



## LESSON 2 Key Terms

Knowing these terms will help you complete the exercises in this lesson.  
Use this chart as a study guide when you review the lesson.

Key Term	Definition	Page Number
<b>Caption</b>	A display name. A field's column heading in Datasheet View. The text in a label control.	417
<b>Control</b>	An object on a form or report that displays data such as a text box or check box, or a button that lets users control a program	430
<b>Crosstab query</b>	Calculates a sum, average, count, or other type of total for data that is grouped by two fields—one across the top of the datasheet, the other in each row of the datasheet.	425
<b>Data Access Page</b>	Allows users to use databases with a Web browser and to add, change, and view records in a database.	436
<b>Data type</b>	Tells what type of data a field can hold. For instance, a number field can store numbers only.	415
<b>Database template</b>	A sample database used by the database wizard to create a new database.	411
<b>Design View</b>	The view that allows you to change the structure of a database object.	415
<b>Duplicate query</b>	Finds records with the same data in a field.	425
<b>Form View</b>	The view that allows you to view, add, delete, and change data, usually one record at a time.	429
<b>Input mask</b>	Allows users to apply a specific type of format to data entered into a database.	420
<b>Lookup field</b>	Displays input choices from another table so you can enter data by choosing from a list.	418
<b>Page View</b>	Shows how a page will look in a Web browser.	436
<b>Property</b>	A detail about an object, such as the size or default value.	415
<b>Property sheet</b>	A window listing the properties for an object.	416
<b>Referential integrity</b>	Prevents conflicting data between two tables by enforcing a relationship.	422
<b>Relationship</b>	A link between two tables based on a common field.	421
<b>Report preview</b>	Shows how a report will look when printed.	432
<b>Unmatched query</b>	Finds records without matching related data.	425
<b>Value</b>	Data in a field. You might key 16 as the value for the age field.	418
<b>Wizard</b>	A series of dialog boxes that guides you through a task.	411

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**Tech Tip**

Access remembers the size and position of the database window when you close it.