# **Key Term Matching Answer Key**

# **Exploring Microsoft Access, Chapter 2**

1. Connects two tables together by their common field in the Relationships window.

**m. Join line**

2. The unnecessary storing of duplicate data in two or more tables.

**h. Data redundancy**

3. Determines the type of data that can be entered and the operations that can be performed on that data.

**i. Data type**

4. A number that automatically increments each time a record is added.

**b. AutoNumber**

5. A field in one table that is also the primary key of another table.

**k. Foreign key**

6. Characteristic of a field that determines how it looks and behaves.

**j. Field property**

7. Used to create a more understandable label than a field name label that displays in the top row in Datasheet view and in forms and reports.

**c. Caption property**

8. Checks the data for allowable value when the user exits the field.

**s. Validation rule**

9. Simplifies data entry by providing literal characters that are typed for every entry.

**l. Input mask**

10. Rules in a database that are used to preserve relationships between tables when records are changed.

**q. Referential integrity**

11. An option that directs Access to automatically update all foreign key values in a related table when the primary key value is modified in a primary table.

**e. Cascade Update Related Fields**

12. When the primary key value is deleted in a primary table, Access will automatically delete all foreign key values in a related table.

**d. Cascade Delete Related Records**

13. When the primary key value in the primary table can match many of the foreign key values in the related table.

**n. One-to-many relationship**

14. Enables you to ask questions about the data stored in a database and provides answers to the questions in a datasheet.

**p. Query**

15. A row in the Query Design grid that determines which records will be selected.

**g. Criteria row**

16. Provides a step-by-step guide to help you through the query design process.

**r. Simple Query Wizard**

17. Special character that can represent one or more characters in the criterion of a query.

**t. Wildcard**

18. Uses greater than (>), less than (<), greater than or equal to (>=), and less than or equal to (<=), etc. to limit query results that meet these criteria.

**f. Comparison operator**

19. Returns only records that meet all criteria.

**a. AND condition**

20. Returns records meeting any of the specified criteria.

**o. OR condition**