# **Key Term Matching Answer Key**

# **Exploring Microsoft Access, Chapter 1**

1. A method which enables you to specify conditions to display only those records that meet certain conditions.   
**G. Filter**

2. An Access object that simplifies entering, modifying, and deleting table data.   
**I. Form**

3. An object used to store data, organizing data into columns and rows.   
**S. Table**

4. A method of listing records in a specific sequence (such as alphabetically).   
**R. Sort**

5. A predefined database that includes professionally designed tables, forms, reports, and other objects.   
**T. Template**

6. A question the user asks about the data in a database.   
**M. Query**

7. An Access interface element that organizes and lists database objects in a database.   
**J. Navigation Pane**

8. A filtering method that displays records based on multiple criteria.  
**H. Filter by Form**

9. A set of common Access components that can be added to an existing database.   
**A. Application part**

10. An object that contains professional-looking, formatted information from underlying tables or queries.  
**P. Report**

11. A main component that is created and used to make a database function, such as a table or form.   
**K. Object**

12. A complete set of all the fields about one person, place, event, or concept.   
**N. Record**

13. The field (or combination of fields) that uniquely identifies each record in a table.   
**L. Primary key**

14. A connection between two tables using a common field.   
**O. Relationship**

15. A collection of data organized as meaningful information that can be accessed, managed, stored, queried, sorted, and reported.   
**B. Database**

16. View that enables the user to create and modify a table design.   
**E. Design view**

17. A grid that enables the user to add, edit, and delete the records of a table.   
**D. Datasheet view**

18. A piece of information stored in a table, such as a company name or city.   
**F. Field**

19. A software system that provides the tools needed to create, maintain, and use a database.   
**C. Database Management System (DBMS)**

20. A filtering method that displays only records that exactly match selected criteria.  
**Q. Selection filter**