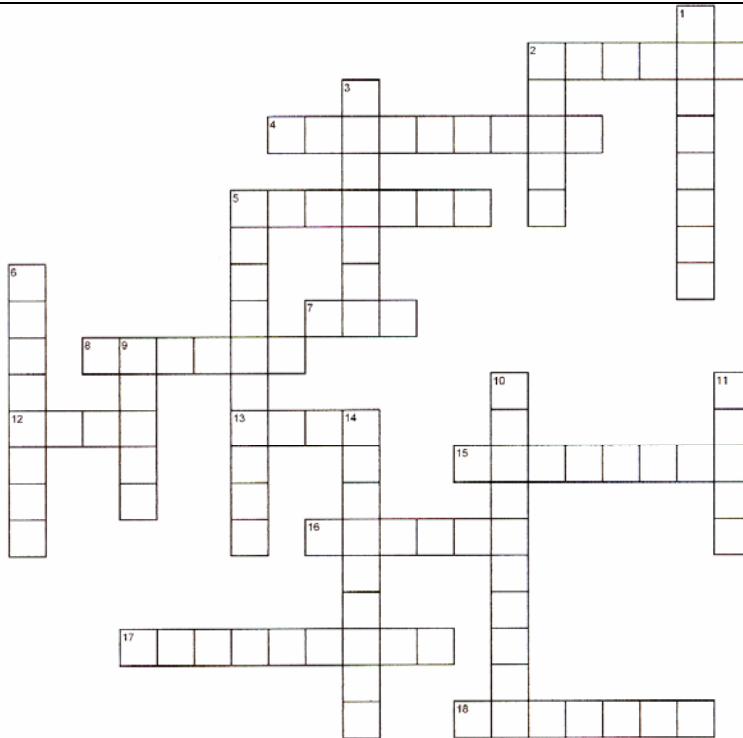


## Database Terminology Crossword Puzzle\*



### Across

2. procedure of defining the appearance of information on a page, i.e. bold, italics, alignment of text, style of print, etc.
4. customized manner of inputting data into a database
5. preset conditions of the software which may be modified
7. identifier for each record in a database
8. repetitive information that is automatically printed at the top of each page
12. to change or modify an original entry
13. Information keyed into a database; entry
15. load information that has been stored
16. a group of related fields of information
17. method of viewing/inputting data in a database that contains information about more than one record at a time.
18. numeric type of data which adds % symbol

### Down

1. An efficient means of storing and retrieving data and printing reports
2. one item of information in a record; represented by a column
3. Process of placing data in a particular order
5. arranging data in Z-A order
6. numeric type of data which adds \$ sign
9. data keyed into a field
10. title assigned to a field
11. method of sorting/selecting data to meet particular criteria
14. Arranging data in A-Z order

**\*Note:** Some answers are two words. This puzzle leaves a blank box for spaces between words.

### Databases

Use database software with alternative input devices.