

Microsoft Office Access 2007

Chapter One: Creating and Using a Database

Double Entry Definition Journal

Key term	Definition	How does this key term relate to your prior experience?
database (AC 2)	Collection of data that allows access, retrieval and use of data	Horner
field (AC 4)	Columns in a table	Horner
primary key (AC 4)	A unique identifier	Horner
records (AC 4)	The rows in the table	Horner
unique identifier (AC 4)	No two clients are assigned the same number	Horner
Currency (data type) (AC 9)	The field can only contain monetary data	Horner
data type (AC 9)	Type of data that can be stored in the field	Horner
Number (data type) (AC 9)	The field can contain only numbers	Horner
one-to-many relationship (AC 9)	The most common relationship you will encounter between tables	Horner
Text (data type) (AC 9)	The field can only contain characters	Horner
file (AC 13)	A saved database	Horner
file name (AC 13)	Name of file	Horner
folder (AC 15)	Storage medium that holds files	Horner
Access work area (AC 18)	You work on objects such as tables, forms, and reports in here	Horner
insertion point (AC 18)	Is a blinking vertical bar that indicates where the text or graphics will be inserted	Horner

mouse pointer (AC 18)	Becomes different shapes depending on the task you are performing basically where you point the mouse pointer is at that point	Horner
object tabs (AC 18)	Appears at the top of the work area	Horner
active tab (AC 19)	The tab currently displayed	Horner
Home tab (AC 19)	Contains the more frequently used commands	Horner
horizontal scroll bar (AC 19)	Appears at the bottoms of the page	Horner
Ribbon (AC 19)	Located at the top is the control center in Access	Horner
scroll arrow (AC 19)	Is located at each end of the scroll bar	Horner
scroll bar (AC 19)	You use this to display different portions of the database	Horner
scroll box (AC 19)	Reflects the position of the data	Horner
status bar (AC 19)	Presents information about the database object	Horner
tab (AC 19)	Surrounds collections of groups	Horner
vertical scroll bar (AC 19)	Is at the right edge of the window	Horner
contextual tabs (AC 20)	A different tab	Horner
Dialog Box Launcher (AC 20)	Displays a dialog box that displays other task pane options	Horner
Enhanced ScreenTip (AC 20)	On-screen note that provides name of command and descriptions/instructions	Horner
gallery (AC 20)	Set of choices arranged in a grid or list	Horner
live preview (AC 20)	Feature that allows you to point to a gallery choice and	Horner

	see its effects	
task pane (AC 20)	Window that can remain open and visible while you work	Horner
Mini toolbar (AC 21)	Contains commands related to changing text appearance	Horner
shortcut menu (AC 21)	Appears when you right-click something, list of commands	Horner
menu (AC 22)	Contains a list of commands	Horner
Office Button (AC 22)	Central location for managing and sharing database objects	Horner
Quick Access Toolbar (AC 22)	Provides easy access to frequently used commands	Horner
submenu (AC 22)	List of additional commands associated with the selected command.	Horner
Key Tip (AC 23)	A commands displayed code number	Horner
Key Tip badge (AC 23)	Keyboard code icon	Horner
row selector (AC 28)	Small box that selects entire row	Horner
datasheet (AC 30)	Collection of rows and columns	Horner
Datasheet view (AC 30)	Represented in datasheet form	Horner
AutoCorrect (AC 34)	Corrects common mistakes when you complete a text entry in a cell	Horner
Navigation buttons (AC 38)	Buttons used to move within a table	Horner
portrait orientation (AC 40)	Width of the page	Horner
landscape orientation (AC 41)	Length of Page	Horner
Form view (AC 57)	View every field	Horner
split form (AC 57)	Both a datasheet and a form	Horner
automatically updated properties (AC 60)	File system properties	Horner
database properties (AC 60)	Details about a file	Horner

keywords (AC 60)	Words or phrases that further describe the file's purpose or content	Horner
metadata (AC 60)	Information such as project author, title or subject	Horner
standard properties (AC 60)	Author, title, subject	Horner
Access Help (AC 61)	Place for Answers and help	Horner
Microsoft Office Access 2007 (AC 2)	Database management system	Horner