

Glossary

Adjacent Arrangement of cells, objects, or files that are next to each other; may be selected as a group by using **[Shift]**; also known as *contiguous*

Aggregate functions Built-in routines used to count, total, and calculate minimum, maximum, and average values, and more

Alias Unique name used when an expression or field is assigned to one or more field names (e.g., two aliases might be used to find the lowest and highest price of a product in a query where both columns are derived from the same Price field but a unique name is required for each calculated column)

Alignment Horizontal placement of text relative to the left and right margins of a cell or a page, where text is left-, right-, or center-aligned; or, vertical placement of text relative to the top and bottom margins of a cell or page, where text is top-, middle-, or bottom-aligned

Anchored controls Any of nine positions that range from anchoring to the top left to stretching down and right, or that tie form or report controls to other controls so all controls can be positioned as a group

Animation Special motion effect applied to individual objects on a slide, such as clip art or text

Atomization The breaking of fields into the smallest single values to improve sorting, reporting, and printing (e.g., instead of a Name field that contains the value of Jay Winchester, atomizing would create two fields—FirstName (Jay) and LastName (Winchester))

AutoComplete Feature that offers to complete the typing for you when it recognizes certain words and phrases

AutoCorrect Predefined text used for automatically correcting common spelling and capitalization errors; can be customized with user-defined entries

AutoFill Feature that extends a series, copies data, or copies a formula into adjacent cells

AutoNumber data type Field for which Access automatically assigns a unique identifying number to records as they are added to a table; the autonumber cannot be modified or reused in a table, so deleted records result in gaps

Backstage view Contains common commands such as Open, Save, and Print; available via the File tab

Block style Letter style that aligns all parts of a letter at the left margin

Bookmarks Selection of text identified by a name and location; enables quick navigation through long documents

Bound control Control that ties form data to table data so the data appears on the form or report (e.g., the LastName text box is bound to the LastName field in the source table)

Calculated control Form or report control that is tied to an expression (e.g., Total= [Price]*[Quantity], where Total is a text box, and Price and Quantity are bound controls)

Cell Intersection of a column and row

Character spacing Horizontal space between text characters

Character styles Styles used to format a single word or selected group of words with text formatting such as font, bold, font size, etc.; no paragraph formatting is included

Clip art Images, photographs, sounds, and video that can be easily searched and inserted from the Clip Art task pane

Clipboard Storage area where cut/copied items are stored; the Clipboard task pane lets you collect and paste multiple items; holds up to 24 entries

Color scheme Each document theme has twelve colors that are applied to text, backgrounds, hyperlinks, etc.

Column Vertical arrangement of cells in a table

Column heading selector Grey bar on the top of a field in the Query Design Grid; allows you to select, delete, and move fields

Compatibility Mode Mode that allows users of earlier versions of an application to open Office 2013 versions; available features are limited to those available in the earlier versions

Concatenation Combining fields and expressions using the ampersand (&) to join text values from multiple fields (e.g., FirstName&" " &LastName)

Context menu Menu that appears when you right-click; also known as pop-up menu

Contextual tab(s) Ribbon tabs that appear in context with the task being performed

Control Object that displays data, text, checkboxes, lines, images, or buttons

Convert Feature that allows you to convert documents that were created in an earlier version of an application to the Office 2013 file format

Criteria Conditions that selected data must meet when a query is run (e.g., State = "FL" or HireDate >01/01/13)

Crosstab queries List the fields to be grouped on the left side of the datasheet while arranging the fields to be summarized across the top; allow for the calculation of sums, averages, counts, and totals for groups

Data Information such as names, numbers, dates, descriptions, etc. organized for reference or analysis

Data gathering process Obtaining sample copies of every record, form, and report to properly analyze the needs and design the objects required for a new database

Data type Sets the characteristics of a field and identifies the type of values it may hold (alphanumeric text, numbers, dates, yes/no values, hyperlink, etc.)

Database Organized collection of related data files or tables (e.g., a company may have a filing system that includes linked employee, customer, product, and invoice files)

Database management software Allows users to store, manipulate, and retrieve database information

Datasheet View Displays actual data values

Default Setting that a computer program assumes you will use unless you specify a different one

Demote To increase text indentation so it appears farther away from the left margin and, if numbered or bulleted, reduces the numbering or bulleting level to the next lower level

Description Optional field property that may be used in Design View to help identify special information about a field

Design View Where form, query, and report layout is defined; shows field names and labels, and other objects that can be displayed

Detail section Main section of a form or report that contains the text boxes that display data from underlying database tables; detail content varies from record to record

Detail selector button White square in the left corner of the detail bar; click it to activate the Detail section

Dialog box launcher Small icon that appears in the lower-right corner of some Ribbon groups; click to open a dialog box or task pane related to the group

Document theme Preset design consisting of color scheme, text formatting, and placeholder positions

Drag and drop Method for copying and moving text/objects; most useful when copying/moving a short distance or between two files displayed side by side

Embedded object Object from a source file that is inserted in a destination file; changes to an embedded object have no effect on the original object

Entity Relationship Diagram (ERD) Used to model and display relationships between entities, specifically the relationship between tables and fields, as established by key fields

Field Named piece of information about each person, place, or thing; in an Access table, each field is displayed in a column

File format Technique for storing information in a file; applications normally have a special file format they use by default

File (tab) Ribbon tab that expands to a menu containing commands to open, save, and print files

Filter Result of selecting a subset of records in a table, hiding records whose data does not match the specified criteria

Filter by Form Selects records based on values or conditions (criteria) typed into form fields

Filter by Selection Selects records based on value contained in the active table field

Find and Replace Feature that finds a specified word, phrase, or format and, optionally, replaces it with another word, phrase, or format

Find Duplicates Query Wizard Locates records containing duplicate field values in a table or query

Find Unmatched Query Wizard Locates records in one table that have no related records in another table

Flat file Table that includes all data for a database in a single file, resulting in larger files sizes and an increased likelihood of inconsistent data

Footers Text located within the bottom margin of a file that repeats on all applicable pages (such as within a section, in Word)

Foreign key Field in a secondary table that links to the primary key field in the main table, which contains the detailed information for a particular item

Form Database screen used to enter, edit, and view data for an individual record in a layout that is more convenient and attractive than a table datasheet layout

Form footer Bottom section of a form that appears on the last page of a page form; seldom used

Form header Top section of a form that contains constant information, such as a title, logo, decorative line, or color scheme

Form selector button Black square in the upper-left corner of a form; click it to select the entire form

Form View Provides a user-friendly way to add, edit, and delete table records; does not allow modification of the form's design layout

Format Painter Tool used to copy formats from one block of text, data, or graphic and apply them to another block of text, data, or graphic

Formatting marks Special characters such as spaces, tabs, and paragraph symbols made visible when the Show/Hide button is turned on; also referred to as nonprinting characters

Formula Bar Area above the worksheet in which you view, type, and edit cell entries

Function Predefined formula that performs calculations on table cells

Group By Function that allows you to calculate the running total, minimum, maximum, average, etc. for each group

Headers Text located within the top margin of a file that repeats on all applicable pages (such as within a section, in Word)

Hyperlinks Block of text or a graphic that jumps you to another location in a file, to another file, or to a web page when clicked

Indents Offset text from the left or right margin

Join line Connects one key field to another key field in a relationship diagram

Justify Text alignment where character spacing is automatically adjusted differently for each line in the paragraph so the left and right side of the paragraph form straight lines

Key field Field containing a unique ID that will not be the same for any two database records; e.g., social security number and student ID

Label Part of a control that contains a caption identifying the data displayed in a text box or checkbox; e.g., the caption *Last Name* is a good label for the *LastName* field

Layout View Combines the editing ability of Design View with the layout look of Form/Report View so you can better visualize and modify the form's appearance; does not allow you to add, change, or delete records

Line break Forced new line within a paragraph that keeps the new line as part of the paragraph

Line spacing Vertical space between lines of text

Linked object Object created in a source file and inserted in a destination file; the object retains a link to the source file; the destination file can be updated when the source file is modified

Live Preview When you point at formatting commands on the Ribbon, it displays how the format would appear on selected text and objects without actually applying the format

Manual page break Forced page break created by pressing **[Ctrl] + [Enter]** or choosing **Insert→Pages→Page Break**

Many-to-many relationship Relationship where two tables each have matching records in the other table but do not share key fields, so they use a third junction table to tie other tables and complete the relationship; e.g., one vendor provides many different products, and one product is available from many vendors

Marquee Animated dashed line that surrounds selected cells during an operation, such as a cut or copy

Merge To combine the contents of two or more table cells to create a single table cell

Microsoft Graph Program integrated into many Office applications that allows for the creation of charts when Excel is not installed

Mini toolbar Toolbar containing common formatting commands that appears when text is selected

Modified block Letter style that aligns the date and signature lines at the center of the page and all other lines at the left margin; the first line of paragraphs may be indented

Navigation Pane In Access, the Objects Panel that lists existing database objects (specifically, tables, queries, forms, and reports)

Navigation task pane The panel on the left side of the Word window to help navigate to places in a document using headings, pages, or search tools

Nonadjacent Arrangement of cells, objects, or files not next to each other; may be selected as a group using [Ctrl]; also known as *noncontiguous*

Nonbreaking spaces Spaces inserted between two or more words to keep those words together on the same line

Normalization Organizing tables and fields into their smallest distinct parts and then linking the data through key field relationships; eliminates data duplication, decreases data entry errors and inconsistencies, and reduces file size

Object Database structure used to store or reference data

One-to-many relationship Most common relationship, where each record in Table A can have multiple matching records in Table B, but a record in Table B can have only one matching record in Table A

One-to-one relationship Least frequently used relationship, where the related fields are primary keys, and each record in Table A can have only one matching record in Table B, while each record in Table B can have only one matching record in Table A

Operators Arithmetic symbols used to perform mathematical operations or compare values, specifically add (+), subtract (-), divide (/), multiply (*), exponential (^) and parenthesis ()

Order of calculations Standard order for performing mathematical operations, where expressions in parenthesis are performed first, followed by exponents, followed by multiplication or division, followed by addition or subtraction, and then in a left-to-right order

Orientation Direction in which the page is turned for viewing and printing, either Portrait (short edge on top) or Landscape (long edge on top)

Outline panel Located on the left side of the screen; displays the text content of each slide

Paragraph In Word, a paragraph is created anytime you tap [Enter]; can consist of several lines, a single line, or a blank line

Paragraph styles Styles used to format a paragraph or selected group of paragraphs; may include character formatting

PDF (Portable Document Format) Document format in which the file looks the same on all types of computers

Primary key Unique ID that cannot be the same for any two records (e.g., a student ID)

Primary sort field First field sorted; a LastName field is typically the primary sort field

Print Preview Feature that allow you to see how a file will look when printed

Promote text To reduce text indentation so it appears closer to the left margin and, if numbered or bulleted, elevates the text to the next higher number or bullet level

Property Field attributes that control features such as format, field size, font size, weight and color; available properties depend on the data type

Property Sheet Panel on the right side of a design window used to set values for controls, such as font size, color, alignment, etc. depending on the type of control

Queries Object used to select, search, sort, and extract table data based on criteria and conditions; displays results in a row and column format

Query design grid Enables you to place desired fields onto columns and provides rows to sort the data or set specific search criteria

Quick Access toolbar Graphical User Interface (GUI) that contains buttons for frequently used commands; can be customized according to your preference

Range Multiple cells in adjacent rows, columns, or both rows and columns

Record Collection of details (fields) about an individual person, place, or thing, such as an employee record or a product record

Record source Field property that connects text boxes in a form, subform, or report to a field in an underlying table or query

Relationships Connect data in one table to data stored in other tables through the use of key fields

Relational database Contains two or more linked tables related by unique and identifying key fields (e.g., a ProductID that allows product information to be stored only once in the Products table, yet is available to all linked tables, queries, forms, and reports)

Reports Database pages that present processed and summarized data from tables and queries as meaningful information in an easy-to-read format; designed to be printed

Reserved words Terms with special meanings; cannot be used as field names

Resume Reading Bookmarking feature that remembers where you were last working in a document; the next time you open the document, clicking the bookmark jumps you to that location

Return feature Item on a Query Design tab that enables you to set the number of records to be displayed (returned) in the query results

Ribbon Band at the top of an application window that contains commands that help you perform tasks; organized in tabs that relate to a particular type of activity and groups that contain related commands

Rows Horizontal groups of cells in a table

Scaling Enlarging or reducing an object's overall size to a percentage of its original size

Sections In PowerPoint, the grouping of slides treated as a single object, making it easy to change the order of large blocks of slides; in Access, the major parts of the form, such as the Form Header, Form Footer, Detail, Page Header, and Page Footer; section bars separate form sections

Secondary sort field Second field sorted when multiple records contain the same data in the primary sort field; FirstName is often a secondary sort field

Select query Database inquiry that selects only the requested records

Select (highlight) text To drag over the desired text with the mouse pointer or other techniques; used in preparation for tasks such as formatting and copying

Short Text data type Default data type of a field; can contain up to alphanumeric 255 characters

Show/Hide Displays nonprinting characters such as tabs, spaces, and paragraph symbols onscreen for easy access

Slide layout Preset layout of placeholder boxes on a slide

Slide Show toolbar Contains navigation controls, drawing tools, and options to be used during a slide show presentation; located in the bottom-left corner of a slide during a slide show

Slide transition Animation that occurs when navigating from one slide to the next during a slide show

Slides panel Located on the left side of the screen; displays thumbnails of each slide

SmartArt Predesigned graphic images you can add to a file; categories include List, Hierarchy, Pyramid, etc.

Sort To arrange of data in alphabetic, numeric, or date order; can be in ascending (low to high) or descending (high to low) order

Sparklines Miniature charts in worksheet cells that illustrate the direction (increasing or decreasing) of a cell range in one row or column

Split To create two or more table cells from a single table cell

Split form Two synchronized views of a table data in Layout/Form View and Datasheet View, shown simultaneously

Structured Query Language (SQL) Database management programming language used by MySQL and other systems; uses commands such as SELECT, FROM, WHERE, and JOIN

Style Group of formats that allows you to quickly apply multiple formats at once; when a style is modified, all text with the style applied is updated with the modification; also known as Quick Styles

Tab Area on the Ribbon that contains groups of commands; also, a code that sets a specific amount of space between two text items

Tab order Order in which Access moves among form fields when you press **Tab** or **Enter**

Tab stop Preset stop along the horizontal ruler set at every half inch to control and align text; can be customized

Table In Access, a file or collection of related records; contain the data used in all other database objects

Table style Style applied to table cells, rows, or columns to ensure consistency

Template Preformatted document layout used as the basis for new documents to maintain consistency among documents; usually contains text, paragraph, table, graphics, and other formats

Text box Control that displays the actual data stored in a field (e.g., Smith might be the data displayed in a LastName text box linked to the LastName field in an Employees table)

Title bar Appears across the top of the application window, contains the name of the application and the name of the current file

Total row Can be displayed on a query grid to add aggregate functions to total, average, or find minimum/maximum values

Touch-mode screen Allows you to interact with a touchscreen by tapping or swiping your fingers on the screen

Trendlines Lines that illustrate the direction (increasing or decreasing) of one data series in a chart

Unbound control Item that is independent of any table data, such a shape, image, or text used for a title

Wildcards Special characters, such as an asterisk (*), used to represent multiple characters or a question mark (?) to represent any single character

Wizard Tool that walks you through the selection and ordering of specific fields from the tables or queries that contain the data you want to place onto a form, query, or report

Word Wrap Automatic moving of text to a new line when it extends beyond the right margin of a paragraph; eliminates the need to tap **Enter** at the end of lines within a paragraph

Work Area Main part of the screen where you design tables, queries, forms, and reports; where you enter data into tables and forms

Workbook properties Information about a workbook that is saved with the workbook contents

Zoom Command that changes the onscreen levels of magnification