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| Access – Chapter 3 - Vocab |

**C**

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| **Calculated field**  | A formula on the report that performs a math operation on the records and presents a result, such as counting the number of records, summing the values in a particular field, or multiplying the amount in one field by the amount in another field. |
| **Control**  | A generic term for any object on a form or report. |
| **Control margin**  | The spacing on the inside of the control. |
| **Control padding**  | The spacing on the outside of the control. |
| *Click [here](http://wps.pearsoned.com/bp_learning_ms_office_deluxe_2013/237/60903/15591184.cw/content/index.html%22%20%5Cl%20%22top) to go to the top of the page* |

**F**

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| **Form**  | An alternative view of a table or query, displaying the fields in an easy-to- enter arrangement, usually one record at a time. |
| **Form Design view**  | A view in which you can edit the controls on a form. |
| **Form footer**  | An area at the bottom of the form, below the Detail area, in which you can enter explanatory text, graphics, or other information that applies to the form as a whole. |
| **Form header**  | An area at the top of the form, above the Detail area, in which you can enter titles, explanatory text, graphics, or anything else that applies to the form as a whole. |
| *Click* [*here*](http://wps.pearsoned.com/bp_learning_ms_office_deluxe_2013/237/60903/15591184.cw/content/index.html#top) *to go to the top of the page* |

**I**

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| **Input mask**  | A pattern to follow for entering data in a field. |
| *Click* [*here*](http://wps.pearsoned.com/bp_learning_ms_office_deluxe_2013/237/60903/15591184.cw/content/index.html#top) *to go to the top of the page* |

**L**

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| **Label**  | A control that contains descriptive text, such as the name of a field or the form’s title. |
| **Label Wizard**  | A series of dialog boxes that guides you through the creation of labels. |
| **Layout selector**  | The four-headed arrow button in the upper-left corner of a layout, visible in Design view when a field or label in the layout is selected. |
| **Lookup field**  | A list of values from which to choose when entering information in a field. |
| *Click* [*here*](http://wps.pearsoned.com/bp_learning_ms_office_deluxe_2013/237/60903/15591184.cw/content/index.html#top) *to go to the top of the page* |

**P**

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| **Page footer**  | Same as form footer except it applies to individual printed pages. |
| **Page header**  | Same as form header except it applies to individual printed pages instead of the form as a whole. |
| **Print Preview**  | A view of the report as it will appear when printed. |
| *Click* [*here*](http://wps.pearsoned.com/bp_learning_ms_office_deluxe_2013/237/60903/15591184.cw/content/index.html#top) *to go to the top of the page* |

**R**

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| **Report**  | A way to present your data for printing with formatting enhancements. |
| **Report Design view**  | A view of the report that lets you change the report’s appearance and content. |
| **Report view**  | A view of a report similar to Print Preview, but designed for onscreen viewing. |
| *Click* [*here*](http://wps.pearsoned.com/bp_learning_ms_office_deluxe_2013/237/60903/15591184.cw/content/index.html#top) *to go to the top of the page* |

**S**

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| **Section**  | An area of a form or report layout designed for a specific purpose. For example, the Detail section contains the fields and the Form Header section contains the form title. |
| **Selection handles**  | Squares around the border of a control that can be dragged to resize the control. |
| **Split form**  | A form that shows the related table in a separate pane below the main form. |
| *Click* [*here*](http://wps.pearsoned.com/bp_learning_ms_office_deluxe_2013/237/60903/15591184.cw/content/index.html#top) *to go to the top of the page* |

**T**

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| **Tab order**  | The sequence in which the insertion point moves from field to field when you press Tab. |
| **Text box**  | A control that pulls information from a table or query and displays it on a form or report. |
| *Click* [*here*](http://wps.pearsoned.com/bp_learning_ms_office_deluxe_2013/237/60903/15591184.cw/content/index.html#top) *to go to the top of the page* |

**U**

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| **Unbound**  | Not connected to a particular field. |