

Name: \_\_\_\_\_

Class Period: \_\_\_\_\_

Date: \_\_\_\_\_

## Access Basics Word Bank

### Across

- \_\_\_\_\_ Access uses four main types of objects including Tables, Queries, Reports, and this object.
- \_\_\_\_\_ An organized collection of information about a specific subject.
- \_\_\_\_\_ Each column of an Access table is called this.
- \_\_\_\_\_ This allows you to see or work with a portion of a table by limiting the number of fields and by selecting specific records.
- \_\_\_\_\_ To organize data alphabetically or in numerical order.
- \_\_\_\_\_ To sort from the smallest to the largest (from A to Z and from 0 to 9).
- \_\_\_\_\_ When you open a database file, you see this type of pane which displays a list of the objects in a database.
- \_\_\_\_\_ You store database information in one or more of these.

### Down

- \_\_\_\_\_ A mode in which the insertion point displays in a selected field.
- \_\_\_\_\_ A table, form, query, report, or other item used to store and manage data in a database.
- \_\_\_\_\_ Database tables that share common fields are said to be this.
- \_\_\_\_\_ Each row of an Access table is called this.
- \_\_\_\_\_ System that includes both the database information and the tools to use the database.
- \_\_\_\_\_ The best-selling personal computer database management system.
- \_\_\_\_\_ This is a window for viewing the data in one or more tables.
- \_\_\_\_\_ This is formatted information from a table or query that you can send to a printer.
- \_\_\_\_\_ To sort from the largest to the smallest (from Z to A and from 9 to 0).
- \_\_\_\_\_ You view, edit, and input information in tables in this view which has rows and columns, just like an Excel spreadsheet.

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## Access Basics Crossword Puzzle

[illegible]