

Advanced Access Glossary

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3NF table *Third normal form*, a way to further normalize information in a database without repeating. (p. 10)

A

Append Only A datatype that specifies that data can be added to a field, but existing data in the field cannot be overwritten. (p. 5)

B

Boolean operator An operator such as AND, OR, or NOT, used to ensure that data in a field supports or meets certain conditions. (p. 3)

C

calculated data Changes in response to other data modifications. (p. 1)

comma-separated value (CSV) A value that is separated from other values by commas or other punctuation. (p. 19)

Currency data type A data type that is used for storing monetary values. (p. 3)

D

Delimited file A file that uses separators, such as semicolons, colons, or tabs to separate information. (p.19)

F

Field Size A parameter that specifies the maximum number of characters a user can enter in a field. (p. 5)

Force New Page A tool that enables users to print a section of data on a separate sheet. (p. 22)

K

Keep Groups Together A tool that keeps data together so that a portion of a record does not display on one printed page with a remainder on the next. (p. 22)

M

Memo datatype A datatype that stores up to 65,535 characters, and is best used for storing long text data, such as a comment or note about a particular order or product. (p. 3)

multi-field primary key A primary key with two or more fields that are used to ensure that all records in a database are unique. (p. 9)

N

normalize To structure a database without repeated groups of information. (p. 10)

O

Open Exclusive An option that ensures that you are the only user who can open and make changes to the database. (p. 16)

Open Exclusive Read Only An option that allows other users to view the database at the same time without being able to edit it. (p. 16)

P

primary key A field that ensures that each record in a table is unique. (p. 8)

S

shared access A default setting in Access that allows a database to be opened and edited by multiple users at the same time. (p. 16)

stored data Data that remains the same until the user manually changes it. (p. 1)

V

validation rule A rule that can be used to restrict the type and amount of data users can enter into a field by creating a Boolean (or conditional) expression in the Validation field. (p. 6)

validation text Text that can be used to customize the error message that Access displays when entered data violates a validation rule. (p. 6)

X

XML Paper Specification (XPS) A format that provides page-by-page view of the document's content as it would be printed. This format can be read by hardware, software, and people. This format prints clearer, is more secure, and can be shared easily. (p. 19)