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| Access - Chapter 1 - Vocab |

**A**

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| **Append** | To add to the end of. |
| **Application Parts** | Access templates that can be used to create database objects such as tables, forms, or reports. |
| *Click [here](http://wps.pearsoned.com/bp_learning_ms_office_deluxe_2013/237/60902/15591160.cw/content/index.html" \l "top) to go to the top of the page* | |

**C**

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| **Caption** | Alternate text that appears instead of a field’s actual name in tables, forms, and reports. |
| **Collate** | To order copies of a multipage document so that complete sets are together. |
| **Composite key** | Two or more fields that collectively define the primary key by unique combinations of their values. |
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**D**

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| **Database** | An organized collection of information about a subject. |
| **Database management system** | A computer program that includes both the stored database and the tools required to use the database. |
| **Datasheet view** | A spreadsheet-like view of a table in which each record is a row and each field is a column. |
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**E**

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| **Encrypt** | To add protection to a file so others cannot read it. |
| **Exclusive mode** | A mode in which only one user at a time can work with a file. |
| **Extension** | A suffix at the end of a file name that indicates its type, such as .accdb. |
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**F**

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| **Field** | A piece of data stored about each record in a table. For example, ZIP Code is a field in an address book. |
| **Field description** | An optional brief comment or explanation of a field. The field description appears in the status bar at the bottom of the window when the field is selected. |
| **Field header** | The top block in a vertical field in a table, containing the field name. |
| **Field properties** | Characteristics of a field. |
| **Field selector** | In Table Design view, the gray rectangle to the left of the field name. Click it to select that field; drag it up or down to move the field in the field list. |
| **Form** | A view of a table or query’s data, designed for lookup or input of records. |
| **Freeze** | To set a field so that it always remains onscreen, in the left-most position, as you scroll left to right. |
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**M**

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| **Multi-valued field** | A field that can contain more than one separate entry per record. |
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**O**

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| **Object** | An item, such as a table, query, form, or report, in an Access database file that is used to store, display, or manage data. |
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**P**

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| **Primary key** | The field that uniquely identifies each record in a table. |
| **Print Preview** | A view that shows you exactly how a report will look when printed. |
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**Q**

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| **Query** | A specification that describes how a set of records should be sorted, filtered, calculated, or presented. |
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**R**

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| **Record** | The stored information about one particular instance, such as one person’s data in an address book. |
| **Relational database** | A database that contains (or can contain) multiple tables with relationships between them. |
| **Report** | A printable layout of the data from a table or query. |
| **Required field** | A field for which each record must contain an entry. |
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**T**

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| **Table** | A collection of records that share the same fields. |
| **Table Design view** | A view in which you can add, edit, and delete fields from a table; change data types and descriptions; set a primary key; and more. |
| **Template** | A database that contains formatting, styles, and sample text that you can use to create new databases. |
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**U**

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| **Unique field** | A field for which each record must contain a unique entry. |
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**W**

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| **Wizard** | A series of dialog boxes that guide you step-by-step through a process. |