrect (AC 34)	Corrects common mistakes when you complete a text entry in a cell	8 <sup>th</sup> Grade
Navigation buttons (AC 38)	Move within a table	8 <sup>th</sup> Grade
portrait orientation (AC 40)	The printout is across the width of the page	8 <sup>th</sup> Grade
landscape orientation (AC 41)	The printout is across the length of the page	8 <sup>th</sup> Grade
Form view (AC 57)	Data is displayed in a form	8 <sup>th</sup> Grade

	on the screen	
split form (AC 57)	Combines both a datasheet and a form	8 <sup>th</sup> Grade
automatically updated properties (AC 60)	Includes file system properties, and statistics	8 <sup>th</sup> Grade
database properties (AC 60)	The details about a file	8 <sup>th</sup> Grade
keywords (AC 60)	Words that further describe the database	8 <sup>th</sup> Grade
metadata (AC 60)	Database properties	8 <sup>th</sup> Grade
standard properties (AC 60)	Include author, title and subject	8 <sup>th</sup> Grade
Access Help (AC 61)	Displays answers to questions and information about various topics	8 <sup>th</sup> Grade
Microsoft Office Access 2007 (AC 2)	A database management system	8 <sup>th</sup> Grade