Access Chapter 2 Vocab.

Query- a simply a question presented in a way that Access can Process

Criterion-condition that the records to be included must satisfy

Text data-data in a field whose data type is Text

Wild cards-represent any characters or combination of characters

Asterisk-is a common wildcard

Question mark- a wildcard that is used in text (?)

Parameter query-prompts for input whenever it is used

Comparison operator- used instead of exact math

Compound Criterion- more than one criterion

AND criterion- each individual criterion must be true

OR criterion- either criterion is true

Sort- a particular way you arrange records

Sort key- field which the records are sorted

Major key-more important field

Minor Key- less important key

Property sheet- window containing the various properties

Top values query- allows you to quantify results

Join- To put to tables together

Join line-between two fields that shows they are similar

Join Properties- indicate were the records appear to join

Calculated field- individual record calculation

Aggregate function- performs some mathematical function a group of records

Grouping- means creating groups of records that share common characteristics