

Access Exam Study Guide: ISAT 229

Microsoft Access
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Key Terms:

Access Chapter 1

Database
Tables
Record
Field
Primary Key
Design Guidelines
Table Relationships
Data Types
Object Tabs
Ribbon
Home Tab
Status Bar
Datasheet View
Adding Additional Records
Reports
Forms

Access Chapter 2

Query
Query Wizard
Criterion/Criteria
Wildcards
Parameter Query
Compound Criteria
Join Queries
Calculated Fields
Aggregate Functions
Grouping
Crosstab Query

Access Chapter 3

Lookup Fields
Required Fields
Multivalued Fields
Validation Rules
Join Line
Referential Integrity
Relationship Editor