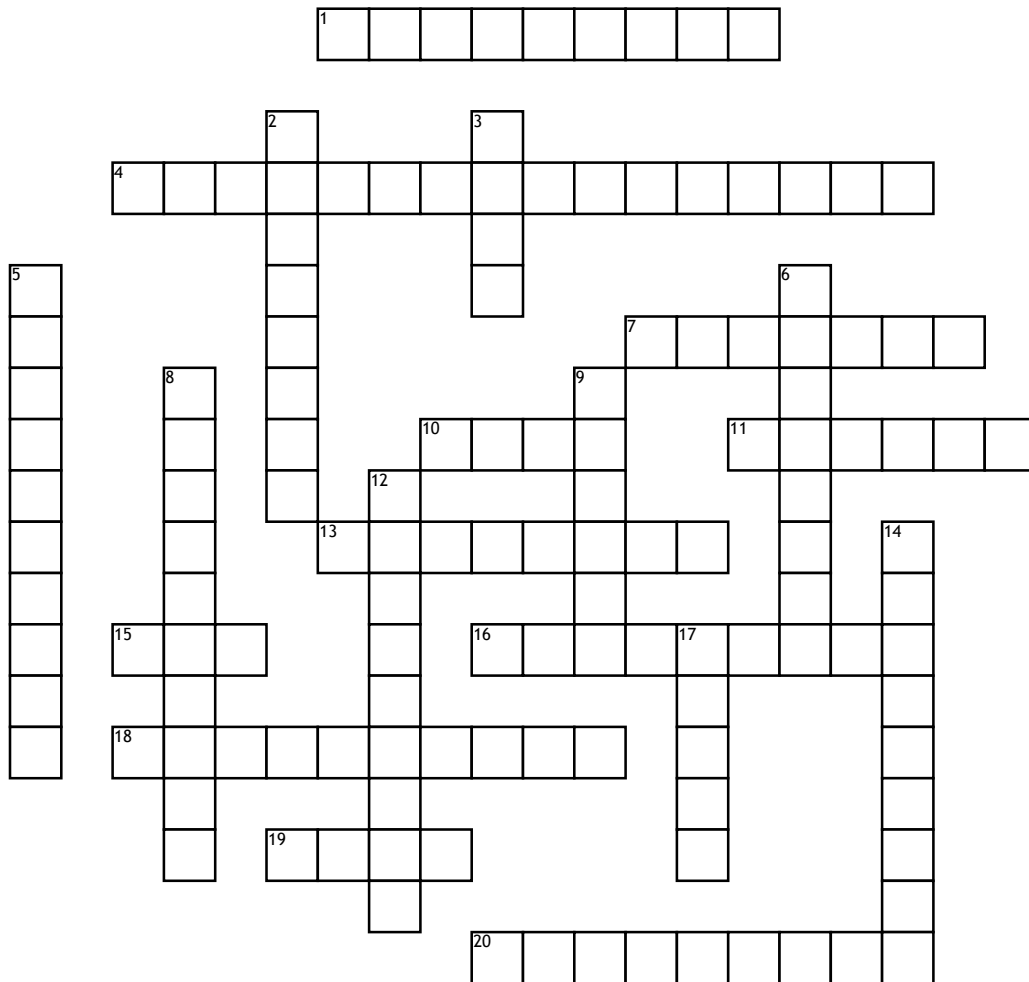Name: _____ Date: _____

Access Database Terms

Across

1. the fields that comprise a database.
4. _____ _____ sheet is a form to plan and organize a database.
7. a field that requires a yes or no.
10. a collection of related records which contains entered data
11. a collection of information stored in related fields.
13. the classification of information into a group.
15. the field specified by which the file will be sorted
16. a field containing dates

18. sorted from largest to smallest
19. Assemble records in file, grouped on a particular field
20. sorted records that will be arranged from smallest to largest.

Down

2. a collection of related information that can be retrieved in a variety of ways
3. a field for storing large blocks of text
5. a database with information from more than one file linked together.
6. the name assigned to each created file

8. Database _____ system is a software package that allows the user to create in an organized manner.
9. display information from a database file in a customized manner.
12. entering information into the database structure.
14. redesigning the structure to add new fields.
17. a single item of information

Word Bank

relational	key	logical	descending	datefield
structure	field	dataentry	filename	database
ascending	memo	report	databaseplanning	record
modifying	file	management	category	sort