

Microsoft Office Access 2007

Chapter Two: Querying a Database

Double Entry Definition Journal

Key term	Definition	How does this key term relate to your prior experience?
aggregate function (AC 117)	Function that performs some math function against group of records	Horner
alias (AC 113)	Becomes the column name when the query is run	Horner
AND criterion (AC 95)	Each individual criterion must be true in order for compound criterion to be true	Horner
asterisk (*) (AC 87)	Represents any collection of characters	Horner
calculated field (AC 113)	A field that can be computed from other fields	Horner
comparison operator (AC 94)	If you want something other than an exact match you must enter this appropriately	Horner
compound criterion (AC 95)	More than one criterion that the data for which you are searching must satisfy	Horner
criterion (AC 81)	Condition that the records must include to satisfy	Horner
grouping (AC 121)	Means creating groups of records that share some common characteristics	Horner
join (AC 103)	Find records in two tables with identical values	Horner
join line (AC 105)	Line that matches fields in the two tables	Horner
join properties (AC 108)	Are properties that indicate which records appear in a	Horner

	join	
major key (AC 97)	Primary sort key	Horner
minor key (AC 97)	Less important key	Horner
OR criterion (AC 95)	Is true provided either individual criterion is true	Horner
parameter query (AC 89)	Query that prompts for input whenever it is used	Horner
primary sort key (AC 97)	Major Key	Horner
property sheet (AC 100)	A window containing the various properties of the object	Horner
queries (AC 78)	Questions	Horner
query (AC 74)	Question	Horner
question mark (?) (AC 87)	Represents a question	Horner
secondary sort key (AC 97)	Less important key	Horner
sort (AC 97)	Order the records in a specific way	Horner
sort key (AC 97)	Field on which the records are sorted	Horner
text data (AC 86)	Text in data	Horner
top-values query (AC 102)	Allows you to quantify the results	Horner
wildcards (AC 87)	Symbols that represent any character	Horner