**Microsoft Access 2016 Norwalk Community College**

**Key Terms — Session 1**

AutoNumber: A special data type for a field that enables the field to be assigned a unique number automatically when a new record is added.

Database File: The file, appearing with an .accdb extension, where Access stores all data and objects of a database.

Database Management System (DBMS): Sophisticated programs that enable you to enter, store, analyze, and present data.

Database Objects: Components such as tables, queries, forms, and reports, which are used for storing, editing, retrieving, and displaying data.

Database: A collection of one or more tables of related information.

Datasheet View: Organizes data into rows and columns similar to a spreadsheet.

Datasheet: The most common way a table is presented in Access.

Design View: An Access feature that allows you to create and modify the structure of tables, queries, forms, and reports in a visual way.

Field Grid Area: In Access’s Design View, a grid showing all the fields in a table plus their data types and descriptions.

Field Properties Area: This display at the bottom of the table Design View screen, under the field grid area, shows the properties of each field.

Field: A column in a table, or a piece of information in a form or report. A field holds a particular type of data for each record.

Form: A database object designed for adding and editing records, which usually shows many different fields for a single record.

Navigation Pane: The command control center for Access; appears along the left border of the application window. It contains a categorical listing of the database objects and allows you to group and search for objects.

Primary Key: A field that uniquely identifies each and every record in a table; used by Access to search for data and establish relationships between tables.

Query: A database object designed to enable users to ask a question of a database.

Record Navigation Bar: A set of buttons at the bottom of Datasheet view for searching and navigating through records.

Record: Each individual record in a table, appearing as a horizontal row in a datasheet, composed of one or more fields.

Report: A database object designed to present, summarize, and print data.

Row Selector Button: A square button to the left of a record in Datasheet View used to select a record, sometimes called a Record Selector button.

Table: The primary object for storing data in a database.