

Microsoft Office Access 2007

Chapter Two: Querying a Database

Do

Table Entry Definition Journal

Key term	Definition	How does this key term relate to your prior experience?
aggregate function (AC 117)	A function that performs some mathematical function against a group of records	No
alias (AC 113)	Becomes the column name when the query is run	No
AND criterion (AC 95)	Each individual criterion must be true in order for the compound criterion to be true	Yes
asterisk (*) (AC 87)	Represents any collection of characters	No
calculated field (AC 113)	A field that can be computed from other fields	No
comparison operator (AC 94)	If you want something other than an exact match	No
compound criterion (AC 95)	More than one criterion that the data for which you are searching must satisfy	Yes
criterion (AC 81)	A condition that the records to be included must satisfy	Yes
grouping (AC 121)	Creating groups of records that share common things.	Yes
join (AC 103)	Find records in the two tables that have identical values in matching fields.	Yes
join line (AC 105)	Access draws a line	Yes
join properties (AC 108)	Cause record to be displayed	No
major key (AC 97)	More important field	No
minor key (AC 97)	Less important field	No
OR criterion (AC 95)	True provided either individual criterion is true	Yes

parameter query (AC 89)	Is a query that prompts for input whenever used	No
primary sort key (AC 97)	Major key	No
property sheet (AC 100)	Window containing various properties of the object	Yes
queries (AC 78)	Simply questions	No
query (AC 74)	Simply a question presented in a way that access can process	Yes
question mark (?) (AC 87)	Another wildcard	Yes
secondary sort key (AC 97)	Minor key	Yes
sort (AC 97)	Sort the records	No
sort key (AC 97)	Field or fields on which the records are sorted	No
text data (AC 86)	Type the text in the criteria row corresponding to the field name	Yes
top-values query (AC 102)	Allows you to quantify the results	Yes
wildcards (AC 87)	Symbols that represent any character or combination of characters	No