



# LESSON 4 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>Chart</b>	A picture that presents data visually. Common charts are pie charts, bar charts, and line charts.	483
<b>Documenter</b>	A tool that reports the characteristics of database objects and their parts.	488
<b>Layout Preview</b>	Shows how objects on a form or report will be arranged and formatted when the report is printed.	487
<b>Object dependency</b>	Refers to the fact that a database object that uses a second database object is dependent on that second object.	481
<b>PivotChart</b>	An interactive chart. Different data can be shown by dragging fields onto and off of the chart.	483
<b>Preview</b>	An on-screen sample of a page from a form or report.	482
<b>Union Query</b>	Query that merges data from separate queries into one query.	489
<b>Web Page Preview</b>	A preview of how a Data Access Page will look in a Web browser.	485

**Tech Tip**

Access has a built-in reference manual ready for you to use. To search or browse the reference material, choose **Help > Microsoft Access Help** from the menu. Then you can either click **Table of Contents** to look at all the help information, or type a word to search for and click **Start Searching**.

**You Should Know**

The **Object Dependencies** task pane does not show all of the dependencies in a database. Search **Help** to see which dependencies are not listed.

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