

Database Vocabulary

Cell:	A place for entering one piece of data. It occurs in a database table where a field and record intersect.
Database:	A systematic way of organizing information so that it can be retrieved and manipulated easily.
Database Table:	A collection of data records arranged into well-defined categories, or fields.
Default Value:	Information that is pre-entered into the database, unless it is changed by the user. A typical use of this would be to pre-enter the state or city.
Field:	One category of information in a database table. They are the equivalent of columns in a conventional table.
Form:	Similar to a dialog box, a place with text boxes and drop-down menus for entering records in a database table.
Import:	To bring info to the database you're working on from another file.
Object:	The catch-all term for the tables, queries, forms and reports that you create and open in the Database Window.
Primary key field:	The field in a database table where unique one-of-a-kind data is stored.
Query:	A question you ask about your data.
Record:	In a database table, all that data that is entered about one person or thing. It is the equivalent of a row in a conventional table.
Relationships:	This describes the manner in which several database tables are linked to one another by corresponding fields.
Report:	Information gathered from a database and laid out in such a way that it is easy to read and understand.
Sort:	To rearrange records in a database table so that the records appear in alphabetical, numerical or date order in one field.
Yes/No	A type of data entry that is used for True/False, On/Off, or other values that must be only one of two.