

Access Database Terminology

Term	Like-term	Definition
Caption Field		Use the Caption field when entering a field name the way it will be viewed in queries and reports. For example, the field name: CourseNo could be entered into the caption field as: Course Number.
Cardinality	Numerical Relationships	The numerical nature of a relationship. Single relationship, zero or optional relationship, a multiple relationship.
Data Type		The data type for each field name is determined by the type of information that will be entered. Some fields require certain data types to appear correctly. For example, a Text field could be set with formatting options on size - number of characters to display.
Database Administrator	DBA	The person who creates and manages the structure of a database or database system(s).
Entity Class	Table	Entities are Tables. An Entity class is a concept. Typically tables are people, places or things - about which you wish to store information and that you can identify with a unique key (called a primary key).
E-R diagram	Entity Relationship Diagram	An E-R diagram is a graphical method of representing entity classes (tables) and their relationships. Typically they are explained by providing information about one table and how it relates to another table. When drawing the relationships in a diagram, the links should be from the primary key of the unique field table to the foreign key field in the multiple side of the table - defining the relationship.
Field Name		Never include spaces in a field name. Field names should be entered one of two ways: All caps with an underscore between words (PROF_ID) or with a capitalized first letter of each word without spaces (ProfID).
Field Properties		Location box where all of the settings for a field are defined. Field Size, Format, Caption, Index, etc., are some settings that should be defined. Others may be set depending on the requirements of the given field.
Foreign Key field		A unique ID field from one table - located in another table, linking the two tables together. The Foreign key field combines with the Primary Key field so that the information in each table in a database is validated.
Form		Forms are screens with text boxes, buttons, lists, and other controls that help you enter data easily and accurately. A form is a custom screen that provides an easy way to view data already included in a database table or group of tables. You can also use a form to enter new information into tables. They show just the data you need to see.
Instance		An occurrence of an entity class (table) that can be uniquely described with a primary key.

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Integrity Constraints	Enforce Referential Integrity	To verify that all foreign key field properties, data entered, data types match the original primary key field or counterpart field, the Enforce Referential Integrity box should be checked. This action will check all of those areas to make sure the two fields from differing tables contain "like" information. Once this has been checked, click Create. If the information from both tables matches, the relationship will be created and a 1 and infinity symbol will appear next to each table field. If not, an error message will direct you to where the information does not match.
Normalization		A process of assuring that a relational database structure can be implemented as a series of two-dimensional relations (also known as files or tables).
Object Views		The Navigation pane allows users to navigate by category and filter by group. The standard view is All Access Objects by Object Type.
Primary Key field	Unique ID field	A primary key is a field or group of fields that uniquely describes each record in a table. Every table should have one (and can have more than one) field that uniquely describes or identifies the records of that table. The Primary key field will be set as such inside each table. A range of characters (can be numbers or letters or a combination of both) should be decided upon and set. This information should be listed in the Description field for each field.
Query		A query is a database object that gathers data from one or more tables. You can use either a query or a table as the data source for your new form. You're using this query (which selects data from a few fields) because it provides just the data you need, and the resulting form is smaller and easier to use. A query is typically created using the Design View, but can be created using a wizard. Queries are for INTERNAL use only - and most information internally is a "known" factor and therefore, not required to be included in the query.
Range(s)		There are two ways to identify the unique ID field for a table. One method is to use an auto ID field. The other is setting the field type as Text – allowing the DBA to define the range and IDs for each entry. Setting a broad range in the beginning allows the company to grow without having to go back and change the basic setup or structure of the database.
Record	Instance	Within the context of a database design, we often refer to a record as an instance.
Record Selector Bar		Located at the bottom of the database open table. Allows user to select a specific record, create a new record, and to know how many data records are currently in the table.

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Report		A report is typically created using the Wizard, but it can be created using the Design View (very timely process). Reports are for EXTERNAL use so the format of the report is very critical. All field names should be entered correctly spelled. They should appear in full without being cut off. Calculating Totals and formulas may need to be adjusted to provide accurate information. Reports should never display an ID number - unless specifically requested.
Symbols		Symbols are used when creating an E-R Diagram. Single, zero or optional, and multiple relationships are defined. Symbols are used to link primary key and foreign key fields together in a paper or digital diagram process. They help to explain how data in each table within a database is related.
Table	Entity	A table is a grouping of "like" information in a database. The table includes a unique ID field and other fields that correspond to that table.