

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Access Module 3 Vocabulary

- |  |                             |
|--|-----------------------------|
| 1. To add, change, and delete records in database tables to keep them current and accurate.  | A. common filters           |
| 2. Part of database maintenance that involves adding new fields to a table, changing the characteristics of existing fields, and removing existing fields, as well as creating validation rules and referential integrity. | B. allowable values         |
| 3. In Access, a form split into two panes; the upper pane lets you display the fields of one record in any arrangement and the lower pane maintains a datasheet view of the first few records.                             | C. required field           |
| 4. To look for records that satisfy some criteria.   | D. default value            |
| 5. To specify a set of restrictions to only display specific database records, online images, or files.  | E. foreign key              |
| 6. Access-provided filters that allow you to filter for specific values or for a range of values.  | F. make-table query         |
| 7. The tables, fields, and field characteristics that comprise a database.   | G. Maintaining the database |
| 8. A field that has lookup properties, which are used to create a drop-down list of values to populate the field.  | H. referential integrity    |
| 9. Fields that can contain more than one value.  | I. validation rules         |
| 10. In Access, a field used in queries that are not contained in a database, but can be computed from fields that are.   | J. filter                   |
| 11. A field used in a query that is not contained in a database, but can be computed from fields that are.   | K. one-to-many relationship |
| 12. A query that adds, deletes, or changes data in a table.  | L. range of values          |
| 13. An action query that updates the values in a field.  | M. computed field           |
| 14. An action query that deletes selected records from one or more tables.   | N. calculated field         |
| 15. An action query that adds selected records to an existing table.   | O. structure                |

16. A query that lets you add query results to a new table, which can be in the current database or another database.	P. legal values
17. In Access, rules that a user must follow when entering data to ensure valid data.	Q. action query
18. In Access, a field property that determines what message appears if a user attempts to make a field entry that does not pass the validation rule for that field.	R. split form
19. In Access, a field in which a user must enter data; neglecting to do so generates an error.	S. searching
20. In Access, a validation rule that specifies that the values in a field must fall within a certain range.	T. append query
21. A value that Access will display on the screen in a particular field before the user begins adding a record.	U. restructure the database
22. A validation rule that specifies that the values in a field must come from a certain collection of possibilities.	V. validation text
23. A validation rule specifying that field values must come from a certain collection of possibilities.	W. lookup field
24. A set of rules that Access enforces to maintain consistency between related tables when you update data in a database, and prevents the creation of orphan records.	X. multivalued fields
25. A primary key field from one table that you include as a field in a second table to form a relationship between the two tables.	Y. update query
26. In Access, the relationship between two tables in a database in which a common field links the tables together; the linking field is called the primary key field in the "one" table of the relationship and the foreign key field in the "many" table of the relationship.	Z. delete query