Key Terms — Session 2

Action Query: A type of query that can automatically add, edit, or even delete multiple records in a database. Types include the update query, append query, delete query, and make table query.

Calculated Field: A field that enables you to draw data from other fields and perform a mathematical calculation for each record in the query.

Child Table: A table on the "many" side of a one-to-many relationship.

Criteria: A condition that a field of a record must match in order for the record to be included in the results of a query.

Expression: Used to create a calculated field in a query; it may include table and field names, mathematical operations, comparison operators, logical operators, and constants.

Filter: A tool that enables a query to display only those records that meet a set of conditions or criteria.

Flat Database: A simple database composed of a single table not linked to any other table and often containing repetitious information

Group: A set of records with the same value in a particular field.

Null Value: A term Access uses to describe an empty or blank field.

One-To-Many Relationship: A type of link between tables in a relational database in which one record in the first table can link with many records in the second table.

Orphan Record: A record in a child table not linked to a record in a parent table.

Parent Table: A table on the "one" side of a one-to-many relationship.

Parent/Child Form, a two-part form in which the top part displays a single record from a parent table and the bottom part shows a subform displaying records from a child table that are related to that parent record.

Query Design Grid: A table at the bottom of the Query Design View where you can determine which fields are part of a query and what properties those fields might have.

Query Design View: The tool that Access provides for modifying a query.

Referential Integrity: A usual and desirable condition in which there are no orphan records in child tables, i.e., there are no records in a child table that are not linked to a record in a parent table.

Relational Database: A database composed of two or more tables linked together.

Report Wizard: A tool for creating reports in an easy way.

Select Query: The type of query object that simply gathers and displays data and may do basic calculations on data.

Simple Query Wizard: A step-by-step tool to create a select query.

Subdatasheet: A small datasheet inside another datasheet, which lists the child records linked to the parent record in Datasheet View.

Subform: A small form within a form displaying child records related to the parent form.

Totals Query: A query that can group together records according to a particular field, such as "Salesperson", and add up the values in another field, say, "SalesAmount".

Wildcard: A symbol in the criteria of a query that can match with a wide range of letters or numbers.