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Maintaining the database-means modify the data to keep it up-to-date

Restructure the database-the changing of the structure of the database

Searching- means looking for records that satisfy some criteria

Delete the records-removing of records from the table

Filter-records that satisfy the criterion

Filter By Selection-simplest type of filter

Filter By Form- quicker way to filter by the value in a single field

Structure-initially create a database

Lookup field- allows the user to select from a list of values

Multivalve fields- can contain more than one value

Action query- changes in a table

Update query- allows you to make changes to all records

Delete query-to delete all the records satisfying some criterion

Append query- add result to any an existing table

Make-table query-add results to new tables

Delete query- operation that deletes records in a query

Validation rules-must follows when entering the data

Validation Text-the message that will appear if a user violates the validation rule

Required field-a field were the user must enter data

Range of values- range of values in a record

Default value- the view access will show when first pulled up

Format- the way data appears in a field

Format symbols-enter a special symbol

Resizing-making a column bigger or smaller

Layout- the design of a table

Referential integrity-foreign key must match that of another table’s primary key

Foreign key- a key that matches a primary key

One-To-many relationship- one record in the first table matches many records in the second table

Find Duplicate Query Wizard- allows you to duplicate records

Find Unmatched Query Wizard-allows you to find unmatched records

Recover- return to the normal records

Save copy- making a copy of a record

Baking up- the same thing as a saved copy

Live database- copying this backup copy over the actual database