Access - Chapter 2 - Vocab  
**A**

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| **Action query** | Used to change the data in existing tables or make new tables based on the query’s results. |
| **Aggregate function** | Functions that summarize grouped data. These functions include sum, count, average, minimum, and maximum. |
| **Alias** | An alternative name for a field. |
| **Append query** | An Append query adds records from one or more table to the end of an existing table. |
| **Ascending** | From A to Z or 1 to 9. |
| *Click [here](http://wps.pearsoned.com/bp_learning_ms_office_deluxe_2013/237/60903/15591172.cw/content/index.html" \l "top) to go to the top of the page* | |

**C**

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| **Calculated field** | A field that contains the result of a computation performed on one or more other fields. |
| **Cascade delete** | When a record in a parent table is deleted, Access deletes all the related records from the child table. Related records are those for which the value in the foreign key matches the value in the primary key. |
| **Cascade update** | When the primary key field is updated in a parent table, all corresponding foreign key values in the child table automatically update. |
| **Child field** | The related field from the child table of the relationship. |
| **Child table** | The second table of a relationship. This is generally the “many” side of the relationship. One record from the parent table (such as clients) can be related to one or more records of the child table (such as sales). |
| **Cloud computing** | A model where data and programs are stored on the Internet; users do not own the infrastructure and pay only for the level of services used. |
| **Comparison operator** | A symbol or word that represents a comparison to be performed between values. |
| **Criteria** | Filtering specifications that determine what records will be included in a query. |
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**D**

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| **Data analysis** | Using software tools to evaluate digital data so you can use the information in meaningful ways. |
| **Data mining** | Using data analysis to find patterns in data. |
| **Descending** | From Z to A or 9 to 1. |
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**F**

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| **Filter by Form** | To use a form that enables you to enter criteria for the filter. |
| **Filter by Selection** | To filter based on the data in the selected record and field. |
| **Filter** | To display only certain records. |
| **Find** | To locate text within a record that matches characters you type. |
| **Foreign key** | A field in the child table that is related to the primary key in the parent table. |
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**M**

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| **Make Table query** | This type of query pulls information from one or more tables, and then creates a new table with this information. |
| **Master field** | The related field from the main (parent) table of the relationship. |
| **Multiple sort** | To use more than one field to sort records. If there are duplicates for the first field, the second field is used to organize the records for each set of duplicated values in the first field. |
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**N**

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| **Null** | A lack of an entry in a field. |
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**O**

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| **One-to-many relationship** | A relationship in which the value of the linked field in the parent table is different for each record, but the value of the linked field in the child table can be the same in multiple records. |
| **Orphan** | A value in the foreign key that does not have a corresponding primary key in the parent table. |
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**P**

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| **Parameter query** | A query that asks for input every time that you run it. |
| **Parent table** | The main table of a relationship. This is the “one” side of the relationship and contains the primary key. |
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**Q**

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| **Query** | A defined set of operations to be performed on a table (or on the results from another query). |
| **Query design grid** | The lower half of the Query Design view that shows the field name, table name, sort order, show box, and criteria rows for selecting records. |
| **Query Design view** | A view that enables you to choose the fields in a query, to select the sort order, and to set criteria. |
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**R**

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| **Referential integrity** | A property of a relationship between two tables. When Referential Integrity is on, each foreign key value in the child table must have a corresponding primary key value in the parent table. |
| **Replace** | To substitute new text after finding a string of text. |
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**S**

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| **Subdatasheet** | A child table related to the main (parent) table. |
| **Select query** | A query that sorts and filters the records in a table or other query to extract certain fields and records based on criteria you specify. This is by far the most common type of query. |
| **Sort** | To arrange records alphabetically or numerically according to a specific field. |
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**U**

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| **Update query** | A query used to change existing data. |
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**V**

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| **Virtualization** | A variety of technologies that enable more efficient use of hardware and other resources. |
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**W**

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| **Wildcard** | A character (? or \*) that signifies one or more unspecified characters when finding text. |