

Name _____

Date _____

**8th Grade Computers:
Access Vocabulary Test**

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|-------------------|-------------------|--------------------|
| A. Database | E. Field Name | I. Record Selector |
| B. Datasheet View | F. Field Property | J. Records |
| C. Design View | G. Field Selector | K. Query |
| D. Entry | H. Fields | L. Wizard |

DIRECTIONS: Match the word above to its correct definition below. Place the letter of the correct term in the space provided.

- ___ 1. A group of fields in a database.
- ___ 2. A label to identify a field in a database.
- ___ 3. A single piece of information in a database.
- ___ 4. A view that enables you to tell Access exactly how you want the object to look.
- ___ 5. A collection of related information organized for rapid search and retrieval.
- ___ 6. Similar to a template, a wizard asks you questions and formats a document according to your preferences.
- ___ 7. Specifications that allow you to customize an Access field beyond choosing a data type.
- ___ 8. A small box or bar that you click to select a row in a database.
- ___ 9. A view in Access that enables you to enter records directly into a table.
- ___ 10. Data entered into a cell.
- ___ 11. Enables you to locate multiple records matching a specified criteria in a single action.
- ___ 12. A small box or bar that you click to select a column in a database.