



LESSON 1 Key Terms

Knowing these terms will help you complete the exercises in this lesson.
Use this chart as a study guide when you review the lesson.

Key Term	Definition	Page Number
Backup	A copy of a database kept to protect one's work and data.	395
Button	A graphic item that can be clicked on to perform a specific task.	380
Criteria	Conditions that are set in a query.	383
Database window	The window that shows the objects in an Access database.	381
Datasheet View	The view that shows data in rows and columns.	382
Dialog box	A box that is used to enter specific information to perform a particular task.	389
Field	One piece of data that describes something.	382
Folder	An item that helps the user organize files.	389
Landscape	Page orientation in which the page is wider than it is tall.	392
Menu	A list of related commands.	380
Menu bar	A bar that displays the names of the available menus.	380
Menu command	An individual option in a menu.	380
Pointer	The arrow used to select on-screen items, such as menus and buttons.	380
Portrait	Page orientation in which the page is taller than it is wide.	392
Record	The set of data that describes one item, shown in one row of a table.	382
Record selector	A triangle that tells you which record you are currently using.	386
Scroll bar	A bar at the right side or bottom of the screen that allows you to move up and down or left and right in a worksheet.	382
Task pane	An optional part of the Access window that provides easy access to common tasks.	380
Title bar	The bar at the top of the screen that displays the name of the current window.	380
Toolbar	The bar that contains buttons that can be clicked to perform different tasks.	380

Tips and Tricks

Data is described as “normalized” when it is broken down into separate, smaller tables with no repeating data among the tables.

Copyright © by The McGraw-Hill Companies, Inc. All rights reserved.