

Access Exam Study Guide: ISAT 229

Microsoft Access

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Key Terms:

Access Chapter 1

Database
Record
Field
Primary Key
Design Guidelines
Table
Table Relationships
Data Type
Access Work Area
Object Tabs
Ribbon
Home Tab
Status Bar
Creating a Table
Defining the Fields in a Table
Changing the Primary Key
Datasheet
Datasheet View
Adding Additional Records
Modifying the Primary Key and Field Properties
Creating a Report
Form View

Access Chapter 2

Query
Query Wizard
Criterion/Criteria
Wildcard
Parameter Query
Using a Number in a Criterion
Compound Criteria
Sort Key
Sort on Multiple Keys
Top-Values Query
Join Tables
Calculated Field Query
Aggregate Function
Grouping
Crosstab Query

Access Chapter 3

Filter by Selection
Filter by Form
Lookup Field
Multivalued Field
Validation Rules
Referential Integrity