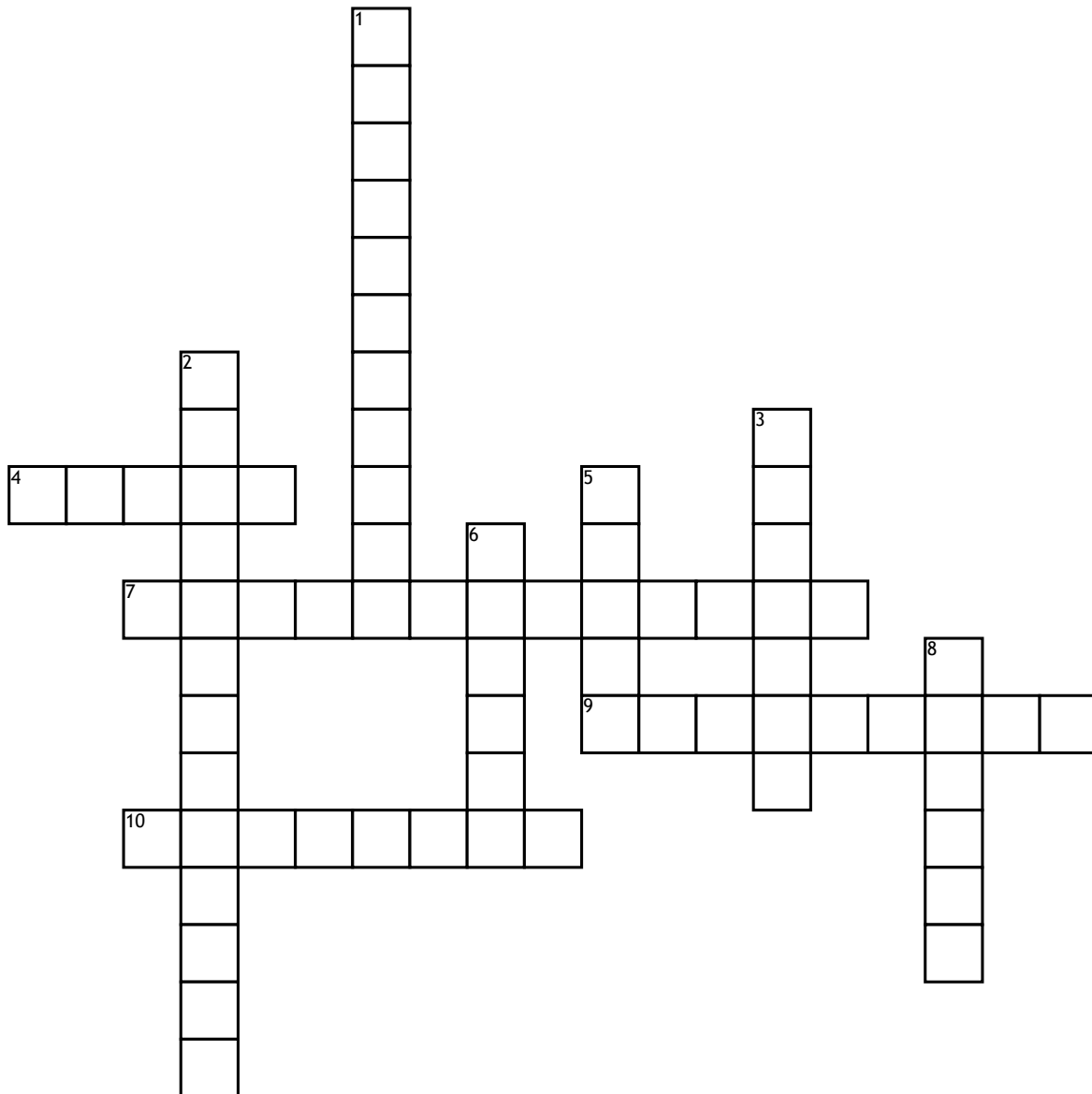Name: _____   Date: _____

Access Lesson 1 Vocab

Across
4. Database objects that enable stored data to be searched and retrieved.
7. A menu of options and commands that allows you to access various screens to perform common tasks with your database files.
9. The visual representation of the data contained in a table or of the results returned by a query.
10. A tool for collecting and organizing information.

Down
1. Standards and guidelines that can be used to determine if your database is structured correctly.
2. The process of applying rules to your database design to ensure that you have divided your information items into the appropriate tables.
3. Accesses the Backstage view.
5. Each column in a table.
6. Small square labels where KeyTips are located.
8. Small letters and numbers on the Ribbon that execute commands when used with the ALT key. Every command on the Ribbon has a KeyTip.