Database-the collection of data organized in a manner that allows access

Date entry and update-Provides easy mechanisms for working with data

Queries-allows you to ask question about the data in the database and get an answer

Forms-lets users use forms for viewing

Reports-makes it is easy to produce sophisticated reports for presenting data

Web support-Allows you to save objects in HTML format so they can be viewed using a browser

Records- rows in the tables

Field-specific piece of information within a record

Unique identifier-special numbers assigned to a client

Data type-type of data stored in fields

Text-The field with 225 characters

Number-field that only contains numbers

Currency-field that only contains monetary data

Access work-were users work on tables, forms, and reports

Object tabs-allows you have more than one work up

Insertion point- bar that indicates were items will be inserted

Mouse pointer- becomes different shapes depending on the task

Scroll bar- allows you to see different portions of a database

Vertical scroll bar-bar that allows you to scroll up and down

Horizontal scroll bar- bar that allows you to scroll side-to-side

Scroll box-reflects the location of the portion of the database

Scroll arrow-are located at the ends of the scroll bars

Ribbon-control center

Tab-surrounds a collection of similar commands

Home tab-contains the more frequently used commands

Active tab-the tab that is currently being used

Contextual tabs- come up after doing certain commands

Gallery-list of choices often in a list

Live preview-allow you to see the effect of the data base

Enhanced Screen tip-on-screen tip that shows commands

Dialog Box launcher-displays a box with different actions and commands

Task pane-a window that stays open while you work

Mini toolbar-contains commands similar to the command just used

Shortcut menu-appears when you right click which has additional commands

Office button-central location for managing and sharing database

Menu- contains a list of commands

Submenu-additional commands associated with selected command

Key tip badge-a way to access commands with the key board

Key tip-relates to certain commands

Row selector-selects the entire row

Datasheet view-collection of rows and columns

Datasheet-collection of columns and rows

Auto Correct-corrects mistyped words

Navigation buttons-buttons used to move within a table

Portrait orientation-Printout across the page

Landscape orientation-Printout the height of the page

Form View- data is displayed in a form on the screen

Database properties-access helps you organize your database

Metadata-includes information on the worksheet

Keywords-words that describe the worksheet

Slandered Properties-are associated with Word documents and includes subjects

Access Help-allows you to get answers by typing questions in a box