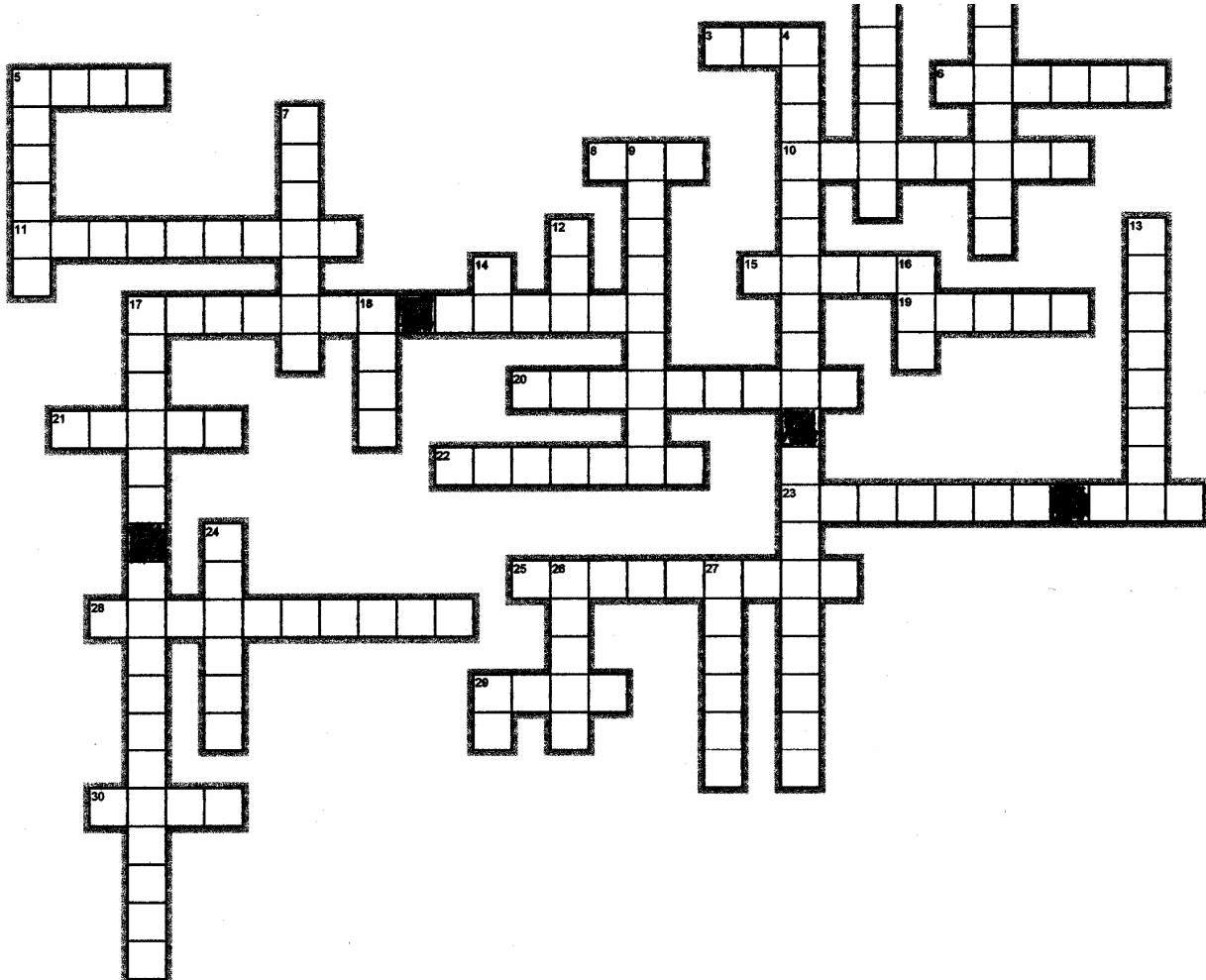


Terms: Basics of Creating a Database to the Report



Databases

Use database software with alternative input devices.

Across

- 3 key used to cancel changes in a current field or an entire record in the database
- 5 one advantage of a query over a filter in Access
- 6 a quick and easy method of selecting special records that by matching the material highlighted in the datasheet; shows all the fields of the records
- 8 the extension for a saved Access file
- 10 layout that is taller than wide
- 11 layout that is wider than tall
- 15 one bit of information in a record
- 17 example of a database
- 19 a database file that does not yet contain any objects
- 20 A to Z
- 21 a defined set of operations performed on a table (database) to select (retrieve) particular records from that database that meets a set of conditions (criteria), sort instructions, and which fields will be visible
- 22 a term that represents the tables, queries, reports, and forms found in a database
- 23 a unique field that cannot be duplicated and is used to relate multiple tables
- 25 second field in priority in a sort sequence
- 28 Z to A
- 29 the name for the view used to enter one record at a time
- 30 a saved database; all the records in a database

Down

- 1 shows information from the database in an attractive format using only fields needed, grouping fields, summarizing data, using graphics, etc.
- 2 first field used in sort sequence; priority field
- 4 =, >, <, <>, =>, =<
- 5 a type of sort where only one field is arranged in a special order
- 7 when multiple fields are arranged
- 9 the name for the view where multiple fields and records are visible when entering records
- 12 the condition in a Query that results in less records being retrieved because two conditions must be met to be selected
- 13 a collection of data organized so its contents can easily be assessed, managed, and updated
- 14 special condition in query of a database that increases the results because can meet either condition included
- 16 the default name for a database saved in Access
- 17 alternative input device used for issuing commands or inputting data into the database
- 18 numbers not used in calculations should have this field type
- 24 a group of related fields of information
- 26 last element of a database in descending order (file, record, field, ???)
- 27 view used to add, edit, delete fields or to change field types or set up a primary key
- 29 key that allows editing within a cell in a database

Databases

Use database software with alternative input devices.